

GOLDEN WEST COLLEGE



2016 – 2017

CATALOG

REVISED 2016-09-02



WELCOME TO GOLDEN WEST COLLEGE



2016 – 2017 CATALOG

Golden West College prohibits discrimination on the basis of gender, race, age, color, religion, national origin, ethnicity, disability, sexual orientation, or any legally protected characteristic in the administration of its educational policies, personnel practices, and college programs. Grievance procedures exist for students, employees, and job applicants. Information regarding formal complaints is on file in the offices of the Chancellor and the Deputy Chancellor and in the offices of the College President and Vice Presidents. Any questions concerning discrimination may be directed to the Golden West College Vice President of Student Life and Title IX Coordinator at 714-892-7711, Golden West College, 15744 Goldenwest Street, Huntington Beach, CA 92647.

Questions or problems regarding access of students with disabilities to any college program or service should be directed to the Golden West College Vice President of Student Life and Section 504 ADA Coordinator at 714-895-8721, Golden West College, 15744 Goldenwest Street, Huntington Beach, CA 92647.

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

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

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

Be sure to check the online version of the 2016 – 2017 catalog at www.goldenwestcollege.edu/catalog for any corrections to this printed version.

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

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We Are Here to Help!

Visit the **GWC Answer Center**

in the Enrollment Center

or Contact the **Call Center**

714-892-7711

SERVICES, RESOURCES & CONTACTS

LEARN MORE ABOUT:	ADMINISTRATOR/ CONTACT	LOCATION	TELEPHONE
Amusement Tickets	Bookstore Staff	Bookstore Building	(714) 895-8764
Assessment Center	Don Bui	Business 109	(714) 892-7711 x51080
Associated Students	Carla Martinez/Mary Avalos	Student Center, 2nd Floor	(714) 895-8705
Student Life & Leadership	Carla Martinez/Mary Avalos	Student Center, 2nd Floor	(714) 895-8261
Athletics	Albert Gasparian	Recreation Education 110	(714) 895-8333
Bookstore	Bookstore Staff	Bookstore Building	(714) 895-8764
CalWORKS/Re-Entry	Staff	Administration Building	(714) 895-8111
CARE Program (single parents)	Natalie Timpson	Administration Bldg, 2nd Floor	(714) 895-8952
Career Center	Career Center Staff	Administration Building	(714) 895-8217
Career & Technical Education	David Gatewood	Technology 115	(714) 895-8792
Child Care	Susan Bixler	Child Development Center	(714) 895-8127
Clubs/Organizations	Carla Martinez/Mary Avalos	Student Center, 2nd Floor	(714) 895-8705 or (714) 895-8261
Community Education & Activities	Candy Lundell	Community Center 104	(714) 895-0800
Community Relations Office	Bruce Berman	Administration 126	(714) 895-8315
Counseling	Veronica Ornelas	Administration Building	(714) 895-8799
Disabled Students Programs & Services	Chad Bowman	Student Services Annex	(714) 895-8721 / TDD (714) 895-8350
District Office		1370 Adams Ave, Costa Mesa	(714) 435-4600
Emergency – on campus	Jon Arnold	Public Safety Bldg	(714) 895-8999
Enrollment Services (Admissions & Records)	Enrollment Services Staff	Enrollment Center	(714) 895-8306
EOP/S	Natalie Timpson	Administration Bldg, 2nd Floor	(714) 895-8992
Facility Reservations	Michael Carrizo/Facilities	Administration 134	(714) 895-8240
Financial Aid	Adrienne Burton	Humanities 123	(714) 895-8394
Fiscal Services	Paul Wisner	Administration 135	(714) 895-8112
Foundation	Bruce Berman	Administration 126	(714) 895-8315
Graduation	Jenny Tran	Enrollment Center; Records	(714) 895-8306

Grievances	Robyn Brammer	Administration 111	(714) 895-8125
Health Services	Staff	Nursing & Health Services Building	(714) 895-8379
Help Desk	(MyGWC Assistance)	www.goldenwestcollege.edu/helpdesk	(714) 895-8306
Intercultural Program	Melissa Lyon	Student Services Annex	(714) 895-8705
International Students	Melissa Lyon	Student Services Annex	(714) 895-8705
Learning Disabilities	Chad Bowman	Student Services Annex (714) 895-8721 / TDD	(714) 895-8350
Library	Library Staff	Learning Resource Center	(714) 895-8741
Lost & Found	Public Safety Staff	Public Safety Bldg	(714) 895-8924
Marketing and Creative Services	Debbie Bales	Cosmetology 117	(714) 892-7711
Nursing Admissions	Nursing Staff	Nursing & Health Services Building	(714) 895-8285
Online Instruction	Help Desk	Learning Resource Center	(714) 895-8389
Outreach	Don Bui	Enrollment Center	(714) 895-8144
Parking	Public Safety Staff	Public Safety Bldg	(714) 895-8924
Human Resources	Danielle Heinbuch	Humanities 103	(714) 895-8970
Photo ID	Trang Cong Huyen Ton Nu	Enrollment Center	(714) 895-8306
Psychological Services	Staff	Nursing & Health Services Building	(714) 895-8379
Public Safety	Jon Arnold	Public Safety Bldg	(714) 895-8183
Registration	Enrollment Services Staff	Enrollment Center	(714) 895-8306
Residency	Timothy Allen	Enrollment Center	(714) 895-8197
Scholarships	Valerie Venegas	Health Science Bldg 130	(714) 892-7711 x55117
Security	Public Safety Staff	Public Safety Bldg	(714) 895-8183
Student Computer Center	Gregg Carr	Learning Resource Center	(714) 895-8904
Study Abroad	Dave Moore	Administration 228	(714) 895-8264
Swap Meet	Swap Meet Staff	Community Center 104	(714) 895-0888
Transcripts	Enrollment Center Staff	Enrollment Center; Records	(714) 895-8151
Transfer Center	Thao Tran	Administration Building	(714) 895-8794
Tutorial and Learning Center	Gregg Carr	Learning Resource Center	(714) 895-8904
Veterans' Affairs	Adele Dick	Enrollment Center	(714) 895-8140
Veteran's Resource Center	Chad Bowman	Business 102	(714) 895-8144
Vocational Education	David Gatewood	Technology 115	(714) 895-8156
Writing/Reading Center	David Hudson	Learning Resource Center	(714) 895-8772

GOLDEN WEST COLLEGE DIVISIONS/DEPARTMENTS

LEARN MORE ABOUT:	ADMINISTRATOR/ CONTACT	LOCATION	TELEPHONE
Arts & Letters	Dean Dr. David Hudson	Fine Arts 106A	(714) 895-8772
Business	Dean Dr. David Gatewood	Technology 115	(714) 895-8792
Career & Technical Education	Dean Dr. David Gatewood	Technology 115	(714) 895-8792
Counseling & Social Sciences	Dean Dr. Robyn Brammer	Administration 111	(714) 895-8125
Criminal Justice	Dean Ron Lowenberg	Criminal Justice 116	(714) 895-8369
Enrollment Management	Dean Dr. Claudia Lee	Enrollment Center	(714) 895-8130
Health Ed, Kinesiology & Athletics	Dean Albert Gasparian	Recreation Education 110	(714) 895-8334
Library & Learning Resources	Dean Dr. Alexis Miranda	Learning Resource Center	(714) 895-8384
Math & Science	Dean Jeff Courchaine	Health Science Bldg	(714) 895-8990
School of Nursing	Dean Albert Gasparian	Recreation Education 110	(714) 895-8334

ADMINISTRATION

Golden West College President	Wes Bryan	Administration 124	(714) 895-8101
Vice President, Student Life & Administrative Services	Janet Houlihan	Administration 131	(714) 895-8240
Vice President, Instruction & Student Learning	Dr. Omid Pourzanjani	Administration 129	(714) 892-7711 x55005

ACADEMIC CALENDAR

FALL SEMESTER 2016

August 8.....	Early Start (Special Programs) Classes Begin
August 28.....	Residency Determination Date
August 29.....	Regular Classes Begin (16-Week and 8-Week Classes)
September 5.....	Labor Day (Campus Closed)
October 24.....	Second 8-Week Classes Begin
November 1.....	Filing Deadline for Fall Graduation
November 11.....	Veterans Day (Campus Closed)
November 24 - November 27.....	Thanksgiving Break (Campus Closed)
December 18.....	Last Day of Fall Semester
December 20 - January 2.....	Winter Break (Campus Closed)

INTERSESSION 2017

January 3.....	First Day of Instruction
January 16.....	Martin Luther King Day (Campus Closed)
January 27.....	Last Day of Intercession

SPRING SEMESTER 2017

January 9.....	Early Start (Special Programs) Classes Begin
January 29.....	Residency Determination Date
January 30.....	Regular Classes Begin (16 and 8-Week Classes)
February 17.....	Lincoln's Day (Campus Closed)
February 20.....	Washington's Day (Campus Closed)
March 27 - April 2.....	Spring Recess (Campus Closed)
April 1.....	Filing Deadline for Spring Graduation
April 3.....	Second Eight-Week Classes Begin
May 2.....	Scholarships and Awards Night
May 25.....	Commencement
May 28.....	Last Day of Spring Semester
May 29.....	Memorial Day (Campus Closed)

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

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

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

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

Academic Calendar – Available online at www.goldenwestcollege.edu/admissions/academic_calendar.html

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

CLASS CANCELLATION

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

50 YEARS OF OPPORTUNITY...



That is the tag line for our year-long birthday celebration. It's time to remember where we came from and to look forward to where we are going on our educational journey to serve our students and community members.

Our community has changed over the last five decades and so have our students. We are here to meet you where you are and help you get to where you want to go. We call this effort **"The Completion Agenda."** It is our commitment to support every student from the point of registration all the way to graduation.

We want to help you find the pathway that best serves your needs. While community colleges are often referred to as two-year colleges, most students, because of life challenges, may take 3 to 8 years to complete. I was one of those students who took more time because of work, children and life. I learned that having a Student Educational Plan (**SEP**) is what helped me stay on track, even when I changed colleges or could only take one course at a time. College is about persistence, asking for help when you need it, and knowing that teachers, counselors and staff are here for only one purpose: to help you succeed.

In fact, having a plan is one of the best predictors of successful completion, no matter how long it takes! When we know your plan, we will nudge you along the way with a smile, a word of encouragement, a text or a tweet. Our

College goal is to provide you the learning resources you need when you get stuck, so when life happens, you can get back on track sooner.

Our Learning Resource Center includes a fully staffed Tutoring Center, College Ready Math, Writing Center, Open Computer Lab, Tech-Ready Study Rooms, High Tech Computer Center with adaptive technologies, along with a full service Library Research Center.

This year you can watch us build, in the middle of our campus, a new One-Stop Student Services Center including support services for: Enrollment Services, Financial Aid, Business Office, Veterans Center, Disabled Students, Student Leadership, International Students, Counseling, EOP&S, and Assessment. As you can see, this is a building full of resources, faculty, and staff that will be there to help you with your **Completion Agenda**.

We're not kidding when we brag about GWC providing our students with **Oceans of Opportunity**. We don't just want to take you to the water's edge; we want to help you complete your educational plan. We want you to transfer to the college or university of your choice and/or advance in a good career that makes you happy.

Welcome to Golden West College, home of the Rustlers, where academics, athletics, and student activities promise you an active student life as we celebrate 50 years of excellence together. I am looking forward to shaking your hand at your graduation.

Wes Bryan

President, Golden West College

COAST COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

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

CHANCELLOR

John Thomas Weispfenning, Ph.D.

COLLEGE MISSION STATEMENT

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

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 alphabetical 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 both open access to our college and equitable outcomes for our student population.

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, our students, and community.

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 encourage active leadership for students, faculty, and staff at all levels of the institution and throughout our community.

LEARNING

We are committed to high academic standards and support the personal growth of all our students. Our dedication to student learning culminates in high level of student achievement.

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 appreciate the integral roles that classified staff and managers perform in support of students and their learning.

TECHNOLOGY

We value the role that technology is playing in transforming the educational environment, creating new ways of addressing students' learning needs, and enhancing the administrative aspects of serving students and faculty.

COLLEGE GOALS

STUDENT SUCCESS

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

EQUITABLE ACHIEVEMENT

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

LEARNING ENVIRONMENTS

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

COMMUNICATION

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

ENGAGEMENT

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

RESOURCE OPTIMIZATION

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

GOLDEN WEST COLLEGE INSTITUTIONAL STUDENT LEARNING OUTCOMES

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



GOLDEN WEST COLLEGE IS ACCREDITED BY THE FOLLOWING AGENCIES:

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

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

California Board of Registered Nursing

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

Accreditation Commission for Education in Nursing

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

California Board of Barbering and Cosmetology

2420 Del Paso Road, Suite 100
P.O. Box 944226
Sacramento, CA 94244-2260
(800) 952-5210
www.barbercosmo.ca.gov

National Automotive Technicians Education Foundation (NATEF)

101 Blue Seal Drive SE, Suite 101
Leesburg, Virginia 20175
(703) 669-6650
www.natef.org

GOLDEN WEST COLLEGE OFFERS PROGRAMS WHICH ARE APPROVED BY:

California Board of Registered Nursing, Continuing Education Provider

California Board of Barbering and Cosmetology

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

National Automotive Technicians Education

Foundation (NATEF) For Automotive Service Excellence (ASE) Certification Training



ADMISSIONS AND REGISTRATION

ACADEMIC YEAR 2016–17

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

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

ADMISSION APPLICATION

Application for admission is available on-line at <http://www.goldenwestcollege.edu>. Questions regarding admission procedures will be handled by staff in the Answer Center as well as staff in the Enrollment Center, both 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. Hold Certificate of Proficiency or a G.E.D. from the State of California
3. Enrollment in the 11th or 12th grade and recommendation for advanced academic or vocational college level study

In accordance with California Education Code Sections 76001 or 76001.5, 11th & 12th grade students may be eligible to enroll in courses at Golden West College for advanced-level study in instructional or vocational areas not available at their school. The school and the college will determine who may enroll based on their judgment of the applicant's ability to profit from instruction. The college has the right and responsibility to restrict enrollment for reasons of health and safety, appropriateness of the course, preparedness of the student, college policy, state law and space availability. Note: In accordance with SB338, enrollment in physical education courses have been restricted or excluded.

Family Educational Rights and Privacy Act (FERPA)

Under this Act, students attending an institution of higher learning become an adult when it comes to their educational records at that institution. It is the policy of the Coast Community College District, in accordance with FERPA, to not release/discuss a student's records without the signed release from the student authorizing the release of that information to anyone except the student.

Important Information for the 11th

-12th Grade Student

Students wanting to take Math or English must take the placement test which is offered in our Assessment Center (714-892-7711 ext. 51080). Students must submit an admissions application to the college and receive a Student ID# before making an appointment.

- All Classes at Golden West College are college level courses
- High School Students CANNOT displace a college level student
- High School Students are NOT allowed on waitlists
- High School Students MAY NOT take a course-load exceeding 6 units for the Fall/Spring semesters and 3 units for Summer/Intersession
- If the student is home-schooled, he/she must provide verification that the home-school program is recognized and approved by the county department of education and provide verification that the student is able to succeed in college level classes. A Private School Affidavit should accompany the Special Part-Time High School Release Form

Students enrolled in the 11th or 12th grade may enroll in courses at Golden West College if they meet the following criteria:

- The student must be at least a minimum day student at his/her school (not applicable for summer classes)
- The course(s) requested is an advanced academic or vocational experience and not available at the student's regular school (PE courses are restricted)
- The student meets the prerequisite for the course requested

- The student has the permission of his/her parent.
- The student has the permission of his/her high school principal or designee with a recommendation of the specific course or courses to be taken.

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

RESIDENCE REQUIREMENTS

California Residence

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

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

It is the responsibility of all students to maintain an accurate address. Students may update their address by logging into their MyGWC or submit a form to the Enrollment Center.

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 and capital outlay fees.
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. To comply with the federal Veterans Access, Choice, and Accountability Act of 2014 (Public Law 113-146), the State of California is updating and adopting policies regarding in-State tuition rates and exemptions for eligible veterans and their dependents. Legislation is pending. Please check the Golden West College website for updates.
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 Enrollment Center.
 - 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.

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.
9. In accordance with SB 141, Golden West College will exempt from nonresident tuition, a nonresident student who is a U.S. citizen and who resides in a foreign country, if that student meets all of requirements of the bill. Contact the Residence clerk for a list of requirements.

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-I) Visas

Golden West College values diversity and encourages international students to seek admission. The college is authorized under federal law to enroll nonimmigrant alien students. (Code of Federal Regulations 8CFR 214.3(k) and Section 101(a)(15) (F).) Golden West College provides a full service International Student Program (ISP) which works closely to support international students throughout their studies. The ISP is dedicated to serving and supporting prospective, new and continuing

international students at GWC. Services for international students include specialized academic counseling, expert regulatory guidance, homestay placement services and customized student programming. Golden West College admits international students for the Fall, Spring and Summer terms. All application materials must be submitted by the following deadlines*:

Summer	April 25
Fall	July 15
Spring	December 10

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

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

1. International applicants to Golden West College must be high school graduates, be pursuing the final semester of high school or equivalent, or be 18 years of age or older prior to the start of the term of application. (Applicants who have completed high school, but who are under age 18 must submit proof of legal guardianship in the U.S.)
2. A signed, original International Student Application must be submitted along with two (2) passport-size photographs and a \$55 Application Fee.
3. All applicants must provide evidence of sufficient financial resources to meet all expenses

during their period of attendance at Golden West College.

4. International students must have sufficient knowledge of English to benefit from instruction at the college level. Therefore, all applicants whose native language is not English are required to produce a minimum TOEFL score of 61 (Internet-based test) or 500 (paper-based test); or the equivalent on an accepted alternate standardized test of English proficiency, or demonstrate equivalency with prior coursework (original transcripts required); or obtain a passing score on the Golden West College placement test. See the International Student Program website for a full list of options for English demonstration.
5. Arrangements should be made to have official transcripts of all high school, college and ESL coursework sent directly to the International Student Program. All university coursework (from within the U.S. and 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 Designated School Official (DSO) of their intent to transfer. The transfer process and SEVIS record release must be completed prior to the semester start date. Copies of the I-20, visa and passport pages must be submitted at the time of application.
7. International students are required to enroll in a minimum of 12 units each semester and pay international student (non-resident and capital outlay) fees. All fees are due at the time of registration.
8. All international students are required to purchase the college

designated international student health insurance plan prior to registration. Private insurance is not accepted.

9. All international students are required by law to report a change of address to the school within 10 days of moving.
10. Completion of the International Student Orientation prior to the semester start date is mandatory.
11. The Orientation Program includes important visa requirements to ensure awareness of federal laws governing F-1 visa holders.

To obtain an International Student Application and view book, or for more information about the International Student Program and its services, contact:

Golden West College
International Student Program
15744 Goldenwest Street
Huntington Beach, CA 92647-3103
Phone: (714) 895-8146
Fax: (714) 895-8973
Email: 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 they are proficient in English and their visas do not expire before the end of the term for which they are enrolling. Contact the Residence Clerk in Enrollment Services 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

Application

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

Admissions Status

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

Preparing for Proper Course Placement, Registration and Educational Planning (Student Success and Support Program)

Student Success & Support Program (SSSP) (formerly Matriculation) is a process that enhances student access to the California Community Colleges and promotes and sustains the efforts of credit students to be successful in their educational endeavors. The goals of Student Success & Support Program are to ensure that all students complete their college courses, persist to the next academic term, and achieve

their educational objectives through the assistance of the student-direct components of the Student Success & Support Program process: admissions, orientation, assessment and testing, counseling, and student follow-up.

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

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

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. Concurrently enrolled 11th - 12th grade school student attending with the recommendation of the school principal.
3. Concurrently enrolled 11th - 12th grade students would be required to take the Math/English assessment test if the class they are enrolling in has a Math/English pre-requisite requirement.

PREREQUISITES/COREQUI-

SITES/ADVISORIES

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

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

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

Prerequisite Courses

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

1. 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 Enrollment Center at least 5-10 business days prior to your registration appointment.

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

PREREQUISITE/COREQUISITE CHALLENGE

A prerequisite/corequisite challenge requires written documentation, explanation of alternative course work, background or abilities which adequately prepare the student for the course. A Prerequisite/Corequisite Challenge Form can be obtained from the 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; the student believes the prerequisite/corequisite is discriminatory or being applied in a discriminatory manner; or
3. The student has the documented knowledge or ability to succeed in the course without meeting the prerequisite/corequisite.

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

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

FEES AND EXPENSES

Enrollment Fee: \$46 per unit*

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

Student Health Service Fee: \$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) 895-8306
2. Students enrolled only in courses of less than two weeks duration.

College Service Charge: \$17 per semester for fall and spring; \$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 (\$1.00) of each \$17, funds student scholarships. Information about specific programs funded by this charge and requests for a waiver of the College Services Charge are available during posted business hours in the Office of Student Life and Leadership. The request to waive the College Services Charge must be secured in advance prior to the student's payment of registration fees. The period to obtain this waiver is between the date class schedules are available online through the last day to enroll in the regular school semester. This fee is subject to change. For further information call (714) 895-8261.

Student Representation Fee: \$2 per semester for fall and spring. One dollar (\$1.00) will go to the campus and one dollar (\$1.00) will go to the Student Senate for California Community Colleges for the purposes of providing student government representatives the means to state their positions and viewpoints before city, county, district, state, and federal government as well

as other public agencies on behalf of the student body. This is a voluntary contribution made at the time of registration.

Nonresident Tuition: \$211.00 per unit + \$45.00 per unit Non-resident Capital 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 at a cost of \$3.00 per day. Coin operated parking

meters are available for use at \$.25 per each 15 minutes for a maximum stay of 2 hours. Failure to properly display a valid parking permit may result in the issuance of a citation. A student whose permit is lost or stolen must purchase a new permit.

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

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

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

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

The fine rates are 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 costs and processing fees will be issued. Library fines and fees

should be paid at the Public Services Desk.

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

All fees are subject to change during the academic year.

PRIORITY REGISTRATION POLICY

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

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

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

Students are assigned registration appointments in accordance with the Coast Community College District (CCCD) Board Policy, BP 5055 and Administrative Procedure, AP 5055. Students will lose priority registration due to unit cap and/or not meeting academic progress standards (completion of more than 50% of

courses attempted and maintaining a cumulative 2.0 GPA). Students will also lose eligibility for the Board of Governors Fee Waiver (BOGFW) due to not meeting academic standards. Students may appeal for consideration of reinstatement of priority registration and/or BOGFW eligibility. For exceptions that will be considered, visit the Golden West College website for details. Board Policies and Administrative Procedures are available on the Board Policy section of the Coast Community College District (CCCD) website at www.cccd.edu.

REGISTRATION

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

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

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

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

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

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

Programs Requiring Advanced

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

Waitlists: NOTE: Waitlists may be available for most classes. If you add yourself to the waitlist and a seat becomes available you will be notified by email and will have 24 hours to add the class via MyGWC. Students with valid cell phone numbers will also receive a text notification. Waitlist email notifications are sent to the Coast District assigned student Gmail account (username@student.cccd.edu). The link to your Gmail is found on 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 text and will have 24 hours to add the waitlisted class. All prerequisites and corequisites must be met. You can monitor your waitlist position by logging into your MyGWC and clicking on "Detail Schedule with Waitlist Position" from the student tab. Even though text messaging is available for waitlist notifications, it is suggested you log into your MyGWC and check your Coast District assigned Gmail account at least three times a day to reduce the chance of missing the email notification for the waitlist. For step-by-step instructions on how to add a course with a waitlist notification,

refer to the MyGWC reference guide posted on the GWC homepage.

3. If waitlists are not available, check back to see if a seat may have become available due to a student withdrawal or due to a student being dropped for nonpayment of fees.

OR

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

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

REGISTRATION FEE PAYMENT PROCEDURE

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

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

FEE PAYMENT METHODS

Students can conveniently pay fees online by credit card via their MyGWC portal. Cash and checks may be accepted on a limited basis in the Enrollment Center during regular business hours.

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.

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 Enrollment Center immediately after you register to avoid being dropped.

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 Enrollment Center immediately to avoid being dropped for non-payment.

Veterans:

If you are receiving Chapter 33 Post 9/11 or Chapter 31 Vocational Rehabilitation & Employment educational benefits, please contact Veterans Services immediately after registering and prior to payment. Your fees can be "deferred" so there is no out-of-pocket expense.

The office is located in Enrollment Services and is open Monday-Thursday, 9:00 a.m. to 5:00 p.m. and Fridays, 8:00 a.m. to 12:00 p.m.

TUITION PAY

Golden West College has also made available a payment plan through Tuition Pay, administered by Higher One®. This is a financing alternative if you cannot cover the entire amount of your GWC registration fees at the time of registration. The payment plan

is available for students owing \$150 or more for the current registration term. This payment plan requires a student to have a personal checking account. For more information visit: <https://tuitionpaymentplan.com/goldenwest>. You MUST complete signing up for Tuition Pay by 12 p.m. (noon) of the scheduled drop day to ensure that you are not dropped from classes. Your Tuition Pay contract must equal the amount of registration fees assessed for your enrollment.

Late Payment Agreement:

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

REFUND POLICY

To Be Eligible For a Refund:

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

Refund Processing:

Refunds will be automatically processed every week beginning the first week of registration of the semester in which the fees were paid and each week thereafter until the end of the term. Official withdrawals made in accordance with the refund

policy and by the withdrawal deadline will generate a credit balance on the student's account.

Online Credit Card Payment Refunds:

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

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

In Person Payment Refunds:

Fee payments paid in person, by cash, check, money order or credit card, will be refunded through Higher One as either a check, mailed to the mailing address Enrollment Services has on file, direct deposit to an existing bank account or to a Higher One account depending on the refund choice made by the student. It is the responsibility of the student to maintain correct and up-to-date address information. Addresses can be updated on MyGWC, under the Student Tab, and then click on Banner Self Service.

*Refund vendor subject to change during catalog year.

Important:

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

Cancelled Classes:

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

Returned Checks:

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



STUDENT RESOURCES AND ACTIVITIES

ACADEMIC HONORS

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

Eligibility for Academic Honor's List:

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

Eligibility for Graduation with Honors:

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

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

ALPHA GAMMA SIGMA HONOR SOCIETY

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

Eligibility for membership in the Sigma Pi Chapter at Golden West College is based on completing 12 or more graded college units at GWC, with a cumulative GPA of 3.0 or better. Membership is renewable each semester. Chapter dues and grade verification are required. Permanent membership is awarded

to students completing 60 units, with two semesters of membership, and a cumulative GPA of 3.25 or better. Permanent members receive recognition on their GWC transcript and diploma and at the state level. All graduating AGS members in good standing may wear a gold AGS stole at the GWC graduation ceremony. The Sigma Pi Chapter at Golden West College recognizes academic achievement and promotes scholarship eligibility and transferability to four-year institutions.

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

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

ASGWC

(See Student Life and Leadership)

ASSESSMENT CENTER

The Assessment Center provides English, English as a Second Language (ESL), and Math placement test services for prospective and current students at Golden West College. The results from the placement tests are used to determine course enrollment. 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) 892-7711 ext. 51080.

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

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 an Olympic-sized, 50-meter pool and a rehabilitation pool.

Intercollegiate Athletics:

Golden West College is a member of the Orange Empire Conference of the California Community College Association. Member colleges of the conference are Cypress, Fullerton, Irvine Valley, Norco, 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, women's sand volleyball, swimming, and softball in the spring.

Athletic Eligibility:

To be eligible for intercollegiate participation at Golden West College,

student athletes must be enrolled in 12 units of course work. To remain eligible in subsequent semesters, they must satisfactorily complete 24 units between seasons of competition of which 18 need to be academic, vocational or remedial, and maintain a cumulative 2.0 grade point average since the start of the semester/quarter of the first participation. Questions on athletic eligibility should be referred to the Athletic Director.

Physical Education and Fitness Programs:

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

A variety of cardiovascular conditioning and strength training classes are offered for enrollment. Also there are outdoor sand volleyball, 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 or physicaleducation@gwc.cccd.edu or call (714) 895-8333.

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. The Bookstore has liberal refund/exchange and buyback policies and offers online shopping with delivery or in-store pick-up options. You can save up to 50% by renting your textbooks or purchasing digital text books. Visit www.gwcstore.com.

CalWORKs/RE-ENTRY CENTER "EDUCATION THAT WORKS"

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

A large array of services are available for eligible CalWORKs students. These services include individualized counseling, career assessment, transportation assistance, advocacy with county social services and community based service providers when necessary, school supplies, and job development assistance. Through personal attention and motivation, the CalWORKs/Re-Entry staff is dedicated to providing assistance and support to ensure student success.

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

CAREER CENTER

The Career Center provides students assistance with the career development process. Our resources help students explore your personality, interests, values, and skills so that you can make an informed decision when choosing a major and/or career. Individualized assistance is provided by trained personnel and counselors to help you reach your educational and career goals.

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 assessments to learn more about yourself.
- Career assessments to identify interests and personality related to career choice.
- Computerized career information systems that outline job descriptions, salaries, job outlook, and education/training requirements.
- Workshops from professionals in the community with information on career opportunities in various fields.
- A library of published materials covering majors and related occupations.
- Access to employment opportunities and support with resume and interviewing skills.

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.

COMMUNITY EDUCATION AND ACTIVITIES

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

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

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

Gold Key Card Program:

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

Community Education and Activities Programs Refund and Transfer Charges:

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

Participants who have registered for a program and request a transfer to

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

Swap Meet:

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

COOPERATIVE WORK EXPERIENCE PROGRAMS

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:

The student's job must be directly related to his/her college major or career goal.

1. Learning objectives are prepared each semester with the aid of their job supervisor and college instructor.
2. 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.
3. 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

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

- Online Orientation for a successful college experience.
- Counseling courses to help clarify career and academic goals.
- Individualized counseling to assist students with achieving their career and academic goals.
- Assistance with course selection and program planning.
- Information for transferring to other colleges and universities.
- Special workshops and seminars on a variety of educational, career, and personal topics.
- Electronic counseling, for answers to general questions, is available at: www.goldenwestcollege.edu/counseling.

To meet with a counselor call (714) 895-8799 or come by the Counseling Center located in the Administration Building for assistance.

New Student Advisement and Priority Registration Process

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

Transfer Center

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

A library of college/university catalogs, directories, publications, and online websites.

Transfer Admission Guarantee (TAG) selected University of California Campuses and Transfer Admission Agreements with private universities.

Associate Degree for Transfer programs.

General Education and major articulation for UC, CSU, and private/independent universities.

Transfer fairs with representatives from various colleges/universities in both the fall and spring semesters.

Workshops and assistance with university applications, financial aid, and transfer services.

College campus tours.

Individual appointments with an Admissions representative from local UC, CSU and private universities.

Students can visit our website at www.goldenwestcollege.edu/transfercenter/ for an updated information and calendar of events. For In-person assistance, please visit the Transfer Center located in the east wing of the Administration Building, or call (714) 895-8794.

CULTURAL PROGRAMS

Art Gallery

The Art Gallery at Golden West College exhibits regional, national, and international art. The gallery consists of our annual juried student exhibit, an annual plein air exhibit, and several traditional and contemporary art 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.

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 co-curricular programming which includes a variety of intercultural events, workshops, field trips, invited speakers and other collaborative programs offered at the college, the Coast Community College District, and within the local community. For more information, contact the Intercultural Program office at (714) 895-8906.

Music

On-campus and off-campus concerts are performed each year by the

Chamber Choir, Early Music Ensemble, and Symphonic Band.

Theater Productions

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

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

DISABLED STUDENTS PROGRAMS & SERVICES (DSPS)

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

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

- Adaptive Physical Education Courses
- Liaison with Campus and Other Agencies

The DSPS Office is located in the former KOCE Building #22 across from Forum II. For additional information, eligibility, policies, and procedures regarding accommodations and services, please call: (714) 895-8721 (voice), email: dsps@gwc.cccd.edu or visit: www.goldenwestcollege.edu/dsps

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

The EOPS CARE /Guardian Scholars 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 ensure participants equal access to success while pursuing their certificate of achievement, an Associate in Arts Degree (A.A.), and/or meet four-year university transfer requirements..

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

- Book Service
- High School Outreach
- Transfer Assistance
- Counseling
- Peer Advisement
- Tutoring and the CARE program
- Learning Skills Classes
- Priority Registration Program (if qualified)
- Foster Youth Services
- Study Hall Access
- Single Parent Services

The EOPS/CARE/Guardian Scholars 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 EOPS application, complete the College assessment test, and be enrolled as a full-time student at Golden West College. Students must also maintain satisfactory academic progress as defined by the Financial Aid Office. If applying for the CARE Program or Guardian Scholars Program, an additional application is required to establish eligibility.

FINANCIAL AID

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

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

Financial aid is awarded on a first-come, first-served basis. Golden West College may not have enough of certain funds to award all eligible students, so students are highly encouraged to file their applications early (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 2nd and through the year for which you want to receive aid, however those who apply later will miss these early filing opportunities and will also wait longer for their financial aid application to be reviewed.

It is up to the student to make the effort to learn where, when and how to apply for financial aid. It is important for the student to understand that they are responsible for meeting all deadlines and requirements. The more you plan ahead, the better your opportunities. The Golden West Financial Aid Staff is available to assist applicants in completing the process successfully. The GWC Financial Aid website (click Financial Aid under the Student Services tab at www.goldenwestcollege.edu) is an additional resource for prospective and current applicants to learn more about various financial aid and scholarship opportunities.

You May Be Eligible For Financial Aid If You:

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

- Are determined to have financial need based upon your FAFSA data and the Financial Aid Office review.
- Are a United States citizen or a permanent resident or an eligible non-citizen.
- Are an undergraduate student enrolled in an eligible program at Golden West College.
- Do not owe a refund on any grant received at any post-secondary institution and are not in default on any student loan.

- Maintain satisfactory academic progress as defined by the GWC Financial Aid Satisfactory Academic Progress Policy.

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

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

For a comprehensive overview of applying for and receiving financial aid at Golden West College, visit the GWC financial aid website (click Financial Aid under the Student Services tab at www.goldenwestcollege.edu).

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

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

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

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

Chafee Grant: A grant that is only available to students who were foster youth. The grant pays up to \$5,000. You may apply at: <https://www.chafee.csac.ca.gov/default.aspx>. Students who are eligible for a Chafee Grant should

also contact the EOPS office to learn more about qualifying for the Guardian Scholarship Program

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

Direct (Stafford) Student Loan:

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

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.

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

Rights and Responsibilities of

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

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

Expected Family Contribution (EFC)

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

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

Satisfactory Academic Progress (SAP) Policy for Financial Aid Recipients

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

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

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

The Financial Aid Office reviews academic progress at the end of each academic term. SAP includes measures of cumulative G.P.A. and unit completion progress, with a maximum

number of attempted units allowed. Please read the SAP policy in its entirety on our website.

Refunds/Repayments/Over-Awards:

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

Repayments/Over-Awards: Should it be determined at any time that the student received funds for which he/she was ineligible, the student will be required to repay these funds. Students will be notified in writing via e-mail 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 (click Financial Aid under the Student Services tab at www.goldenwestcollege.edu) for more information and specifics about student financial aid.

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 \$8,400,000. This has been accomplished through donations of cash, bequests and grants from individuals and businesses. The Foundation has provided over \$7,800,000 in scholarships to Golden West College students, and over \$8,400,000 in program support. In addition to cash assets, the Foundation annually receives donated equipment and supplies that represent thousands of dollars in gifts-in-kind.

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

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

Golden West College Patrons

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

in support of other events such as Commencement, Scholarships and Awards, and Gala.

Hens and Chickens

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

HISPANIC SERVING INSTITUTION

Golden West College is proud of its designation by the Federal Department of Education as a Hispanic-Serving Institution, defined as a non-profit institution that has at least 25% Hispanic full-time students. Because of our location in Huntington Beach, Orange County, and our commitment to attract a broad range of students seeking educational opportunities, the Hispanic students play an important role in our campus life. Students have the opportunity to participate in the Puente Program and Club, the Intercultural Center, and the Mi Casa Student Club as well as to participate in a variety of courses that explore the impact and contribution of the Hispanic cultures in American society. Chicano/Latino students from the surrounding high schools have the opportunity to attend the annual Chican@ Latin@ College Day event, as they have been doing since its inception in 1975. This event is a well-established tradition, embraced by the local high schools, Latino community and CCCD.

ONLINE INSTRUCTION

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.

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

Online Courses

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

Hybrid Courses

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

Blackboard as a Supplement to On-Campus Courses

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

Please note that, although there are some exceptions, most Blackboard

courses do not appear to students before the start date of the course. Additionally, while Blackboard courses usually remain open for a certain number of days after the semester ends, they will not be available to students indefinitely.

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

OUTREACH

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
- Liaison for elementary, middle, and high schools
- Information requests
- Special Campus Events

PEACE STUDIES

The Peace Studies program at Golden West College offers students an opportunity to learn about the value 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. The program also provides students with leadership skills that are essential in the highly complex and interdependent world in which we live. This interdisciplinary program is open to all students.

The GWC Peace Studies program is a preparation for those seeking to pursue careers in international

affairs, whether through the Foreign Service, Peace Corps, United Nations, United States Institute of Peace, or international non-governmental organizations. Areas of involvement include human rights, social and economic development, disarmament, conflict analysis, transitional and global threats, and general peacemaking. The student seeking a domestic career may find work as a mediator or conflict resolution specialist, human relations specialist, human resources specialist, justice and trauma healing professional or educator.

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 5:00 p.m. Monday through Friday.

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

goldenwestcollege.edu/publicsafety/

PUENTE PROGRAM

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

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

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

Eligibility:

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

1. Eligibility for English 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.
3. Enrollment in the program is on a first-come, first-served basis.
4. Commitment to the goals of the Puente Program, including an intent to transfer to a four-year college/university.

Benefits:

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

Puente Classes:

Fall 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

RESERVE OFFICERS TRAINING CORPS (ROTC)

AIR FORCE RESERVE OFFICERS TRAINING CORPS (AFROTC)

For more information, contact the Loyola Marymount University Department of Aerospace Studies (AFROTC) at (310) 338-2770. (<http://academics.lmu.edu/afrotc/about/>). 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

For more information and to find out eligibility requirements, call (657) 278-3007 or visit the website at <http://hdcs.fullerton.edu/militaryscience/>.

SCHOLARSHIPS

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

and Awards Ceremony. Funds are available the following academic year.

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

STUDENT LIFE AND LEADERSHIP

The Office of Student Life and Leadership 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 Life and Leadership recognizes diversity as a core value of our campus community. With an emphasis on academic excellence and student retention, Student Life and Leadership 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 Office of Student Life and Leadership 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 Life and Leadership - Provides information related to policies and procedures of Golden West College.

College Services Charge/Sticker- The College Services Sticker is available in the Office of Student Life and Leadership. This charge provides funding for a variety of GWC programs

and services. Students also receive discounts at local businesses and free entry at various campus life events.

Locker Rental - Low cost locker rental is available for students in the Office of Student Life and Leadership.

Student Council and Senate - Members of Student Government share active and vital roles in the governance process at Golden West College. Executive Student Council members are elected by the general student body or appointed when vacancies occur. Student Delegates have the opportunity to join ASGWC at anytime throughout the year. The Student Senate has five committees: Publicity, Student Interest, Finance, Activities, and Sustainability 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. Information about the posting policy for GWC can be obtained from the Office of Student Life and Leadership. 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 serve as student representatives in the participatory governance process at Golden West College.

Rustler Rewards 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 LED television, Student Information Center, wireless internet access, and an internet café.

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

STUDENT LEARNING SERVICES

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

(714) 895-8322 or
www.goldenwestcollege.edu/dsps

The High Tech Center (HTC) located in the Learning Resource Center (LRC) is a specialized computer lab that provides adaptive computer hardware and software for students registered through the GWC DSPS office. Individual assistance is provided on an as needed basis. Students must register for HTC Open Lab unit and be earning units at GWC concurrently with the semester in which they are enrolled in. For assistance in registering for the HTC Open Lab please contact the DSPS Office.

Adaptive programs include:

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

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

Library

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

The library's materials collection is comprised of approximately 45,000 books, a magazine and newspaper browsing collection, full-text online periodical databases, e-books, computers with internet access and Microsoft Office, and DVDs. The library aims to provide 24/7 quick and easy access to timely materials. Other amenities include photocopiers, printers, group study rooms, and resources for physically-challenged students. The Student Textbook Access Reserve (STAR) Collection provides copies of many textbooks for use within the library.

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) 895-8904

goldenwestcollege.edu/lrsc

The Student Computer Center is a computer laboratory that provides unlimited use of computers, high speed internet access, color printing, scanners, course software, CD-RW-DVD combo, Microsoft Office, as well as eleven

Macintosh computers loaded with the most current Digital Art software. The Student Computer Center also offers faxing and copying services at a minimal charge to students. To use the Student Computer Center, students must register for Learning Skills 922.

Tutorial and Learning Center

(714) 895-8904

goldenwestcollege.edu/tutoring/

Academic support is available to all GWC students in the classes for which they are currently enrolled. The Tutorial and Learning Center provides the following services:

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

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

Math Readiness Program

(714) 895-8904

goldenwestcollege.edu/lrc

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

Peer Assisted Study Sessions

(PASS)

(714) 895-8904

goldenwestcollege.edu/ssc/pass

PASS is a series of weekly review sessions facilitated by a PASS Leader. Sessions integrate what to learn (course content) with how to learn (study skills). PASS provides an active learning environment that promotes students to work together and use each other as resources to better understand the course content. During a typical PASS session, students compare and clarify lecture notes, review textbook readings, and discuss key concepts and difficult course content. To check if your class offers PASS, view the schedule online: <http://www.goldenwestcollege.edu/ssc/pass.html>

Writing and Reading Center

(714) 895-8303

goldenwestcollege.edu/ssc/wrc

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

Mathematics Computer Lab

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

available. Phone: (714) 892-7711 ext 51133 Hours: M-Th 8:00 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.

STUDY ABROAD PROGRAM

The Coast Community College District Study Abroad Program offers a variety of short-term study abroad programs led by district faculty members. For more information about how to plan your study abroad experience, or to apply, please visit the Study Abroad website at www.cccd.edu/students/int-prgms-stdy-abroad/study-abroad or call (714) 438-4706.

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 School Certifying Official located in the Enrollment Center.

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

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

- Post 9/11 GI Bill (Chapter 33)
- Montgomery GI Bill (Chapter 30)

- Montgomery GI Bill Selected Reserves (MGIB-SR Chapter 1606)
- Reserve Educational Assistance Program (REAP Chapter 1607)
- Vocational Rehabilitation & Employment Program (VR&E Chapter 31)
- Dependents' Educational Assistance (Chapter 35)

To apply for educational benefits, veterans and dependents can use the Veterans On-line Application (VONAPP), which is available on the VA website: www.benefits.va.gov/gibill/

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

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

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

Veterans Administration Requirements for Receiving Veterans Benefits

1. To qualify for benefits, veterans and eligible dependents must have, as an educational objective, "an (a) Associate in Arts Degree, (b) Baccalaureate Degree, or (c) Certificate Program."
2. Veterans and dependents must submit official sealed transcripts from all colleges attended previously to Golden West College within four weeks of being

admitted, or future certifications may be delayed.

3. Students must have a counselor-approved Student Education Plan. Only classes that are applicable towards their educational goal will be certified for educational benefits.
4. Students must notify the School Certifying Official of all changes in enrollment at the time of the transaction. The veteran is responsible for any overpayment caused by failure to report changes.
5. Students must maintain satisfactory standards of progress. Students who are on academic or progress disqualification may not be eligible for benefits.

Registration Priority for Veterans

All students are subject to the provisions of SBI 456.

Under the provisions of California Education Code Section 66025.8

(a) GWC will grant priority registration to any member or former member of the Armed Forces of the United States, who is a resident of California, and who has received an honorable discharge, a general discharge, or an other than honorable discharge, and to any member or former member of the State Military Reserve, for any academic term attended for four academic years after he or she has left state or federal active duty, which he or she shall use within 15 years of leaving state or federal active duty.

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

Proof of current military status (military ID or DD214 Member 4) must be submitted to the Veterans Services office.

CalVet Tuition Fee Waivers

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

Students who have been approved for the CalVet tuition fee waiver should take their Authorization Letter to the Financial Aid Office. Please note that the waiver is for tuition only. Students must pay any and all remaining fees or they will be dropped in accordance with the non-payment drop schedule.

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

Tuition Assistance

Active military using Tuition Assistance should consult with the Director of Admissions & Records.



DEGREES, CERTIFICATES, AND TRANSFER PLANNING

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 Enrollment Center according to the following schedule:

Graduation Period	Filing Period
Summer	July 1 - August 1
Fall	September 1 - November 1
Spring	February 1 - April 1

Associate in Arts degrees are awarded only after spring graduation, but the graduation date is posted on the student's transcript after the graduation period in which the Associate in Arts degree is earned.

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

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

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, unless the additional degree is an approved GWC Associate in Arts for transfer (AA-T) or Associate in Science for transfer (AS-T) 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.

Requirements

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

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

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 emphasis and completed the application for graduation. The associate degree is normally completed in two years and has one of two major purposes. Either the program of study prepares the individual for transfer to a four-year college or university or the program of study is intended to prepare the student for immediate employment.

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

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

Major and Area of Emphasis Student Learning

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

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

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

CERTIFICATE OF ACHIEVEMENT - CAREER

This certificate goes through the State approval process and requires a minimum of 12 units of coursework in a particular academic or occupational area. The certificate programs normally include only those courses which have a direct bearing upon specialized occupational competency since the objective of earning the career certificate is immediate employment in a specialized area. Upon successful completion of the program and completing the application, the student will receive the certificate and be recognized at the graduation ceremony. In order to earn a Certificate of Achievement all courses that apply to the certificate must be completed with a minimum grade of "C" in each course

unless otherwise stated. A minimum of 12 units in residence at GWC is required, and 50 percent of the certificate program must be completed at GWC.

CERTIFICATE OF ACHIEVEMENT - TRANSFER

The Intersegmental General Education Transfer Curriculum (IGETC) and the California State University General Education – Breadth 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 four-year institution. An application must be filed for graduation to be recognized at the graduation ceremony. A minimum of 12 units in residence at GWC is required.

CERTIFICATE OF SPECIALIZATION

This certificate focuses on the student gaining competency in a skill so that he/she can quickly move into the workplace. There is emphasis on updating or newly emerging technologies and the coursework for the Certificate of Specialization must be under 18 units. This certificate is not approved by the State and there is no acknowledgement of completion given at graduation, and is not recorded on a transcript. In order to earn a Certificate of Specialization all courses that apply to the certificate must be completed with a minimum grade of "C" in each course unless otherwise stated. 50 percent of the certificate program must be completed at GWC.

PROGRAMS	AA-T	AS-T	AA/AS Degree Major	AA Area of Emphasis	Certificate of Achievement	Certificate of Specialization
ACCOUNTING						
Accounting			X			
Staff Accountant					X	
IRS Enrolled Agent						X
AMERICAN SIGN LANGUAGE INTERPRETING						
American Sign Language Interpreting			X		X	
ANTHROPOLOGY						
Anthropology	X					
ART						
Art			X			
Art History	X					
Studio Arts	X					
AUTOMOTIVE TECHNOLOGY						
Chassis & Drivetrain Specialist			X		X	
Engine Performance & Emissions Specialist			X		X	
BUSINESS						
Business Administration		X	X		X	
CADD-COMPUTER AIDED DESIGN AND DRAFTING						
CADD-Computer Aided Design and Drafting			X		X	
Technical Drafting Option						X
COMMUNICATION STUDIES						
Communication Studies	X					
COMPUTER BUSINESS APPLICATIONS						
Computer Business Applications			X		X	
Administrative Assistant			X		X	
Microsoft Office						X
Certified Business Professional: CAP				X		
Certified Business Professional: Professional Legal Secretary				X		
COMPUTER SCIENCE						
Software Development			X		X	
Video Game Development			X		X	
COSMETOLOGY						
Cosmetology			X		X	
Esthetician			X		X	
Barbering					X	
CRIMINAL JUSTICE						
Administration of Justice		X	X			
Corrections			X			
Law Enforcement					X	
Police Academy			X			
DANCE						
Dance			X			
DESIGN						
Design					X	
DIGITAL ARTS						
Digital Arts			X			
Biotechnology Media Design						X
Graphic Design and Production					X	
Graphic Design Advanced Production						X
Graphic Design Foundation						X
Graphic Design Web Site Design						X
DIGITAL MEDIA						
Digital Media			X		X	
Audio Recording						X
Video Editing						X
Video Production						X
DRAFTING (See CADD)						
ECONOMICS						
Economics	X					
ENGLISH						
English	X					
ENVIRONMENTAL STUDIES						
Energy Auditor					X	
Energy Efficiency and Renewable Energy			X			
Solar Energy					X	X

PROGRAMS	AA-T	AS-T	AA/AS Degree Major	AA Area of Emphasis	Certificate of Achievement	Certificate of Specialization
FLORAL DESIGN & SHOP MANAGEMENT						
Floral Design & Shop Management			X		X	
GEOGRAPHY						
Geography	X					
GEOLOGY						
Geology		X				
HISTORY						
History	X					
KINESIOLOGY						
Kinesiology	X					
LIBERAL STUDIES						
Elementary Teacher Education	X		X			
LIBERAL ARTS						
Arts and Humanities				X		
Business and Technology				X		
Mathematics				X		
Science				X		
Social and Behavioral Sciences				X		
Social Behavior and Self-development				X		
MANAGEMENT						
Management			X		X	
Human Resources Management					X	
Marketing			X		X	
Retail Management					X	
Retail Management and Entrepreneurship			X			
Entrepreneurship and Small Business Management					X	
MATHEMATICS						
Mathematics		X	X			
MUSIC						
Music	X		X			
PEACE STUDIES						
Peace Studies			X			
NURSING						
Nursing - LVN to RN			X			
Nursing - Registered Nurse			X			
Pre-Health Science						X
PHILOSOPHY						
Philosophy	X					
POLITICAL SCIENCE						
Political Science	X		X			
PSYCHOLOGY						
Psychology	X		X			
SCIENCE						
General Biology			X			
Chemistry			X			
Physics		X	X			
SOCIAL SCIENCES						
Social Sciences				X		
SOCIOLOGY						
Sociology	X					
THEATER						
Theatre Arts	X		X			
TRANSFER						
CSU General Education Breadth					X	
IGETC					X	
WORLD LANGUAGE						
French			X			
Spanish	X		X			
Vietnamese			X			
World Language			X			

ASSOCIATE IN ARTS DEGREE REQUIREMENTS

(See website: 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 a GWC Counselor for appropriate classes.

3. Completion of additional elective units to a total of 60 units.

4. 2.0 Grade Point Average at GWC and 2.0 overall Grade Point Average for all colleges attended.

5. At least 12 units completed at GWC.

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: Courses in this area require students to develop and practice spoken communication skills that are appropriate to the audience, context, and goal of the communication situation.

Student Learning Outcome: Specialized Subject Knowledge (Majors) – Successful students will demonstrate a depth of knowledge, skills, and abilities in a particular major: (iSLO 1) Oral and written communication skills – Successful students will produce clear and well-organized communication appropriate to the intended audience, context, and goal of the communication. (iSLO 6)

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

Group 2: Courses in this area require students to develop the specific skills necessary to write clear, well-organized papers using documentation and research when appropriate.

Student Learning Outcome: Specialized Subject Knowledge (Majors) – Successful students will demonstrate a depth of knowledge, skills, and abilities in a particular major: (iSLO 1) Information competency skills – Successful students will determine the scope of information needs; locate and retrieve relevant information; organize, analyze, and evaluate information; and understand the ethical and legal issues surrounding information and information technology. (iSLO 4) Oral and written communication skills – Successful students will produce clear and well-organized communication appropriate to the intended audience, context, and goal of the communication. (iSLO 6)

Courses: English G100 (or G100H) with a grade of "C" or better.

Group 3: Courses in this area require students to demonstrate critical thinking skills of analysis, syntheses, and evaluation.

Student Learning Outcome: Specialized Subject Knowledge (Majors) – Successful students will demonstrate a depth of knowledge, skills, and abilities in a particular major: (iSLO 1) Analytic skills – Successful students will identify, evaluate, and apply a variety of methods to solve problems. (iSLO 3) Oral and written communication skills – Successful students will produce clear and well-organized communication appropriate to the intended audience, context, and goal of the communication. (iSLO 6)

Courses: Business G139, Communication Studies G220, English G110 (or G110H), or Philosophy G115, G125; Psychology G130

AREA B:

Physical Universe and Its Life Forms

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

Group 1: Courses in this area require students to 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.

Student Learning Outcome: Specialized Subject Knowledge (Majors) – Successful students will demonstrate a depth of knowledge, skills, and abilities in a particular major. (iSLO 1) Broad Knowledge - Successful students will demonstrate an understanding of the Core concepts and methods in the sciences, humanities, and arts. (iSLO 2)

Courses: Anthropology G185, G185L; Astronomy G100, G100L; Biology G100 (or G100H), G101, G104, G104L, G110, G120, G180, G182, G183, G186, G210, G220, G221, G225; Chemistry G110, G130, G180, G185, G220, G225; Geography G180, G180L; Geology G105, G106, G110; G120 Physical Science G100 (or G100H); Physics G110, G111, G120, G185; Psychology G250

Group 2: Courses in this area require students to 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.

Student Learning Outcome: Specialized Subject Knowledge (Majors) – Successful students will demonstrate a depth of knowledge, skills, and abilities in a particular major. (iSLO 1) Analytic skills – Successful students will identify, evaluate, and apply a variety of methods to solve problems. (iSLO 3) Quantitative skills - Successful students will convert information into relevant symbolic and mathematical forms (e.g. equations, graphs, diagrams, tables), provide accurate explanations of information presented in mathematical forms, and successfully perform calculations and symbolic operations. (iSLO 5)

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 or Computer Science G262 with a grade of "C" or better.

AREA C:

Arts, Literature, Philosophy, and Languages other than English

Completion of 3 units.

Courses in this area require students to demonstrate an ability to understand, evaluate, interpret, and appreciate human creations in philosophy, visual, performing and/or linguistic arts.

Student Learning Outcome: Specialized Subject Knowledge (Majors) – Successful students will demonstrate a depth of knowledge, skills, and abilities in a particular major. (iSLO 1) Broad Knowledge - Successful students will demonstrate an understanding of the Core concepts and methods in the sciences, humanities, and arts. (iSLO 2) Applied Learning - Successful students will demonstrate how theories and practices learned in academic settings can be applied and integrated into personal and professional pursuits. (iSLO 7)

Courses: Art G100, G103, G104, G105 (or G105H), G106 (or G106H), G107, G109, G116, G118, G120, G121, G125, G127, G130, G132, G140, G141, G142, G150, G152, G160, G250, G251; Chinese G180, G185, G280; Communication Studies G255; Dance G100, G101, 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; 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, G127, G132, G139, G141, G142, G143, G145, G146, G147, G150, G165, G209, G210; G261 Philosophy G100, G102, G110, G111, G120, G150; Photography G120, G158, G190; Political Science G150; Portuguese G180; Sign G180, G185, G200, G280, G285; Spanish G160, G165, G180, G185 G280, G285; Theater Arts G100, G102, G106, G108, G111, G112, G115, G120, G125, G135, G146, G151, G160, G161, G175, G176, G177, G178, G188, G210; Vietnamese G180, G185, G280, G285

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

Completion of 3 units.

Courses in this area require students to demonstrate an ability to comprehend and evaluate cultural, social, political, and economic institutions from various perspectives.

Student Learning Outcome: Specialized Subject Knowledge (Majors) – Successful students will demonstrate a depth of knowledge, skills, and abilities in a particular major. (iSLO 1) Broad Knowledge - Successful students will demonstrate an understanding of the Core concepts and methods in the sciences, humanities, and arts. (iSLO 2) Analytic skills – Successful students will identify, evaluate, and apply a variety of methods to solve problems. (iSLO 3) Information competency skills – Successful students will determine the scope of information needs; locate and retrieve relevant information; organize, analyze, and evaluate information; and understand the ethical and legal issues surrounding information and information technology. (iSLO 4) Oral and written communication skills – Successful students will produce clear and well-organized communication appropriate to the intended audience, context, and goal of the communication. (iSLO 6) Applied Learning - Successful students will demonstrate how theories and practices learned in academic settings can be applied and integrated into personal and professional pursuits. (iSLO 7)

Courses: Anthropology G100, G130, G140, G150, G190; Communication Studies G190, G225, G255; Criminal Justice G115, G123, G140, G141, G150; Digital Media G130; Economics G110, G120, G170, G175; Environmental Studies G100; Geography G100, G185, G195; History G110, G120, G121, G132, G135, G150, G161, G162, G170, G175, G180 (or G180H), G185 (or G185H); Journalism G180, Peace Studies G100, G110, G225; Political Science G100, G101, G105, G110, G121 (or G121H), G130, G180, G185, G205; Psychology G100, G116, G118, G165, G255, G260; Social Science G133, G134, G135, G136; Sociology G100 (or G100H), G110, G133, G134, G160, G185

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

Completion of 3 units.

Courses in this area require students to 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.

Student Learning Outcome: Specialized Subject Knowledge

(Majors) – Successful students will demonstrate a depth of knowledge, skills, and abilities in a particular major. (iSLO 1) Applied Learning - Successful students will demonstrate how theories and practices learned in academic settings can be applied and integrated into personal and professional pursuits. (iSLO 7) Lifelong Learning – Successful students will demonstrate life-long learning strategies that are based on on-going self-assessment, education, and acceptance of personal responsibility. (iSLO 8)

Courses: Accounting G100; Automotive Technology G101; Business G121, G158; College G100, G151; Communication Studies G255; Counseling G100, G103, G104, G110, G111, G199; Criminal Justice G107, G130; Dance G100, G105, G106, G112, G115, G120, G125, G130, G135, G136, G145, G150, G155, G160, G200, G215, G220, G225, G230, G235, G240, G245, G250, G260; Ecology G100; Health Education G100, G107, G112, G135; Kinesiology G100, G101, G110, G281; Marketing G157; Physical Education G103, G105, G108, G110, G111, G114, G130, G132, G137, G150, G158, G166, G167, G173, G176, G178, G180, G181, G186, G192, G195, G196, G210, G240, G244, G246, G250, G252, G256, G258, G260, G272, G273, G274, G275, G278, G287; Peace Studies G230; 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, 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

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) 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, 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, Psychology G130

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, G180L

Geology G105, G106, G110, G120 Physical Science G100

Physics G110, G110 + G111, G120, G125, G185, G280, G285

B 2: Life Science

Anthropology G185, G185, G185L

Biology G100, G101, 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 underscored.

B 4: Mathematics/Quantitative Reasoning

Computer Science G262; Mathematics G100, G103, G104, G115, G120, G140, G155, G160, G170, G180, G185, G235, 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*, G127, G130, G142*, G150*, G152*

_ Lab courses are underlined

* A maximum of three units of these activity courses may be used toward satisfaction of Area C.

Broadcast and Video Production G101

Dance G101, G165

Humanities G100 (or G100H), G101, G102, G103, G104, G108, G110 (or G110H), G114, G120 (or G120H), G122, G126, G132, G135, G139, G143, G165

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

Photography G120, G158

Theater Arts G100, G102, G106, G108, G111, G112, G120*, G175, G176, G177, G178

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

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), G181 (or G181H), G270, G275, G281

French G180, G185, G280, G285, G290

History G110, G120, G121, G132, G135, G140, G150, G160, G161, G162, G170#, G175#, G180, G185

Humanities G170

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

Political Science G150

Sign Language G180, G185, G200, G280, G285

Spanish G160, G165, G180, G185, G200, G280, G285

Vietnamese G180, G185, G280, G285, G290

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, G160, G185

D 1: Anthropology and Archeology

Anthropology G100, G130, G140, G150, G190

D 2: Economics

Economics G110, G120, G170, G175

History G110

D 3: Ethnic Studies

Communication Studies G255

Education G180

History G150, G161, G162

Social Science G133, G134, G136

Sociology G133, G134

Spanish G200

D 4: Gender Studies

History G121

D 5: Geography

Geography G100, G185, G190

D 6: History

Economics G120

History G110, G120, G121, G132, G135, G140, G150, G161, G162, G170#, G175#, G180 G185

D 7: Interdisciplinary Social/Behavioral Science

Digital Media G130

Communication Studies G190, G225, G260

Environmental Studies G100

History G120

Journalism G180

Peace Studies G100, G110, G225, G230

Political Science G105, G205

Psychology G280

D 8: Political Science, Government and Legal Institutions

Criminal Justice G141

* A maximum of three units of these activity courses may be used toward satisfaction of Area C.

US History, Constitutions, and American Ideals (See note on next page.)

Philosophy G150

Political Science G100, G101, G110, G120 (or G120H),
G121 (or G121H), G130, G150, G180# (or G180H#),
G185, G205

D 9: Psychology

Psychology G100, G116, G118, G165, G250, G255, G260

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, G135, G201

Kinesiology G100, G101, G110

Peace Studies G230

Physical Education G103 and one course from the list of activity courses

Psychology G110, G116, G118, G165

Activity

Dance G100, G106, G115, G120, G125, G130, G135,
G145, G150, G160, G200, G215, G230

Physical Education G105, G106, G107, G108, G109, G111,
G114, G130, G131, G132, G134, G136, G150, G158,
G164, G165, G166, G173, G176, G177, G178, G186,
G189, G192, G194, G195, G196, G210, G240, G244,
G246, G248, G250, G252, G256, G258, G260, G264,
G272, G274, G275, G277, G278, G279, 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.



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 ensure 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) 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. 10 semester units (or 15 quarter units). UC: Complete Group A and Group B. Two courses, 7 semester units (or 10 quarter units). Two 3 quarter unit sequential English courses can be used to satisfy Area 1A.

I A: English Composition

English G100 (or G100H)

I B: Critical Thinking-English Composition

English G110 (or G110H)

I 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.

Computer Science G262; Mathematics G100, G115[†], G140[†], G155, G160, G170[†], G180[†], G185, G235, 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), Dance G101

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, G111, G112

3 B: Humanities

Chinese G280

Economics G120

English G112, G114 (or G114H), G143, G150, G155, G160 (or G160H), G161 (or G161H), G181 (or G181H), G270, G275

French G185, G280, G285, G290

History G110, G120, G121, G132, G135, G140, G150, G161, G162, G170#, G175#, G180, G185

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

Political Science G150

Social Science G135

Sign G185

Spanish G165, G185, G200, G280, G285

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

4 F: History

History G132, G135, G140, G150, G185

4 G: Interdisciplinary Studies

Communication Studies G190, G255

Digital Media G130

Environmental Studies G100

Journalism G180

Peace Studies G100, G110, G230

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, G116, G118, G165, G250, G255, G260,
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, G180L

Geology G105[†], G110[†], G120

Physical Science G100[†]

Physics G110[†], G110[†] + G111[†], G120[†], G125[†], G185[†],
G280[†], G285[†]

5 B: Biological Science

Anthropology G185, G185L

Biology G100[†], G101, 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"

_ Lab courses are underlined

[†] UC Credit Limitation. See GWC counselor.

CSU US History, Constitution and American Ideals (See note on next page.)

or better (high school transcripts must be on file with Admissions & Records).

An achievement test administered by a college or university (score: proficiency equivalent to at least two years of high school language).

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

Language other than English: "O" Level Exam with a grade of "C" or better or

"A" Level Exam with a score of 5 or higher.

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 G200 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):

I. 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).

College Board Advanced Placement Examination in a language other than English (score: 3 or better)

International Baccalaureate Higher Level Examination in language other than English (score: 5 or better)

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.



TRANSFER COURSES

Student Educational Plan

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

ASSIST

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

Transferable Courses

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

Transfer Majors

In order to 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	Microbiology
Art	Music
Biology	Nursing
Business Administration	Nutrition and Dietetics
Chemistry	Peace Studies
Communications	Philosophy
Computer Science	Physical Education
Criminal Justice	Pre-Physical Therapy
Dance	Physics
Economics	Political Science
Engineering	Pre-Chiropractic
English	Pre-Dentistry
Environmental Studies	Pre-Law
Film/Television	Pre-Medicine
Foreign Language	Pre-Optometry
Forestry	Pre-Pharmacy
Geography	Pre-Veterinary Medicine
Geology	Psychology
Graphic Design	Social Ecology
History	Social Welfare
Journalism	Sociology
Liberal Studies	Teaching
Mathematics	Theater Arts

ASSOCIATE DEGREES FOR TRANSFER

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

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

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

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

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

ARTICULATION

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

COURSE IDENTIFICATION NUMBERING SYSTEM (C-ID)

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

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

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

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

III patterns previous to the 2008 -2009 academic year have catalog rights as long as they have maintained continuous enrollment.)

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

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

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

Golden West College offers the first two years of a transfer program. Students should consult a counselor for lower division major requirements. Major advisement information is available at the Transfer Center and the Counseling Center. The most current transfer information is also available via the internet at www.assist.org (ASSIST). Students should check ASSIST periodically for any changes.

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

Apply Online

Both 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://admission.universityofcalifornia.edu/how-to-apply/apply-online/>).

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). 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. Most CSU campuses do not admit lower division transfers.

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

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

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

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 impaction.

<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 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 I, including oral communication.

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

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

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 transfer campus.

What Courses Can Be Certified?

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

UNIVERSITY OF CALIFORNIA ADMISSION REQUIREMENTS

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

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:

- A. 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;
- B. Complete the following course pattern requirement, earning a grade of C or better in each course: two transferable college courses (3 semester or 4-5 quarter units each) in English composition, and; one transferable college course (3 semester or 4-5 quarter units) in mathematical concepts and quantitative reasoning, and; four transferable college courses (3 semester or 4-5 quarter units each) chosen from at least two of the following subject areas: the arts and humanities, the social and behavioral sciences, and the physical and biological sciences.

You can visit the website for UC admissions:

<http://admission.universityofcalifornia.edu/transfer/index.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 college or university may be certified by GWC. GWC students who complete all their general education courses at GWC can have those courses certified. Coursework from another California community college will be applied to the subject

area in which it is listed by the institution where the work was completed. Also, only those courses can be certified which were on the college's approved IGETC list at the time they were taken by the student. **Students in the Coast Community College District who take courses at Golden West, Orange Coast and/or Coastline must make sure that the courses are in the areas in which they need to meet general education requirements. The General Education patterns from all three district colleges are different.** Coursework from all other fully accredited colleges and universities will be placed in the area in which the subject is listed in the GWC pattern. Coursework completed at colleges and universities outside the U.S.A. (non-regionally accredited) are not acceptable except for certification of competence in a language other than English.

How Do I Get My Courses Certified?

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

INDEPENDENT COLLEGES AND UNIVERSITIES ADMISSION REQUIREMENTS

In addition to state supported colleges and universities in California, there are many independent institutions. Each of these institutions has its own unique requirements for admission. In order to determine eligibility, students should obtain a copy of the school catalog and consult with a GWC counselor. 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.californiacolleges.edu/admissions/california-independent-colleges/articulation_information.asp

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

THE UNIVERSITY OF CALIFORNIA

UC Berkeley (S)

Undergraduate Admissions
110 Sproul Hall #5800
Berkeley, CA 94720-5800
(510) 642-3175
www.berkeley.edu
37,581 Enrolled

UC Davis (Q)

Undergraduate Admissions
One Shields Avenue
Davis, CA 95616-8507
(530) 752-2971
www.ucdavis.edu
35,415 Enrolled

UC Irvine (Q)

Admissions and Relations w/ School
260 Aldrich Hall
Irvine, CA 92697-1075
(949) 824-6703
www.uci.edu
29,588 Enrolled

UCLA (Q)

Undergraduate Admissions
1147 Murphy Hall, Box 951436
Los Angeles, CA 90095-1436
(310) 825-3101
www.ucla.edu
43,239 Enrolled

UC Merced (S)

Admissions Processing
5200 North Lake Road
Merced, CA 95344
(209) 201-1074
www.ucmerced.edu
6,268 Enrolled

UC Riverside (Q)

3106 Student Services Building
900 University Avenue
Riverside, CA 92521
(951) 827-3411
www.ucr.edu
21,297 Enrolled

UC San Diego (Q)

Undergraduate Admissions
9500 Gilman Drive MC 0021
La Jolla, CA 92093
(858) 822-0348
www.ucsd.edu
31,502 Enrolled

UCSF (*) (Q)

Office of Admissions and Registrar
MU 200W, Box 0244
500 Parnassus Avenue
San Francisco, CA 94143
(415) 476-2310
www.ucsf.edu
2,940 Enrolled

UC Santa Barbara (Q)

Office of Admissions – Application
Processing
1210 Cheadle Hall
Santa Barbara, CA 93106-2014
(805) 893-2881
www.ucsb.edu
22,225 Enrolled

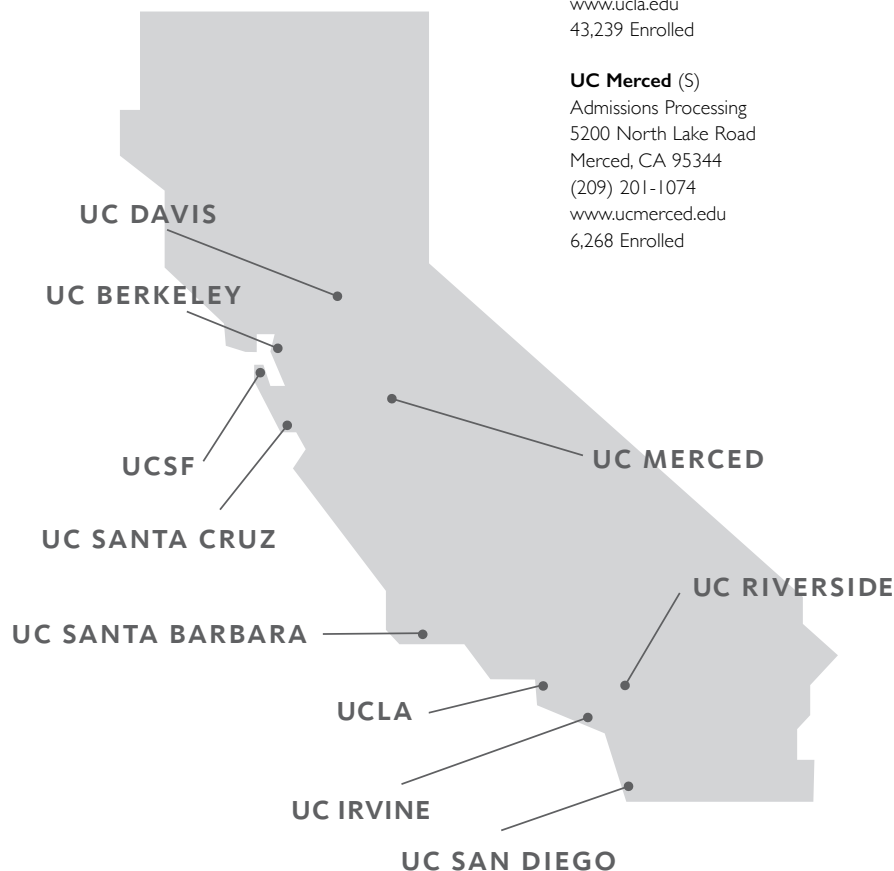
UC Santa Cruz (Q)

Office of Admissions –
Evaluation and Application Services
1156 High Street
Santa Cruz, CA 95064
(831) 459-2131
www.ucsc.edu
17,866 Enrolled

(*) – Graduate Health Science University

(Q) – Quarter

(S) – Semester



THE CALIFORNIA STATE UNIVERSITY

CSU Bakersfield (Q)

Student Services Building 47SA
9001 Stockdale Highway
Bakersfield, CA 93311-1099
(661) 654-3036
www.csu.edu
36,808 Enrolled

CSU Channel Islands (S)

One University Drive
Camarillo, CA 93012
(805) 437-8520
www.csuci.edu
4,179 Enrolled

CSU Chico (S)

400 West First Street
Chico, CA 95929-0722
(530) 898-6322
www.csudh.edu
17,287 Enrolled

CSU Dominguez Hills (S)

Welch Hall Room C290
1000 East Victoria Street
Carson, CA 90747
(310) 243-2110 x3789
www.csudh.edu

CSU East Bay (Q)

25800 Carlos Bee Blvd.
Hayward, CA 94542-3035
(510) 885-2784
www.csueastbay.edu
14,823 Enrolled

CSU Fresno (S)

M/S JA57
5150 North Maple
Fresno, CA 93740-0057
(559) 278-2261
www.csufresno.edu
23,060 Enrolled

CSU Fullerton (S)

Langsdorf Hall Room 114
800 N. State College Blvd.
Fullerton, CA 92834-9480
(657) 278-2788
www.fullerton.edu
38,128 Enrolled

Humboldt State University (S)

One Harpst Street
Arcata, CA 95521-4957
(707) 826-4402
www.humboldt.edu
8,116 Enrolled

CSU Long Beach (S)

1250 Bellflower Blvd.
Long Beach, CA 90840-0106
(562) 985-5471
www.csulb.edu
36,808 Enrolled

CSU Los Angeles (Q)

Student Affairs Bldg. Room 101
5151 State University Drive
Los Angeles, CA 90032-8530
(323) 343-3901
www.calstatela.edu
23,258 Enrolled

CA Maritime Academy (S)

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

CSU Monterey Bay (S)

100 Campus Center
Seaside, CA 93955-8001
(831) 582-3738
www.csUMB.edu
5,173 Enrolled

CSU Northridge (S)

18111 Nordhoff Street
Northridge, CA 91330-8207
(818) 677-3700
www.csun.edu
40,131 Enrolled

Cal Poly Pomona (Q)

3801 West Temple Avenue
Pomona, CA 91768-4003
(909) 869-5299
www.csupomona.edu
23,966 Enrolled

CSU Sacramento (S)

Lassen Hall 1102
6000 J Street
Sacramento, CA 95819-6048
(916) 278-7766
www.csus.edu
29,349 Enrolled

CSU San Bernardino (Q)

5500 University Parkway
San Bernardino, CA 92407-2397
(909) 537-5188
www.csusb.edu
18,952 Enrolled

San Diego State University (S)

5500 Campanile Drive
San Diego, CA 92182-7455
(619) 594-6336
www.sdsu.edu
33,483 Enrolled

San Francisco State University (S)

1600 Holloway Avenue
San Francisco, CA 94132-4002
(415) 338-6486
www.sfsu.edu
29,465 Enrolled

San Jose State University (S)

One Washington Square
San Jose, CA 95192-0009
(408) 283-7500
www.sjsu.edu
32,471 Enrolled

Cal Poly San Luis Obispo (Q)

One Grand Avenue
San Luis Obispo, CA 93407
(805) 756-2311
www.calpoly.edu
23,966 Enrolled

CSU San Marcos (S)

333 South Twin Oaks Valley Road
San Marcos, CA 92096-0001
(760) 750-4848
www.csusm.edu
9,722 Enrolled

Sonoma State University (S)

1801 East Cotati Avenue
Rohnert Park, CA 94928
(707) 664-2778
www.sonoma.edu
8,668 Enrolled

CSU Stanislaus (4-1-4)

MSR 140
One University Circle
Turlock, CA 95382
(209) 667-3070
www.csustan.edu
9,246 Enrolled

(Q) - Quarter

(S) - Semester

DEGREES AND CERTIFICATES

ACCOUNTING

ASSOCIATE IN ARTS DEGREE IN ACCOUNTING

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

PROGRAM LEVEL LEARNING OUTCOMES

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

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

Semester 1

Course	Title	Units
Accounting G101	Financial Accounting	4
General Education		TBD

Semester 2

Course	Title	Units
Accounting G102	Managerial Accounting	4
Accounting G130	Computerized Accounting	3
or		
Accounting G235	QuickBooks	3
General Education		TBD

Semester 3

Course	Title	Units
Accounting G111	Federal Income Taxation	3

Choose one course from the following:

Accounting G113	Business Income Tax	3
Accounting G210	Cost Accounting	3
Accounting G211	Intermediate Accounting I	4
General Education		TBD

Semester 4

Course	Title	Units
Choose one course from the following:		
Accounting G110	Payroll Accounting	3
Accounting G212	Intermediate Accounting 2	4
Accounting G215	Internal Control Compliance	3
Accounting G220	Forensic Accounting	3
Business G130	Intro to Business Writing	
or		
Business G139	Business Communication	3
General Education		TBD

Required Totals

Major Total: 20-22

GE Pattern GWC AA, CSU GE Breadth or IGETC Pattern: 21-39

DEGREE TOTAL UNITS (maximum): 60 units

STAFF ACCOUNTANT CERTIFICATE OF ACHIEVEMENT

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

PROGRAM LEVEL LEARNING OUTCOMES

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

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

One year pathway for Full-time Students:

Semester 1

Course	Title	Units
Accounting G101	Financial Accounting	4
Accounting G111	Federal Income Taxation	3

Choose one course 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

Semester 2

Course	Title	Units
Accounting G102	Managerial Accounting	4
Accounting G130	Computerized Accounting	3
or		
Accounting G235	QuickBooks	3

Choose one course from the following not already used above:

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: 20-22

IRS ENROLLED AGENT CERTIFICATE OF SPECIALIZATION

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

PROGRAM LEVEL LEARNING OUTCOMES

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

1. Define the essential elements of the major taxable entities: individuals, partnerships, and corporations, estates, and trusts.
2. Utilize the fundamental principles of taxation to prepare a variety of tax returns, forms, reconciliations, and supporting schedules.
3. Describe the unique taxation issues related to each of the taxable entities as they relate to tax planning and public policy.
4. Gain an overview of tax planning concepts and demonstrate knowledge through the use of practical tax planning exercises.

5. Outline the major elements of tax administration: information dissemination, tax collection, reviews and audits of tax returns, the appeals process, and appearing before the IRS.

One year pathway for Full-time Students:

Semester I

Course	Title	Units
Accounting G111	Federal Income Taxation	3
Accounting G113	Business Income Taxation	3
Accounting G115	Issues in Taxation	3

Choose one course from the following:

Accounting G100	Accounting for Small Business	3
Accounting G101	Financial Accounting	4
Accounting G110	Payroll Accounting and Taxation	3

Total Units: 12-13

ADMINISTRATION OF JUSTICE

ASSOCIATE IN SCIENCE DEGREE IN ADMINISTRATION OF JUSTICE FOR TRANSFER

The Associate in Science in Administration of Justice for Transfer Degree is an excellent way to develop base concepts of criminal law, corrections and criminal justice in the United States. This degree will provide a basis for understanding Core principles used in criminal justice, and therefore prepare graduates for career opportunities in the field of criminal justice. Students in the Associate in Science in Administration of Justice for Transfer Degree can develop careers in areas such as education, detention officer, dispatcher, probation/parole officer, police officer, deputy sheriff and attorney. The Criminal Justice department offers courses from beginning to advanced. All courses are designed to develop students' observation skills, practical application and written abilities. Students will be prepared for transfer into a baccalaureate degree program in Criminal Justice at a CSU.

PROGRAM LEVEL LEARNING OUTCOMES

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

1. Differentiate the roles of the law enforcement, courts, and corrections components of the criminal justice system.
2. Explain the legal justifications required for conducting a search and an arrest, and the exceptions to these requirements.
3. Identify the foundational requirements for the admissibility and the exclusion of evidence in a criminal court proceeding.

Semester 1

Course	Title	Units
CJ G140 (Core)	Intro to Criminal Justice	3
CJ G141 (Core)	Concepts of Criminal Law	3
General Education		TBD

Semester 2

Course	Title	Units
CJ G110 (List A)	Criminal Investigation	3
General Education		TBD

Semester 3

Course	Title	Units
CJ G137 (List A)	Community Relations and Special Issues in Criminal Justice	3
General Education		TBD

Semester 4

Course	Title	Units
Select two courses (List B six units)		
SOC G100	Intro to Sociology	3
SOC G100H	Intro to Sociology Honors	3
MATH G160	Intro to Statistics	4
PSYC G100	Intro to Psychology	3
PSCI G180	American Government	3
PHIL G115	Logic and Critical Thinking	3
General Education		TBD

Major Total: 18

CSU General Education Breadth or

IGETC Pattern: 37-39

Total units that may be double-counted 6-12

Transferable Electives (as needed to reach 60) 11-15

DEGREE TOTAL UNITS (maximum): 60 units

ANTHROPOLOGY

ASSOCIATE IN ARTS DEGREE IN ANTHROPOLOGY FOR TRANSFER

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

PROGRAM LEVEL LEARNING OUTCOMES

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

1. Analyze the origins and development of the human species from a cultural and technological perspective.
2. Compare and contrast variations in social customs unique to individual cultures.
3. Assess the importance of culture to the human species.
4. Analyze and evaluate the various theories set forth that explain the origins and development of humans, and human culture.

This is the major pattern for students planning to transfer to a CSU. It is strongly recommended that students contact a GWC counselor to develop an official Student Educational Plan to discuss non-CSU universities, or if they have questions about the CSU AA in Anthropology for CSU Transfer.

Semester 1

Course	Title	Units
Anthropology G100 (Core)	Introduction to Cultural Anthropology	3
Anthropology G185 (Core)	Physical Anthropology	3
Anthropology G185L (List A)	Intro to Physical Anthro Lab (optional)	1
General Education		TBD

Semester 2

Course	Title	Units
Anthropology G130 (Core)	Introduction to Archaeology	3
Anthropology G190 (List A)	Introduction to Linguistics	3
Or		
Math G160 (List A)	Introduction to Statistics	4
General Education		TBD

Semester 3

Course	Title	Units
Anthropology G140 (List C)	Magic, Witchcraft, Religion	3
Or		
Anthropology G150 (List C)	Native Peoples of North America	3
Psychology G280 (List B)	Research Methods in Psychology	4
or		
Biology G220 (List B)	Human Anatomy	4
or		
Geology G110 (List B)	Physical Geology	4
or		
Geology G106 (List B)	Earth Science for Teachers	4
or		
Geography G190 (List B)	Intro to Geographic Information Systems	2
General Education		TBD

Semester 4

Course	Title	Units
Communications G255 (List C)	Intercultural Communications	3
Or		
Ecology G100 (List C)	Human Ecology	3
Or		
Sociology G133 (List C)	Racial and Ethnic Relations in America	3
Or		
Philosophy G120 (List C)	Ethics	3
Or		
Geography G185 (List C)	Racial and Ethnic Relations in America	3
Or		
History G120 (List C)	Asian Civilizations	3
Or		
History G150 (List C)	History of Latin America	3
Or		
Music/Humanities G103	World Music	3
General Education		TBD

Major Total **20-22**

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

Units that may be double-counted **15-19**

Transferable Electives (as needed to reach 60 transferable units) **14-20**

DEGREE TOTAL UNITS (max) **60 units**

() Description in parentheses indicates credit earned in AAT.

ART

ASSOCIATE IN ARTS DEGREE IN ART

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

PROGRAM LEVEL LEARNING OUTCOMES

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

1. Demonstrate the skills to undertake a conceptual analysis of art.
2. Understand and apply concepts and methods of composition.
3. Demonstrate knowledge of significant examples of the Visual Arts.
4. Design and plan finished works of art.

5. Create or manufacture finished works of art based on initial designs.

Semester 1

Course	Title	Units
Art G105	Art History and Appreciation I Prehistoric to Renaissance	3
Art G107	Color and Design 2D	3

Elective Courses: Need a total of two for the degree

Art G109	Color and Design 3D	3
Art G115	Typography	3
Art G118	Life Drawing	3
Art G121	Ceramics I	3
Art G130	Painting I	3
Art G140	Life Painting I	3
Art G142	Sculpture I	3
Art G150	Printmaking I	3
Photo 120	Intro to Photography: Black and White Darkroom	3
Photo 190	Intro to Photography: Digital	3

General Education TBD

Semester 2

Course	Title	Units
Art G106	Art History and Appreciation 2 - Renaissance to Present	3
Art G116	Drawing I	3

Elective Courses:

Art G109	Color and Design 3D	3
Art G115	Typography	3
Art G117	Drawing 2	3
Art G118	Life Drawing I	3
Art G119	Life Drawing 2	3
Art G121	Ceramics I	3
Art G122	Ceramics 2	3
Art G130	Painting I	3
Art G131	Painting 2	3
Art G140	Life Painting I	3
Art G142	Sculpture I	3
Art G143	Sculpture 2	3
Art G150	Printmaking I	3
Art G221	Ceramics 3	3
Photo 120	Intro to Photography: Black and White Darkroom	3
Photo 190	Intro to Photography: Digital	3

General Education TBD

Semester 3

Course	Title	Units
Choose one Elective Course		
(Not needed if already completed in semesters 1 and 2)		

Art G109	Color and Design 3D	3
Art G115	Typography	3
Art G117	Drawing 2	3
Art G118	Life Drawing I	3
Art G119	Life Drawing 2	3
Art G121	Ceramics I	3
Art G122	Ceramics 2	3
Art G130	Painting I	3
Art G131	Painting 2	3
Art G140	Life Painting I	3
Art G142	Sculpture I	3
Art G143	Sculpture 2	3
Art G150	Printmaking I	3
Art G221	Ceramics	3
Photo 120	Intro to Photography: Black and White Darkroom	3
Photo 190	Intro to Photography: Digital	3
General Education		TBD

Semester 4

Course	Title	Units
Choose one Elective Course		
(Not needed if already completed in semesters 1 and 2)		
Art G109	Color and Design 3D	3
Art G115	Typography	3
Art G117	Drawing 2	3
Art G118	Life Drawing I	3
Art G119	Life Drawing 2	3
Art G121	Ceramics I	3
Art G122	Ceramics 2	3
Art G130	Painting I	3
Art G131	Painting 2	3
Art G140	Life Painting I	3
Art G142	Sculpture I	3
Art G143	Sculpture 2	3
Art G150	Printmaking I	3
Art G221	Ceramics 3	3
Photo 120	Intro to Photography: Black and White Darkroom	3
Photo 190	Intro to Photography: Digital	3
General Education		TBD

Major Total:	18
GE Pattern GWC AA, CSU General Education Breadth or IGETC Pattern:	21-39
DEGREE TOTAL UNITS (maximum):	60 units

STUDIO ARTS ASSOCIATE IN ARTS DEGREE IN STUDIO ARTS FOR TRANSFER

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

PROGRAM LEVEL LEARNING OUTCOMES

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

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

This is the major pattern for students planning to transfer to a CSU. It is strongly recommended that students contact a GWC counselor to develop an official Student Educational Plan to discuss non-CSU universities, or if they have questions about the CSU AA in Studio Arts for CSU Transfer:

Semester 1

Course	Title	Units
Art G106 (Core)	Art History and Appreciation 2- Renaissance to Present	3
Art G107 (Core)	Color and Design 2D	3

Choose one elective Course: (List B)

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

Photography G120	Intro to Photography: Black and White Dark Room	3
General Education		TBD
Semester 2		
Course	Title	Units
Art G116 (Core)	Drawing I	3
Choose one elective Course not already used above: (List B)		
Art G115	Typography	3
Art G117	Drawing 2	3
Art G118	Life Drawing I	3
Art G121	Ceramics I	3
Art G122	Ceramics 2	3
Art G130	Painting I	3
Art G131	Painting 2	3
Art G141	Life Sculpture	3
Art G142	Sculpture I	3
Art G150	Printmaking I	3
DART G170	Graphic Design Principles	3
Photography G120	Intro to Photography: Black and White Dark Room	3
General Education		TBD

Semester 3		
Course	Title	Units
Art G109 (Core)	Color and Design: 3D	3
Choose one Elective Course not already used above: (List B)		
Art G115	Typography	3
Art G117	Drawing 2	3
Art G118	Life Drawing I	3
Art G121	Ceramics I	3
Art G122	Ceramics 2	3
Art G130	Painting I	3
Art G131	Painting 2	3
Art G141	Life Sculpture	3
Art G142	Sculpture I	3
Art G150	Printmaking I	3
DART G170	Graphic Design Principles	3
Photography G120	Intro to Photography: Black and White Dark Room	3
General Education		TBD

Semester 4		
Course	Title	Units
Art G105 (List A)	Art History & Appreciation I – Prehistoric to Renaissance	3
or		
Art G103 (List A)	History of Asian Art	3
Choose one Elective Course not already used above: (List B)		
Art G115	Typography	3
Art G117	Drawing 2	3

Art G118	Life Drawing I	3
Art G121	Ceramics I	3
Art G122	Ceramics 2	3
Art G130	Painting I	3
Art G131	Painting 2	3
Art G141	Life Sculpture	3
Art G142	Sculpture I	3
Art G150	Printmaking I	3
DART G170	Graphic Design Principles	3
Photography G120	Intro to Photography: Black and White Dark Room	3
General Education		TBD

Major Total	24
CSU General Education Breadth or IGETC Pattern:	37-39
Total units that may be double counted	6
Transferable Electives (as needed to reach 60 transferable units)	3-5
DEGREE TOTAL UNITS (max)	60 units

() Description in parentheses indicates credit earned in AAT.

ART HISTORY ASSOCIATE IN ARTS DEGREE IN ART HISTORY FOR TRANSFER

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

PROGRAM LEVEL LEARNING OUTCOMES

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

1. Demonstrate the skills to undertake a conceptual analysis of art.
2. Understand and apply concepts and methods of composition.
3. Demonstrate knowledge of significant examples of the visual arts.

4. Be prepared for ensuing courses of Art History and Studio Arts.
5. Design and plan finished works of art.
6. Create or manufacture finished works of art based on initial designs.

This is the major pattern for students planning to transfer to a CSU. It is strongly recommended that students contact a GWC counselor to develop an official Student Educational Plan to discuss non-CSU universities, or if they have questions about the CSU AA in Art History for CSU Transfer:

Semester 1

Course	Title	Units
Art G105 (Core)	Art History and Appreciation 1 - Prehistoric to Renaissance	3
Art G116 (Core)	Drawing I	3
General Education		TBD

Semester 2

Course	Title	Units
Art G106 (Core)	Art History and Appreciation 2 - Renaissance to Present	3
Choose one Course:		
Art G107 (List B)	Color and Design 2D	3
Art G109 (List B)	Color and Design 3D	3
Art G115 (List B)	Typography	3
Art G118 (List B)	Life Drawing I	3
Art G121 (List B)	Ceramics I	3
Art G122 (List B)	Ceramics 2	3
Art G130 (List B)	Painting I	3
Art G131 (List B)	Painting 2	3
Art G141 (List B)	Life Sculpture	3
Art G142 (List B)	Sculpture I	3
Art G150 (List B)	Printmaking I	3
Photo 120 (List B)	Intro to Photography: Black and White Darkroom	3
General Education		TBD

Semester 3

Course	Title	Units
Art G103 (Core)	History of Asian Art (Fall semester only)	3
General Education		TBD

Semester 4

Course	Title	Units
Hist G180 (List C)	Western Civilization I	3
or		
Hist G185 (List C)	Western Civilization 2	3
General Education		TBD

Major Total	18
CSU General Education Breadth or IGETC Pattern:	37-39
Total units that may be double counted	9

Transferable Electives (as needed to reach 60 transferable units)

12-14

DEGREE TOTAL UNITS (max)

60

() Description in parentheses indicates credit earned in AAT

AUTOMOTIVE TECHNOLOGY

The Automotive Technology program at Golden West College is designed to provide students with the opportunity to successfully prepare for careers in the automotive service industry as entry-level technicians or other related occupations. 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: CHASSIS AND DRIVETRAIN SPECIALIST ASSOCIATE IN ARTS

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

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

PROGRAM LEVEL LEARNING OUTCOMES

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

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

Semester 1

Course	Title	Units
Auto G120	Electrical/Electronic Systems, Intro	5
Auto G140	Automotive Chassis: Brakes	5

General Education	TBD
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Semester 2

Course	Title	Units
Auto G150	Manual Drivetrains and Axles	4
Auto G141	Automotive Chassis: Steering/Suspension	4.5

General Education	TBD
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Semester 3

Course	Title	Units
Auto G151	Automatic Transmissions and Transaxles	4
General Education	TBD	

Continued on next page...

Semester 4

Course	Title	Units
General Education	TBD	

Major Total: 22.5

GE Pattern GWC AA, CSU General Education Breadth

or IGETC Pattern: 21-39

DEGREE TOTAL UNITS (maximum): 60 units

AUTOMOTIVE: CHASSIS AND DRIVETRAIN SPECIALIST

CERTIFICATE OF ACHIEVEMENT

PROGRAM LEVEL LEARNING OUTCOMES

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

1. Measure and convert assigned unit pieces to interpret the appropriate SAE and metric unit. (Celsius to fahrenheit, and inches to millimeters).
2. Identify a fault (ac no air) and will perform a (repair) to then evaluate a successful (fix) in a lab situation.

3. Analyze and diagnose automotive engines and related components for correct system operation.
4. Demonstrate mastery of diagnostic tools and equipment used for automotive repair:

Semester 1

Course	Title	Units
Auto G201	Chassis and Drivetrain Specialist I	14
or		
Auto G120	Electrical/Electronic Systems, Intro	5
Auto G140	Automotive Chassis: Brakes	5
Auto G150	Manual Drivetrains and Axles	4

Semester 2

Course	Title	Units
Auto G202	Chassis and Drivetrain Specialist 2	9
or		
Auto G141	Automotive Chassis: Steering/Suspension	4.5
Auto G151	Automatic Transmissions and Transaxles	4

Total units: 22.5-23

AUTOMOTIVE: ENGINE PERFORMANCE AND EMISSION SPECIALIST ASSOCIATE IN ARTS

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

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

PROGRAM LEVEL LEARNING OUTCOMES

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

1. Measure and convert assigned unit pieces to interpret the appropriate SAE and metric unit. (Celsius to fahrenheit, and inches to millimeters).

2. Diagnose and identify a fault, and will perform the necessary steps to complete an accurate repair.
3. Analyze and diagnose automotive engines and related components for correct system operation.
4. Demonstrate mastery of diagnostic tools and equipment used for automotive repair.

Semester 1

Course	Title	Units
Auto G110	Engine Repair	5
Auto G120	Electrical/Electronic Systems: Intro	5
General Education		TBD

Semester 2

Course	Title	Units
Auto G130	Engine Performance: Basic Theory/Diagnosis	4.5
General Education		TBD

Semester 3

Course	Title	Units
Auto G131	Engine Performance: Advanced	4.5
General Education		TBD

Semester 4

Course	Title	Units
General Education		TBD

Major Total:	19
GE Pattern GWC AA, CSU General Education Breadth or IGETC Pattern:	21-39
DEGREE TOTAL UNITS (maximum):	60 units

AUTOMOTIVE: ENGINE PERFORMANCE AND EMISSION SPECIALIST

CERTIFICATE OF ACHIEVEMENT

PROGRAM LEVEL LEARNING OUTCOMES

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

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

Semester 1

Course	Title	Units
Auto G203	Engine Performance Specialist 1	14.5
or		
Auto G110	Engine Repair	5
Auto G120	Electrical/Electronic Systems: Intro	5
Auto G130	Engine Performance: Basic Theory/Diagnosis	4.5

Semester 2

Course	Title	Units
Auto G204	Engine Performance Specialist 2	9.5
or		
Auto G131	Engine Performance, Advanced	4.5
Auto G145	Basic Clean Air Car Course	5

Total units: 24

BUSINESS ADMINISTRATION

ASSOCIATE IN ARTS DEGREE

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

PROGRAM LEVEL LEARNING OUTCOMES

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

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

Semester 1

Course	Title	Units
Business G108	Legal Environment of Business	3
Or		
Business G110	Business Law	3
Business G130	Introduction to Business Writing	3
Or		
Business G139	Business Communication	3
General Education		TBD

Semester 2

Course	Title	Units
Management G110	Elements of Management	3
Marketing G100	Principles of Marketing	3
General Education		TBD

Semester 3

Course	Title	Units
Accounting G100	Accounting for Small Business	3
Or		
Accounting G101	Financial Accounting	4
Or		
Accounting G102	Managerial Accounting	4

Choose one course from the following:

Business G210	Securities and Investments	3
Management G111	Human Resources Management	3
Management G115	Essentials of organizational Behavior	3
Management G130	Team Building and Group Dynamics	3
Management G140	Business and organizational Ethics	3
Management G155	Customer Service	3

General Education TBD

Semester 4

Course	Title	Units
Choose one course from the following:		
Economics G170	Principles of Microeconomics	3
Economics G175	Principles of Macroeconomics	3
Accounting G102	Managerial Accounting	4
Accounting G215	Internal Control Compliance	3
General Education		TBD

Major Total: 21-23

GE Pattern GWC AA, CSU General Education Breadth

or IGETC Pattern: 21-39

DEGREE TOTAL UNITS (maximum): 60 units

BUSINESS ADMINISTRATION ASSOCIATE IN SCIENCE DEGREE IN BUSINESS ADMINISTRATION FOR TRANSFER

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

PROGRAM LEVEL LEARNING OUTCOMES

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

1. Identify, analyze, and solve a variety of business problems.

2. Develop an understanding of business issues to make informed decisions.
3. Demonstrate effective communication skills used in today's business environment.
4. Prepare and analyze financial reports in order to facilitate the financial aspects of business administration.

This is the major pattern for students planning to transfer to a CSU. It is strongly recommended that students contact a GWC counselor to develop an official Student Educational Plan to discuss non-CSU universities, or if they have questions about the CSU AS in Business Administration for CSU Transfer.

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

Students show progress by passing their classes every semester.

Semester 1

Course	Title	Units
Acct G101 (Core)	Financial Accounting	4
Econ G170 (Core)	Principles of Microeconomics	3

General Education TBD

Semester 2

Course	Title	Units
Acct G102 (Core)	Managerial Accounting	4
Econ G175 (Core)	Principles of Macro-economics	3

General Education TBD

Semester 3

Course	Title	Units
Bus G108 (Core)	Legal Environment of Business	3
or		
Bus G110 (Core)	Business Law	3
Math G140 (List A)	Business Calculus	4
or		
Math G160 (List A)	Introduction to Statistics	4

General Education TBD

Semester 4

Course	Title	Units
Math G140 (if not already used)	Business Calculus	4
or		
Math G160 (if not already used)	Introduction to Statistics	4
CS G130 (List B)	Survey of Computer Science / IT	3
Bus G100 (List B)	Introduction to Business	3
or		
Bus G139 (List B)	Business Communication	3

General Education	TBD
Major Total	28
CSU General Education Breadth or IGETC Pattern:	37-39
Total units that may be double-counted	9
Transferable Electives (as needed to reach 60 transferable units)	2-4
DEGREE TOTAL UNITS (max)	60 units

() Description in parentheses indicates credit earned in AST.

BUSINESS ADMINISTRATION CERTIFICATE OF ACHIEVEMENT

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

PROGRAM LEVEL LEARNING OUTCOMES

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

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

Semester 1		
Course	Title	Units
Business G108	Legal Environment of Business	
Or		
Business G110	Business Law	3
Business G130	Introduction to Business Writing	3
Or		
Business G139	Business Communication	3

Semester 2		
Course	Title	Units
Management G110	Elements of Management	3
Marketing G100	Principles of Marketing	3

Semester 3		
Course	Title	Units
Accounting G100	Accounting for Small Business	3

Or		
Accounting G101	Financial Accounting	4
Or		
Accounting G102	Managerial Accounting	4

Semester 4

Course	Title	Units
Choose two courses from the following:		
Accounting G102	Managerial Accounting	4
Accounting G215	Internal Control Compliance	3
Business G121	Personal Finance	3
Business G210	Securities and Investments	3
Management G111	Human Resources Management	3
Management G115	Essentials of organizational Behavior	3
Management G130	Team Building and Group Dynamics	3
Management G140	Business and organizational Ethics	3
Management G152	Starting a Business/Entrepreneurial Small Business	3
Management G155	Customer Service	3
Marketing G135	Retail Management	3
Marketing G140	Internet Marketing	3

Total Units: **21 to 23**

CADD-COMPUTER AIDED DRAFTING

ASSOCIATE IN ARTS DEGREE IN COMPUTER AIDED DESIGN AND DRAFTING

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.

PROGRAM LEVEL LEARNING OUTCOMES

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

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

Semester 1		
Course	Title	Units
Drafting G101	Basic Computer Aided Drafting	4
General Education		TBD

Semester 2

Course	Title	Units
Drafting G105	Basic Engineering Drafting I	3
Math G010*	Elementary Algebra	4
General Education		TBD

Semester 3

Course	Title	Units
Drafting G110	Basic Engineering Drafting II	3
Drafting G090	CAD Drafting Laboratory	1
General Education		TBD

Semester 4

Course	Title	Units
Drafting G170	Advanced 3D CAD	3
General Education		TBD

Major Total: 18

GE Pattern GWC AA, CSU General Education Breadth or

IGETC Pattern: 21-39

DEGREE TOTAL UNITS (maximum): 60 units

*Units for Math G010 do not count toward the 60 units required for the AA degree.

CADD-COMPUTER AIDED DESIGN AND DRAFTING

CERTIFICATE OF ACHIEVEMENT

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.

PROGRAM LEVEL LEARNING OUTCOMES

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

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

Semester 1

Course	Title	Units
Drafting G101	Basic Computer Aided Drafting	4

Semester 2

Course	Title	Units
Drafting G105	Basic Engineering Drafting I	3

Math G010	Elementary Algebra	4
Drafting G090	CAD Drafting Lab	1

Semester 3

Course	Title	Units
Drafting G110	Basic Engineering Drafting II	3

Semester 4

Course	Title	Units
Drafting G170	Advanced 3D CAD	3

Total Units: 18

TECHNICAL DRAFTING OPTION (ONE-YEAR)

CERTIFICATE OF SPECIALIZATION

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

PROGRAM LEVEL LEARNING OUTCOMES

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

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

Semester 1

Course	Title	Units
Drafting G101	Basic Computer Aided Drafting	4

Semester 2

Course	Title	Units
Drafting G105	Basic Engineering Drafting I	3
Math G010	Elementary Algebra	4
Drafting G090	CAD Drafting Lab	.5

Total units: 11.5

COMMUNICATION STUDIES

ASSOCIATE IN ARTS DEGREE IN COMMUNICATION STUDIES FOR TRANSFER

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

PROGRAM LEVEL LEARNING OUTCOMES

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

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

Semester 1

Course	Title	Units
COMM G100 (Core)	Interpersonal Communication	3
or		
COMM G110/G110H (Core)	Public Speaking	3
General Education		TBD

Semester 2

Course	Title	Units
COMM G100 (Core)	Interpersonal Communication	3
or		

COMM G110G110H (Core)	Public Speaking	3
General Education		TBD

Semester 3

Course	Title	Units
COMM G220 (Core)	Essentials of Argumentation	3
COMM G112 (Core)	Small Group Dynamics	3
General Education		TBD

Semester 4

Course	Title	Units
COMM G255 (Core)	Intercultural Communication	3
COMM G225*/ Peace Studies G225	Negotiation and Mediation	3
or		
COMM G260 (Core)	organizational Communication	3
General Education		TBD

Major Total:	18
GE Pattern CSU General Education Breadth or IGETC Pattern:	37-39
Double-Counted:	12
Additional elective CSU transferable units	15-17
DEGREE TOTAL UNITS (maximum):	60 units

() Description in parentheses indicates credit earned in AAT.

* Offered in the fall semester only.

COMPUTER BUSINESS APPLICATIONS

Office Administration's Computer Business Applications (CBA) department teaches a full range of state-of-the-art technology application courses from Introduction to Computers to intermediate/advanced skill levels of Microsoft Office. These hands-on courses, along with other computer technology courses and fundamental business skill courses, promote technology proficiency, communication, collaboration, and critical thinking. Courses offered through CBA prepare students to succeed in any type of public, private, governmental, educational, health, manufacturing, and industrial employment environment that use state-of-the-art computer technology.

The Administrative Assistant major provides 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.

ADMINISTRATIVE ASSISTANT ASSOCIATE IN ARTS DEGREE

PROGRAM LEVEL LEARNING OUTCOMES

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

1. Apply the principles of Standard English and apply them to written communication.
2. Sharpen proofreading skills by finding and correcting errors in business documents.
3. Effectively use a computer to process data, manage folders and files, customize the windows environment, and work with hardware, printers, and various software applications.
4. Analyze spreadsheet data and create charts and graphs.
5. Compose various business documents, such as letters, reports, manuscripts, and memorandums.
6. Create and manage a database.
7. Integrate information among the various applications to consolidate large amounts of data.
8. Customize and explore a personal information manager and e-mail programs.
9. Research topics and evaluate information on the Internet.
10. Focus and prepare for the Microsoft Office Specialist (MOS) Core Exams (Access, Excel, PowerPoint, and Word) and the MOS Expert Exam for Word.

Semester I

Course	Title	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
General Education		TBD

Semester 2

Course	Title	Units
CBA G117**	Proofreading Skills	3
CBA G149	Outlook, Intro	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
General Education		TBD

Semester 3

Course	Title	Units
CBA G157	Word, Advanced	2
CBA G190	Internet, Intro	1.5
General Education		TBD

Major Total: **22.5 – 30.5**

GE Pattern GWC AA, CSU General Education Breadth

or IGETC Pattern: **21-39**

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

* Offered only in Fall

** Offered only in Spring

COMPUTER BUSINESS APPLICATIONS ASSOCIATE IN ARTS

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

PROGRAM LEVEL LEARNING OUTCOMES

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

1. Identify and describe terminology relating to the operation of the computer; and effectively use a computer to process data, manage folders and files, customize the windows environment, work with hardware, printers, and various software.
2. Analyze spreadsheet data and create charts and graphs.
3. Manage large workbooks; use advanced sorting and filtering techniques; and create charts, diagrams, and templates in Excel.
4. Compose various business documents, such as letters, reports, manuscripts, and memorandums.
5. Build Word documents from reusable content and revise documents using Markup Tools.
6. Create templates and review, publish, and protect presentations in PowerPoint; apply advanced graphic techniques; enhance a presentation with audio and video; and deliver a presentation.
7. Create and manage a database.
8. Enhance Access tables, queries; and customize forms and reports.
9. Integrate information among the various applications to consolidate large amounts of data.
10. Customize and explore a personal information manager and e-mail programs.
11. Examine business accounting records and perform sound business decisions based on financial reports.
12. Research and evaluate topics on the Internet.
13. Focus and prepare for the Microsoft Office Specialist (MOS) Core Exams (Access, Excel, PowerPoint, and Word) and the MOS Expert Exam for Word.

Semester I

Course	Title	Units
CBA GI45	Introduction to Computers	2
CBA GI52	Windows	3
CBA GI81	OFFICE	4

NOTE: Successful completion of the following 4 courses may be substituted for the CBA GI81 requirement:

CBA GI55	Word, Intro	2
CBA GI60	Excel, Intro	2
CBA GI65	Access, Intro	2
CBA GI70	PowerPoint, Intro	2

General Education	TBD
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Semester 2

Course	Title	Units
CBA GI49	Outlook, Introduction	2
CBA GI83**	OFFICE, Intermediate	4

NOTE: Successful completion of the following 4 courses may be substituted for the CBA GI83 requirement:

CBA GI56	Word, Intermediate	2
CBA GI61	Excel, Intermediate	2
CBA GI66	Access, Intermediate	2
CBA GI71	PowerPoint, Intermediate	2

General Education	TBD
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Semester 3

Course	Title	Units
CBA GI20	QuickBooks Pro	2
CBA GI57	Word, Advanced	2
CBA GI90	Internet, Intro	1.5
CBA GI95	Acrobat, Introduction	1.5

General Education	TBD
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Major Total: 22-30

GE Pattern GWC AA, CSU General Education Breadth

or IGETC Pattern: 21-39

DEGREE TOTAL UNITS (maximum): 60 units

* Offered only in Fall

** Offered only in Spring

ADMINISTRATIVE ASSISTANT CERTIFICATE OF ACHIEVEMENT

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.

PROGRAM LEVEL LEARNING OUTCOMES

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

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

Semester 1

Course	Title	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

Semester 2

Course	Title	Units
CBA G117**	Proofreading Skills	3
CBA G149	Outlook, Intro	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

Semester 3

Course	Title	Units
CBA G157	Word, Advanced	2
CBA G190	Internet, Intro	1.5

Total units:

22.5 – 30.5

*** Offered only in Fall**

**** Offered only in Spring**

COMPUTER BUSINESS APPLICATIONS CERTIFICATE OF ACHIEVEMENT

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

PROGRAM LEVEL LEARNING OUTCOMES

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

1. Effectively use a computer to process data, manage folders and files, customize the Windows environment, work with hardware, printers, and various software.
2. Analyze spreadsheet data and create charts and graphs.
3. Compose various business documents, such as letters, reports, manuscripts, and memorandums.
4. Create and manage a database.
5. Integrate information among the various applications to consolidate large amounts of data.
6. Customize and explore a personal information manager and e-mail program to integrate with other technologies such as OneNote, SharePoint Services, Mobile Service, and Really Simply Syndication (RSS) feeds and blogs.

- Examine business accounting records and perform sound business decisions based on financial reports.
- Research and evaluate topics on the Internet.
- Focus, prepare for, and accomplish the Microsoft Certified Application Professional Certification

Semester 1

Course	Title	Units
CBA GI45	Introduction to Computers	2
CBA GI52	Windows	3
CBA GI81	OFFICE	4
CBA GI49	Outlook, Intro	2

NOTE: Successful completion of the following 4 courses may be substituted for the CBA GI81 requirement:

CBA GI55	Word, Intro	2
CBA GI60	Excel, Intro	2
CBA GI65	Access, Intro	2
CBA GI70,	PowerPoint, Intro	2

Semester 2

Course	Title	Units
CBA GI83**	OFFICE, Intermediate	4
CBA GI20	QuickBooks Pro	2
CBA GI57	Word, Advanced	2
CBA GI90	Internet, Intro	1.5
CBA GI95	Acrobat, Introduction	1.5

NOTE: Successful completion of the following 4 courses may be substituted for the CBA GI83 requirement:

CBA GI56	Word, Intermediate	2
CBA GI61	Excel, Intermediate	2
CBA GI66	Access, Intermediate	2
CBA GI71	PowerPoint, Intermediate	2

Total units: **22-30**

* Offered only in Fall

** Offered only in Spring

MICROSOFT OFFICE CERTIFICATE OF SPECIALIZATION

This certificate of specialization is designed to provide the student with a working knowledge of the Microsoft OFFICE Suite. Specialized duties include composing correspondence, creating spreadsheets, managing databases, and creating presentations. Integrating information among the various applications for dissemination to staff and clients is essential in running and operating an efficient business and/or organization. Successful completion of this certificate will help students focus on, prepare for, and accomplish the Microsoft

Certified Application Specialist exams. Successful completion of this certificate of specialization is a stepping stone for students wishing to continue with this course of study and achieve the Computer Business Applications Certificate of Achievement. Some of the courses in this certificate may not be available every semester. It is strongly recommended that students possess correct touch-control keyboarding skills prior to enrolling in any of these courses. Students are requested to check Advisories.

PROGRAM LEVEL LEARNING OUTCOMES

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

- Describe how the Internet works.
- Describe the differences between operating system software and application software.
- Identify and describe the basics of the Windows operating system.
- Compose, send, and manage incoming e-mail messages.
- Create, edit, and format documents using MS Word.
- Create and construct worksheets using formulas and functions and inserting charts using MS Excel.
- Create tables, queries, forms, and reports using MS Access.
- Create, edit, and format a presentation and apply transitions using MS PowerPoint.

Semester 1

Course	Title	Units
CBA GI45	Introduction to Computers	2.0
CBA GI52	Windows	3.0
CBA GI81	OFFICE	4.0

NOTE: Successful completion of the following 4 courses may be substituted for the CBA GI81 requirement:

CBA GI55	Word, Intro	2.0
CBA GI60	Excel, Intro	2.0
CBA GI65	Access, Intro	2.0
CBA GI70	PowerPoint, Intro	2.0

Semester 2

Course	Title	Units
CBA GI49	Outlook, Introduction	2.0
CBA GI83**	OFFICE, Intermediate	4.0

NOTE: Successful completion of the following 4 courses may be substituted for the CBA GI83 requirement:

CBA GI56	Word, Intermediate	2.0
CBA GI61	Excel, Intermediate	2.0
CBA GI66	Access, Intermediate	2.0

Total: **15-23**

* Offered only in Fall

** Offered only in Spring

CERTIFIED BUSINESS PROFESSIONAL: CAP CERTIFICATE HOLDERS OPTION

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 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 CAP certification from IAAP to the Enrollment Center 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 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.)

Course	Title	Units
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
or		
Accounting G101	Financial Accounting	4
Business G110	Business Law	3
or		
Business G108	Legal Environment of Business	3

An additional 11 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 Enrollment Center 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 units of credit in the following courses. (These courses will be applied toward the area of emphasis for the aa degree.)

Course	Title	Units
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
or		
Accounting G101	Financial Accounting	4
Business G108	Legal Environment of Business	3
or		
Business G110	Business Law	3

An additional 12 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.

COMPUTER SCIENCE

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

- Survey and Computer Literacy.
- Programming languages such as C, Visual Basic, C++, Java, and C#.
- Advanced topics in Operating Systems, Web Programming, Data Structures, and Video Game Development.

SOFTWARE DEVELOPMENT ASSOCIATE IN ARTS DEGREE

PROGRAM LEVEL LEARNING OUTCOMES

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

1. Design and build single-user applications.
2. Design and build multi-user web-based applications.
3. Design and build single-user database environments.
4. Design and build multi-user database environments.

Semester 1

Course	Title	Units
Computer Science G175	C++ Programming	4
General Education		TBD

Semester 2

Course	Title	Units
Computer Science G102	Computer Software Development, Intro	4
Computer Science G189	Data Structures with C++	4
General Education		TBD

Semester 3

Course	Title	Units
Computer Science G177	Visual Basic.NET	4
or		
Computer Science G178	Visual C#.NET	4
General Education		TBD

Semester 4

Course	Title	Units
Computer Science G196	Programming the Web	4
General Education		TBD

Major Total: 20

GWC GE Pattern, CSU General Education Breadth or

IGETC Pattern:

DEGREE TOTAL UNITS (maximum):

21-39

60 units

SOFTWARE DEVELOPMENT CERTIFICATE OF ACHIEVEMENT

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

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

PROGRAM LEVEL LEARNING OUTCOMES

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

1. Design and build single-user applications.
2. Design and build multi-user web-based applications.
3. Design and build single-user database environments.
4. Design and build multi-user database environments.

Understand computer programming using Microsoft programming languages and operating systems environments.

Semester 1

Course	Title	Units
Computer Science G175	C++ Programming	4

Semester 2

Course	Title	Units
Computer Science G102	Survey of Software Development Tools	4
Computer Science G189	Advanced C++	4

Semester 3

Course	Title	Units
Computer Science G177	Visual Basic.NET	4
or		

Computer Science G178	Visual C#.NET	4
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Semester 4

Course	Title	Units
Computer Science G196	Programming the Web	4

Total units: **20**

VIDEO GAME DEVELOPMENT ASSOCIATE IN ARTS DEGREE

PROGRAM LEVEL LEARNING OUTCOMES

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

1. Describe the hardware and software components of a video game system.
2. Design and build a single-user 2D and 3D video game.
3. Design and build a multi-user PC or Mobile game.
4. Evaluate existing game engines, script games in those engines, build and deploy characters and models.

Semester 1

Course	Title	Units
Computer Science G175	C++ Programming	4

or

Computer Science G178	Visual C#.NET	4
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General Education	TBD
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Semester 2

Course	Title	Units
Computer Science G147	Game Programming, Introduction	4

General Education	TBD
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Semester 3

Course	Title	Units
Computer Science G148	Game Programming, Intermediate	4

General Education	TBD
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Semester 4

Course	Title	Units
Computer Science G149	Game Programming, Advanced	4

And choose one of the following courses:

Computer Science G121	Creating Game Artwork, Introduction	4
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Computer Science G150	Mobile Game Programming	4
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General Education	TBD
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Major Total: **20**

GWC GE Pattern, CSU General Education Breadth or

IGETC Pattern: **21-39**

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

VIDEO GAME DEVELOPMENT CERTIFICATE OF ACHIEVEMENT

The Game Development Certificate at Golden West College is designed to prepare students for challenging and rewarding careers in computer-based game development, 3D Graphics Programming, Computer Animation, and other exciting fields. Students utilize the latest tools to learn about 3D computer graphics, console and PC based games, mobile games, and multiplayer online games. Classes are conducted in smart classrooms with the latest instructional tools. A sizable project is undertaken in each class providing the students with an opportunity to add an exciting project to their portfolios.

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

PROGRAM LEVEL LEARNING OUTCOMES

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

1. Describe the hardware and software components of a video game system.
2. Design and build a single-user 2D and 3D video game.
3. Design and build a multi-user PC or Mobile game.
4. Evaluate existing game engines, script games in those engines, build and deploy characters and models.

Semester 1

Course	Title	Units
Computer Science G175	C++ Programming	4

or

Computer Science G178	Visual C#.NET	4
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Semester 2

Course	Title	Units
Computer Science G147	Game Programming, Introduction	4

Semester 3

Course	Title	Units
Computer Science G148	Game Programming, Intermediate	4

Semester 4

Course	Title	Units
Computer Science G149	Game Programming, Advanced	4

And choose one of the following courses:

Computer Science G121	Creating Game Artwork, Introduction	4
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COSMETOLOGY

ASSOCIATE IN ARTS DEGREE IN COSMETOLOGY

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. The Cosmetology major or Certificate of Achievement can be completed in five 9-week terms.

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 enrolled in the program. For further information regarding requirements, contact the Cosmetology Office.

State law requires that students be at least 17 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 fees which covers the cost of the cosmetology kit. Kits and textbooks are to be purchased on the first day of instruction at 8:00 am

from the Golden West College Bookstore. Kits and textbooks cannot be purchased before the first day of school.

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 I and must maintain a 2.0 GPA or higher in all Cosmetology courses before moving to the next level. Transfer hours are not to exceed 450 hours and will not be added to hours earned in the GWC Cosmetology Program until the student completes all required hours and operations in Level IV. Transfer students are not eligible to pre-apply.

PROGRAM LEVEL LEARNING OUTCOMES

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

1. Perform, practice, and demonstrate all areas of cosmetology while observing the safety and sanitation rules set forth by the California Board of Barbering and Cosmetology.
2. Demonstrate the skills necessary to build and maintain an ongoing clientele in the cosmetology salon environment and industry.
3. Use good moral conduct and good work ethics within the cosmetology industry.
4. Demonstrate knowledge of cosmetology industry requirements regarding resumes, hiring, and keeping records of business transactions.

Term One-9 weeks

Course	Title	Units
Cosmetology G021	Cosmetology-Level 1	11
General Education		TBD

Term Two-9 weeks

Course	Title	Units
Cosmetology G022	Cosmetology-Level 2	11
General Education		TBD

Term Three-9 weeks

Course	Title	Units
Cosmetology G023	Cosmetology-Level 3	8
General Education		TBD

Term Four-9 weeks

Course	Title	Units
Cosmetology G024	Cosmetology-Level 4	8
General Education		TBD

Term Five-9 weeks

Course	Title	Units
Cosmetology G025	Cosmetology-Level 5	8
General Education		TBD

Major Total: **46**

GE Pattern CSU General Education Breadth or IGETC Pattern: **21-39**

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

COSMETOLOGY**CERTIFICATE OF ACHIEVEMENT****PROGRAM LEVEL LEARNING OUTCOMES**

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

1. Perform, practice, and demonstrate all areas of cosmetology while observing the safety and sanitation rules set forth by the California Board of Barbering and Cosmetology.
2. Demonstrate the skills necessary to build and maintain an ongoing clientele in the cosmetology salon environment and industry.
3. Use good moral conduct and good work ethics within the cosmetology industry.
4. Demonstrate knowledge of cosmetology industry requirements regarding resumes, hiring, and keeping records of business transactions.
5. Pass the written and practical California State Board Cosmetology Licensure Examinations.

Term One-9 weeks

Course	Title	Units
Cosmetology G021	Cosmetology-Level 1	11

Term Two-9 weeks

Course	Title	Units
Cosmetology G022	Cosmetology-Level 2	11

Term Three-9 weeks

Course	Title	Units
Cosmetology G023	Cosmetology-Level 3	8

Term Four-9 weeks

Course	Title	Units
Cosmetology G024	Cosmetology-Level 4	8

Term Five-9 weeks

Course	Title	Units
Cosmetology G025	Cosmetology-Level 5	8

Total units: **46**

ESTHETICIAN**ASSOCIATE IN ARTS DEGREE****PROGRAM LEVEL LEARNING OUTCOMES**

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

1. Evaluate and assess the skin care regime for the client.
2. Obtain basic knowledge and information to pass the State Board Examination thru continued assessment by instructors, by completing State Board assignments and procedures in the prescribed time and passing with a 75% or greater.
3. Analyze, evaluate and demonstrate skills necessary for a successful career as an Esthetician, including proper hygiene and good grooming, professional ethics, customer relations and general salon management practices.

Only Offered in Spring and Fall Sessions**Term One-9 weeks**

Course	Title	Units
Cosmetology G071	Esthetician-Level 1	9
General Education		TBD

Term Two-9 weeks

Course	Title	Units
Cosmetology G072	Esthetician-Level 2	9
General Education		TBD

Major Total: **18**

GWC GE Pattern, CSU General Education Breadth or IGETC Pattern: **21-39**

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

ESTHETICIAN**CERTIFICATE OF ACHIEVEMENT****Only Offered in Spring and Fall Sessions****Term One-9 weeks**

Course	Title	Units
Cosmetology G071	Esthetician-Level 1	9

Term Two-9 weeks

Course	Title	Units
Cosmetology G072	Esthetician-Level 2	9

Total units: **18**

BARBERING

CERTIFICATE OF ACHIEVEMENT

The Barber program consists of a minimum of 1500 hours of training to provide entry level skills to students who desire a career in the barbering profession. Students will develop expertise in the science and techniques of hair and skin and lab experience in barbering. Upon completion, the student is eligible to take the California State Board examination to become a licensed Barber. Students in this program must maintain a minimum grade of C (2.0 GPA) in all courses in order to advance to the next level in the program.

Students attend classes Monday through Thursday from 5:00pm to 10:00pm and Saturday from 8:00am to 4:30pm. Student attendance is mandatory.

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

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

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

Material Costs

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

Students with Previous Hours in the Barbering Option

Students with previous hours completed in another barbering program MUST provide proof of training of the completed hours to the Cosmetology office upon acceptance to the program. Students will be required to enroll in Level 1 and must maintain a 2.0 GPA or higher in all Barber courses before moving to the next level. Transfer hours are not to exceed 450 hours and will not be added to hours earned in the GWC Barber Program until student completes all required hours and operations in Level 5. Transfer students are not eligible to pre-apply.

PROGRAM LEVEL LEARNING OUTCOMES

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

1. Perform, practice, and demonstrate all areas of barbering while observing the safety and sanitation rules set forth by the California Board of Barbering and Cosmetology.
2. Demonstrate the skills necessary to build and maintain an ongoing clientele in the barbershop environment and industry.
3. Use good moral conduct and good work ethics within the barber industry.
4. Demonstrate knowledge of the barber industry requirements regarding resumes, hiring, and keeping records of business transactions.

Semester One

Course	Title	Units
First nine weeks		
Cosmetology G031	Barbering, Level 1	7
Second nine weeks		
Cosmetology G032	Barbering, Level 2	7

Semester Two

Course	Title	Units
First nine weeks		
Cosmetology G033	Barbering, Level 3	7
Second nine weeks		
Cosmetology G034	Barbering, Level 4	7

Semester Three

Course	Title	Units
First nine weeks		
Cosmetology G035	Barbering, Level 5	7
Second nine weeks		
Cosmetology G036	Barbering, Level 6	7

Total units: 42

CRIMINAL JUSTICE

PROGRAM REQUIREMENTS

As a prerequisite for admittance to the Regular Basic Course (Police Academy) and the Specialized Investigators' Basic Course (State Investigators Academy), applicants must certify that they are free from any physical, behavioral, emotional, or mental condition that would adversely affect their behavior so as to create an undue risk of harm to themselves, other students, instructors, or other persons. If the Program Director determines an applicant is not free from such a physical, behavioral, emotional, or mental condition, the Program Director, with the agreement of the Vice President of Instruction and Student Learning, shall, as soon as possible, arrange for such an applicant to be examined by one of the following: 1) a licensed physician, or 2) a licensed clinical psychologist who has a Ph.D. in psychology and at least five years of postgraduate

experience in diagnosis and treatment of emotional and mental disorders. This expert will determine if the denial of admission to the program was based upon reasonable grounds. If so, the applicant will not be admitted to the program. If the expert determines reasonable grounds do not exist, the applicant will be admitted to the program. Applicants may appeal the denial of admission to the Division Dean, on the grounds they have met this prerequisite. Following the appeal to the Dean, applicants may make a final written appeal to the Vice President of Instruction and Student Learning.

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

Basic Course Programs

A. Regular Basic Course (RBC)

(Police Academy)

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

Students must possess a valid California Driver's License.

Students must not have any Federal or State Felony convictions.

Students must obtain from the Department of Justice written certification that there is nothing in their criminal history background which would disqualify them from owning, possessing, or having under their control, any firearm capable of being concealed on their person.

Students must certify their physical fitness for the course by obtaining and providing the college with the results of a medical examination including a resting EKG, verified and interpreted by a physician (Agency affiliates refer to item #10).

Students must successfully complete a P.O.S.T. prescribed reading and writing skills examination.

Students must pass a job-related physical agility test.

Students must participate in an oral interview to determine their suitability for the academy program and potential for employment as a police officer.

Students must pass a Traits Profile Assessment and be free from any physical, behavioral, emotional, or mental condition that would adversely affect their behavior so as to create an undue risk of harm to themselves, students, instructors or other persons.

Students must execute an agreement assuming the risk of harm from participating in the course and releasing the District from any liability from such harm.

Agency affiliates are expected to meet the minimal standards prescribed by P.O.S.T.

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

B. Specialized Investigators' Basic Course (SIBC)

(State and County Welfare Fraud Investigator Academy)

Criminal Justice G090 and G098 are the required courses for the Specialized Investigators' Basic Course (SIBC). The following prerequisites and requirements are applicable to the Specialized Investigators' Basic Course:

Students must be employed by a state or county agency and sponsored by the employing agency.

Students must be appointed by a state or county agency into a specialized investigator or welfare fraud Investigator position as described in California Penal Code Sections 832.5 and 113510.5.

Students must possess a valid California Driver's License.

Students must not have any Federal or State Felony convictions.

Students must successfully pass a California Peace Officer Background investigation by their employing agency.

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.

Students are expected to meet the minimal standards prescribed by the Commission on Peace Officers Standards and Training.

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

POLICE ACADEMY ASSOCIATE IN ARTS DEGREE

PROGRAM LEVEL LEARNING OUTCOMES

The student will demonstrate the skills, abilities, and knowledge to enter a peace officer field-training program, and execute the duties of a peace officer in society.

Order of Courses and When Offered

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

Semester 1

Course	Title	Units
Police Academy – Regular Basic Course (25 total units):		
Criminal Justice G064	Police Academy – Regular Basic Course	23
Criminal Justice G065	Police Academy – Lifetime Health and Fitness 2	2
or		
Police Academy – Specialized Investigators' Basic Course (18 total units):		
Criminal Justice G090	Specialized Investigators' Basic Course (SIBC)	15
Criminal Justice G098	Report Writing for SIBC	3

Semester 2

Course	Title	Units
General Education		TBD

Semester 3

Course	Title	Units
General Education		TBD

Semester 4

Course	Title	Units
General Education		TBD

Major Total: 18-25

**GWC GE Pattern, CSU General Education Breadth or
IGETC Pattern:**

21-39

DEGREE TOTAL UNITS (maximum):

60 units

CRIMINAL JUSTICE ASSOCIATE IN ARTS DEGREE - ADMINISTRATION OF JUSTICE

Theories, principles, and techniques of law enforcement agencies, juvenile justice, and corrections.

PROGRAM LEVEL LEARNING OUTCOMES

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

1. Differentiate the roles of the law enforcement, courts, and corrections components of the criminal justice system.
2. Evaluate the biological, psychological, and social causes of criminal behavior.
3. Evaluate sources of information for criminal investigations.
4. Describe crimes by their names, elements, and classifications.
5. Explain the legal justifications required for conducting a search and an arrest, and the exceptions to these requirements.
6. Evaluate legal arguments, and explain constitutional and statutory limits on the application of law.
7. Identify the foundational requirements for the admissibility and the exclusion of evidence in a criminal court proceeding.
8. Develop effective reading, writing, speaking, listening, and nonverbal communication skills for a variety of audiences.
9. Discuss the Six Pillars of Character as defined by the Josephson Institute of Ethics: trustworthiness, respect, fairness, responsibility, justice and fairness, caring, civic virtue and citizenship, and how they apply to personal and professional environments.

Semester 1

Course	Title	Units
CJ G140	Intro to Criminal Justice	3
CJ G141	Concepts of Criminal Law	3
General Education		TBD

Semester 2

Course	Title	Units
CJ G128 (Spring only)	Criminal Procedure	3
CJ G146	Report Writing	3
General Education		TBD

Semester 3

Course	Title	Units
CJ G130 (Spring only)	Character Development	3
CJ G110	Criminal Investigation	3
General Education		TBD

Semester 4

Course	Title	Units
Choose one Criminal Justice elective course from the following:		
CJ G115 (Spring only)	organized Crime and Terrorism	3
CJ G123	Juvenile Law	3
CJ G150	Introduction to Corrections	3
CJ G151	Practical Aspects of Corrections	3
CJ G152	Case Planning and Supervision	3
General Education		TBD

Major Total: 21

GWC GE Pattern, CSU General Education Breadth or

IGETC Pattern: 21-39

DEGREE TOTAL UNITS (maximum): 60 units

CRIMINAL JUSTICE – CORRECTIONS ASSOCIATE IN ARTS DEGREE

Theories, principles, and techniques of juvenile justice and corrections.

PROGRAM LEVEL LEARNING OUTCOMES

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

1. Describe the roles of corrections professionals within the adult and juvenile justice systems.
2. Recognize the differences in staff and inmate hierarchies within the correctional environment.
3. Identify the components of an integrated and strategic supervision model for community corrections that reduces offender recidivism.
4. Describe the principles of evidence-based practice used by human service professionals to achieve effective interventions.
5. Explain the legal justifications required for conducting a search and an arrest, and the exceptions to these requirements.
6. Describe crimes by their names, elements, and classifications.
7. Develop effective reading, writing, speaking, listening, and nonverbal communication skills for a variety of audiences.

8. Evaluate legal arguments, and explain constitutional and statutory limits on the application of law.
9. Identify the foundational requirements for the admissibility and the exclusion of evidence in a criminal court proceeding.
10. Discuss the Six Pillars of Character as defined by the Josephson Institute of Ethics: trustworthiness, respect, fairness, responsibility, justice and fairness, caring, civic virtue and citizenship, and how they apply to personal and professional environments.

Semester 1

Course	Title	Units
CJ G123	Juvenile Law	3
CJ G141	Concepts of Criminal Law	3
General Education		TBD

Semester 2

Course	Title	Units
CJ G128 (Spring only)	Criminal Procedure	3
CJ G130 (Spring only)	Character Development	3
General Education		TBD

Semester 3

Course	Title	Units
CJ G146	Report Writing	3
CJ G150 (Spring only)	Introduction to Corrections	3
General Education		TBD

Semester 4

Course	Title	Units
CJ G151	Practical Aspects of Corrections	3
CJ G152 (Spring only)	Case Planning and Supervision	3
General Education		TBD

Major Total: 24

GWC GE Pattern, CSU General Education Breadth or

IGETC Pattern: 21-39

DEGREE TOTAL UNITS (maximum): 60 units

LAW ENFORCEMENT CERTIFICATE OF ACHIEVEMENT

This curriculum was developed with an advisory committee comprised of Criminal Justice administrators. Its purpose is to provide basic fundamentals for entry into any type of Criminal Justice agency. The curriculum leads to a Certificate of Achievement in Criminal Justice.

It is suggested that courses be taken in the order they are listed. However, courses may be taken in any order provided prerequisites have been met. Following are the three different options to obtain this certificate.

As a prerequisite for admittance to the Regular Basic Course (Police Academy) and the Specialized Investigators' Basic Course (State Investigators Academy), applicants must certify that they are free from any physical, behavioral, emotional, or mental condition that would adversely affect their behavior so as to create an undue risk of harm to themselves, other students, instructors, or other persons. If the Program Director determines an applicant is not free from such a physical, behavioral, emotional, or mental condition, the Program Director, with the agreement of the Vice President of Instruction and Student Learning, shall, as soon as possible, arrange for such an applicant to be examined by one of the following: 1) a licensed physician, or 2) a licensed clinical psychologist who has a Ph.D. in psychology and at least five years of postgraduate experience in diagnosis and treatment of emotional and mental disorders. This expert will determine if the denial of admission to the program was based upon reasonable grounds. If so, the applicant will not be admitted to the program. If the expert determines reasonable grounds do not exist, the applicant will be admitted to the program. Applicants may appeal the denial of admission to the Division Dean, on the grounds they have met this prerequisite. Following the appeal to the Dean, applicants may make a final written appeal to the Vice President of Instruction and Student Learning.

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

PROGRAM LEVEL LEARNING OUTCOMES

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

1. Differentiate the roles of the law enforcement, courts, and corrections components of the criminal justice system.
2. Evaluate the biological, psychological, and social causes of criminal behavior.
3. Summarize the punishment philosophies of criminal law.

4. Demonstrate appropriate First Aid procedures.
5. Develop effective reading, writing, speaking, listening, and nonverbal communication skills for a variety of audiences.
6. Evaluate legal arguments, and explain constitutional and statutory limits on the application of law.
7. Discuss and practice the Six Pillars of Character as defined by the Josephson Institute of Ethics: trustworthiness, respect, fairness, responsibility, justice and fairness, caring, civic virtue and citizenship, and how they apply to personal and professional environments.

Below is a recommended sequence:

Option 1:

Semester I

Course	Title	Units
CJ G064*	Police Academy Program (P.O.S.T. Regular Basic Course)	23
CJ G065*	Police Academy – Lifetime Health & Fitness I	2

*Courses must be taken as Corequisites

Total Units **25**

or

Option 2:

Semester I

Course	Title	Units
CJ G090*	Specialized Investigator Program (P.O.S.T. Specialized Investigators' Basic Course)	15
CJ G098*	Report Writing for Specialized Investigators' Basic Course	3

*Courses must be taken as Corequisites

Total units **18**

or

Option 3

Semester I

Course	Title	Units
CJ G140	Intro to Criminal Justice	3
CJ G141	Concepts of Criminal Law	3

Semester 2

Course	Title	Units
CJ G128 (Spring only)	Criminal Procedure	3

Semester 3

Course	Title	Units
CJ G139 (Spring only)	EMS – First Aid/CPR	3
CJ G146	Police Report Writing	3

Semester 4

Course	Title	Units
CJ G130	Character Development	3
CJ G137	Special Issues in Law Enforcement	3

Total units: 21

DANCE

ASSOCIATE IN ARTS DEGREE IN DANCE

The Dance Program of the Performing Arts Department, Arts and Letters Division includes general education, for AA degree preparation, and transfer to upper division at colleges and universities. The 25 courses offered cover a wide variety of dance styles in small classes with individual attention to the dancer's needs. The Dance Department plays an active role in the community by presenting workshops, master classes, and performances in the community at schools and special events. The members of the faculty are professional artists who provide services to the campus and community in the form of public performances, fundraising, concert tours, adjudication, and significant outreach for the recruitment of new students.

PROGRAM LEVEL LEARNING OUTCOMES

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

1. Develop competency in modern dance, ballet, and jazz dance, enabling them to pursue careers in education, health and fitness, professional arenas, or to further their academic dance pursuits.
2. Gain an overview of the historical, cultural, and scientific dimensions of dance.
3. Explore the fundamental skills and techniques necessary for the public performance of dance.
4. Have practical experience in the production aspects of dance.
5. Demonstrate an understanding of the craft and aesthetic qualities of dance orally, practically, and in writing.

Semester 1

Course	Title	Units
Dance G120	Ballet 1 – Beginning	2
Dance G100	Modern Dance 1 – Beginning	2
Dance G105	Dance Conditioning and Stretches	1
General Education		TBD

Semester 2

Course	Title	Units
Dance G155	Ballet 2 – Intermediate	2
Dance G125	Jazz Dance 1 - Beginning	2

Dance G106	Dance Conditioning, Intermediate	1
and		
Performance and Production Elective:		
Dance G235	Modern Dance Ensemble (Spring)	2
Dance G240	Tap Dance Ensemble (Fall/Spring)	1-2
Dance G245	Performance Ensemble (Spring)	1-2
Dance G250	Studio Production and Performance (Fall)	1-2
Dance G260	Dance Production and Performance (Spring)	2-3
General Education		TBD

Semester 3

Course	Title	Units
Dance G145	Modern Dance 2 – Intermediate	2
Dance G230	Choreography (Fall)	2
Dance G160	Commercial Dance Styles	2
and		
Dance Elective:		
Dance G112	Ballroom Dance	0.5-1
Dance G115	Tap Dance 1 – Beginning	2
Dance G130	Dance for Musical Theater	2
Dance G150	Tap Dance 2 – Intermediate	2
Dance G215	Tap Dance 3 – Advanced	2
Dance G135	Middle Eastern Dance	0.5-1
Dance G136	Intermediate/Advanced Middle Eastern Dance	0.5-1
and		

Performance and Production Elective:		
Dance G235	Modern Dance Ensemble (Spring)	2
Dance G240	Tap Dance Ensemble	1-2
Dance G245	Performance Ensemble (Spring)	1-2
Dance G250	Studio Production and Performance (Fall)	1-2
Dance G260	Dance Production and Performance (Spring)	2-3
General Education		TBD

Semester 4

Course	Title	Units
Dance G225	Jazz Dance 2 – Advanced	2
Dance G220	Ballet 3 - Advanced	2
Dance G200	Modern Dance 3 – Advanced	2
and		
Dance Elective:		
Dance G112	Ballroom Dance	0.5-1
Dance G115	Tap Dance 1 – Beginning	2
Dance G130	Dance for Musical Theater (Fall)	2
Dance G150	Tap Dance 2 – Intermediate	2
Dance G160	Commercial Dance Styles	1-1.5
Dance G215	Tap Dance 3 – Advanced	2
Dance G135	Middle Eastern Dance	0.5-1
Dance G136	Intermediate/Advanced Middle Eastern Dance	0.5-1
and		

Performance and Production Elective:		
Dance G235	Modern Dance Ensemble (Spring)	2
Dance G240	Tap Dance Ensemble	1-2
Dance G245	Performance Ensemble (Spring)	1-2

Dance G250	Studio Production and Performance (Fall)	1-2
Dance G260	Dance Production and Performance (Spring)	2-3
General Education		TBD

Major Total:	23
GWC GE Pattern, CSU GE or IGETC Pattern:	21-39
DEGREE TOTAL UNITS (maximum):	60 units

Recommended classes from Dance and other academic areas:

Dance G101 Viewing Dance, Theater Arts G106 Acting I, Theater Arts G175, G176, G177, G178 Technical Theater, Music G101 Music Appreciation, Biology G220 Human Anatomy

DESIGN

CERTIFICATE OF ACHIEVEMENT

The Design Certificate of Achievement was created to help prepare students with the fundamental artistic, digital and technical skills required for careers in various design fields including interior, transportation, toys, manufacturing, fashion, furniture, and model making.

The course of study includes the fundamental artistry, technical and digital knowledge and skills that are typically found in all of the professional design fields. Emphasis is placed on design theory, ideation, form and function, problem solving, composition, individual creativity, universal design principles, 2D and 3D visualization, conceptual analysis, model making, CAD, perspective, rendering, rapid visualization techniques, rapid prototyping, materials, safety, individualized projects and presentations for portfolio development. Completion of this certificate prepares successful students for employment as entry level designers, design interns, model makers, technicians, and CAD designers. Students who complete this certificate will have many opportunities to create excellent examples of artwork for their professional portfolio, dramatic presentations, and participation in the semi-annual GWC Design Student Show.

PROGRAM LEVEL LEARNING OUTCOMES

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

Critically evaluate what they and other students have created.

Design and construct gallery shows, exhibits, and portfolio presentations for public review, critique and evaluation.

Semester 1		
Course	Title	Units
ART G107	Color and Design: 2D	3
or		
DSGN G101	Introduction To Design	2

DSGN G131	Perspective And Rendering Systems	3
DSGN G150	Design Drafting	3

Semester 2

Course	Title	Units
DSGN G105	Introduction To Design Materials And Technical Processes	3
DSGN G132	Rendering And Perspective Systems	3
DSGN G232	Rapid Visualization Techniques	3

Total Units: 17-18

DIGITAL MEDIA

ASSOCIATE IN ARTS DEGREE IN DIGITAL ARTS

This major will prepare the student for employment in the field of graphic design illustration. It consists of experiences in applied design, digital imaging, graphic design principles, layout and design, and web page design. The focus is upon an introduction to advertising, visual communication, and skills in graphic design, illustration, and preparing art for reproduction.

PROGRAM LEVEL LEARNING OUTCOMES

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

1. Generate artwork utilizing advanced principles of design and applying these to a multimedia environment.
2. Interpret terminology for effective generation and discussion of advanced level digital art projects.
3. Utilize software to generate advanced level digital art projects.

Semester 1

Course	Title	Units
Digital Arts G103	Digital 2D Design	3
Digital Arts G150	Photoshop, Beginning	3

Semester 2

Course	Title	Units
Digital Arts G135	Introduction to Adobe Illustrator	3
Digital Arts G170	Graphic Design Principles	3

Semester 3

Course	Title	Units
Digital Arts G174	Introduction to Page Layout & Design- Adobe InDesign	3
Digital Arts G179	Prepress	3

Semester 4

Course	Title	Units
Digital Arts G178	Introduction to Web Page Design	3
Digital Arts G177	Graphic Design Principles On The Computer	3

Major Total: 24

GWC GE, CSU GE Breadth or IGETC Pattern: 21-39
DEGREE TOTAL UNITS (maximum): 60 units

ASSOCIATE IN ARTS DEGREE IN DIGITAL MEDIA

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

PROGRAM LEVEL LEARNING OUTCOMES

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

1. Produce professional audio recordings.
2. Produce professional digital video recordings.
3. Design and build multi-user web based applications.
4. Edit audio, video and graphic content in a digital environment.

Semester 1

Course	Title	Units
DM G100	Digital Media, Introduction	3
or		
HUM G101	History Of Radio, Television And Broadcasting	3
DM G110	Digital Audio, Introduction	3
General Education		TBD

Semester 2

Course	Title	Units
DM G111	Audio Post Production	3
DART G178	Introduction To Web Page Design	3
General Education		TBD

Semester 3

Course	Title	Units
DM G140	TV Studio Production, Introduction	3
DM G160	Video Editing and Motion Graphics	3
General Education		TBD

Semester 4

Course	Title	Units
DM G200	Applied Digital Media	3
or		
COOP G103	Cooperative Work Experience	3
General Education		TBD

Major Total: 21
GWC GE Pattern, CSU GE Breadth or IGETC Pattern: 21-39
DEGREE TOTAL UNITS (maximum): 60 units

DIGITAL MEDIA 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.

PROGRAM LEVEL LEARNING OUTCOMES

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

1. Produce professional audio recordings.
2. Produce professional digital video recordings.
3. Design and build multi-user web-based applications.
4. Edit audio, video and graphic art content in a digital environment.

Semester 1

Course	Title	Units
DM G110	Digital Audio, Introduction	3
DM G140	TV Studio Production, Introduction	3

Semester 2

Course	Title	Units
DART G150	Photoshop, Beginning	3
DM G102	Writing and Producing for Digital Media	3
DM G141	Intro to Single Camera Video Production	3

Semester 3

Course	Title	Units
DM G111	Audio Post Production	3

DM GI 60	Video Editing and Motion Graphics	3
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Semester 4

Course	Title	Units
DART GI 78	Introduction To Web Page Design	
DM G200	Applied Digital Media	3

Total Units: 27

GRAPHIC DESIGN AND PRODUCTION OPTION CERTIFICATE OF ACHIEVEMENT

This option will prepare the student for employment in the field of graphic design illustration. It consists of experiences in lettering, applied design, photography, and reproduction processes. The focus is upon an introduction to advertising thinking, visual communication, and skills in graphic design, illustration, and preparing art for reproduction.

PROGRAM LEVEL LEARNING OUTCOMES

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

1. Generate artwork utilizing advanced principles of design and applying these to a multimedia environment.
2. Interpret terminology for effective generation and discussion of advanced level digital art projects.
3. Utilize software to generate advanced level digital art projects.

Semester 1

Course	Title	Units
Digital Arts GI 03	Digital 2D Design	3
Digital Arts GI 50	Photoshop, Beginning	3
Art GI 15	Typography	3

Semester 2

Course	Title	Units
Digital Arts GI 35	Introduction to Adobe Illustrator	3
Digital Arts GI 52	Using Photoshop, Intermediate	3
Digital Arts GI 70	Graphic Design Principles	3

Semester 3

Course	Title	Units
Digital Arts GI 74	Introduction to Page Layout & Design- Adobe InDesign	3
Digital Arts GI 79	Prepress	3

Semester 4

Course	Title	Units
Digital Arts G222	Digital Imaging	3
Digital Arts GI 77	Graphic Design Principles On The Computer	3

Total Units: 30

AUDIO RECORDING CERTIFICATE OF SPECIALIZATION

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

PROGRAM LEVEL LEARNING OUTCOMES

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

1. Create and record a project using MIDI (Musical Instrument Digital Interface) sequencing and software instruments.
2. Create a mix and perform the proper steps to produce a final product for various digital media.
3. Set up a complex microphone array (24 tracks) for a band and record digital signals in a tracking session.
4. Produce a digital portfolio comprised of sound recordings, mixed, and mastered.

Semester 1

Course	Title	Units
DM GI 70	Sound Sequencing Production	3
DM GI 12	Sound Recording I	3

Semester 2

Course	Title	Units
DM GI 15	Sound Recording II	3
DM GI 18	Digital Audio Production	3

Total Units: 12

BIOTECHNOLOGY MEDIA DESIGN CERTIFICATE OF SPECIALIZATION

This certificate emphasizes the foundational digital media skills required to design and create professional media products for the biotechnology field. Students will develop conceptual pathways related to interdisciplinary STEAM fields, experiment with mixed digital media, including 3D modeling, and discuss the importance of research, models, and props in the design and execution of the final product.

PROGRAM LEVEL LEARNING OUTCOMES

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

1. Generate artwork utilizing advanced principles of design and applying these to a multimedia environment in the biotechnology field.

- Interpret terminology for effective generation and discussion of advanced level digital art projects in the biotechnology field.
- Utilize software to generate advanced level digital art projects in the biotechnology field.

Semester 1

Course	Title	Units
DART G103	Digital 2D Design	3
DART G135	Introduction To Adobe Illustrator	3
DART G150	Photoshop, Beginning	3

Semester 2

Course	Title	Units
DART G222	Digital Imaging	3
or		
DART G230	3D Computer Modeling	3
DART G195	Introduction to Biotechnology Media Design	3

Total Units: 15

GRAPHIC DESIGN FOUNDATION CERTIFICATE OF SPECIALIZATION

This certificate will prepare the student for a career in the field of graphic design and also prepare students for upper division courses in Digital Arts. The focus is upon foundation graphic design skills in current industry standard software, typography and visual communication.

PROGRAM LEVEL LEARNING OUTCOMES

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

- Generate artwork utilizing the principles of design and applying these to a multimedia environment.
- Interpret terminology for effective generation and discussion of digital art projects.
- Utilize software to generate digital art projects.

Semester 1

Course	Title	Units
DART G103	Digital 2D Design	3
DART G135	Introduction To Adobe Illustrator	3
DART G150	Photoshop, Beginning	3

Semester 2

Course	Title	Units
ART G115	Typography	3
DART G222	Digital Imaging	3

Total Units: 15

GRAPHIC DESIGN ADVANCED PRODUCTION

CERTIFICATE OF SPECIALIZATION

This certificate will prepare the student for a career in the field of graphic design. The focus is upon graphic design skills in page layout and design, visual communication and prepress for the reproduction process.

Program Level Learning Outcomes

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

- Generate artwork utilizing advanced principles of design and applying these to a multimedia environment.
- Interpret terminology for effective generation and discussion of advanced level digital art projects.
- Utilize software to generate advanced level digital art projects.

Semester 1

Course	Title	Units
DART G152	Using Photoshop, Intermediate	3
DART G170	Graphic Design Principles	3
DART G174	Introduction To Page Layout & Design - Adobe InDesign	3

Semester 2

Course	Title	Units
DART G177	Graphic Design Principles On The Computer	3
DART G179	Prepress	3

Total Units: 15

GRAPHIC DESIGN WEBSITE DESIGN CERTIFICATE OF SPECIALIZATION

This certificate will prepare the student for a career in the field of web design. The focus is upon web design skills in designing the look, layout, functionality and organization of websites.

PROGRAM LEVEL LEARNING OUTCOMES

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

- Describe the web page design process.
- Design and build simple web pages.
- Design and build advanced web pages.
- Evaluate current web pages on the Internet.

Semester 1

Course	Title	Units
DART G150	Photoshop, Beginning	3

DART G135	Introduction To Adobe Illustrator	3
DART G178	Introduction to Web Page Design	3

Semester 2

Course	Title	Units
DART G180	Introduction to Web Animation	3
DART G200	Advanced Web Design	3

Total Units: 15

VIDEO EDITING CERTIFICATE OF SPECIALIZATION

The Certificate of Specialization in Video Editing encompasses technical skills, aesthetics, and workflow knowledge to provide industry-level expertise in nonlinear editing, media management and motion graphics. The goal of the certificate is to provide the student with a solid foundation focused on industry-standard editing and content organization techniques. The Certificate of Specialization prepares the student for entry-level employment as an Assistant Editor, Digital Imaging Technician or Editor in government, education or private business sector. The certificate covers everything from editing short-form promos, commercials, and music videos to full-length feature films and digital media. The student works with the most popular industry tools to develop technique and practice technical skills such as visual effects, sound, color correction, and finishing. The certificate also addresses story structure and narrative tools in editing. The student completes the certificate with a deep, robust understanding of all key components of TV and film editing. These job-ready skills cover the entire post-production process. As part of the certificate of specialization students are able to obtain industry certification in Adobe Premier and AVID Media Composer.

PROGRAM LEVEL LEARNING OUTCOMES

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

1. Identify and describe three advanced editing principles and practices.
2. Apply advanced editing principles in editing of a narrative sequence.
3. Apply advanced editing principles in editing of a three to five minute dialogue sequence.

Semester 1		
Course	Title	Units
DM G160	Video Editing I	3
DART G150	Photoshop, Beginning	3

Semester 2		
Course	Title	Units
DM G260	Video Editing 2	3

DM G163	Introduction to Motion Graphics	3
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Total units: 12

VIDEO PRODUCTION CERTIFICATE OF SPECIALIZATION

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

The certificate provides a course of study which will enable the successful student to plan and facilitate studio and field-based video production, including producing, filming, editing, sound mixing and graphic design.

Students have the opportunity to work for and serve internships at a variety of commercial TV stations, motion picture studios, video post-production houses, and cable networks.

Digital media production encompasses a variety of industries, including journalism, advertising and entertainment.

Employment and internship opportunities exists for students in noncommercial media venues such as educational media at schools and colleges and in-house media production at major corporations.

PROGRAM LEVEL LEARNING OUTCOMES

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

1. Develop solid base in the theory and technology skills required for professional careers in digital media industries.
2. Acquire real world, hands on experiences in basic software and hardware tools utilized in digital media production.
3. Develop interpersonal skills and professional demeanor that will enable students to work effectively and cooperatively as team players on collaborative projects.
4. Generate creative solutions to challenging assignments, demonstrating a clear understanding of project needs and technological demands.

Semester 1

Course	Title	Units
DM G141	Documentary Video Production	3
DM G102	Writing and Producing for Digital Media	3

Semester 2

Course	Title	Units
DM G260	Non-Linear Editing II	3
DM G163	Introduction to Motion Graphics	3

Total units:**12**

ECONOMICS

ASSOCIATE IN ARTS DEGREE IN ECONOMICS FOR TRANSFER

The Associate in Arts in Economics for Transfer Degree will introduce students to the fundamentals of economics. Students will develop a set of principles and models in microeconomics and macroeconomics that can be used to explain the decision making process of individuals, firms, and society with a focus on application of these concepts to solving economic problems. The degree also emphasizes enhancement of quantitative skills to be applied to economic applications and decision making. The courses in the Economics degree will provide students with the necessary foundation needed as preparation for upper division courses in economic theory in completion of a Baccalaureate Degree in Economics.

PROGRAM LEVEL LEARNING OUTCOMES

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

1. Apply the economic problem of scarcity and how it relates to choice, opportunity cost, and marginal decision making for individuals and society.
2. Quantitatively analyze economic activity of individuals, firms, the public sector, and the economy as a whole.
3. Use economic concepts including scarcity, opportunity cost, supply and demand to analyze markets, evaluate fluctuations, and determine the impact on individual, economy wide, and global economic decisions.
4. Use supply and demand models to analyze markets, evaluate fluctuations, and determine changes in prices.

This is the major pattern for students planning to transfer to a CSU. It is strongly recommended that students contact a GWC counselor to develop an official Student Educational Plan to discuss non-CSU universities, or if they have questions about the CSU AA in Economics for CSU Transfer:

Semester 1

Course	Title	Units
Math G160 (Core)	Introduction to Statistics	3 units
General Education		TBD

Semester 2

Course	Title	Units
Economics G170 (Core)	Principles of Microeconomics	3 units
One course from:		
Math G140 (Core)	Business Calculus	4 units
or		
Math G180 (Core)	Calculus I	5 units

General Education

TBD

Semester 3

Course	Title	Units
Economics G175 (Core)	Principles of Macroeconomics	3 units
One course from:		
Accounting G101 (List A)	Financial Accounting	4 units
Math G185 (List A)	Calculus 2	5 units
General Education		TBD

Semester 4

Course	Title	Units
One course from:		
Accounting G101 (List A)	Financial Accounting	4 units
Accounting G102 (List A)	Managerial Accounting	4 units
Math G185 (List A)	Calculus 2	5 units
Math G280 (List B)	Calculus 3	
Math G285 (List B)	Introduction to Linear Algebra and Differential Equations	5 units
Economics G110 (List B)	Contemporary Economic Issues and Problems	3 units
Economics G120 (List B)	Economic History of the United States (History G110)	3 units
General Education		TBD

Major total:	21-25
Total units that may be double-counted:	9-12
CSU General Education Breadth or IGETC Pattern:	37-39
Transferable Electives (as needed to reach 60 transferable units):	8-11
DEGREE TOTAL UNITS (max):	60 units

() Description in parentheses indicates credit earned in AAT.

ELEMENTARY TEACHER EDUCATION

ASSOCIATE IN ARTS DEGREE IN ELEMENTARY TEACHER EDUCATION FOR TRANSFER

The Associate of Arts in Elementary Teacher Education for Transfer Degree is designed for students seeking to enter the teaching profession with K-8 settings and plan to transfer to a four-year college or university to pursue the baccalaureate degree and to meet California state requirements for teaching. With careful planning the student desiring to transfer will be able to complete the Associate in Arts Degree while concurrently satisfying the lower division transfer preparation for the baccalaureate degree and the requirements for the State-approved Multiple Subjects Credential Program.

PROGRAM LEVEL LEARNING OUTCOMES

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

1. Understand the historical context of elementary education, including its relationship to contemporary society and culture.

- Identify qualities of an effective teacher as outlined in the California Standards for Teaching Profession.
- Have significant preparation in meeting subject matter competency in preparation for the Multiple Subject Examination Teaching exam (MSET).
- Develop a comprehensive professional portfolio for the teaching profession.
- Obtain early classroom experiences via observational and practical experiences in the classroom.

This is the major pattern for students planning to transfer to a CSU. It is strongly recommended that students contact a GWC counselor to develop an official Student Educational Plan to discuss non-CSU universities, or if they have questions about the CSU AA in Elementary Teacher Education for CSU Transfer:

Semester 1

Course	Title	Units
English G100/G100H (Core)	Freshman Composition	3
Education G102 (List C)	Teaching in Diverse / Contemporary Classrooms	1
Education G103 (List C)	Technological Proficiencies for Teachers	2
Psychology G118 (List C)	Lifespan Developmental Psychology	3
Math G104 (Core)	Math for Elementary Teachers	3

Semester 2

Course	Title	Units
Biology G100 (Core)	Introduction to Biology	4
Communication G110/110H (Core)	Public Speaking	3

Select one course from List B:

Theatre G100/Hum G132	Introduction to the Theatre	3
Art G100/Hum G102	Intro to Art	3
Dance G101	Viewing Dance	3
Music G101/G101H	History/Appreciation of Music	3
Humanities G120/G120H	History/Appreciation of Music	3
English G112 (Core)	Appreciation of Literature	3

Summer

Course	Title	Units
Geography G100 (Core)	World Regional Geography	3
History G170 (Core)	History of the US to 1876	3

Semester 3

Course	Title	Units
English G110/110H (List A)	Critical Thinking, Reading and Writing through Literature	4
History G161 (Core)	World History I	3
Political Science G180/180H (Core)	American Government	3
Physical Science G100 (Core)	Intro to Physical Science	4

Select three units from List C:

English G270 (List C)	British Lit to 1800	3
English G275 (List C)	British Lit since 1800	3
English G150 (List C)	American Lit through the Civil War (1865)	3
English G155 (List C)	American Lit 1865 to present	3
Philosophy G100 (List C)	Intro to Philosophy	3
Philosophy G102 (List C)	History of Ancient Philosophy	3
Philosophy G120 (List C)	Ethics	3
Theater G106 (List C)	Acting I	3
Math G160 (List C)	Intro to Statistics	4
or		
Math G103 (List C)	Statistics for Elementary Teachers	3
Music G103/ Hum G103 (List C)	World Music	3
History G162 (List C)	World History 2	3

Semester 4

Course	Title	Units
Geology G110 (Core)	Physical Geology	4
or		
Geology G106 (Core)	Earth Science for Teachers	4
Psychology G116 (Core)	Child Growth and Development	3
Education G200 (Core)	The Teaching Profession	3

Select three units from List C: (not already used above)

English G143 (List C)	Children's Literature	3
English G270 (List C)	British Lit to 1800	3
English G275 (List C)	British Lit since 1800	3
English G150 (List C)	American Lit through the Civil War (1865)	3
English G155 (List C)	American Lit 1865 to present	3
Philosophy G100 (List C)	Intro to Philosophy	3
Philosophy G102 (List C)	History of Ancient Philosophy	3
Philosophy G120 (List C)	Ethics	3
Theater G106 (List C)	Acting I	3
Math G160 (List C)	Intro to Statistics	4
Math G103 (List C)	Statistics for Elementary Teachers	3
Music G103/ Hum G103 (List C)	World Music	3
History G162 (List C)	World History 2	3

Major Total	48-54
CSU General Education Breadth or IGETC Pattern:	37-39
Total units that may be double-counted:	37-39
Transferable Electives (as needed to reach 60 transferable units)	6-12
DEGREE TOTAL UNITS (max)	60 units

() Description in parentheses indicates credit earned in AAT.

ENERGY EFFICIENCY AND RENEWABLE ENERGY

ASSOCIATE IN ARTS DEGREE IN ENERGY EFFICIENCY AND RENEWABLE ENERGY

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.

PROGRAM LEVEL LEARNING OUTCOMES

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

1. Demonstrate basic safety rules and safe attitudes in all activities.
2. Analyze residences and businesses utility bills to focus on reducing energy usage.
3. Use energy efficiency diagnostic tools such as door blowers and duct blasters to determine air infiltration into buildings.
4. Calculate energy usage in terms of electrical, mechanical and heat energy units.
5. Demonstrate ability to recommend alternative energy methods to reduce utility costs and provide green energy substitutes for fossil fuel energy forms.

It is strongly recommended that students contact a GWC counselor to develop an official Student Educational Plan.

Semester 1

Course	Title	Units
Envs G100	Introduction to Environmental Studies	3
Envs G133	Energy Audit I	4
Envs G170	Renewable Energy Sources and Apps	3
Drafting G105	Basic Engineering Drafting I – CAD	3

Semester 2

Course	Title	Units
Mgmt G155	Customer Service	3
ET G100	Electrical Fundamentals: AC-DC Circuits	4
Envs G190	Practicum	1.5

General Education	TBD
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Semester 3

Course	Title	Units
General Education		TBD

Semester 4

Course	Title	Units
General Education		TBD

Major Total: 21.5

GWC GE Pattern, CSU General Education Breadth or

IGETC Pattern: 21-39

DEGREE TOTAL UNITS (maximum): 60 units

ENERGY AUDITOR CERTIFICATE OF ACHIEVEMENT

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.

PROGRAM LEVEL LEARNING OUTCOMES

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

1. Demonstrate basic safety rules and safe attitudes in all activities.
2. Analyze residences and businesses utility bills to focus on reducing energy usage.
3. Use energy efficiency diagnostic tools such as door blowers and duct blasters to determine air infiltration into buildings.
4. Calculate energy usage in terms of electrical, mechanical and heat energy units.
5. Demonstrate ability to recommend alternative energy methods to reduce utility costs and provide green energy substitutes for fossil fuel energy forms.

Semester 1

Course	Title	Units
ENVS G100	Introduction To Environmental Studies	3
ENVS G133	Energy Audit I	4
MGMT G155	Customer Service	3

Semester 2

Course	Title	Units
ENVS G170	Renewable Energy Sources And Applications	3
ET G100	Electrical Fundamentals: AC-DC Circuits	4
DRAF G105	Basic Engineering Drafting I, Computer Aided Drafting	3

Semester 3

Course	Title	Units
ENVS G190	Environmental Studies Practicum	1.5 - 3.5

Total Units: 21.5

SOLAR ENERGY CERTIFICATE OF ACHIEVEMENT

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.

PROGRAM LEVEL LEARNING OUTCOMES

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

1. Understand concepts associated with Photovoltaic & Solar Thermal Technology.
2. Know Photovoltaic Principles as related to electricity.
3. Complete a solar site analysis for installer.
4. Understand electric and solar thermal load analysis.
5. Develop an understanding of Grid versus Off-Grid systems.
6. Know photovoltaic and solar thermal system components and their applications.
7. Learn different system installation applications relating to modules.
8. Know how to maintain and/or troubleshoot an existing system.
9. Develop a clear understanding of electrical, solar thermal, site, equipment and hazards during installation processes.

Semester 1

Course	Title	Units
ENVS G170	Renewable Energy Sources And Applications	3
ENVS G160	Solar Energy I--Thermal Technologies And Applications	4
ENVS G162	Solar Energy II--Photovoltaic Technologies And Applications	4
ET G100	Electrical Fundamentals: AC-DC Circuits	4

Semester 2

Course	Title	Units
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

Semester 3

Course	Title	Units
ENVS G190	Environmental Studies Practicum	1.5

Total Units: 30.5

**** 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.**

SOLAR ENERGY TECHNOLOGY CERTIFICATE OF SPECIALIZATION

PROGRAM LEVEL LEARNING OUTCOMES

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

1. Explore career opportunities and paths within the associated industries.
2. Understand the safety, environmental, and social impacts of solar energy use.
3. Compare solar energy systems, their applications and performances, and their predicted energy savings and economics.
4. Apply theoretical knowledge in a realistic environmental studies work setting.

Semester 1

Course	Title	Units
ENVS G160	Solar Energy I--Thermal Technologies And Applications	4
ENVS G162	Solar Energy II--Photovoltaic Technologies And Applications	4
ENVS G190	Environmental Studies Practicum	2

Total Units: 10

ENGLISH

ASSOCIATE IN ARTS DEGREE IN ENGLISH FOR TRANSFER

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

PROGRAM LEVEL LEARNING OUTCOMES

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

1. Compose essays of various lengths, up to ten pages, that are guided by thesis statements.
2. Produce writing for different purposes, which may include description, cause and effect, classification, definition, comparison and contrast, textual analysis, argumentative research, and creative fiction or non-fiction.
3. Support thesis statements with different types of proof: logic, anecdote, textual interpretation, research.
4. Edit and revise their own writing to reflect knowledge of correct English grammar; spelling, punctuation, manuscript format, and other literary conventions.
5. Find, evaluate, and selectively present appropriate researched evidence in the course of an essay.
6. Summarize texts, compare them to other readings and ideas, recognize that a single text may be interpreted in more than one way, and discuss them in terms of genre categories.
7. Comprehend college-level texts that represent a variety of genres and rhetorical strategies such as irony, understatement, parody, and more.
8. Articulate generic differences between poetry, narrative fiction, and drama.
9. Demonstrate familiarity with some canonical works and/or authors of English and American literature.

Below is a recommended sequence for this transfer major:

This is the major pattern for students planning to transfer to a CSU. It is strongly recommended that students contact a GWC counselor to develop an official Student Educational Plan to discuss non-CSU universities, or if they have questions about the CSU AA in English for CSU Transfer:

Semester 1

Course	Title	Units
English G110 / G110H (Core)	Critical Thinking, Reading and Writing through Lit	4
General Education		TBD

Semester 2

Course	Title	Units
Select two courses from List B:		
English G114 / I14H (List B)	Great Myths & Legends	3
English G280 (List B)	Creative Writing	3
English G112 (List B)	Appreciation of Literature	3
General Education		TBD

Semester 3

Course	Title	Units
Select one course from List A:		
English G150 (List A)	American Lit. Through the Civil War	3
English G160/G160H (List A)	Masterpieces of World Lit through the Renaissance	3
English G270 (List A)	British Lit to 1800	3
General Education		TBD

Semester 4

Course	Title	Units
Select one course from List A:		
English G155 (List A)	American Lit. 1865 to present	3
English G275 (List A)	British Lit. Since 1800	3
English G161/G161H (List A)	Masterpieces of World Lit Since the Renaissance	3
Select one course from List C:		
English G181/G181H (List C)	Shakespeare	3
English G281 (List C)	Creative Writing: Prose	3
English G143 (List C)	Children's Lit	3
Spanish G285 (List C)	Intermediate Spanish 2	4
Journalism G180 (List C)	Intro to Mass Communications	3
Theater Arts G100/Hum G132	Intro to the Theater	3
General Education		TBD

Major Total: **19-20**

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

Total units that may be double-counted: **9-12**

Transferable Electives (as needed to reach 60 transferable units): **10-16**

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

() Description in parentheses indicates credit earned in AAT.

FLORAL DESIGN AND SHOP MANAGEMENT

ASSOCIATE IN ARTS DEGREE IN FLORAL DESIGN AND SHOP MANAGEMENT

The Floral Design and Shop Management program trains students by offering excellent instruction of industry skills and practical training necessary to secure employment in the floral design industry. Students receive hands-on experience and quality instruction with instructors who are accredited by the American Institute of Floral Designers (AIFD). The Floral Design program is recognized as the Shirley Haas Student Chapter of the American Institute of Floral Designers (SAIFD). Golden West College's Shirley Haas Chapter is the only SAIFD chapter in Southern California and students may choose to apply. The objective of SAIFD is to further the students' education and participation in floral design through conventions at local and state levels, and at the National AIFD Symposium. The Shirley Haas Chapter of SAIFD is one of the education-based pathways aimed at preparing students for national accreditation with AIFD.

The program is aligned with the California Certified Florist's Certificate and completion of this program will help prepare students for the state exam. Students will learn an internationally recognized occupation and portable skill. The California Certified Florist's certificate is another approved education-based pathway to accreditation with AIFD. Our alignment with CCF therefore reinforces the opportunities offered our students. Courses not only teach technical skills necessary to gain employment but also address the multicultural and international aspect of this industry. Other courses challenge students to pursue their creativity and critical thinking skills. Some courses prepare students to be a salesperson, manager, business owner or entrepreneur.

The program offers employment opportunities by supporting local businesses by acting as a job clearing house. Students have the opportunity to participate in professional industry events, such as the California State Floral Association's Annual Event, Top Ten Design Competition and Student Competition, the AIFD National Symposium and local industry design shows. Students also have the opportunity to participate in the construction of floral designs for campus events that support student success.

PROGRAM LEVEL LEARNING OUTCOMES

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

1. Create an arrangement illustrating the elements and principles of color theory and floral design.

2. Distinguish floral industry standards for application to commercial venues.
3. Identify and categorize varieties of flowers and foliage by genus and species.
4. Illustrate and produce industry standard floral designs used in wedding décor, sympathy tributes, window display, permanent botanicals and event design.
5. Identify principles and practices of flower shop operation.

Semester 1

Course	Title	Units
Floral G110	Basic Floral Design	3
Floral G111 (Fall only)	Floral Business Practicum	2.5
General Education		TBD

Semester 2

Course	Title	Units
Floral G115	Wedding Designs	2
Floral G120	Advanced Designs in Global Floristry	2
General Education		TBD

Semester 3

Course	Title	Units
Floral G125	Advanced Floral Design – Events and Display	2
Floral G132 (Fall only)	Permanent Botanicals	2
General Education		TBD

Semester 4

Course	Title	Units
Floral G127 (Spring only)	Creativity and Competition	2
Floral G150 (Spring only)	Floral Productions Practicum	2
General Education		TBD

Semester 1, 2, 3, or 4 Students take one of the following courses for a total of three (3) units:

Course	Title	Units
Management G152	Small Business Ownership and Management	3
or		
Business G100	Introduction to Business	3
or		
Marketing G100	Principles of Marketing	3
General Education		TBD

Major Total: 20.5

GE Pattern, GWC AA, CSU General Education Breadth

or IGETC Pattern: 21-39

DEGREE TOTAL UNITS (maximum): 60 units

FLORAL DESIGN AND SHOP MANAGEMENT

CERTIFICATE OF ACHIEVEMENT

The Floral Design and Shop Management program trains students by offering excellent instruction of industry skills and practical training necessary to secure employment in the floral design industry. Students receive hands-on experience and quality instruction with instructors who are accredited by the American Institute of Floral Designers (AIFD). The Floral Design program is recognized as the Shirley Haas Student Chapter of the American Institute of Floral Designers (SAIFD). Golden West College's Shirley Haas Chapter is the only SAIFD chapter in Southern California and students may choose to apply. The objective of SAIFD is to further the students' education and participation in floral design through conventions at local and state levels, and at the National AIFD Symposium. The Shirley Haas Chapter of SAIFD is one of the education-based pathways aimed at preparing students for national accreditation with AIFD.

The program is aligned with the California Certified Florist's Certificate and completion of this program will help prepare students for the state exam. Students will learn an internationally recognized occupation and portable skill. The California Certified Florist's certificate is another approved education-based pathway to accreditation with AIFD. Our alignment with CCF therefore reinforces the opportunities offered our students. Courses not only teach technical skills necessary to gain employment but also address the multicultural and international aspect of this industry. Other courses challenge students to pursue their creativity and critical thinking skills. Some courses prepare students to be a salesperson, manager, business owner or entrepreneur.

The program offers employment opportunities by supporting local businesses by acting as a job clearing house. Students have the opportunity to participate in professional industry events, such as the California State Floral Association's Annual Event, Top Ten Design Competition and Student Competition, the AIFD National Symposium and local industry design shows. Students also have the opportunity to participate in the construction of floral designs for campus events that support student success.

PROGRAM LEVEL LEARNING OUTCOMES

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

1. Create an arrangement illustrating the elements and principles of color theory and floral design.
2. Distinguish floral industry standards for application to commercial venues.

3. Identify and categorize varieties of flowers and foliage by genus and species.
4. Illustrate and produce industry standard floral designs used in wedding décor, sympathy tributes, window display, permanent botanicals and event design.
5. Identify principles and practices of flower shop operation.

Semester 1

Course	Title	Units
Floral G110	Basic Floral Design	3
Floral G111 (Fall only)	Floral Business Practicum	2.5

Semester 2

Course	Title	Units
Floral G115	Wedding Designs	2
Floral G120	Advanced Designs in Global Floristry	2

Semester 3

Course	Title	Units
Floral G125	Advanced Floral Design – Events and Display	2
Floral G132 (Fall only)	Permanent Botanicals	2

Semester 4

Course	Title	Units
Floral G127 (Spring only)	Creativity and Competition	2
Floral G150 (Spring only)	Floral Productions Practicum	2

Semester 1, 2, 3, or 4 Students take one of the following courses for a total of three (3) units:

Course	Title	Units
Management G152	Small Business Ownership and Management	3
or		
Business G100	Introduction to Business	3
or		
Marketing G100	Principles of Marketing	3

Total units: 20.5

FRENCH

ASSOCIATE IN ARTS DEGREE IN FRENCH

The French major is designed to meet the needs of both the student who wishes to transfer to a four-year institution and the student who wishes to achieve basic conversational ability in French. Completion of the French major provides students with the opportunity to move into the curriculum at a four-year institution leading to a baccalaureate degree and then to possible careers requiring multiple language proficiency.

PROGRAM LEVEL LEARNING OUTCOMES

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

1. Demonstrate understanding of World languages, grammar, vocabulary, idiomatic expressions, and World languages speakers' culture and apply it to communicate orally, using appropriate pronunciation on designated topics in public and in interpersonal situations.
2. Integrate grammar, vocabulary, idiomatic expressions, and culture to communicate in writing.
3. Apply, clearly and effectively, vocabulary, grammar, idiomatic expressions, and culture to synthesize, analyze, evaluate, and derive meaning of implicit and explicit written materials.
4. Apply knowledge of vocabulary, grammar, idiomatic expressions, and culture to accurately recognize and comprehend spoken messages in World languages.

Semester 1

Course	Title	Units
FRENCH G180	Elementary French I	5
General Education		TBD

Semester 2

Course	Title	Units
FRENCH G185	Elementary French 2	5
General Education		TBD

Semester 3

Course	Title	Units
FRENCH G280	Intermediate French I	4
General Education		TBD

Semester 4

Course	Title	Units
FRENCH G285	Intermediate French 2	4
General Education		TBD

Major Total: 18

GE Pattern: GWC AA, CSU General Education Breadth or

IGETC Pattern: 21-39

DEGREE TOTAL UNITS (maximum): 60 units

GEOGRAPHY

ASSOCIATE IN ARTS IN GEOGRAPHY FOR TRANSFER DEGREE

The Associate in Arts in Geography for transfer degree focuses broadly on Earth's physical and human/cultural landscapes. Geography describes and explains the locations, distributions, and interrelationships of all surface features, both physical and human/cultural. The purpose of the degree is to develop geographic literacy—a critical understanding of the planet. Defined as a spatial science, geography is the study of places, where those places are in relation to other places and features on earth, and the relationships between people

and their environments. An understanding of geography is crucial to long term progress and sustainability, especially in our increasingly interconnected world. Students in the Geography Transfer program will investigate a broad range of geographical topics in both the social science and physical science subdivisions of geography. Students will be prepared to complete a baccalaureate degree in geography and pursue careers in education, research, planning, environmental consulting, GIS, international business, and government. The intent of an Associate Degree for transfer is to assist students in seamlessly transferring to a California State University.

PROGRAM LEVEL LEARNING OUTCOMES

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

1. Describe the locations and distributions of major surface features, both human and natural/physical.
2. Discover and explain the spatial and causal relationships among human and natural phenomena.
3. Apply the tools and techniques of geography to develop understanding and appreciation of the planet.
4. Below is a recommended sequence for this transfer major. Please note, this sequencing is dependent on the following:

This is the major pattern for students planning to transfer to a CSU. It is strongly recommended that students contact a GWC counselor to develop an official Student Educational Plan to discuss non-CSU universities, or if they have questions about the CSU AA in Geography for CSU Transfer:

Semester 1

Course	Title	Units
Geography G180 (Core)	Introduction to Geography: Physical Geography	3
Geography G185 (Core)	Cultural Geography	3
General Education		TBD

Semester 2

Course	Title	Units
Geography G180L (List A)	Physical Geography Lab	1
Geography G100 (List A)	World Regional Geography	3
Geography G190 (List A)	Introduction to Geographic Information Systems	2
General Education		TBD

Semester 3

Course	Title	Units
Choose one course: (List B)		
Math G160	Introduction to Statistics	4
or		
Computer Science G153	Java Programming, Introduction	4
or		
Physics G120	Algebra Based Physics: Mechanics	4

or		
Biology G100	Introduction to Biology	4
or		
Chemistry G180	General Chemistry A	5
or		
Political Science G180/G180H	American Government, Honors	3
or		
Anthropology G100	Intro to Cultural Anthropology	3
or		
Geology G110	Physical Geology	4
General Education		TBD

Semester 4

Course	Title	Units
Choose one course: (not already used above)		
Math G160	Introduction to Statistics	4
or		
Computer Science G153	Java Programming, Introduction	4
or		
Physics G120	Algebra Based Physics: Mechanics	4
or		
Biology G100	Introduction to Biology	4
or		
Chemistry G180	General Chemistry A	5
or		
Political Science G180/G180H	American Government, Honors	3
or		
Anthropology G100	Intro to Cultural Anthropology	3
or		
Geology G110	Physical Geology	4
General Education		TBD

Major total: **18-21**

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

Total units that may be double-counted: **10-16**

Transferable Electives (as needed to reach 60 transferable units): **10-28**

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

() Description in parentheses indicates credit earned in AAT.

GEOLOGY

ASSOCIATE IN SCIENCE DEGREE IN GEOLOGY FOR TRANSFER

The Associate in Science in Geology transfer degree focuses on an understanding of internal processes responsible for the formation of the Earth from a scientific perspective. Students choosing the geology degree program will study a range of natural science concepts including plate tectonics, climate change, and the evolution of the dynamic planet Earth. This degree employs the scientific method to understand the

formation of the Earth, including how volcanoes, and mountain building events change the geography and ecosystems of the Earth. Students will explore geologic time as it relates to the origins, and evolution of life through the fossil record. An understanding of the formation of economically important mineral and fossil fuel resources is an important aspect of the degree program. A portion of this course will focus on the diverse California geology and coastal development. Completion of this major will provide students with a well-rounded understanding of human impacts on the globe and the ways geologic hazards such as earthquakes, floods, and landslides impact human development.

PROGRAM LEVEL LEARNING OUTCOMES

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

1. Define the application of the scientific method to geology and the forces, which allows scientists to develop theories of the natural forces that shape the evolving Earth.
2. Describe the processes of plate tectonics as it relates to mountain building events, volcanoes, earthquakes, and evolution of landscapes.
3. Define the processes of mineral and rock formation and the importance of economic resources.
4. Evaluate geologic landscapes and structures, such as faults, folds and the physical forces required to develop a geologic landscape.
5. Relate geologic time and the fossil record to past climates and the tectonic and ecological environments responsible for the formation of the Earth.
6. Study past climates both warmer, and cooler than current conditions, and how ice ages impacted climate and shaped landscapes.

This is the major pattern for students planning to transfer to a CSU. It is strongly recommended that students contact a GWC counselor to develop an official Student Educational Plan to discuss non-CSU universities, or if they have questions about the CSU AS in Geology for CSU Transfer.

Semester 1

Course	Title	Units
Math 180 (Core)	Calculus I	5
Chem 180 (Core)	General Chemistry A	5
General Education		TBD

Semester 2

Course	Title	Units
Chemistry 185 (Core)	General Chemistry B	5
Math 185 (Core)	Calculus II	5
General Education		TBD

Semester 3

Course	Title	Units
Geology 110 (Core)	Physical Geology	4
General Education		TBD

Semester 4

Course	Title	Units
Geology 120 (Core) – Spring only	Historical Geology	4
General Education		TBD

Major total:	28
Total units that may be double-counted:	9
CSU General Education Breadth or IGETC Pattern:	37-39
Transferable Electives (as needed to reach 60 transferable units):	2-4
DEGREE TOTAL UNITS (max):	60 units

() Description in parentheses indicates credit earned in AAT.

GLOBAL STUDIES

CERTIFICATE OF ACHIEVEMENT

The goals of the Certificate of Achievement in Global Studies are to enhance student competency within an area of focus; provide students with the skills and knowledge to perform competently, both professionally and socially, in an international environment; and to encourage students to become knowledgeable, active participants in the global arena.

PROGRAM LEVEL LEARNING OUTCOMES

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

1. Articulate an understanding of her/his culture in global and comparative context.
2. Demonstrate knowledge of global issues, processes, trends and systems.
3. Interpret issues and situations from more than one perspective.
4. Use diverse global perspectives and frames of reference to think critically and solve problems.

Semester 1

Course	Title	Units
Political Science G105	Intro to Global Studies	3

Semester 2

Course	Title	Units
Political Science G205	Global Issues	3
Group A Course		3

Semester 3

Course	Title	Units
Group B Course		3-4

Semester 4

Course	Title	Units
Group C Course		3

Total units: 15-16

Group A: Choose one course from the following – 3 Units

Anthropology G100	Introduction to Cultural Anthropology	3
Anthropology G190	Introduction to Linguistics	3
Geography G185	Cultural Geography	3
Geography G100	World Regional Geography	3
History G162	World History 2	3
History G185	Western Civilization 2	3
Sociology G100	Sociology, Introduction	3
Peace Studies G100	Peace Studies, Introduction	3
Philos G150/Pol Sci G150	Political Philosophy	3
Political Science G110	International Relations	3
Political Science G185	Comparative Politics	3
Economics G170	Principles of Micro Economics	3
Economics G175	Principles of Macro Economics	3

Group B: Choose one course from the following – 3-4 Units

Anthropology G185	Physical Anthropology	3
Anthropology G130	Intro to Archeology	3
Environ Studies G142	Culture and Zero Waste	3
Geography G180	Intro to Geography: Physical Geography	3
Art G103	History of Asian Art	3
History G120	Asian Civilizations	3
History G150	History of Latin America	3
History G132	History of Britain/Ireland I	3
History G135	History of Britain/Ireland II	3
Philosophy G110	Philosophy of the East	3
Philosophy G111	Philosophy of Religion-Western	3
Spanish G280 or G285	Intermediate Spanish	4
Vietnamese G280 or G285	Intermediate Level Vietnamese	4

Group C: Choose one course from the following – 3 Units

Economics G110	Contemporary Economic Issues and Problems	3
Peace Studies G110	Nonviolence and Conflict Resolution	3
Political Science G120	Principles of the United Nations	3
Sociology G185	Analysis of Social Problems	3

HISTORY

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 to work toward a baccalaureate degree in History at the CSU level.

PROGRAM LEVEL LEARNING OUTCOMES

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

1. Describe the structure, pace, and causal agents of changing historical contexts.
2. Employ interpretative skills to reach reasoned conclusions from historical evidence.
3. Evaluate cultural, socio-political, and economic contexts through historical time.

Below is a recommended sequence for this transfer major:

This is the major pattern for students planning to transfer to a CSU. It is strongly recommended that students contact a GWC counselor to develop an official Student Educational Plan to discuss non-CSU universities, or if they have questions about the CSU AA in History for CSU Transfer:

Semester 1

Course	Title	Units
History G170 (Core)	History of the United States to 1876	3
History G175 (Core)	History of the United States since 1876	3
General Education		TBD

Semester 2

Course	Title	Units
Choose two courses (six units):		
History G161 (List A)	World History I	3
History G180 (List A)	Western Civilization I	3
History G162 (List B)	World History 2	3
or		
History G185 (List A)	Western Civilization 2	3
General Education		TBD

Semester 3

Course	Title	Units
Choose one course:		
Chinese G180 (List B)	Elementary Chinese I	5
or		
French G180 (List B)	Elementary French I	5
or		
History G120 (List B)	Asian Civilizations	3
or		
History G150 (List B)	History of Latin America	3
or		
History G121 (List B)	History of American Women (Spring only)	3
or		
Sociology G133 (List B)	Racial and Ethnic Relations in America	3

or

Spanish G180 (List B)	Elementary Spanish I	
or		
Vietnamese G180 (List B)	Elementary Vietnamese I	5
General Education		TBD

Semester 4

Course	Title	Units
Choose one course:		
(List B group 2)		
History G110	Economic History of the United States	3
(Economics G120)		
or		
History G132	History of Britain and Ireland I	3
or		
History G135	History of Britain and Ireland II	3
or		
History G140	California History	3
General Education		TBD

Major total:	18-20
Total units that may be double-counted:	12
CSU General Education Breadth or IGETC Pattern:	37-39
Transferable Electives (as needed to reach 60 transferable units):	13-17
DEGREE TOTAL UNITS (max):	60 units

() Description in parentheses indicates credit earned in AAT.

INTERPRETING

AMERICAN SIGN LANGUAGE INTERPRETING

ASSOCIATE IN ARTS DEGREE

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

Career opportunities include:

American Sign Language Interpreter

Teacher for the Deaf and Hard of Hearing

Audiologist

Speech Pathologist

PROGRAM LEVEL LEARNING OUTCOMES

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

1. Operate within a cultural knowledge of the Deaf.

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

Note: Sign G180 - American Sign Language I (4 units) and Sign G185 American Sign Language 2 (4 units) or equivalent courses need to be taken prior to starting the certificate program. They are not counted towards the total units for the certificate.

Semester 1

Course	Title	Units
Sign G280	American Sign Language 3	4
Sign G200	Deaf Culture	3
Interpreting G100	Introduction to Interpreting	3

General Education TBD

Semester 2

Course	Title	Units
Sign G285	American Sign Language 4	4s
Interpreting G130	Beginning Voice to Sign	3

General Education TBD

Semester 3

Course	Title	Units
Interpreting G155	Beginning Sign to Voice	3
Interpreting G135	Advanced Voice to Sign	3

General Education TBD

Semester 4

Course	Title	Units
Interpreting G160	Advanced Sign to Voice	3
Interpreting G190	Situational Interpreting/Practicum	3

General Education TBD

Major Total: 29
GWC GE, CSU-GE or IGETC: 21-39
DEGREE TOTAL UNITS (maximum): 60 units

AMERICAN SIGN LANGUAGE INTERPRETING CERTIFICATE OF ACHIEVEMENT

Orange County and neighboring areas are rich in part-time job opportunities for Sign Language Interpreting. This program is designed to provide students with sign interpreting skills

sufficient for entry-level employment. Emphasis is on use of American Sign Language.

Career opportunities include:

American Sign Language Interpreter

Teacher for the Deaf and Hard of Hearing

Audiologist

Speech Pathologist

PROGRAM LEVEL LEARNING OUTCOMES

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

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

Semester 1

Course	Title	Units
Sign G280	American Sign Language 3	4
Sign G200	Deaf Culture	3
Interpreting G100	Introduction to Interpreting	3

Semester 2

Course	Title	Units
Sign G285	American Sign Language 4	4
Interpreting G130	Beginning Voice to Sign	3

Semester 3

Course	Title	Units
Interpreting G155	Beginning Sign to Voice	3
Interpreting G135	Advanced Voice to Sign	3

Semester 4

Course	Title	Units
Interpreting G160	Advanced Sign to Voice	3
Interpreting G190	Situational Interpreting/Practicum	3

Total units: 29

KINESIOLOGY

ASSOCIATE IN ARTS DEGREE IN KINESIOLOGY FOR TRANSFER

The Associate in Arts in Kinesiology for Transfer degree is an integrated discipline that focuses on scientific, functional and mechanical processes of the human body. Students will learn and understand how to display increasing confidence and

preparation in a wide range of areas including, but not limited to; sports medicine, exercise physiology, philosophy, sociology and psychology of sport, personal training, biomechanics, motor development and coaching. This degree will prepare students to pursue further study and achievement of a baccalaureate degree in the discipline of Kinesiology.

PROGRAM LEVEL LEARNING OUTCOMES

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

1. Demonstrate an understanding of the scientific, functional and mechanical processes of the human body.
2. Apply strong verbal and writing communication both in academic and professional settings.
3. Demonstrate an understanding of movement and skill in a variety of sports and activities.

This is the major pattern for students planning to transfer to a CSU. It is strongly recommended that students contact a GWC counselor to develop an official Student Educational Plan to discuss non-CSU universities, or if they have questions about the CSU AA in Kinesiology for CSU Transfer:

Semester 1

Course	Title	Units
Kinesiology G100 (Core)	Intro to Kinesiology	3
Any movement-based course (see list below)		1
General Education		TBD

Semester 2

Course	Title	Units
Biology G220 (Core)	Human Anatomy	4
Any movement-based course (see list below)		1
General Education		TBD

Semester 3

Course	Title	Units
Biology G225 (Core)	Human Physiology	4
Any course from List A (see list below)		3-5
General Education		TBD

Semester 4

Course	Title	Units
Any movement-based course (see list below)		1
Any course from List A (see list below)		3-5
General Education		TBD

Movement Based Courses: 3

Aquatics

PE G111	Swimming	1
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Fitness

PE G130	Yoga	1
PE G132	Pilates for Fitness	1

PE G173	Introduction to Weight Training	1
PE G181	Muscular Strength Training	1

Individual Sports

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	0.5-1

List A (7-10 units):

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

Major total: 21-23

Total units that may be double-counted: 16

CSU General Education Breadth or IGETC Pattern: 37-39

Transferable Electives (as needed to reach 60 transferable units): 14-18

DEGREE TOTAL UNITS (max): 60 units

() Description in parentheses indicates credit earned in AAT.

LIBERAL ARTS

ASSOCIATE IN ARTS DEGREE IN LIBERAL STUDIES FOR ELEMENTARY EDUCATION

PROGRAM LEVEL LEARNING OUTCOMES

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

1. Identify the qualities of an effective teacher as outlined in the six California Standards for the teaching profession.
2. Identify the purpose of and components of an effective professional portfolio aligned with the California Standards for the Teaching Profession.
3. Develop effective observational skills in a school classroom.

Semester 1

Course	Title	Units
Choose one course from:		
ENGL G100	Freshman Composition	3
ENGL G100H	Freshman Composition, Honors	3
COMM G100	Interpersonal Communication	3
COMM G108	Introduction To Communication	3
COMM G110	Public Speaking	3
COMM G110 H	Public Speaking Honors	3

COMM G112	Small Group Dynamics	3
COMM G220	Essentials Of Argumentation	3
ENGL G110	Critical Think, Reading / Writing Through Literature	4
ENGL G110H	Critical Think, Reading/ Writing Through Literature, Honors	4
PHIL G115	Logic and Critical Thinking	3
Choose one course from:		
MATH G103	Statistics for Elementary Teachers	3
MATH G104	Mathematics for Elementary Teachers	3
MATH G115	College Algebra	4
BIOL G100	Introduction to Biology	4
GEOL G110	Physical Geology	4
GEOL G106	Earth Science for Teachers	4
PHSC G100	Introductory Physical Science	4
General Education	TBD	

Semester 2

Course	Title	Units
Choose one course:		
GEOG G100	World Regional Geography	3
HIST G170	History of the United States to 1876	3
HIST G161	World History I	3
PSCI G180	American Government	3
PSCI G180H	American Government Honors	3
PSYC G116	Child Growth and Development	3
PSYC G118	Life Span Developmental Psychology	3
General Education	TBD	

Semester 3

Course	Title	Units
Choose one course:		
ART G100	Introduction to Art	3
ENGL G112	Appreciation of Literature	3
ENGL G143	Children's Literature	3
ENGL G150	American Literature Through the Civil War (1865)	3
ENGL G155	American Literature 1865 To The Present	3
ENGL G160	Masterpieces of World Literature Through the Renaissance	3
ENGL G160H	Masterpieces of World Literature Through the Renaissance, Honors	3
ENGL G161	Masterpieces of World Literature Since the Renaissance	3
ENGL G161H	Masterpieces of World Literature Since the Renaissance, Honors	3
ENGL G270	British Literature to 1800	3
ENGL G275	British Literature Since 1800	3
MUS G101	History & Appreciation Of Music	3
HUM G120	History & Appreciation Of Music	3
MUS G101H	History & Appreciation Of Music, Honors	3
HUM G120H	History & Appreciation Of Music, Honors	3
MUS G115	Basic Music	3
THEA G100	Introduction to the Theater	3
HUM G132	Introduction To The Theater	3
THEA G106	Acting I	3

THEA G111	Theater History & Literature - Classical to 1800	3
THEA G112	Theater History & Literature - 1800 to modern	3
General Education	TBD	

Semester 4

Course	Title	Units
3 - 4 units from the following:		
EDUC G102	Teaching Diverse Contemporary Classrooms I	1
EDUC G103	Technology Proficiencies For Teachers I	2
EDUC G200	The Teaching Profession	3
HIST G140	California History	3
HIST G175	History of the United States Since 1876	3
MATH G100	Liberal Arts Mathematics	3
MUS G103	World Music	3
PHIL G100	Introduction to Philosophy	3
PHIL G102	History of Ancient Philosophy	3
PHIL G120	Ethics	3
General Education	TBD	

Major Total: **18-21**

GWC GE Pattern, CSU General Education Breadth

or IGETC Pattern: **21-39**

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

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.

ASSOCIATE IN ARTS DEGREE IN LIBERAL ARTS: EMPHASIS IN ARTS AND HUMANITIES

PROGRAM LEVEL LEARNING OUTCOMES

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

1. Evaluate and interpret the ways in which people through the ages in different cultures have responded to themselves and the world around them in artistic and cultural creation.
2. Value aesthetic understanding and incorporate these concepts when constructing value judgments.

Semester 1

Course	Title	Units
3 units from Course Listing		
General Education	TBD	

Semester 2

Course	Title	Units
6 units from Course Listing		

General Education	TBD
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Semester 3

Course	Title	Units
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3 units from Course Listing		
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General Education	TBD
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Semester 4

Course	Title	Units
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6 units from Course Listing		
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General Education	TBD
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Major Total:	18
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GWC GE Pattern, CSU General Education Breadth or IGETC Pattern:	21-39
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DEGREE TOTAL UNITS (maximum):	60 units
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Be careful to check prerequisites.

Course Listing

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

Course	Title	Units
ANTH G140	Magic, Witchcraft, and Religion	3
ART G100	Introduction To Art	3
ART G105	Art History And Appreciation 1 - Prehistoric to Renaissance	3
ART G106	Art History and Appreciation 2 - Renaissance to Present	3
ART G107	Color and Design 2D	3
ART G109	Color and 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 G130	Painting 1	1.5 - 3
ART G131	Painting 2	3
ART G132	Watercolor 1	3
ART G134	Watercolor 2	3
ART G142	Sculpture 1	3
ART G150	Printmaking 1	3
ART G160	Jewelry 1	3
World Language G180, G180H, G185, G185H, G280; G285, (including Sign) G290; or Span G160, G165		3 - 5
COMM G255	Intercultural Communication	3
DANC G100	Modern Dance 1 - Beginning	2
DANC G120	Ballet 1 - Beginning	1 - 1.5
DANC G125	Jazz Dance 1 - Beginning	2
ENGL G110	Critical Thinking, Reading And Writing Through Literature	4
or		
ENGL G110 H	Critical Thinking, Reading, and Writing through Literature, Honors	3
ENGL G112	Appreciation Of Literature	3

ENGL G114	Great Myths And Legends	3
or		
ENGL G114 H	Great Myths and Legends, Honors	3
ENGL G143	Children's Literature	3
ENGL G150	American Literature through the Civil War (1865)	3
ENGL G155	American Literature 1865 To The Present	3
ENGL G160	Masterpieces of World Literature through the Renaissance	3
or		
ENGL G160H	Masterpieces of World Literature through the Renaissance, Honors	3
ENGL G161	Masterpieces of World Literature Since the Renaissance	3
or		
ENGL G161H	Masterpieces of World Literature Since the Renaissance, Honors	3
ENGL G181	Shakespeare	3
or		
ENGL G181H	Shakespeare, Honors	3
ENGL G280	Creative Writing	3
ENGL G281	Creative Writing: Prose	3
ENGL G270	British Literature to 1800	3
ENGL G275	British Literature Since 1800	3
HIST G120	Asian Civilizations	3
HIST G132	History of Britain And Ireland I	3
HIST G135	History of Britain and Ireland II	3
HIST G150	History of Latin America	3
HIST G121	History of American Women	3
HIST G170	History of The United States To 1876	3
HIST G175	History of the United States Since 1876	3
HIST G180	Western Civilization 1	3
HIST G185	Western Civilization 2	3
HIST G161	World History 1	3
HIST G162	World History 2	3
HUM G100	Art History and Appreciation 1 -- Prehistoric to Renaissance	3
HUM G101	History Of Radio, Television And Broadcasting	3
HUM G102	Introduction To Art	3
HUM G103	World Music	3
HUM G104	History And Appreciation Of Opera And Related Forms	3
HUM G108	History And Appreciation Of The Musical Theater	3
HUM G110	Art History and Appreciation 2 -- Renaissance to Present	3
HUM G120	History And Appreciation Of Music	3
or		
HUM G120 H	History and Appreciation of Music, Honors	3
HUM G122	History And Literature Of Music	3
HUM G126	Music In Motion Pictures	3
HUM G132	Introduction To The Theater	3
HUM G135	History And Appreciation of The Cinema	3
HUM G143	History of Jazz	3
HUM G139	History of Rock Music	3

JOUR G180	Introduction to Mass Communication	3
MUS G101	History & Appreciation of Music	3
or		
MUS G101 H	History & Appreciation of Music, Honors	3
MUS G103	World Music	3
MUS G104	History & Appreciation of Opera	3
MUS G105	Beginning Guitar I	1
MUS G108	History & Appreciation of The Musical Theater	3
MUS G109	Symphonic Band	1
MUS G110	Golden West Symphonic Band	2
MUS G115	Basic Music	3
MUS G120	Master Chorale	1
MUS G122	Chamber Choir	1
MUS G126	Music In Motion Pictures	3
MUS G143	History of Jazz	3
MUS G141	Piano I	1
MUS G142	Beginning Piano II	1
MUS G145	Basic Voice	2
MUS G158	Studio Singing	2
MUS G165	History & Literature of Music	3
MUS G139	History of Rock Music	3
MUS G209	Symphonic Band, Advanced Skills	2
PHIL G100	Introduction to Philosophy	3
PHIL G102	History of Ancient Philosophy	3
PHIL G110	Philosophy of The East	3
PHIL G111	Philosophy of Religion - Western	3
PHIL G115	Logic and Critical Thinking	3
PHIL G120	Ethics	3
PHIL G150	Political Philosophy	3
PHOT G120	Introduction to Photography- Black and White Dark Room	3
PHOT G151	Color Photography: Positive Materials	3
PSCI G150	Political Philosophy	3
THEA G100	Introduction to the Theater	3
THEA G102	History And Appreciation of The Cinema	3
THEA G106	Acting I	3
THEA G108	History and Appreciation of the Musical Theater	3
THEA G110	Acting For The Camera	3
THEA G111	Theater History and Literature - Classical to 1800	3
THEA G112	Theater History and Literature - 1800 to modern	3
THEA G115	Theater Practicum I - Performance	1 - 2
THEA G120	Appreciation of the Theater	3
THEA G125	Play Performance I	1 - 2
THEA G135	Classical Play Performance I	1 - 2
THEA G175	Stage Scenery	3
THEA G176	Stage Lighting	3
THEA G177	Make-Up	3
THEA G178	Costume Crafts	3
THEA G188	Stage Movement I	3
THEA G210	Musical Theater Performance I	2

ASSOCIATE IN ARTS DEGREE IN LIBERAL ARTS: EMPHASIS IN BUSINESS AND TECHNOLOGY

PROGRAM LEVEL LEARNING OUTCOMES

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

1. Effectively manage and lead organizations.
2. Understand the place of business and technology within the global economy.
3. Critically apply ethical standards to business practices and decisions.

Semester 1

Course	Title	Units
3 units from Course Listing		
General Education		TBD

Semester 2

Course	Title	Units
6 units from Course Listing		
General Education		TBD

Semester 3

Course	Title	Units
3 units from Course Listing		
General Education		TBD

Semester 4

Course	Title	Units
6 units from Course Listing		
General Education		TBD

Major Total: 18

GWC GE Pattern, CSU General Education Breadth

or IGETC Pattern: 21-39

DEGREE TOTAL UNITS (maximum): 60 units

Be careful to check prerequisites.

Course Listing

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.

Course	Title	Units
ACCT G100	Accounting for Small Business	3
ACCT G101	Financial Accounting	4
ACCT G102	Managerial Accounting	4
ARCH G160	Introduction To Computer-Assisted Drafting For Architecture (AUTO-CAD)	3
AUTO G101	Introduction To Automotive Technology	3
AUTO G110	Engine Repair	5
BUS G100	Introduction To Business	3

or		
BUS G108	Legal Environment of Business	3
BUS G110	Business Law	3
RE G120	Real Estate Legal Aspects	3
BUS G121	Personal Finance	3
BUS G125	Business English	3
BUS G130	Introduction To Business Writing	3
or		
BUS G139	Business Communication	3
MGMT G155	Customer Service	3
CBA G120	Quickbooks Pro	2
CBA G145	Introduction To Computers	2
CBA G149	Outlook	2
CBA G150	Windows, Introduction	1.5
CBA G155	WORD, Introduction	2
CBA G160	EXCEL, Introduction	2
CBA G165	ACCESS, Introduction	2
CBA G170	Powerpoint, Introduction	2
CBA G181	MS Office	4
CBA G190	Internet, Introduction	1.5
CBA G195	Acrobat, Introduction	1.5
CS G101	Computer Literacy	3
CS G102	Computer Software Development, Introduction	4
CS G130	Survey Of Computer Science /Information Technology	4
CS G147	Game Programming, Introduction	4
CS G153	Java Programming, Introduction	4
CS G170	Introduction To Business Software Solutions	3
CS G171	SQL Programming, Introduction	4
CS G175	C++ Programming	4
CS G177	Visual Basic.NET	4
CJ G140	Introduction To Criminal Justice	3
CJ G141	Criminal Law I	3
CJ G142	Criminal Law II	3
CJ G220	Forensic Accounting, Introduction	3
or		
ACCT G220	Forensic Accounting, Introduction	3
DART G100	Introduction To Digital Arts	3
DART G103	Digital 2D Design	3
ART G115	Typography	3
DART G135	Introduction To Adobe Illustrator	3
DART G150	Photoshop, Beginning	3
DART G170	Graphic Design Principles	3
DART G178	Introduction To Web Page Design	3
DRAF G101	Basic Computer Aided Design Drafting	4
DRAF G105	Basic Engineering Drafting I, Computer Aided Drafting	3
DRAF G110	Basic Engineering Drafting II, Computer Aided Drafting	3
DSGN G101	Introduction To Design	2
DSGN G105	Introduction To Design Materials And Technical Processes	3
DSGN G131	Perspective And Rendering Systems	3

DSGN G150	Design Drafting	3
DSGN G250	Portfolio Development, Review And Critique	3
ECON G110	Contemporary Economic Issues and Problems	3
ECON G170	Principles of Micro Economics	3
ECON G175	Principles of Macro Economics	3
EDUC G103	Technology Proficiencies For Teachers I	2
ENVS G100	Introduction To Environmental Studies	3
ENVS G160	Solar Energy I--Thermal Technologies And Applications	4
ENVS G162	Solar Energy II--Photovoltaic Technologies And Applications	4
ENVS G170	Renewable Energy Sources And Applications	3
FLRL G110	Basic Floral Design	2.5
FLRL G111	Floral Business Practicum	2.5
JOUR G180	Introduction to Mass Communication	3
JOUR G185	Writing For News Media	3
LIBR G120	Libraries And The Internet	1
LIBR G125	Internet Research, Advanced	1
MGMT G110	Elements Of Management	3
MGMT G111	Human Resources Management	3
MKTG G100	Principles Of Marketing	3
BUS G121	Personal Finance	3
MATH G140	Business Calculus	4
MATH G155	Finite Mathematics with Applications	4
MATH G160	Introduction To Statistics	4
RE G110	Real Estate Principles	3
RE G130	Real Estate Practice	3

ASSOCIATE IN ARTS DEGREE IN LIBERAL ARTS: EMPHASIS IN MATHEMATICS

PROGRAM LEVEL LEARNING OUTCOMES

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

1. Solve linear and non-linear equations in the real and complex number system.
2. Calculate probabilities of independent and mutually exclusive events and conditional probability using appropriate formulas and theorems.
3. Compute derivatives of basic functions and the derivatives of their sums, differences, products, quotients, and compositions.
4. Solve right-angle and oblique triangles and use appropriate laws to solve applied problems.
5. Perform matrix operations, evaluate determinants, and solve systems of linear equations using appropriate computational techniques.
6. Solve first-order differential equations.

Semester 1

Course	Title	Units
Math G120	Trigonometry	3
General Education		TBD

Semester 2

Course	Title	Units
6 units from Course Listing		
General Education		TBD

Semester 3

Course	Title	Units
3 units from Course Listing		
General Education		TBD

Semester 4

Course	Title	Units
6 units from Course Listing		
General Education		TBD

Major Total:	18
GWC GE Pattern, CSU General Education Breadth or IGETC Pattern:	21-39
DEGREE TOTAL UNITS (maximum):	60 units

Be careful to check prerequisites.

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 G180 or above. Students should check with a counselor to see which courses will transfer to their target university.

Course	Title	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	Business Calculus	4
MATH G155	Finite Mathematics with Applications	4
MATH G160	Introduction To Statistics	4
MATH G170	Precalculus	5
MATH G180	Calculus I	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

ASSOCIATE IN ARTS DEGREE IN LIBERAL ARTS: EMPHASIS IN SCIENCE

PROGRAM LEVEL LEARNING OUTCOMES

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

1. Demonstrate a strong factual framework of knowledge about the natural world.
2. Use critical thinking skills.
3. Use a variety of experimental and analytical techniques.
4. Use a variety of data collection and display methods.

Semester 1

Course	Title	Units
3 units from Course Listing		
General Education		TBD

Semester 2

Course	Title	Units
6 units from Course Listing		
General Education		TBD

Semester 3

Course	Title	Units
3 units from Course Listing		
General Education		TBD

Semester 4

Course	Title	Units
6 units from Course Listing		
General Education		TBD

Major Total:	18
GWC GE Pattern, CSU General Education Breadth or IGETC Pattern:	21-39
DEGREE TOTAL UNITS (maximum):	60 units

Be careful to check prerequisites.

Course Listing

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

Course	Title	Units
ANTH G185	Physical Anthropology	3
ASTR G100	Introduction to Astronomy	3
ASTR G100L	Introduction to Astronomy Lab	1
BIOL G100	Introduction To Biology	4
BIOL G104	Marine Life	3
BIOL G104 L	Marine Life Laboratory	1
BIOL G110	Ecology And Field Biology	3
BIOL G120	Health and Disease	3

BIOL G221	Introduction to Anatomy and Physiology	4
BIOL G160	Physiology And Disease Mechanisms	3
BIOL G220	Human Anatomy	4
BIOL G225	Human Physiology	4
BIOL G180	Cell and Molecular Biology	5
BIOL G182	Zoology	4
BIOL G183	Botany	4
BIOL G200	Pharmacology - Medications And Drugs	3
BIOL G210	General Microbiology	5
CHEM G110	Introduction To Chemistry	5
CHEM G130	Preparation for General Chemistry	4
CHEM G180	General Chemistry A	5
CHEM G185	General Chemistry B	5
CHEM G220	organic Chemistry A	5
CHEM G225	organic Chemistry B	5
GEOG G180	Introduction To Geography: Physical Geography	3
GEOL G110	Physical Geology	4
GEOL G105	General Geology	3
GEOL G106	Earth Science For Teachers	4
PHSC G100	Introductory Physical Science	4
PHYS G110	Conceptual Physics	3
PHYS G111	Conceptual Physics Lab	1
PHYS G120	Algebra Based Physics: Mechanics	4
PHYS G125	Algebra Based Physics: Electricity/Magnetism	4
PHYS G185	Calculus Based Physics: Mechanics	4
PHYS G280	Calculus Based Physics: Electricity/Magnetism	4
PHYS G285	Calculus Based Physics: Modern	4
PSYC G250	Psychobiology	3
Mathematics – one class at level of Math G115 or above		

ASSOCIATE IN ARTS DEGREE IN LIBERAL ARTS: EMPHASIS IN SOCIAL AND BEHAVIORAL SCIENCES

PROGRAM LEVEL LEARNING OUTCOMES

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

1. Study human experience in the context of the larger society by applying investigative methods to collect, interpret, and present scientific data.
2. Analyze social change, analyze social problems, and analyze and develop social policies.
3. Think critically about how findings and ideas in social science can be applied to explain phenomena and events that influence the larger society.

Semester 1

Course	Title	Units
3 units from Course Listing		
General Education		TBD

Semester 2

Course	Title	Units
6 units from Course Listing		
General Education		TBD

Semester 3

Course	Title	Units
3 units from Course Listing		
General Education		TBD

Semester 4

Course	Title	Units
6 units from Course Listing		
General Education		TBD

Major Total:	18
GWC GE Pattern, CSU General Education Breadth or IGETC Pattern:	21-39
DEGREE TOTAL UNITS (maximum):	60 units

Be careful to check prerequisites.

Course Listing

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

Course	Title	Units
ANTH G100	Introduction To Cultural Anthropology	3
ANTH G130	Introduction to Archaeology	3
ANTH G140	Magic, Witchcraft, and Religion	3
ANTH G150	Indians Of North America	3
CJ G115	organized Crime and Terrorism	3
CJ G123	Juvenile Law	3
CJ G137	Community Relations And Special Issues In Criminal Justice	3
CJ G140	Introduction To Criminal Justice	3
CJ G141	Criminal Law I	3
CJ G150	Introduction To Corrections	3
CJ G152	Probation and Corrections: Case Planning and Supervision	3
ECON G110	Contemporary Economic Issues and Problems	3
ECON G120	Economic History OfThe United States	3
ECON G170	Principles of Micro Economics	3
ECON G175	Principles of Macro Economics	3
GEOG G100	World Regional Geography	3
GEOG G185	Cultural Geography	3
HIST G120	Asian Civilizations	3
HIST G132	History of Britain And Ireland I	3
HIST G135	History of Britain and Ireland II	3
HIST G136	Ancient Civilizations Of Mesoamerican And The Southwest	3
HIST G140	California History	3
HIST G150	History of Latin America	3
HIST G121	History of American Women	3
HIST G170	History ofThe United States To 1876	3

HIST G175	History of the United States Since 1876	3
HIST G180	Western Civilization I	3
HIST G185	Western Civilization 2	3
HIST G161	World History I	3
HIST G162	World History 2	3
PEAC G100	Peace Studies Intro	3
PHIL G115	Logic and Critical Thinking	3
PSCI G100	Introduction To Political Science	3
PSCI G101	Survey Of Current Issues	3
PSCI G110	International Relations	3
PSCI G120	Principles Of United Nations	3
or		
PSCI G120H	United Nations - Principles, Honors	3
PSCI G130	Law In American Society	3
PSCI G180	American Government	3
or		
PSCI G180H	American Government Honors	3
PSCI G185	Comparative Politics	3
PSYC G100	Introduction To Psychology	3
PSYC G110	Personal And Social Adjustment	3
PSYC G116	Child Growth and Development	3
PSYC G255	Abnormal Psychology	3
PSYC G118	Life Span Developmental Psychology	3
PSYC G165	Principles of Human Sexuality I	3
PSYC G280	Research Methods in Psychology	4
PSYC G250	Psychobiology	3
SOCS G136	History And Culture Of The Chicano American	3
SOC G100	Introduction To Sociology	3
or		
SOC G100H	Introduction To Sociology Honors	3
SOC G110	Introduction To Marriage And The Family	3
SOC G133	Racial And Ethnic Relations In America	3
SOC G134	Introduction To Chicano Studies	3
SOC G185	Analysis of Social Problems	3

No more than 3 units may be chosen from the following list:

COMM G190	Prejudice, Discrimination/Inclusion: Communication Issues In Group Relations	3
COMM G225	Negotiation and Mediation	3
COMM G255	Intercultural Communication	3
ENVS G100	Introduction To Environmental Studies	3
PEAC G110	Nonviolence and Conflict Resolution	3
PEAC G225	Negotiation and Mediation	3
PHIL G150	Political Philosophy	3
PSCI G150	Political Philosophy	3
SPAN G200	Mexican Culture And Civilization	3
VIET G290	Vietnamese Culture/Civilization	3

ASSOCIATE IN ARTS DEGREE IN LIBERAL ARTS: EMPHASIS IN SOCIAL BEHAVIORAL AND SELF- DEVELOPMENT

PROGRAM LEVEL LEARNING OUTCOMES

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

1. Use their understanding of themselves and others to communicate and collaborate more effectively.
2. Better care for themselves and others
3. Work with people in their communities.
4. Participate in group activities and collaborative projects.
5. Experience group interactions in a variety of contexts.

Semester 1

Course	Title	Units
3 units from Course Listing		
General Education		TBD

Semester 2

Course	Title	Units
6 units from Course Listing		
General Education		TBD

Semester 3

Course	Title	Units
3 units from Course Listing		
General Education		TBD

Semester 4

Course	Title	Units
6 units from Course Listing		
General Education		TBD

Major Total: 18

GWC GE Pattern, CSU General Education Breadth

or IGETC Pattern: 21-39

DEGREE TOTAL UNITS (maximum): 60 units

Be careful to check prerequisites.

Course Listing

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).

Course	Title	Units
A) Theory and Knowledge		
ACCT G100	Accounting for Small Business	3
ANTH G100	Introduction To Cultural Anthropology	3
BUS G121	Personal Finance	3

COMM G100	Interpersonal Communication	3
COMM G255	Intercultural Communication	3
COMM G260	organizational Communication	3
CJ G110	Criminal Investigation	3
CJ G115	organized Crime and Terrorism	3
CJ G123	Juvenile Law	3
CJ G137	Community Relations And Special Issues In Criminal Justice	3
CJ G150	Introduction To Corrections	3
CJ G152	Probation and Corrections: Case Planning and Supervision	3
ECOL G100	Human Ecology	3
PSYC G100	Introduction To Psychology	3
PSYC G116	Child Growth and Development	3
PSYC G255	Abnormal Psychology	3
PSYC G118	Life Span Developmental Psychology	3
PSYC G280	Research Methods in Psychology	4
PSYC G250	Psychobiology	3
SOC G100	Introduction To Sociology	3
SOC G110	Introduction To Marriage And The Family	3
SOC G133	Racial And Ethnic Relations In America	3
SOC G185	Analysis of Social Problems	3

B) Growth and Purpose

COLL G100	Becoming A Successful Student	3
COUN G100	Career Planning	1.5
COUN G103	Educational Planning For Student Success	1
COUN G104	Career And Life Planning	3
COUN G199	Employability Skills	1.5
CJ G130	Character Development For Law Enforcement	3
EDUC G102	Teaching Diverse Contemporary Classrooms	1
EDUC G103	Technology Proficiencies For Teachers I	2
EDUC G200	The Teaching Profession	3
LIBR G120	Libraries And The Internet	1
LIBR G125	Internet Research, Advanced	1
PSYC G110	Personal And Social Adjustment	3
PSYC G165	Principles of Human Sexuality I	3

C) Health and Wellness

Non-Activity

HLED G100	Personal Health	3
HLED G107	Drugs, Health, and Society	3
or		
CJ G107	Drugs, Health, and Society	3
KIN G100	Introduction to Kinesiology	3
KIN G101	First Aid/Cardio-Pulmonary Resuscitation	3
HLED G135	Nutrition and Health	3
KIN G281	Prevention and Care of Athletic Injuries	3

Activity

DANC G100	Modern Dance I - Beginning	2
DANC G105	Dance Conditioning And Stretches	1
DANC G112	Ballroom Dance	0.5 - 1
DANC G115	Tap Dance I - Beginning	2
DANC G120	Ballet I - Beginning	1 - 1.5
DANC G125	Jazz Dance I - Beginning	2

DANC G130	Dance For Musical Theater	2
DANC G135	Mid-Eastern Dance	0.5 - 1
DANC G150	Tap Dance 2 - Intermediate	2
DANC G230	Choreography	2
DANC G235	Modern Dance Ensemble	2
DANC G240	Tap Dance Ensemble	1 - 2
DANC G245	Performance Ensemble	1 - 2
PE G110	Swimming For Fitness	0.5 - 1
PE G111	Swimming	1
PE G130	Yoga	1
PE G132	Pilates For Fitness	1
PE G137	Golf	0.5
PE G150	Badminton	1
PE G158	Tennis	1
PE G173	Introduction To Weight Training	1
PE G176	Total Fitness For Women	1
PE G178	Cardiovascular Laboratory	0.5 - 1
PE G180	Strength And Muscle Power Training	2
PE G181	Muscular Strength Training	1
PE G186	Activities - Basketball	0.5 - 1
PE G192	Soccer	1
PE G195	Volleyball	0.5 - 1
PE G196	Sand Volleyball	0.3 - 1
PE G240	Baseball Team	2
PE G244	Cross Country Team - Men	2
PE G246	Football Team	2
PE G250	Soccer Team - Men	2
PE G252	Swimming Team - Men	2
PE G256	Track Team - Men/Women	2
PE G258	Volleyball Team - Men	2
PE G260	Water Polo Team - Men	2
PE G272	Cross Country Team - Women	2
PE G273	Soccer Team - Women	2
PE G274	Softball Team - Women	2
PE G275	Swimming Team - Women	2
PE G277	Track Team - Women	2
PE G278	Volleyball Team - Women	2

ASSOCIATE IN ARTS DEGREE IN LIBERAL ARTS: EMPHASIS IN SOCIAL SCIENCES

PROGRAM LEVEL LEARNING OUTCOMES

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

1. Compare and evaluate research pertaining to the broad principles of social sciences and the ways social scientists in a particular discipline conduct research.
2. Demonstrate an application of investigative methods to collect, interpret, and present scientific data on social science theories.

- Demonstrate how social science findings can be employed to: (a) analyze social change, (b) analyze social problems, and (c) analyze and develop social policies.
- Explain how findings and ideas in social science can be applied to explain phenomena and events that influence the larger society.

Semester 1

Course	Title	Units
6 units from Course Listing		
General Education		TBD

Semester 2

Course	Title	Units
6 units from Course Listing		
General Education		TBD

Semester 3

Course	Title	Units
6 units from Course Listing		
General Education		TBD

Semester 4

Course	Title	Units
6 units from Course Listing		
General Education		TBD

Major Total:	24
GWC GE Pattern, CSU General Education Breadth or IGETC Pattern:	21-39
DEGREE TOTAL UNITS (maximum):	60 units

Be careful to check prerequisites.

Course Listing

Course	Title	Units
6 units - Choose one course from each group:		

Group A:

HIST G170	History OfThe United States To 1876	3
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or

HIST G175	History of the United States Since 1876	3
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Group B:

PSCI G180	American Government	3
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or

PSCI G180H	American Government Honors	3
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18 units - Choose 18 additional units, with at least one course from each group:

Group A:

ANTH G100	Introduction To Cultural Anthropology	3
ANTH G185	Physical Anthropology	3
ANTH G130	Introduction to Archaeology	3

Group B:

ECON G110	Contemporary Economic Issues and Problems	3
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or

ECON G170	Principles of Micro Economics	3
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Group C:

GEOG G100	World Regional Geography	3
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or

GEOG G180	Introduction To Geography: Physical Geography	3
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or

GEOG G185	Cultural Geography	3
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Group D:

HIST G180	Western Civilization I	3
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or

HIST G180 H	Western Civilization I, Honors	3
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HIST G185	Western Civilization 2	3
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or

HIST G185 H	Western Civilization 2, Honors	3
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HIST G161	World History I	3
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HIST G162	World History 2	3
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Group E:

PSCI G110	International Relations	3
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or

PSCI G185	Comparative Politics	3
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Group F:

SOC G100	Introduction To Sociology	3
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or

SOC G100H	Introduction To Sociology, Honors	3
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SOC G133	Racial And Ethnic Relations In America	3
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SOC G185	Analysis of Social Problems	3
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MANAGEMENT

ASSOCIATE IN ARTS DEGREE IN MANAGEMENT

This program is designed for students who wish to expand their job skills and those who are seeking to advance to supervisory or management positions in their current place of employment.

PROGRAM LEVEL LEARNING OUTCOMES

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

- Define and describe the functions of management.
- Increase one's leadership and teamwork skills.
- Develop analytical skills for gathering, organizing, and utilizing information to meet situational demands.
- Enhance communication skills for managerial effectiveness.

Semester 1

Course	Title	Units
Business G100	Introduction to Business	3
Management G110	Elements of Management	3

General Education		TBD
Semester 2		
Course	Title	Units
Management G140	Business and organizational Ethics	3
Management G115	Essentials of organizational Behavior	3
General Education		TBD
Semester 3		
Course	Title	Units
Business G130	Intro to Business Writing	3
or		
Business G139	Business Communication	3
One courses from:		
Management G111	Human Resources Management	3
Management G130	Team Building and Group Dynamics	3
Management G152	Starting a Business	3
Management G155	Customer Service	3
Marketing G135	Retail Management	3
General Education		TBD
Semester 4		
Course	Title	Units
One course from:		
Management G111	Human Resources Management	3
Management G130	Team Building and Group Dynamics	3
Management G152	Starting a Business	3
Management G155	Customer Service	3
Marketing G135	Retail Management	3
General Education		TBD
Major Total:		21
GWC GE Pattern, CSU General Education Breadth or IGETC Pattern:		21-39
DEGREE TOTAL UNITS (maximum):		60 units

ASSOCIATE IN ARTS DEGREE IN RETAIL MANAGEMENT AND ENTREPRENEURSHIP

This curriculum provides students with the fundamentals of marketing, sales, and customer service and prepares students that are pursuing 4-year business and marketing degrees. The program is well suited to provide academic and career foundations for marketing related fields including communication skills, marketing concepts and techniques, and related technologies.

PROGRAM LEVEL LEARNING OUTCOMES

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

1. Explain how marketing management is a business discipline focused on the practical application of marketing techniques and the management of a firm's marketing resources and activities.
2. Describe how marketing managers are often responsible for influencing the level, timing, and composition of customer demand in a manner that will achieve the company's objectives.
3. Define roles and responsibilities related to marketing, sales, and customer service.
4. Develop vital skills for effective business writing and communication that are necessary for successful careers in sales and marketing.
5. Analyze and leverage market research, marketing strategy, marketing communication techniques, and technology.

Semester 1		
Course	Title	Units
Marketing G100	Principles of Marketing	3
Business G130	Intro to Business Writing	3
or		
Business G139	Business Communication	3
General Education		TBD
Semester 2		
Course	Title	Units
Management G110	Elements of Management	3
Management G115	Essentials of organizational Behavior	3
General Education		TBD
Semester 3		
Course	Title	Units
Management G155	Customer Service	3
Management G152	Small Business Ownership and Management	3
General Education		TBD
Semester 4		
Course	Title	Units
Computer Science G130	Survey of Computer Science	4
General Education		TBD
Major Total:		22
GWC GE Pattern, CSU General Education Breadth or IGETC Pattern:		21-39
DEGREE TOTAL UNITS (maximum):		60 units

MANAGEMENT CERTIFICATE OF ACHIEVEMENT

This program is designed for students who want to expand their job skills and those who are seeking to advance to supervisory or management positions in their current place of employment.

PROGRAM LEVEL LEARNING OUTCOMES

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

1. Define and describe the functions of management.
2. Increase one's leadership and teamwork skills.
3. Develop analytical skills for gathering, organizing, and utilizing information to meet situational demands.
4. Enhance communication skills for managerial effectiveness.

Semester 1

Course	Title	Units
Business G100	Intro to Business	3
Management G110	Elements of Management	3

Semester 2

Course	Title	Units
Management G115	Essentials of organizational Behavior	3
Management G140	Business and organizational Ethics	3

Semester 3

Course	Title	Units
Business G130	Intro to Business Writing	3
or		
Business G139	Business Communication	3

Choose one course from the following:

Management G111	Human Resource Management	3
Management G130	Team Building and Group Dynamics	3
Management G152	Starting a Business	3
Management G155	Customer Service	3
Marketing G135	Retail Management	3

Semester 4

Course	Title	Units
Choose one course from the following:		
Management G111	Human Resource Management	3
Management G130	Team Building and Group Dynamics	3
Management G152	Starting a Business	3
Management G155	Customer Service	3
Marketing G135	Retail Management	3

Total Units: 21

HUMAN RESOURCES MANAGEMENT CERTIFICATE OF ACHIEVEMENT

This program is designed for students who wish to study or pursue careers in the human resources field.

PROGRAM LEVEL LEARNING OUTCOMES

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

1. Obtain a general knowledge of the human resources function, including pertinent laws and regulations.
2. Explore theoretical, practical, and strategic approaches to human resources management.

Semester 1

Course	Title	Units
Management G111	Human Resources Management	3
One course from:		
Business G108	Legal Environment of Business	3
or		
Business G110	Business Law	3
Management G110	Elements of Management	3
Management G115	Essentials of organizational Behavior	3
Management G130	Team Building and Group Dynamics	3
Management G140	Business and organizational Ethics	3

Semester 2

Course	Title	Units
Accounting G110	Payroll Accounting and Taxation	3
One course from:		
Business G108	Legal Environment of Business	3
or		
Business G110	Business Law	3
Management G110	Elements of Management	3
Management G115	Essentials of organizational Behavior	3
Management G130	Team Building and Group Dynamics	3
Management G140	Business and organizational Ethics	3

Total Units: 12

RETAIL MANAGEMENT CERTIFICATE OF ACHIEVEMENT

This Retail Management Certificate, designed in collaboration with industry leaders, prepares individuals for promotion in management in the retail field. This program is also intended to help students develop an understanding of the retail manager's job and the requirements for success in the field.

The certificate is designed to prepare current and future retail employees for the fast-paced challenges in a competitive industry. This certificate includes business essentials such as accounting and marketing, and also emphasizes the "soft

skills" of behavioral management and communication required for career success. Completion of the Retail Management certificate enhances the opportunity for entry employment as well as advancement in a retail career.

PROGRAM LEVEL LEARNING OUTCOMES

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

1. Develop a business plan for a small business which will include a mission statement, organizational structure, financial plan, cost analysis, and logistics and supply chain management.
2. Develop guidelines for customer service for both suppliers and customers.
3. Incorporate business solutions software to logistics and supply chains.
4. Develop employment guidelines following Federal policies governing affirmative action and the American Disabilities Act.

Semester 1

Course	Title	Units
Accounting G100	Accounting for Small Business	3
Business G150	Business Math	3
Business G130	Intro to Business Writing	3
or		
Business G139	Business Communication	3

Semester 2

Course	Title	Units
Management G110	Elements of Management	3
Management G111	Human Resources Management	3
Management G115	Essentials of organizational Behavior	3
Marketing G100	Principles of Marketing	3

Semester 3

Course	Title	Units
Computer Science G130	Survey of Computer Science	4
Marketing G135	Retail Management	3

Total Units: 28

ENTREPRENEURSHIP AND SMALL BUSINESS MANAGEMENT CERTIFICATE OF ACHIEVEMENT

This curriculum is designed for students seeking to start, manage, and successfully run their own small businesses. The program is suited for students who are working and wish to move into management positions in their present jobs or who wish to open their own businesses.

PROGRAM LEVEL LEARNING OUTCOMES

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

1. Develop the necessary skills to start, manage, and successfully run a small business, including start-up procedures, management, marketing, leadership, and finances.
2. Develop strategic planning and effective decision making processes necessary to start and run a successful business.
3. Assess a company's internal strengths, weaknesses and organizational culture against the opportunities and threats in the external environment.
4. Identify key functions, skills, and competitive goals to be successful in today's business landscape.
5. Develop skills in leadership, communication, team-building, problem-solving, and motivation.

Semester 1

Course	Title	Units
Business G100	Intro to Business	3
or		
Business G153	Writing an Effective Business Plan	3
Management G152	Starting a Business	3

One course from:

Accounting G215	Internal Control Compliance	3
Business G121	Personal Finance	3
Business G210	Securities and Investments	3
Marketing G135	Retail Management	3
Marketing G140	Internet Marketing	3

Semester 2

Course	Title	Units
Business G108	Legal Environment of Business	3
or		
Business G110	Business Law	3
Marketing G100	Principles of Marketing	3

Semester 3

Course	Title	Units
Accounting G100	Accounting for Small Business	3
or		
Accounting G235	QuickBooks	3

One course from the following:

Management G110	Elements of Management	3
Management G111	Human Resources Management	3
Management G115	Essentials of organizational Behavior	3
Management G130	Team Building and Group Dynamics	3
Management G140	Business and organizational Ethics	3

Semester 4

Course	Title	Units
Business G130	Introduction to Business Writing	3
or		
Business G139	Business Communication	3
Management G155	Customer Service	3

Total Units: **25.5-27**

MARKETING

ASSOCIATE IN ARTS DEGREE IN MARKETING

This program provides students with fundamental knowledge of marketing, sales, and customer service and prepares students that are pursuing further studies in the business and marketing disciplines. The curriculum delivers academic and career foundations for marketing and equips students with pertinent communication skills and related concepts, techniques, and technologies.

PROGRAM LEVEL LEARNING OUTCOMES

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

1. Express how the marketing discipline is focused on the practical application of marketing techniques and proper management of a firm's marketing resources and activities.
2. Describe how effective marketing influences the level, timing, and composition of customer demand in a manner that achieves a company's objectives.
3. Analyze and leverage market research, marketing strategy, marketing communication techniques, and technology.
4. Define roles and responsibilities related to marketing, sales, and customer service.
5. Develop vital skills for effective business writing and communication that are necessary for successful careers in sales and marketing.

Semester 1

Course	Title	Units
Business G100	Introduction to Business	3
Marketing G100	Principles of Marketing	3
General Education		TBD

Semester 2

Course	Title	Units
Marketing G135	Retail Management	3
Marketing G140	Internet Marketing	3
General Education		TBD

Semester 3

Course	Title	Units
Management G155	Customer Service	3
One course from:		
Business G130	Introduction to Business Writing	3
or		
Business G139	Business Communication	3
Management G110	Elements of Management	3
General Education		TBD

Semester 4

Course	Title	Units
General Education		TBD

Major Total: **18**

GWC GE Pattern, CSU General Education Breadth

or IGETC Pattern: **21-39**

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

MARKETING CERTIFICATE OF ACHIEVEMENT

This program provides students with fundamental knowledge of marketing, sales, and customer service and prepares students that are pursuing further studies in the business and marketing disciplines. The curriculum delivers academic and career foundations for marketing and equips students with pertinent communication skills and related concepts, techniques, and technologies.

PROGRAM LEVEL LEARNING OUTCOMES

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

1. Express how the marketing discipline is focused on the practical application of marketing techniques and proper management of a firm's marketing resources and activities.
2. Describe how effective marketing influences the level, timing, and composition of customer demand in a manner that achieves a company's objectives.
3. Analyze and leverage market research, marketing strategy, marketing communication techniques, and technology.
4. Define roles and responsibilities related to marketing, sales, and customer service.
5. Develop vital skills for effective business writing and communication that are necessary for successful careers in sales and marketing.

Semester 1

Course	Title	Units
Business G100	Intro to Business	3

Marketing G100	Principles of Marketing	3
Semester 2		
Course	Title	Units
Marketing G135	Retail Management	3
Marketing G140	Internet Marketing	3
Semester 3		
Course	Title	Units
Management G155	Customer Service	3
Choose one course from the following:		
Business G130	Introduction to Business Writing	3
or		
Business G139	Business Communication	3
Management G110	Elements of Management	3
Total Units:		18

MATHEMATICS

ASSOCIATE IN SCIENCE DEGREE IN MATHEMATICS FOR TRANSFER

By successfully completing the courses for an AS-T in Mathematics at Golden West College, the student will gain a practical and theoretical understanding for future studies in mathematics. Students satisfying requirements for the Associate in Science in Mathematics for Transfer are guaranteed transfer into a bachelor's program in mathematics at a California State University campus. Students intending to transfer to a particular CSU campus or to a university or college that is not part of the California State University system should consult with a counselor when planning to complete the degree to verify that a particular college acknowledges and accepts the AS-T in Mathematics conferred by Golden West College.

PROGRAM LEVEL LEARNING OUTCOMES

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

1. State and interpret the definition of derivatives, and compute the derivatives of basic and transcendental functions of one or more variables. (Math 180, Math 185, Math 280)
2. Apply concepts of differential and integral calculus of one or more variables to solve problems involving rates, area, volume, and lengths of arcs. (Math 180, Math 185, Math 280)
3. State and interpret the definition of integrals, and calculate definite and indefinite integrals involving basic and transcendental functions. (Math 180, Math 185)

4. Graph equations in the rectangular, polar, cylindrical, and spherical coordinate systems, curves defined parametrically, conic sections, vectors, and vector valued functions. (Math 280)
5. Solve first-order differential equations and compute partial derivatives. (Math 185, Math 280, Math 282)
6. Perform matrix operations, eigenvalue and eigenvector computations and applications. (Math 235)

This is the major pattern for students planning to transfer to a CSU. It is strongly recommended that students contact a GWC counselor to develop an official Student Educational Plan to discuss non-CSU universities, or if they have questions about the CSU AA in Mathematics for CSU Transfer.

Semester 1

Course	Title	Units
Math G180 (Core)	Calculus I	5
General Education		TBD

Semester 2

Course	Title	Units
Math G185 (Core)	Calculus 2	5
General Education		TBD

Semester 3

Course	Title	Units
Math G280 (Core)	Calculus 3	5
General Education		TBD

Semester 4

Course	Title	Units
One courses from: (List A)		
Math G282 (Fall Only)	Ordinary Differential Equations	4
Math G235 (Spring Only)	Applied Linear Algebra	4
Math G285	Intro to Linear Algebra and Differential Equations	5
One course from: (List B)		
Math G160	Introduction to Statistics	4
Physics G185	Calculus based Physics: Mechanics	4
Computer Science G175	C++ Programming	4
General Education		TBD

Major total:	23-24
CSU General Education Breadth or IGETC Pattern:	37-39
Total units that may be double-counted:	6
Transferable Electives	
(as needed to reach 60 transferable units):	3-9
DEGREE TOTAL UNITS (max):	60 units

() Description in parentheses indicates credit earned in AST.

MATHEMATICS

ASSOCIATE IN ARTS DEGREE IN MATHEMATICS

PROGRAM LEVEL LEARNING OUTCOMES:

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

1. State and interpret the definition of derivatives, and compute the derivatives of basic and transcendental functions of one or more variables.
2. Apply concepts of differential and integral calculus of one or more variables to solve problems involving rates, area, volume, and lengths of arcs.
3. State and interpret the definition of integrals, and calculate definite and indefinite integrals involving basic and transcendental functions.
4. Graph equations in the rectangular, polar, cylindrical, and spherical coordinate systems, curves defined parametrically, conic sections, vectors, and vector valued functions.
5. Solve first-order differential equations and compute partial derivatives.
6. Perform matrix operations, eigenvalue and eigenvector computations and applications.

Semester 1

Course	Title	Units
Math G180	Calculus I	5
General Education		TBD

Semester 2

Course	Title	Units
Math G185	Calculus 2	5
General Education		TBD

Semester 3

Course	Title	Units
Math G280	Calculus 3	5
General Education		TBD

Semester 4

Course	Title	Units
One course from:		
Math G282 (Fall Only)	Ordinary Differential Equations	4
Math G235 (Spring Only)	Applied Linear Algebra	4
Math G285	Intro to Linear Algebra and Differential Equation	5
General Education		TBD

Major Total; **19-20**

GWC GE, CSU General Education Breadth or IGETC

Pattern: **21-39**

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

MUSIC

ASSOCIATE IN ARTS DEGREE IN MUSIC FOR TRANSFER

The Associate in Arts in Music for Transfer Degree at Golden West College is designed to prepare students to successfully transfer to a CSU campus as Music Majors. Due to the fact that Music Majors begin major coursework in the freshman year, students must successfully complete all of the required courses to be awarded the Associate in Arts in Music for Transfer Degree. The Associate in Arts in Music for Transfer Degree program is designed for students to complete the first two years of Core Major coursework that is required at CSU campuses, and prepare for success on CSU subject placement exams. Students should be aware that most CSU campuses require placement exams for Music Majors, even with a completed Associate in Arts Transfer Degree.

PROGRAM LEVEL LEARNING OUTCOMES

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

1. Demonstrate written and aural understanding of diatonic and chromatic music theory principles.
2. Consistently execute a collegiate level of performance and musicianship in a solo setting.
3. Consistently execute a collegiate level of ensemble etiquette, musicianship and performance in a large ensemble setting.
4. Complete a standard, collegiate-level piano keyboard proficiency.

This is the major pattern for students planning to transfer to a CSU. It is strongly recommended that students contact a GWC counselor to develop an official Student Educational Plan to discuss non-CSU universities, or if they have questions about the CSU AA in Music for CSU Transfer:

Semester 1

Course	Title	Units
MUS G116 (Core)	Theory & Musicianship I (Fall)	3
and		
MUS G290 (Core)	Applied Music	1.25
and		
Large Ensemble Requirement		
(Vocalists are placed into Choir Courses, Instrumentalists into Wind Band Courses):		
MUS G121 or MUS G122 (Core)	College Choir or Chamber Choir	1
or		
MUS G260 (Core)	Symphonic Winds	1
Or		
MUS G261 (Core)	Wind Symphony	2
General Education		TBD

Semester 2		
Course	Title	Units
MUS G 117 (Core)	Theory & Musicianship 2 (Spring)	3
and		
MUS G290 (Core)	Applied Music	1.25
and		
Large Ensemble Requirement		
(Vocalists are placed into Choir Courses, Instrumentalists into Wind Band Courses):		
MUS G121 or MUS G122 (Core)	College Choir or Chamber Choir	1
or		
MUS G260 (Core)	Symphonic Winds	1
Or		
MUS G261 (Core)	Wind Symphony	2
General Education		TBD
Semester 3		
Course	Title	Units
MUS G216 (Core)	Theory & Musicianship 3 (Fall)	3
and		
MUS G290 (Core)	Applied Music	1.25
and		
Large Ensemble Requirement		
(Vocalists are placed into Choir Courses, Instrumentalists into Wind Band Courses):		
MUS G121 or MUS G122 (Core)	College Choir or Chamber Choir	1
or		
MUS G260 (Core)	Symphonic Winds	1
Or		
MUS G261 (Core)	Wind Symphony	2
General Education		TBD
Semester 4		
Course	Title	Units
MUS G 217 (Core)	Theory & Musicianship 4 (Spring)	3
and		
MUS G290 (Core)	Applied Music	1.25
and		
Large Ensemble Requirement		
(Vocalists are placed into Choir Courses, Instrumentalists into Wind Band Courses):		
MUS G121 or MUS G122 (Core)	College Choir or Chamber Choir	1
or		
MUS G260 (Core)	Symphonic Winds	1
Or		
MUS G261 (Core)	Wind Symphony	2
General Education		TBD
Major total:		21
CSU General Education Breadth or IGETC Pattern:		37-39
Total units that may be double counted:		0
Transferable Electives (as needed to reach 60 transferable units):		0-2
DEGREE TOTAL UNITS (max):		60 units

() Description in parentheses indicates credit earned in AAT.

MUSIC ASSOCIATE IN ARTS DEGREE

The Music program at GWC is designed to prepare students to successfully transfer to a CSU campus as Music Majors, as well as prepare for further study and performance of Music. Due to the fact that Music Majors begin major coursework in the freshman year, students must successfully complete all of the required courses and pass a keyboard proficiency to be awarded the Music AA. The AA Music program is designed for students to complete the first two years of Core Major coursework that is required at CSU campuses, and prepare for success on CSU subject placement exams. Students should be aware that most CSU campuses require placement exams for Music Majors, even with a completed AA degree.

PROGRAM LEVEL LEARNING OUTCOMES

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

1. Demonstrate written and aural understanding of diatonic and chromatic music theory principles.
2. Consistently execute a collegiate level of performance and musicianship in a solo setting.
3. Consistently execute a collegiate level of ensemble etiquette, musicianship and performance in a large ensemble setting.
4. Complete a standard, collegiate-level piano keyboard proficiency.

Semester 1		
Course	Title	Units
MUS G116	Theory & Musicianship 1 (Fall)	3
and		
MUS G290	Applied Music	1.25
and		
MUS G141	Piano I	1
Large Ensemble Requirement		
(Vocalists are placed into Choir Courses, Instrumentalists into Wind Band Courses):		
MUS G121 or MUS G122	College Choir or Chamber Choir	1
or		
MUS G260	Symphonic Winds	1
or		
MUS G261	Wind Symphony	2
General Education		TBD
Semester 2		
Course	Title	Units
MUS G117	Theory & Musicianship 2 (Spring)	3
and		
MUS G290	Applied Music	1.25
and		
MUS G142	Beginning Piano II	1
and		

Large Ensemble Requirement

(Vocalists are placed into Choir Courses, Instrumentalists into Wind Band Courses):

MUS G121 or MUS G122	College Choir or Chamber Choir	1
or		
MUS G260	Symphonic Winds	1
or		
MUS G261	Wind Symphony	2
General Education		TBD

Semester 3

Course	Title	Units
MUS G216	Theory & Musicianship 3 (Fall)	3
and		
MUS G290	Applied Music	1.25
and		
MUS G241	Intermediate Piano I	2
and		
Large Ensemble Requirement		

(Vocalists are placed into Choir Courses, Instrumentalists into Wind Band Courses):

MUS G121 or MUS G122	College Choir or Chamber Choir	1
or		
MUS G260	Symphonic Winds	1
or		
MUS G261	Wind Symphony	2
General Education		TBD

Semester 4

Course	Title	Units
MUS G 217	Theory & Musicianship 4 (Spring)	3
and		
MUS G290	Applied Music	1.25
and		
MUS G242	Intermediate Piano II	2
and		
Large Ensemble Requirement		

(Vocalists are placed into Choir Courses, Instrumentalists into Wind Band Courses):

MUS G121 or MUS G122	College Choir or Chamber Choir	1
or		
MUS G260	Symphonic Winds	1
or		
MUS G261	Wind Symphony	2
General Education		TBD

Major total:	27-30
GWC GE Pattern, CSU GE Breadth, or IGETC:	21-39
DEGREE TOTAL UNITS (max):	60-69 units

NURSING

Contact information: nursing office@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 the Accreditation Commission for Education in Nursing (ACEN).

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 online 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. A 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. Official transcripts from each college attended (or currently enrolled) must be attached to the application.

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 as part of the admission process.

There is a 5 year recency requirement for the pre-requisite science classes. If these classes were taken more than five years ago, and there is documented work or other experiences related to the course content, please visit the School of Nursing website (www.goldenwestcollege.edu/nursing) to review the process to waive recency. If there is no documentation of this, the course must be repeated prior to filing an application.

APPLICATION PROCESSING

Once prospective students have met the minimum academics and other requirements, they are eligible to file an application.

Applications and all required documents must be submitted by the deadlines to be considered for admission.

Completed applications that have met the deadlines undergo an in-depth evaluation.

Meeting minimum requirements does not guarantee admission to the School of Nursing. Selection is based on the points received for the multi-criteria as published on the School of Nursing website. As part of this multi-criteria, all students are required to take a readiness test. Currently, all students must take the Test Of Essential Academic Skills (TEAS).

Candidates, who meet the program requirements for admission, progress to the pool of qualified applicants.

Notification letters are sent to all applicants. Those selected for admission must accept their invitation, according to specific details and 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. More requirements are outlined in the Nursing Student Handbook, located on the Nursing website.

NURSING PROGRAM ENROLLMENT INFORMATION

To enroll in nursing coursework, all selected applicants must meet the academic, contractual and safety requirements.

No selected applicant who is presently under treatment for substance abuse, or who has been under such treatment within six months of the date of his or her application, may enroll in the Nursing Program.

All selected applicants must be able to perform specified manipulative and/or sensory functions, as follows:

1. Be able to hear well enough to respond to calls for help from individuals remote from the location of the student. See Nursing Student Handbook, located on the Nursing website for specific details.
2. Be able to safely maneuver the equipment used to administer medications orally and intramuscularly and be able to see and hear well enough to monitor indications on the instruments regarding the medications being administered.
3. Be able to start effective cardiopulmonary resuscitation.
4. Be able to maneuver a totally helpless adult to the side of a bed and to turn and position the patient.
5. Be able to physically maneuver and support a helpless adult.
6. Be able to see well enough to observe critical symptomatology; have sufficient manipulative ability to record such symptomatology in writing.
7. Be able to maneuver well enough to physically protect himself or herself from possible injury caused by emotionally disturbed or combative patients.
8. Have sufficient physical mobility to respond rapidly to situations involving the health and safety of patients.

To enroll in nursing coursework, the selected applicant needs to be free from any physical, behavioral, emotional or mental condition that would adversely affect his/her behavior so as to create an undue risk or harm to himself or herself, other students, instructors, or other persons. If an applicant disputes a determination that he/she is not free from such a physical, behavioral, emotional or mental condition, the applicant may be required, at his/her expense, to be examined by either a licensed physician and/or surgeon, or by a licensed clinical psychologist. If the health practitioner deems the applicant safe to participate in the nursing program, the information is shared

with the Program Director to determine if the applicant is granted admission.

To attend coursework in the clinical setting, the student must speak conversational English so as to be understood easily by clinical agency staff and patients. Effective communication in spoken English is required to ensure the safety of the patients in the clinical setting.

To meet hospital contractual requirements, applicants will provide a copy of their Social Security card upon enrollment.

The above conditions also apply to students who are currently enrolled in the Nursing Program. Maintenance of good health (physical, behavioral and emotional) is essential for continuation, and the criteria and conditions explained above are operative throughout the student's time in the program.

BASIC ASSOCIATE DEGREE PROGRAM

Completion of this curriculum qualifies students to receive the Associate Degree in Nursing (ADN) and prepares students for a smooth transition to a Bachelor's Degree in Nursing (BSN) program. Graduates are eligible to take the National Licensing Examination for Registered Nurses (NCLEX).

A minimum grade of "C" must be achieved in each course required for this program. Unless taken prior to the semester in which they are listed below, courses must be taken in the ordered indicated.

Recommended advisory: Completion of Math G030 and /or placement at the college level math prior to entry.

PROGRAM LEVEL LEARNING OUTCOMES

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

1. Provide and manage the care of patients using the nursing process.
2. Support the nursing process by evidence based practice resulting in safe and competent patient care.
3. Focus on assessment to accurately appraise patient's conditions to provide safe, competent patient centered care.
4. Implement therapeutic communication with patients, families and other health care team members while effectively utilizing various forms of advanced technology in the health care setting.
5. Incorporate the patient and family as the central focus of care and serve as a patient advocate.
6. Clinical evaluation of preceptorship.

7. Continue their professional education and display initiative for personal growth and commitment as a professional within the discipline of nursing.

Note: The School of Nursing's curriculum is currently under revision, therefore, please check the website (www.goldenwestcollege.edu/nursing) for the most recent updates. Students starting the program in Fall 2016 will have different course numbers.

Pre-requisites

Course	Title	Units
English G100	Freshman Composition	3
Biology G220	Human Anatomy	4
Biology G225	Human Physiology	4
Biology G210	Microbiology	5

Semester 1

Course	Title	Units
Nursing G100	Nursing Process I	10
Comm G110	Public Speaking	3

Semester 2

Course	Title	Units
Nursing G150	Nursing Process II	10
Psych G118	Life Span Develop	3

Semester 3

Course	Title	Units
Nursing G200	Nursing Process III	10
Sociology G100	Intro to Sociology	3

Semester 4

Course	Title	Units
Nursing G250	Nursing Process IV	9

To meet GWC Nursing graduation requirements, students need to successfully complete: Math G160 Statistics (4 units), and English G110 Critical thinking (4 units)

These two classes may be taken before you start the nursing program or during any semester of the nursing program. If you have a Bachelor's degree you may not need to take these two classes.

Total units for graduation: 72

Transfer Credit and Credit by Examination for Applicants with Previous nursing Education:

Applicants with previous nursing education in an approved school of nursing (RN) may apply for transfer credit and/or credit by examination.

CHALLENGE POLICY

In accordance with Board of Registered Nursing regulations, students who have experience or education in a specific area of nursing may challenge any Golden West College nursing

course. In order to do so, the student must meet the following Nursing Program entrance requirements:

Acceptance as a regular student at Golden West College including meeting all program academic and other requirements.

1. Completion of 12 college units with GPA of at least 2.0.
2. Qualifying test scores on the college placement test in English and Math.
3. Evidence of physical and emotional fitness by medical examination.
4. Meet the specifics of the School of Nursing Challenge policy as delineated in the School of Nursing Student Handbook.

TRANSFER CREDIT

Credit for nursing courses taken at an accredited school of nursing (RN) will be granted upon the following conditions:

1. Candidates must qualify for admission as listed above.
2. Candidates must be recommended by the program director of the previous school of nursing by submitting a completed application provided by former nursing program.
3. Course work must have been completed within the last two years.
4. Credit will be given for nursing courses comparable to those offered at Golden West College.
5. Credit for general education courses will be granted according to the college policy.
6. A minimum of one academic semester must be spent in the Golden West College Core Nursing Program and the student must complete at least 12 units at GWC.

STUDENTS WITH AN EARNED BACHELOR'S DEGREE

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

ADMISSION PROCEDURE - NURSING CAREER LADDER (LVN-RN)

This one year option is designed specifically for California Licensed Vocational nurses. The following minimum requirements must be met by all applicants in order to become eligible candidates.

Admission Requirements and Application Process

1. Complete applications to the Career Ladder Program that are submitted by the deadline are evaluated.
2. Applicants who meet the criteria of this selection process will be classified as qualified applicants.
3. Applicants who do not meet the criteria will be informed of this in writing.
4. Qualified applicants often outnumber the available spaces in the class. The final selection of the qualified applicants accepted in to the program is accomplished by a random lottery selection process.
5. Notification letters are sent to all applicants. Those selected for admission must accept their invitation, in writing, by the specified date or an alternate candidate will be offer the space.
6. Upon acceptance, applicants will be given information to allow them to complete the program requirements.
7. Accepted applicants will be required to meet the costs of the physical examination, uniforms and accessories in addition to the usual college fees. The start up costs are approximately \$2500.

PROGRAM REQUIREMENTS (LVN – RN PROGRAM)

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

1. Proof of a current LVN license in the State of California with no restrictions or limitations.
2. Physical Examination: 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.

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.

PROGRAM LEVEL LEARNING OUTCOMES

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

1. Provide and manage the care of patients using the nursing process.
2. Support the nursing process by evidence based practice resulting in safe and competent patient.
3. Focus on assessment to accurately appraise patient's conditions to provide safe, competent patient centered care.
4. Implement therapeutic communication with patients, families and other health care team members while effectively utilizing various forms of advanced technology in the health care setting.
5. Incorporate the patient and family as the central focus of care and serve as a patient advocate.
6. Exhibit professional behaviors and follow professional and ethical standards.
7. Continue their professional education and display initiative for personal growth and commitment as a professional within the discipline of nursing.

Pre-requisites

Course	Title	Units
English G100	Freshman Composition	3
Biology G220	Human Anatomy	4
Biology G225	Human Physiology	4
Biology G210	Microbiology	5
Comm G110	Public Speaking	3
Psych G118	Life Span Develop	3

Semester 1

Course	Title	Units
Nursing G190	Transition to Registered Nursing	4

Semester 2

Course	Title	Units
Nursing G200	Nursing Process III	10
Sociology G100	Intro to Sociology	3

Semester 3

Course	Title	Units
Nursing G250	Nursing Process IV	9

To meet GWC Nursing graduation requirements, students need to successfully complete: Math G160 Statistics (4 units), and English G110 Critical thinking (4 units).

These two classes may be taken before you start the nursing program or during any semester of the nursing program. If you have a Bachelor's degree you may not need to take these two classes.

Placement in the nursing program is based on an individual assessment of academic readiness, clinical competence and work experience.

Total units for graduation:

60

THIRTY UNIT OPTION LICENSED VOCATIONAL NURSES AND PSYCHIATRIC TECHNICIANS

Applicants who hold a current California Vocational Nurse or Psychiatric Technician license, or the equivalent, may qualify for the California Registered Nurse licensure examination without completing the entire Associate Degree Nursing Program outlined above. LVNs may elect to take a non-degree program consisting of not more than 30 units in nursing and related science courses. Licensed PTs may challenge theory and clinical portions of the Nursing Program when they believe they already have the required knowledge and skills. For more information, please review information about this process in the Student Handbook available on the School of Nursing website (www.goldenwestcollege.edu/nursing)

Continuing Education Units

Golden West College offers California Board of Registered Nursing and Board of Vocational Nursing approved courses for Continuing Education Units in Nursing credit. Golden West College is designated as a provider of Continuing Education Units for Registered Nurses by the Board of Registered Nursing.

PRE-HEALTH SCIENCE CERTIFICATE OF SPECIALIZATION

PROGRAM LEVEL LEARNING OUTCOMES

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

1. Name and identify the basic structures of the human body.
2. Describe and explain major and anatomical structures of the human body.
3. Identify normal and abnormal physiological values.
4. Describe the role of microorganisms related to their role in disease.

- Identify, evaluate, and select research material relevant to a well-defined topic and properly compile this material into a research paper.

Semester 1

Course	Title	Units
English G100	Freshman Composition	3

Note: Students must take Biology G100 prior to taking Biology G220

Semester 2

Biology G220	Human Anatomy	4
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Semester 3

Biology G225	Human Physiology	4
Biology G210	General Microbiology	5

Semester 4

If not taken in semester 3

Biology G210	General Microbiology	
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Total Units: **16**

PEACE STUDIES

ASSOCIATE IN ARTS DEGREE IN PEACE STUDIES

The overall purpose of the program in Peace Studies is to provide formal training for students, including potential leaders, with peacemaking and conflict management skills they can apply to daily life situations, regardless of their academic disciplines or chosen professions. The program has been developed to provide an interdisciplinary perspective to the study of conflict, violence, war, and peace. Such an approach is essential in view of the highly complex, interconnected, interdependent world in which we live. This requires an understanding that allows people to respond creatively, rather than thoughtlessly, to conflict and violence at various levels.

PROGRAM LEVEL LEARNING OUTCOMES

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

- Characterize the value of peace and demonstrate theories related to both positive and negative peace.
- Analyze and discuss issues related to peace, conflict and societal problems at all levels.
- Critically think about their role in the world and their possible contributions to a more peaceful world. Demonstrate effective leadership skills by working/participating in at least two group projects.

- Articulate an understanding of how the application of negotiation, conflict resolution and peace building tools can be used to achieve personal, communal, national and international goals.
- Locate and critically evaluate educational materials concerning specific conflicts and their causes in at least two contemporary issues.
- Apply theory in academic disciplines such as literature, communication, political science and philosophy to the field of peace studies.

Semester 1

Course	Title	Units
PEAC G100	Introduction to Peace Studies	3

Select one course from the following:

COMM G100	Interpersonal Communication	3
COMM G255	Intercultural Communication	3
PSCI G110	International Relations	3
PSCI G101	Survey of Current Issues	3
PHIL G120	Ethics	3
General Education		TBD

Semester 2

Course	Title	Units
PEAC G110	Nonviolence & Conflict Resolution	3

ENGL G110/G110H	Critical Thinking, Reading & Writing Through Literature	3
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General Education TBD

Semester 3

Course	Title	Units
Select one course from the following:		

COMM G100	Interpersonal Communication	3
COMM G255	Intercultural Communication	3
PSCI G110	International Relations	3
PSCI G101	Survey of Current Issues	3
PHIL G120	Ethics	3
General Education		TBD

Semester 4

Course	Title	Units
PEAC G225	Negotiation and Mediation	3

or

COMM G225	Negotiation and Mediation	3
General Education		TBD

Required Totals

Major Total: **19**

GE Pattern GWC AA, CSU GE Breadth or IGETC Pattern: 21-39
DEGREE TOTAL UNITS (maximum): 60 units

PHILOSOPHY

ASSOCIATE IN ARTS DEGREE IN PHILOSOPHY FOR TRANSFER

The Associate in Arts in Philosophy for Transfer degree focuses on a critical analysis of philosophical history, ideas, and concepts as well as the development of analytical, critical thinking, writing, and reading skills. Students choosing this major will study a range of philosophical subjects including metaphysics, epistemology, logic, and ethics. In addition, students will learn how to identify philosophical principles and concepts, critically analyze texts, and generate proper arguments. Completion of this major will provide students with a well-rounded understanding of Philosophy and equip them with the skills of a philosopher. Students will be prepared to enter a baccalaureate degree program in Philosophy.

PROGRAM LEVEL LEARNING OUTCOMES

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

1. Describe the basic problems in philosophy and traditional approaches to the issues.
2. Employ critical thinking and analytic skills to better evaluate and understand arguments in many disciplines.
3. Evaluate philosophical concepts as they pertain within and outside of the discipline and across cultures and belief systems.

Semester 1

Course	Title	Units
Philosophy G100 (Core)	Introduction to Philosophy	3
or		
Philosophy G120 (Core)	Ethics	3
and		
History G180 (List B)	Western Civilization I	3
or		
Philosophy G110 ((List B)	Philosophy of the East (may not be offered every year)	3
or		
Philosophy G111 (List B)	Phil of Religion – West (may not be offered every year)	3
General Education		TBD

Semester 2

Course	Title	Units
Philosophy G115 (Core)	Logic & Critical Thinking	3
and		
History G185 (List B)	Western Civilization II	3
or		
Philosophy G110 (List B)	Philosophy of the East (may not be offered every year)	3
or		

Philosophy G111 (List B)	Phil of Religion – West (may not be offered every year)	3
General Education		TBD

Semester 3

Course	Title	Units
Philosophy G100 (Core)	Introduction to Philosophy	3
or		
Philosophy G120 (Core)	Ethics	3
or		
Philosophy G110 (List B)	Philosophy of the East (may not be offered every year)	3
or		
Philosophy G111 (List B)	Phil of Religion – West (may not be offered every year)	3
General Education		TBD

Semester 4

Course	Title	Units
Philosophy G102 (List A)	History of Ancient Philosophy (usually offered in Spring)	3
General Education		TBD

Major Total:	18
GE Pattern CSU General Education Breadth or IGETC Pattern:	37-39
Total units that may be double-counted:	12
Transferable Electives	
(as needed to reach 60 transferable units):	15-17
DEGREE TOTAL UNITS (maximum):	60 units

() Description in parentheses indicates credit earned in AAT.

PHYSICS

ASSOCIATE IN SCIENCE DEGREE IN PHYSICS FOR TRANSFER

The goal of the physics program at Golden West College is to develop a student's ability in analyzing and understanding the physical world in which we live through the use of mathematical analysis and laboratory experimentation using qualitative and quantitative reasoning, and to prepare our students for upper division and graduate level physics programs, and ultimately for a career in physics or any STEM related field. A physics education that emphasizes problem solving and critical thinking, as well as hands on experimentation makes physics graduates very desirable to government agencies and to private employers in all science related fields as well as in other specialized areas such as medicine, law, and financial institutions. The Associate in Science in Physics for Transfer Degree will help a student to seamlessly transfer to the CSU in a baccalaureate degree program.

PROGRAM LEVEL LEARNING OUTCOMES

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

1. Understand the basic principles and concepts of physics.
2. Use these principles and concepts in solving problems in the various areas of physics.
3. Understand the methods of physicists.
4. Appreciate the importance of physics.
5. Appreciate that physics is an active, unfinished area of work in which many people are, today, actively engaged.

This is the major pattern for students planning to transfer to a CSU. It is strongly recommended that students contact a GWC counselor to develop an official Student Educational Plan to discuss non-CSU universities.

Semester 1

Course	Title	Units
Physics G185 (Core)	Calculus-based Physics: Mechanics	4
Math 180 (Core)	Calculus I	5
General Education		TBD

Semester 2

Course	Title	Units
Physics G280 (Core)	Calculus-based Physics: Electricity and Magnetism	4
Math 185 (Core)	Calculus II	5
General Education		TBD

Semester 3

Course	Title	Units
Physics G285	Calculus-based Physics: Optics & Modern	4
Math G280	Calculus 3	5
General Education		TBD

Semester 4

Course	Title	Units
General Education		TBD

Major total:	27
Total units that may be double-counted:	7
CSU General Education Breadth or IGETC Pattern:	37-39
Transferable Electives (as needed to reach 60 transferable units):	1-3
DEGREE TOTAL UNITS (max):	60 units

() Description in parentheses indicates credit earned in AST.

POLITICAL SCIENCE

ASSOCIATE IN ARTS DEGREE IN POLITICAL SCIENCE FOR TRANSFER

Political science, the systematic and rigorous study of government, public policy and the political behavior of individuals, groups, and institutions, is becoming increasingly

crucial in a complex and controversial world. Most social, economic and moral issues have political implications, and governmental policy affects most aspects of daily life. The goal of the Associate in Arts in Political Science for transfer degree (ADT) 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 degree are designed to introduce students to the field of political science and the primary subfields of political science, and to equip students with the specialized research and analytical skills necessary to examine political issues. This analytical framework will familiarize students with the more generalized problem-solving skills sufficient to allow them to make valuable contributions to any vocation or enterprise they pursue.

PROGRAM LEVEL LEARNING OUTCOMES

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

1. Demonstrate knowledge of important findings, theories, and changing issues relevant to political science;
2. Demonstrate critical thinking about political issues and evaluate theories' and arguments' major assertions, background assumptions, the evidence used to support assertions, and their explanatory value;
3. Utilize appropriate investigative methods and appropriate technologies to access relevant research;
4. Manage information and prepare and present their work effectively.

This is the major pattern for students planning to transfer to a CSU. It is strongly recommended that students contact a GWC counselor to develop an official Student Educational Plan to discuss non-CSU universities, or if they have questions about the CSU AA in Political Science for CSU Transfer.

Semester 1

Course	Title	Units
PSCI G180 (Core)	American Government	3 (required)
PSCI G100 (Fall only) (List A)	Introduction to PSCI	3
Recommended General Education		
English G100/G100H	Freshman Composition	4

Semester 2

Course	Title	Units
PSCI G185 (Spring only) (List A)	Comparative Politics	3
and/or		
MATH G160 (List A)	Intro. To Statistics	4
General Education		TBD

Semester 3

Course	Title	Units
PSCI G110* (Fall only) (List A)	International Relations	3

and/or

PSCI G120* (Fall only) (List B) Principles of the UN	3
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and/or

PSCI G150* (Fall only) (List A) Political Philosophy	3
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General Education	TBD
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Semester 4

Course	Title	Units
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PSCI G101* (Spring only) (List B) Survey of Current Issues		3
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and/or

PSCI G130* (Spring only) (List B) Law in American Society		3
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General Education		TBD
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Major Total:	18-19
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CSU General Education Breadth	
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or IGETC Pattern:	37-39
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Total units that can be double counted:	9
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Transferable Electives	
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(as needed to reach 60 transferable units):	11-14
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DEGREE TOTAL UNITS (max)	60 units
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() Description in parentheses indicates credit earned in AAT.

*Students in the 3rd and 4th semesters would do well to decide whether to focus on international courses (G110 and G101 or G120) or to focus on theory and law (G150 and G130) for their electives.

ASSOCIATE IN ARTS DEGREE IN POLITICAL SCIENCE

Political science, the systematic and rigorous study of government, public policy and the political behavior of individuals, groups, and institutions, is becoming increasingly crucial in a complex and controversial world. Most social, economic and moral issues have political implications; and governmental policy affects most aspects of daily life. The goal of the Associate in Arts Degree in Political Science is to provide students with an understanding of the American political system and other political systems within the context of global forces, international conflicts, ideological systems and diversity. Courses in this major are designed to introduce students to the field of political science and the primary subfields of political science, and to equip students with the specialized research and analytical skills necessary to examine political issues. This analytical framework will familiarize students with the more generalized problem-solving skills sufficient to allow them to make valuable contributions to any vocation or enterprise they pursue.

This Associate in Arts in Political Science is intended for students who plan to complete a bachelor's degree in a similar major at a university. This degree may be the best option for students intending to transfer to a particular CSU campus or to a university or college that is not part of the CSU transfer

system. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements.

PROGRAM LEVEL LEARNING OUTCOMES

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

1. Demonstrate knowledge of important findings, theories, and changing issues relevant to political science;
2. Demonstrate critical thinking about political issues and evaluate theories' and arguments' major assertions, background assumptions, the evidence used to support assertions, and their explanatory value;
3. Utilize appropriate investigative methods and appropriate technologies to access relevant research;
4. Manage information and prepare and present their work effectively.

Semester 1

Course	Title	Units
PSCI G180	American Government	3 (required)
PSCI G100 (Fall only)	Introduction to PSCI	3 (elective)
Recommended General Education		
English G100/G100H	Freshman Composition	4

Semester 2

Course	Title	Units
PSCI G185 (Spring only)	Comparative Politics	3 (required)
General Education		
MATH G160	Intro.To Statistics	4

Semester 3

Course	Title	Units
PSCI G110 (Fall only)	International Relations	3 (required)
PSCI G120* (Fall only)	Principles of the UN	3 (elective)
and/or		
PSCI G150* (Fall only)	Political Philosophy	3 (elective)
General Education		

Semester 4

Course	Title	Units
PSCI G101* (Spring only)	Survey of Current Issues	3 (elective)
and/or		
PSCI G130* (Spring only)	Law in American Society	3 (elective)
General Education		

Major Total:	18
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GWC GE Pattern, CSU General Education Breadth	
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or IGETC Pattern:	21-39
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DEGREE TOTAL UNITS (maximum):	60 units
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*Students in the 3rd and 4th semesters would do well to decide whether to focus on international courses (G101 or G120) or to focus on theory and law (G150 and G130) for their electives.

PSYCHOLOGY

ASSOCIATE IN ARTS DEGREE IN PSYCHOLOGY FOR TRANSFER

Before following this pattern, see a GWC counselor for advice on how this pattern fits into your Student Educational Plan in Degree Works (<http://goldenwestcollege.edu/admissions/priority.html>)

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.

PROGRAM LEVEL LEARNING OUTCOMES

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

1. Characterize the nature of psychology as a science.
2. Understand and apply psychological principles to personal, social, and organizational issues.
3. Use reasoning to recognize, develop, defend, and criticize arguments related to conclusions about psychological issues.
4. Identify appropriate applications of psychology in solving problems, such as the origin and treatment of abnormal behavior; pursuit and effect of healthy lifestyles, psychology-based interventions in clinical, educational community, and other settings.

Below is a recommended sequence for this transfer major. Please note, this sequencing is dependent on the following:

The student places into the English and Math course levels listed for the first semester.

This is the major pattern for students planning to transfer to a CSU. It is strongly recommended that students contact a GWC counselor to develop an official Educational Plan to discuss non-CSU universities, or if they have questions about the CSU AA in Psychology for CSU Transfer.

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

Students show progress by passing their classes every semester.

Semester 1

Course	Title	Units
Psychology G100 (Core)	Introduction to Psychology	3
English G100/G100H (GE)	Freshman Composition	4
General Education		TBD

Semester 2

Course	Title	Units
Math G160 (Core)	Introduction to Statistics	4
Biology G100 (List A)	Introduction to Biology	4
or		
Psychology G250 (List A)	Psychobiology	3
General Education		TBD

Semester 3

Course	Title	Units
Psychology G280 (Core)	Research Methods in Psychology	4
One course from:		
Biology G100 (List A)	Introduction to Biology	4
Psychology G250 (List A)	Psychobiology	3
Psychology G118 (List B)	Life Span Developmental Psychology	3
Psychology G260 (List B)	Social Psychology	3
Sociology G100 (List B)	Introduction to Sociology	3
Sociology G185 (List B)	Analysis of Social Problems	3
General Education		TBD

Semester 4

Course	Title	Units
One course from:		
Biology G100 (List A)	Introduction to Biology	4
Psychology G250 (List A)	Psychobiology	4
Psychology G110 (List C)	Personal and Social Adjustment	3
Psychology G116 (List C)	Child Growth and Development	3
Psychology G118 (List B)	Life Span Developmental Psychology	3
Psychology G165 (List C)	Principles of Human Sexuality I	3
Psychology G255 (List C)	Abnormal Psychology	3
Psychology G260 (List B)	Social Psychology	3
Sociology G100 (List B)	Introduction to Sociology	3
Sociology G185 (List B)	Analysis of Social Problems	3
General Education		TBD

Major Total:	20-21
CSU General Education Breadth	
or IGETC Pattern:	37-39
Total units that may be double-counted:	14

Transferable Electives (as needed to reach 60 transferable units): 14-17
DEGREE TOTAL UNITS (max) 60 units
 () Description in parentheses indicates credit earned in AAT.

ASSOCIATE IN ARTS DEGREE IN PSYCHOLOGY

Before following this pattern, see a GWC counselor for advice on how this pattern fits into your Student Educational Plan in Degree Works (<http://goldenwestcollege.edu/admissions/priority.html>).

Note: This is not the Associate in Arts degree in Psychology for CSU Transfer. For more information, go to this link: <http://www.goldenwestcollege.edu/transfercenter/aatransfer/>

Psychology is devoted to the understanding, prediction, and control of human behavior. It seeks to understand and explain both normal and abnormal behavior; mental ability, perception, development, and differences in individuals. It also explores human emotions, thoughts, and motives. Programs in Psychology intend to prepare students for careers in psychology or to provide a background for further study in education, business, law, law enforcement, medicine, and other social sciences.

PROGRAM LEVEL LEARNING OUTCOMES

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

1. Characterize the nature of psychology as a science.
2. Understand and apply psychological principles to personal, social, and organizational issues.
3. Use reasoning to recognize, develop, defend, and criticize arguments related to conclusions about psychological issues.
4. Identify appropriate applications of psychology in solving problems, such as the origin and treatment of abnormal behavior; pursuit and effect of healthy lifestyles; psychology-based interventions in clinical, educational community, and other settings.

The student places into the English and Math course levels listed for the major:

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

Students show progress by passing their classes every semester.

Below is a recommended sequence for this major. Please note, this sequencing is dependent on the following:

Semester 1

Course	Title	Units
Psychology G100	Introduction to Psychology	3
English G100/G100H (GE)	Freshman Composition	4
General Education		TBD

Semester 2

Course	Title	Units
Math G160	Introduction to Statistics	4
One course from:		
Anthropology G100	Introduction to Cultural Anthropology	3
Anthropology G185	Physical Anthropology	3
Psychology G116	Child Growth & Development	3
Psychology G118	Life Span Developmental Psychology	3
Psychology G250	Psychobiology	3
Psychology G260	Social Psychology	3
Sociology G100	Introduction to Sociology	3
General Education		TBD

Semester 3

Course	Title	Units
Psychology G280	Research Methods in Psychology	4
One course from:		
Anthropology G100	Introduction to Cultural Anthropology	3
Anthropology G185	Physical Anthropology	3
Psychology G116	Child Growth & Development	3
Psychology G118	Life Span Developmental Psychology	3
Psychology G250	Psychobiology	3
Psychology G260	Social Psychology	3
Sociology G100	Introduction to Sociology	3
General Education		TBD

Semester 4

Course	Title	Units
One course from:		
Anthropology G100	Introduction to Cultural Anthropology	3
Anthropology G185	Physical Anthropology	3
Psychology G116	Child Growth & Development	3
Psychology G118	Life Span Developmental Psychology	3
Psychology G250	Psychobiology	3
Psychology G260	Social Psychology	3
Sociology G100	Introduction to Sociology	3
General Education		TBD

Major Total: 20
GWC GE Pattern, CSU General Education Breadth or IGETC Pattern: 21 – 39
Degree Total Units: 60 units

SCIENCE

ASSOCIATE IN ARTS DEGREE IN CHEMISTRY

PROGRAM LEVEL LEARNING OUTCOMES

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

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

Semester 1

Course	Title	Units
Chemistry G180	General Chemistry A	5
Chemistry G180L	General Chemistry A lab	0
Math G180	Calculus I	5
General Education		TBD

Semester 2

Course	Title	Units
Chemistry G185	General Chemistry B	5
Chemistry G185L	General Chemistry B Lab	0
General Education		TBD

Semester 3

Course	Title	Units
Chemistry G220	Organic Chemistry A	5
Chemistry G220L	Organic Chemistry A lab	0
General Education		TBD

Semester 4

Course	Title	Units
Chemistry G225	Organic Chemistry B	5
Chemistry G225L	Organic Chemistry B lab	0
General Education		TBD

Major Total: 25
GE Pattern GWC AA, CSU General Education Breadth or IGETC Pattern: 21-39
DEGREE TOTAL UNITS (maximum): 60 units

ASSOCIATE IN ARTS DEGREE IN GENERAL BIOLOGY

PROGRAM LEVEL LEARNING OUTCOMES

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

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

Semester 1

Course	Title	Units
Chemistry G180	General Chemistry A	5
Biology G180	Cell and Molecular Biology	5
General Education		TBD

Semester 2

Course	Title	Units
Chemistry G185	General Chemistry B	5
Biology G182	Zoology	4
or		
Biology G183	Botany	4
Math G170	Pre-Calculus	4
or placement (through examination) into Math G180		
General Education		TBD

Major Total: 19-23
GE Pattern: GWC AA, CSU General Education Breadth or IGETC Pattern: 21-39
DEGREE TOTAL UNITS (maximum): 60 units

ASSOCIATE IN ARTS DEGREE IN PHYSICS

PROGRAM LEVEL LEARNING OUTCOMES

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

1. Understand the basic principles and concepts of physics.
2. Use these principles and concepts in solving problems in the various areas of areas of physics.
3. Understand the methods of physicists.
4. Appreciate the importance of physics.
5. Appreciate that physics is an active, unfinished areas of work in which many people are today actively engaged.

Semester 1

Course	Title	Units
Math G180	Calculus I	5
General Education		TBD

Semester 2

Course	Title	Units
Physics G185	Calculus Based Physics - Mechanics	4
Math G185	Calculus II	5
General Education		TBD

Semester 3

Course	Title	Units
Physics G280 (Offered Spring)	Calculus Based Physics – Elec/Mag	4
General Education		TBD

Semester 4

Course	Title	Units
Physics G285 (Offered Fall)	Calculus Based Physics –Light/Atomic	4
General Education		TBD

Major Total:	19-23
GWC GE Pattern, CSU General Education Breadth or IGETC Pattern:	21-39
DEGREE TOTAL UNITS (maximum):	60 units

SOCIOLOGY

ASSOCIATE IN ARTS DEGREE IN SOCIOLOGY FOR TRANSFER

The Associate in Arts in Sociology for Transfer degree focuses on human interaction at the macro/structural level and the micro/interactive level. Students will learn processes of creation and maintenance of social order, as well as social dynamics, with primary emphasis on cultural diversity. Application of sound theoretical principles and obtaining adequate empirical support are stressed. Completion of this major will provide a solid foundation for people interested in a wide variety of

careers, including: social welfare, gerontology, urban planning, business, education, and public health. Students will be prepared for a baccalaureate degree in Sociology.

PROGRAM LEVEL LEARNING OUTCOMES

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

1. Understand various social contexts and be able to communicate effectively within each environment.
2. Use critical thinking skills to apply theoretical constructs to human interaction.
3. Use methodological skills to test theoretical constructs, providing support for theories or disproving them.
4. Build on the work of other social scientists in the understanding of human interaction in the creation and maintenance of social order.
5. Understand processes and effects of social change.

Semester 1

Course	Title	Units
SOC G100/G100H (Core)	Introductory Sociology	3
SOC G185 (List A)	Analysis of Social Problems	3
General Education		TBD

Semester 2

Course	Title	Units
SOC G133 (List B)	Race & Ethnic Relations	3
ANTHRO G100 (List C)	Cultural Anthropology	3
General Education		TBD

Semester 3

Course	Title	Units
SOC G110 (List B)	Marriage & Family	3
MATH G160 (List A)	Statistics	4
General Education		TBD

Semester 4

Course	Title	Units
PSYCH G100 (List C)	Introductory Psychology	3
GEOG G185 (List C)	Cultural Geography	3
General Education		TBD

Major Total:	19
GE Pattern CSU General Education Breadth or IGETC Pattern:	37-39
Double-Counted:	12
Additional CSU Transferable Units	14-16
DEGREE TOTAL UNITS (maximum):	60 units

() Description in parentheses indicates credit earned in AAT.

SPANISH

ASSOCIATE IN ARTS DEGREE IN SPANISH FOR TRANSFER

The Associate in Arts in Spanish for Transfer Degree is an excellent way to develop critical thinking, analytical and communicative skills. It provides a basis for understanding culture, and therefore prepares graduates for many careers in a multicultural world. Communications with others is more and more vital with the growing global interdependence and technological connectivity. Students in the Associate in Arts in Spanish for Transfer can develop careers in areas such as education, diplomatic services, anthropology, economics, political science, literature, sociology, and linguistics. While teaching has traditionally been the principle area of employment, other careers, such as interpreting, translating, research, public relations, international commerce, tourism, and publishing are possible.

The department offers courses from beginning to advanced level. All courses are designed to develop the students' listening comprehension, speaking, reading and writing skills, as well as to provide a general overview of Spanish-speaking civilizations and cultures. Students will be prepared for transfer into a baccalaureate degree program in Spanish at a CSU.

PROGRAM LEVEL LEARNING OUTCOMES

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

1. Apply knowledge of vocabulary, grammar, idiomatic expressions and culture to accurately recognize and comprehend spoken messages in Spanish.
2. Demonstrate understanding of Spanish grammar, vocabulary, idiomatic expressions, and Spanish speakers' culture and apply it to communicate orally, using appropriate pronunciation on designated topics in public and in interpersonal situations.
3. Apply, clearly and effectively, vocabulary, grammar, idiomatic expressions, and culture to synthesize, analyze, evaluate and derive meaning of implicit and explicit written material in Spanish.
4. Integrate grammar, vocabulary, idiomatic expressions, and culture to communicate in writing in Spanish.

Semester 1

Course	Title	Units
SPAN G180 (Core)	Elementary Spanish I	5
General Education		TBD

Semester 2

Course	Title	Units
SPAN G185 (Core)	Elementary Spanish 2	5

General Education

TBD

Semester 3

Course	Title	Units
SPAN G280 (Core)	Intermediate Spanish I	4
One course from: (List A)		
History G150	History of Latin America	3
Social Science G134	Chicano Studies	3
Sociology G134	Introduction to Chicano Studies	3
Spanish G200	Mexican Culture and Civilization	3
General Education		TBD

Semester 4

Course	Title	Units
SPAN G285 (Core)	Intermediate Spanish 2	4
One course from: (List A)		
History G150	History of Latin America	3
Social Science G134	Chicano Studies	3
Sociology G134	Introduction to Chicano Studies	3
Spanish G200	Mexican Culture and Civilization	3

Major Total: 21

CSU General Education Breadth

or IGETC Pattern: 37-39

Total units that may be double counted: 6-9

Transferable Electives: 8-11

DEGREE TOTAL UNITS (maximum): 60 units

If a student places out of any course and is not awarded units for that course, the student will have to take additional units to compensate for the course/units needed to reach at least 18 total units in the major (per Title 5 regulations). Course substitutions are made at the discretion of the local college and may or may not be delineated in the local degree. Suggested substitutions include courses in List A.

ASSOCIATE IN ARTS DEGREE IN SPANISH

The Spanish major is designed to meet the needs of both the student who wishes to transfer to a four-year institution and the student who wishes to achieve basic conversational ability in Spanish. Completion of the Spanish major provides students with the opportunity to move into the curriculum at a four-year institution leading to a baccalaureate degree and then to possible careers requiring multiple language proficiency.

PROGRAM LEVEL LEARNING OUTCOMES

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

1. Apply knowledge of vocabulary, grammar, idiomatic expressions and culture to accurately recognize and comprehend spoken messages in Spanish.

2. Demonstrate understanding of Spanish grammar, vocabulary, idiomatic expressions, and Spanish speakers' culture and apply it to communicate orally, using appropriate pronunciation on designated topics in public and in interpersonal situations.
3. Apply, clearly and effectively, vocabulary, grammar, idiomatic expressions, and culture to synthesize, analyze, evaluate and derive meaning of implicit and explicit written material in Spanish.
4. Integrate grammar, vocabulary, idiomatic expressions, and culture to communicate in writing in Spanish.
5. Recognize and analyze lectures and dialogues dealing with civilization and culture of Spanish speaking countries.

Semester 1

Course	Title	Units
SPAN G180	Elementary Spanish I	5
or		
SPAN G160	Spanish for Spanish Speakers, I	4
General Education		TBD

Semester 2

Course	Title	Units
SPAN G185	Elementary Spanish 2	5
General Education		TBD

Semester 3

Course	Title	Units
SPAN G280	Intermediate Spanish I	4
General Education		TBD

Semester 4

Course	Title	Units
SPAN G285	Intermediate Spanish 2	4
and		
SPAN G200	Mexican Culture and Civilization*	3
General Education		TBD

*required for students who follow the Spanish for Spanish Speakers route

Major Total: 18-20

GWC GE Pattern, CSU General Education Breadth

or IGETC Pattern: 21-39

DEGREE TOTAL UNITS (maximum): 60 units

THEATER ARTS

ASSOCIATE IN ARTS DEGREE IN THEATER ARTS FOR TRANSFER

The Theater Arts Department provides student opportunities to study the art and craft of Theater. Students who enroll in the Associate in Arts in Theater Arts for transfer degree prepare

for transfer education and/or careers related to theatrical history and literature, performance, design/technology, and management. Theater Arts Majors are introduced to theatrical history and literature, scenic, costume, lighting, sound, and make-up design and technology, acting, directing, and management through coursework and production opportunities. Critical thinking and problem solving skills are acquired through production assignments. Students are encouraged to develop academic and artistic skills enabling them to be successful in further study or employment. Students will be prepared for a baccalaureate degree in Theater Arts.

PROGRAM LEVEL LEARNING OUTCOMES

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

1. Understand the historical context of theater and drama, including its relationship to contemporary society and culture.
2. Have a practical, working knowledge of how to produce a play on stage, including all related performance, script, design, and technical aspects.
3. Have the ability to critically evaluate what they and others have created.
4. Develop necessary skills to be proficient in an area of theatre (performance, technical, directing, or theatre management) with the ability to identify, analyze and resolve specific problems pertaining to that area.
5. Have experience with individual and collaborative processes needed to produce and understand theatre.

This is the major pattern for students planning to transfer to a CSU. It is strongly recommended that students contact a GWC counselor to develop an official Student Educational Plan to discuss non-CSU universities, or if they have questions about the CSU AA in Theater Arts for CSU Transfer.

Semester 1

Course	Title	Units
Theater G100/Hum G132 (Core)	Introduction to the Theater	3
or		
Theater G111 (Core)	Theater History and Literature – Classical to 1800 (Fall)	3
and		
Theater G106 (Core)	Acting I	3
General Education		TBD

Semester 2

Course	Title	Units
Theater elective select 9 units from: (List A)		
Theater G107	Acting 2	3
Theater G175	Stage Scenery (Fall)	3
Theater G176	Stage Lighting (Spring)	3

Theater G177	Make-up (Fall)	3
Theater G178	Intro to Stage Costume (Spring)	3
and 3 units from:		
Theater G115, G125, G135, G170, G210	Prod/Performance	1 - 2
General Education		TBD

Semester 3

Course	Title	Units
Theater G111 (Core)	Theater History and Literature – Classical to 1800 (Fall)	3
or		
Theater elective (List A):		
Theater G107	Acting 2	3
Theater G175	Stage Scenery (Fall)	3
Theater G176	Stage Lighting (Spring)	3
Theater G177	Make-up (Fall)	3
Theater G178	Intro to Stage Costume (Spring)	3
and		
Theater G115, G125, G135, G170, G210	Prod/Performance	1 - 2
General Education		TBD

Semester 4

Course	Title	Units
Theater elective (List A):		
Theater G107	Acting 2	3
Theater G175	Stage Scenery (Fall)	3
Theater G176	Stage Lighting (Spring)	3
Theater G177	Make-up (Fall)	3
Theater G178	Intro to Stage Costume (Spring)	3
and		
Theater G115, G125, G135, G170, G210	Prod/Performance	1 - 2
General Education		TBD

Major Total:	18-19
CSU General Education Breadth or IGETC Pattern:	37-39
Total units that may be double-counted:	6
Transferable Electives	
(as needed to reach 60 transferable units):	8-11
DEGREE TOTAL UNITS (max):	60 units

() Description in parentheses indicates credit earned in AAT.

ASSOCIATE IN ARTS DEGREE IN THEATER ARTS

The Theater Arts Major provides student opportunities to study the art and craft of theater. Careers for the Theater Arts major include actor; director; producer; dramaturge; designer; technician and craftsperson, stage manager; arts manager; choreographer; playwright; screenwriter; journalist; art consultant; communications, public relations and marketing; and teaching in secondary and postsecondary education.

Students learn and acquire skills in the historical, theoretical, and pragmatic elements of Theater Arts.

PROGRAM LEVEL LEARNING OUTCOMES

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

1. Understand the historical context of theater and drama, including its relationship to contemporary society and culture.
2. Have a practical, working knowledge of how to produce a play on stage, including all related performance, script, design, and technical aspects.
3. Have the ability to critically evaluate what they and others have created.
4. Develop necessary skills to be proficient in an area of theatre (performance, technical, directing, or theatre management) with the ability to identify, analyze and resolve specific problems pertaining to that area.
5. Have experience with individual and collaborative processes needed to produce and understand theatre.

Semester 1

Course	Title	Units
Theater G100	Introduction to the Theater	3
or		
Theater G111	History/Literature to the 1800's (Fall)	3
or		
Theater G112	History/Literature 1800 to Modern (Fall)	3
and		
Theater G175	Stage Scenery (Fall)	3
General Education		TBD

Semester 2

Course	Title	Units
Theater G106	Acting I	3
and		
Theater G176	Stage Lighting (Spring)	3
or		
Theater G115, G125, G135, G170, G210	Prod/Performance	1 - 2
General Education		TBD

Semester 2

Course	Title	Units
Theater G177	Make-up (Fall)	3
or		
Theater elective		
Theater G102	History and Appreciation of the Cinema	3
Theater G107	Acting 2	3
Theater G108	History and Appreciation of the Musical Theater	3
Theater G110	Acting for the Camera	3
Theater G146	Broadway and Opera Singing	3

Theater G160	Introduction to Stage Direction	3
Theater G161	Stage Management	3
and		
Theater G115, G125, G135, G170, G210 Prod/Performance		1 – 2
General Education		TBD

Semester 4

Course	Title	Units
Theater G178	Intro to Stage Costume (Spring)	3
and		
Theater elective		
Theater G102	History and Appreciation of the Cinema	3
Theater G107	Acting 2	3
Theater G108	History and Appreciation of the Musical Theater	3
Theater G110	Acting for the Camera	3
Theater G146	Broadway and Opera Singing	3
Theater G160	Introduction to Stage Direction	3
Theater G161	Stage Management	3
Theater G188	Stage Movement I (Spring)	3
or		
Theater G115, G125, G135, G170, G210 Prod/Performance		1 - 2
General Education		TBD

Major Total: 18

GWC GE Pattern, CSU General Education Breadth

or IGETC Pattern: 21-39

DEGREE TOTAL UNITS (maximum): 60 units

SCENIC, LIGHTING AND PROJECTION DESIGN TECHNICIAN

CERTIFICATE OF ACHIEVEMENT

Pending state approval

VIETNAMESE

ASSOCIATE IN ARTS DEGREE IN VIETNAMESE LANGUAGE

PROGRAM LEVEL LEARNING OUTCOMES

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

1. Demonstrate understanding of Vietnamese language, grammar, vocabulary, idiomatic expressions, and Vietnamese speakers' culture and apply it to communicate orally, using appropriate pronunciation on designated topics in public and in interpersonal situations.
2. Integrate grammar, vocabulary, idiomatic expressions, and culture to communicate in writing.
3. Apply, clearly and effectively, vocabulary, grammar, idiomatic expressions, and culture to synthesize, analyze, evaluate, and derive meaning of implicit and explicit written materials.
4. Apply knowledge of vocabulary, grammar, idiomatic expressions, and culture to accurately recognize and comprehend spoken messages in world languages.

Semester 1

Course	Title	Units
VIET G180	Elementary Vietnamese I	5
General Education		TBD

Semester 2

Course	Title	Units
VIET G185	Elementary Vietnamese 2	5
General Education		TBD

Semester 3

Course	Title	Units
VIET G280	Intermediate Vietnamese I	4
General Education		TBD

Semester 4

Course	Title	Units
VIET G285	Intermediate Vietnamese 2	4
General Education		TBD

Major Total: 18

GWC GE Pattern, CSU General Education Breadth

or IGETC Pattern: 21-39

DEGREE TOTAL UNITS (maximum): 60 units

WORLD LANGUAGE

ASSOCIATE IN ARTS DEGREE IN WORLD LANGUAGE

PROGRAM LEVEL LEARNING OUTCOMES

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

1. Demonstrate understanding of world languages, grammar, vocabulary, idiomatic expressions, and world languages speakers' culture and apply it to communicate orally, using appropriate pronunciation, or by utilizing expressive and receptive skills in American Sign Language on designated topics in public and in interpersonal situations.
2. Integrate grammar, vocabulary, idiomatic expressions, and culture to communicate in writing.
3. Apply, clearly and effectively, vocabulary, grammar, idiomatic expressions, and culture to synthesize, analyze, evaluate, and derive meaning of implicit and explicit written materials.
4. Apply knowledge of vocabulary, grammar, idiomatic expressions, and culture to accurately recognize and comprehend spoken messages in world languages.

Semester 1

Course	Title	Units
French/Spanish/ Vietnamese/Sign G180	Elementary 1	4-5
General Education		TBD

Semester 2

Course	Title	Units
French/Spanish/ Vietnamese/Sign G185	Elementary 2	4-5
General Education		TBD

Semester 3

Course	Title	Units
French/Spanish/ Vietnamese/Sign G280	Intermediate 1	4
General Education		TBD

Semester 4

Course	Title	Units
French/Spanish/ Vietnamese/Sign G285	Intermediate 2	4
and Sign G200 if taking the Sign courses	Deaf Culture	3
General Education		TBD

Major Total: 18-19

GWC GE Pattern, CSU General Education Breadth

or IGETC Pattern: 21-39

DEGREE TOTAL UNITS (maximum): 60 units



COURSES

ACCOUNTING

The Business Department offers classes in other disciplines. Please see classes in Business, Marketing and Management sections.

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 accounting as an information system and it is used by investors, creditors, and other stakeholders to make decisions. It introduces the accounting cycle, recording and reporting of business transactions, application of generally accepted accounting principles, and preparation of financial statements. The course examines issues relating to asset, liability, and equity valuation, revenue and expense recognition, cash flow, internal controls and business ethics. C-ID ACCT 110 Lecture. Letter grade only. *Transferable to CSU; UC.*

ACCOUNTING G102 – 4 Units **Managerial Accounting**

Prerequisites: Accounting G101

This course is the second semester continuation of Acct G101- Financial Accounting. This course provides a study of accounting and financial information used to manage operations. The course content covers cost accounting concepts, cost behavior, cost structure, cost-volume-profit analysis, budgeting, responsibility accounting, and other

management-related topics. Some problems will be solved using computer software applications. C-ID ACCT 120 Lecture. Letter grade only. *Transferable to CSU; UC.*

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

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

ACCOUNTING G111 – 3 Units **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

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 G119 – 1 Unit **Tax Software Preparation**

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

ACCOUNTING G130 – 3 Units **Computerized Accounting**

This course uses a computerized, integrated financial accounting system to record financial information. Subjects include journals, ledgers, budgets, sales and purchasing transactions, accounts payable, accounts receivable, and payroll as they are used in accounting information systems. Microsoft Excel is also used to prepare and analyze financial statements. Lecture. Optional pass/no pass grade. *Transferable to CSU.*

ACCOUNTING G210 – 3 Units **Cost Accounting**

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

ACCOUNTING G211 – 4 Units **Intermediate Accounting I**

(Formerly known as: *Intermediate Accounting A*)

Prerequisites: Accounting G101

This course in financial accounting expands on topics introduced in earlier financial accounting courses such as cash, receivables, inventory, long-term assets, etc. Additional topics in the accounting conceptual framework, current financial reporting issues, investments, and revenue recognition principles are also covered. Students will be expected to demonstrate problems using an online homework system. May be used as credit to sit for the Uniform CPA examination. Lecture. Optional pass/no pass grade. *Transferable to CSU.*

ACCOUNTING G212 – 4 Units **Intermediate Accounting 2**

(Formerly known as: *Intermediate Accounting B*)

Prerequisites: Accounting G211

Second course in intermediate series in financial accounting that covers current and long-term liabilities, income taxes, pensions and post-retirement benefits, leases, stockholders' equity, earnings per share, and statement of cash flows. In addition, changes and/or in accounting methods, accounting estimates, or reporting entity are analyzed. Disclosure issues in financial statements are also addressed. Students will be expected to complete problems using an online homework system. May be used as credit to sit for the Uniform CPA examination. Lecture. Optional pass/no pass grade. *Transferable to CSU.*

ACCOUNTING G215 – 3 Units **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 forensics accounting. The development of forensic accounting as a discipline and its interaction with business, law, auditing and information systems will be explored. Subjects include financial statement and tax fraud, divorce and bankruptcy, identity theft and various white-collar crimes. Forensic principles necessary to detect, prevent and prosecute financial crimes will be explored. Lecture. Optional pass/no pass grade. *Transferable to CSU.*

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

Advisories: Accounting G100 or Accounting G101

This course teaches students to use QuickBooks for general accounting and reporting purposes, payroll, cash and treasury functions, as well as management of receivables and payables. Banking transactions, journal entries, monthly adjustments, and preparation of financial statements will be covered. Lecture. Optional pass/no pass grade. *Transferable to CSU.*

ANTHROPOLOGY

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

Advisories: English G100

An introduction to the theories, methods, and applications of anthropological inquiry. The course includes a discussion of the history of the discipline; the characteristics of culture; fieldwork methods and professional ethics; culture and communication;

subsistence strategies; economics; social and political organization; and the impacts of globalization on cultures around the world. C-ID: ANTH G120 Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

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

An introduction to the theories, methods and applications of archaeological inquiry using a comparative approach to reconstruct the social and political systems of ancient world cultures. The course includes a discussion of fieldwork methods; dating techniques; human paleontology; faunal and botanical evidence; historical archaeology; cultural resource management; and professional ethics. Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

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

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

ANTHROPOLOGY G150 – 3 Units **Native Peoples of North America**

(Formerly known as: *Indians of North America*)

An examination of Native American Indian cultures, environments, and histories. The course will examine the major cultural areas of North America and analyze the mechanisms and causations of cultural variation and adaptation. The course will review the subsistence strategies, religions, artworks, social organizations and environments of native peoples of North America, and relate the data

to theoretical models in anthropology. Contemporary and ethical issues will also be discussed. Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

ANTHROPOLOGY G185 – 3 Units **Physical Anthropology**

(Formerly known as: Anthropology G120 Introduction to Physical Anthropology)

This is an introductory course in the concepts, methods of inquiry and theory of biological evolution and their application to the human species. Specific focus is on molecular, Mendelian and population genetics, mechanisms of evolution of homo sapiens and non-human primates, paleoanthropology, biocultural adaptations, human variation, and current bioethical issues. The philosophy of science and the scientific method serve as foundations to the course. 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, Anthropology G121)

Prerequisites: Enrollment in or completion of Anthropology G185 or Anthropology G120

This laboratory course covers cellular biology; evolutionary principals; human genetics and heredity; human, hominin and non-human primate anatomy; primate fossil records; forensic anthropology; and modern human biological variation. Pre-requisite or co-requisite: ANTH G185 (Physical Anthropology). Lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

ANTHROPOLOGY G190 – 3 Units **Introduction to Linguistics**

This course introduces students to language and culture issues in historical linguistics and contemporary perspective. It's about the nature of language and about how people talk and why they talk the way they do. The complex intersections of language, culture, race, ethnicity, and gender will be explored through social

interactions and their dynamics. Field research will be discussed, including goal development and analytical methodologies. Lecture. Optional pass/no pass grade. *Transferable to CSU.*

ARCHITECTURAL TECHNOLOGY

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

Advisories: Architecture G100 or G140

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

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

Advisories: Architecture Technology G160 or equivalent experience.

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

ART

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

(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 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 **Modern and Contemporary Art History**

(Formerly known as: History of Modern Art, Contemporary Art History)

(Same as: Humanities G114)

A survey of the history of modern art, beginning at 1900 and concluding with contemporary art of today. Painting, sculpture, printmaking, architecture, photography, video, and ceramics are studied as an integral part of cultural patterns and developments in twentieth century art. The course will include illustrated lectures, readings, and field trips to current exhibitions. Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

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

(Formerly known as: History and Appreciation of Art)

(Same as: Humanities G100)

This is a survey of prehistoric art to the Renaissance period, stressing the basic principles and history of art demonstrated in painting, sculpture, and architecture. Illustrated lectures, reading, and museum reports are included in the course. 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 GI06 – 3 Units**Art History and Appreciation 2 – Renaissance to Present**

(Formerly known as: *Art History and Appreciation 2*)

(Same as: *Humanities GI10*)

This is a survey of the history of art beginning with the Italian Renaissance and concluding with modern art. Painting, sculpture, and architecture are studied as an integral part of cultural patterns and developments. Illustrated lectures, reading, and field trips to current exhibitions. Study assignments involve at least one visit to a major art museum. UC Credit Limitations: Maximum credit of one course for Art GI06 and Art GI06H. Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

ART GI07 – 3 Units**Color and Design: 2D**

(Formerly known as: *Two Dimensional Design*)

A basic course in the application and appreciation of the art principles and art elements as they relate to two dimensional design. Selected problems using line, color, shape, value, and texture. Required for art majors. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

ART GI09 – 3 Units**Color and Design: 3D**

(Formerly known as: *Three Dimensional Design*)

A basic course in three dimensional design developing 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 GI15 – 3 Units**Typography**

(Formerly known as: *Digital Arts GI15*)
Advisories: *Digital Arts GI35*

This course is an introduction to the history of the evolution and application of typography and its many applications

for the perception of meaning, intention and personality of the written word. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

ART GI16 – 3 Units**Drawing I**

This course offers an introductory study in the fundamentals, elements, and practices of drawing, employing a wide range of subject matter and drawing media. Focus is on perceptually based drawing, observational skills, technical abilities, and creative responses to materials and subject matter. Required of art majors. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

ART GI17 – 3 Units**Drawing 2**

This course offers an exploration of artistic concepts, styles, and creative expression related to intermediate-level drawing, focusing on complex subject matter and concepts using a variety of drawing mediums, techniques, and methodologies. As a continuation from Drawing I, students in this course will build on fundamental observational drawing skills to develop personalized approaches to content and materials in exercises covering multiple historical and contemporary approaches to drawing. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

ART GI18 – 3 Units**Life Drawing I**

Figure drawing from male and female models. Study of volumes, perspective, and composition of the human form. Field trips and criticism. Required of art majors. C-ID ARTS 200 Lecture & lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

ART GI19 – 3 Units**Life Drawing 2**

Continuing observation and drawing of the human form to help create broader revelations and attitudes concerning drawing and the self. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

ART GI21 – 3 Units**Ceramics I**

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

ART GI22 – 3 Units**Ceramics 2**

Prerequisites: Art GI21

This is an intermediate level ceramics course following Art GI21. The principles of ceramic materials, techniques, and design of hand-built and thrown work will be emphasized along with the introduction of mold making, glaze making and kiln loading. Specific aesthetic and technical criteria of ceramic design including historical applications will be emphasized. Mold making, glaze making and kiln loading will also be introduced. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

ART GI27 – 3 Units**Art of the Ancient Americas**

This course will explore the art, architecture and historical context of ancient civilizations in Mexico, Central America and South America up to European contact. Lecture. Optional pass/no pass grade. *Transferable to CSU.*

ART GI30 – 3 Units**Painting I**

This course offers an introductory study in the fundamentals of painting and composition through learning about the materials, tools, and various approaches to painting in oil and/or acrylics. Focus is on exploration of painting materials, perceptual skills, color theory, paint mixing and technique. Emphasis is on creative responses to materials and subject matter, technical mastery and direct observation from life. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

ART G131 – 3 Units**Painting 2***Prerequisites: Art G130*

This is an advanced course structured as a progression from Painting 1. Students continue practicing the techniques of painting, focusing on the development of advanced technical skills relating to traditional and experimental approaches. Students will explore Contemporary painting and personal expression through naturalistic representation, abstraction, non-representation and mixed media. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

ART G140 – 3 Units**Life Painting I**

This is a beginning course in figure paintings. Emphasis will vary from a portrait approach to nude studies. A thorough explanation of color theory and painting methods will be given. Mediums include oils and acrylics. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

ART G142 – 3 Units**Sculpture I**

Exploration of beginning sculpture using three dimensional principles, techniques, and concepts. Students will utilize a wide range of materials and practices with attention to creative self expression and historical concepts. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

ART G143 – 3 Units**Sculpture 2**

Exploration of a variety of sculptural materials experiences with plaster and cement, clay. Class stresses Twentieth Century abstract art concepts. Students will supply all materials and will be responsible for attending field trips. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

ART G150 – 3 Units**Printmaking I**

An exploratory course designed to introduce and give studio experience in etching, relief and lithography

printmaking. This course will include etching, acquainting, photo etching, woodcuts, linocuts, stone and metal plate lithography printmaking, and multi-color printmaking. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

ART G151 – 3 Units**Printmaking 2**

A course designed to prepare students in a more advanced studio experience in the Relief and Intaglio area of printmaking, with special emphasis on the history of printmaking in relation to relief and intaglio. History of Printmaking will span from 500 BC to development of metal plates in the 1600's to present day contemporary printmaking. This course will include multi-plate color relief printmaking, reductive relief with linoleum and/or woodblock, chine collé, large format relief and introduction to monoprints. Edition printing, advanced technical skills, continued development of personal imagery and unique style will be stresses. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

ART G221 – 3 Units**Ceramics 3***Prerequisites: Art G122*

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

ART G223 – 3 Units**Ceramics 4***Prerequisites: Art G221*

This course is for those who wish to develop specific ceramic skills with emphasis on the aesthetic development of personal style in addition to presenting an exhibition and/or portfolio for advanced education or exhibition purposes. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

ART G250 – 3 Units**Printmaking 3**

An advanced course designed for students to investigate and develop personal imagery through the medium of printmaking. This course will include deeper exploration with intaglio, relief, multi color printing, solar plate etching, monotypes, monoprints, woodcuts and chine collé. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

ART G251 – 3 Units**Printmaking 4**

A detailed study of the variety of printmaking methods, exploring conceptual and/or personal visions. This class is designed as a seminar with a strong emphasis placed on combining techniques, expanding material vocabulary and experimenting with new processes. Seminars covering both historical and contemporary issues of printmaking will be presented to broaden the student's critical dialogue. The course content is thematic in nature and each seminar within the course differs from the other offerings in the same course. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

ASTRONOMY**ASTRONOMY G100 – 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 G101 – 3 Units

Introduction to Automotive Technology

This course is designed to teach the student about the operation and maintenance of modern automobiles. There is an emphasis on the theory of the basic operating systems, including engine, electrical, chassis, and driveline systems. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

AUTOMOTIVE TECHNOLOGY G110 – 5 Units

Engine Repair

This is an introductory course that provides students with theory, knowledge and skills necessary to perform minor and major service on automotive gasoline powered engines. Instruction is given and lab experience provided in engine diagnosis, removal, disassembly, analysis and inspection, precision measurements, re-assembly and installation. Information presented is based on the Automotive Service Excellence (ASE) A-1 Engine Repair Tasks and Standards intended to prepare students for the ASE Certification Examination. Lecture and Lab. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

AUTOMOTIVE TECHNOLOGY G120 – 5 Units

Electrical/Electronic Systems, Introductory

Advisories: Automotive Technology G101

This is an introductory course that provides students with theory, knowledge, and skills necessary to understand electrical flow and

electronic concepts. Instruction is given and lab experience provided which will enable students to successfully perform diagnostics and repair on vehicle electrical and electronic circuits. Information presented is based on the Automotive Service Excellence (ASE) A-6 Electrical/Electronics Tasks and Standards intended to prepare students for the ASE Certification Examination. Lecture and Lab. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

AUTOMOTIVE TECHNOLOGY G121 – 5 Units

Electrical/Electronic Systems, Advanced

Advisories: Automotive Technology 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. 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. 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. 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. 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. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

AUTOMOTIVE TECHNOLOGY GI45 – 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. Lecture & lab. Letter grade only. *Transferable to CSU.*

AUTOMOTIVE TECHNOLOGY GI50 – 4 Units

Manual Drive Trains & Axles

This is a course that provides the students with theory, knowledge, and skills necessary to understand automotive manual drive trains and transaxles concepts. Instruction is given and lab experience provided in diagnosis, removal, disassembly, analysis and inspection, precision measurements, re-assembly and installation. Information presented is based on the Automotive Service Excellence (ASE) A-3 Manual Drive Train and Axles Tasks and Standards intended to prepare students for the ASE Certification Examination. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

AUTOMOTIVE TECHNOLOGY GI51 – 4 Units

Automatic Transmissions and Transaxles

This is an introductory course that provides the students with theory, knowledge, and skills necessary to understand automotive automatic transmission and transaxle concepts. Instruction is given and lab experience provided in diagnosis, removal, disassembly, inspection, precision measurements, re-assembly and installation. The coursework is based on the Automotive Service Excellence (ASE) Tasks and Standards intended to prepare students for the ASE A-2 Automatic Transmission and Transaxle Certification examination. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

AUTOMOTIVE TECHNOLOGY GI60 – 4 Units

Heating and Air Conditioning

This is an introductory course that covers theory, knowledge, and skills necessary to understand automotive Heating, Ventilation, and Air Conditioning (HVAC) systems. Instruction is given and lab experience provided which will enable students to successfully perform diagnostics and repair on both manual and automatic HVAC systems. EPA-accepted techniques for recovering and recycling R134 and R12 refrigerants will also be covered. Coursework is based on the Automotive Service Excellence (ASE) Tasks and Standards intended to prepare students for the ASE A-7 Heating and Air Conditioning certification examination. Lecture & lab. Letter grade only. *Transferable to CSU.*

AUTOMOTIVE TECHNOLOGY GI70 – 3 Units

Hybrid Vehicles

This course is a hands-on approach to the world of hybrid, fuel cell and electric powered vehicles. Discover how this new technology works as it replaces existing fossil fueled engines. Examine existing technologies, conversion processes, testing, assembly, operation, and maintenance of hybrid-

electric, fuel cell and battery powered electric vehicles. Appropriate safety related instruction is included. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

AUTOMOTIVE TECHNOLOGY GI73 – 5 Units

Electric Vehicles

Prerequisites: Automotive Technology GI20 and GI70, minimum grade of B, or concurrently enrolled in Automotive Technology GI70

Corequisites: Automotive Technology GI70

This course furthers the student's skills in electric vehicle (EV) theory and provides an introduction to advanced EV designs and propulsion systems. The course includes: EV design and construction; the testing, assembly, operation and maintenance of EVs; the influence of battery management design; advanced technology batteries and intelligent charging systems; and alternative EV drive systems. Appropriate safety related instruction will be included in each segment. This course is designed to help the field technician prepare for the Automotive Service of Excellence (ASE) Light Duty Hybrid / Electric Vehicle Specialist (L3) exam. Students will also need to complete Automotive Technology GI70 to prepare for the ASE (L3) exam. Lecture & lab. Letter grade only. *Transferable to CSU.*

AUTOMOTIVE TECHNOLOGY GI75 – 5 Units

Automotive Diesel

Prerequisites: Automotive Technology GI10 and GI20

Advisories: Automotive Technology GI30

This is an introductory course that will allow students to understand diesel engines, diesel fuel systems, and the theory and operation of related diesel systems. Instruction will be given in the classroom setting as well as hands on laboratory learning. This will allow students to successfully perform diagnostics and repair on light duty trucks and passenger cars equipped with diesel engines. This

course will prepare students to pass the Automotive Service Excellence (ASE) A9 Light Vehicle Diesel Engines test. Lecture & lab. Letter grade only. *Transferable to CSU.*

AUTOMOTIVE TECHNOLOGY

G181 – 4 Units

Honda PACT I

Advisories: Automotive Technology G101, G120 and G140

This introductory course aligns with Honda's Professional Automotive Career Training (PACT) curriculum. The course covers Honda-specific fundamental theory and maintenance procedures, including research on American Honda Motor's interactive network for learning modules and service information. Honda recognizes the completion of this course as part of their core training program. Lecture & lab. Letter grade only. *Transferable to CSU.*

AUTOMOTIVE TECHNOLOGY

G201 – 14 Units

Chassis and Drivetrain Specialist I

Auto G201 is the first of two training courses leading to the Auto Technology Chassis and Drivetrain Specialist Certificate. It covers three automotive technical areas: Electrical, brakes, and manual transmissions. 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: Automotive Technology G201

Auto G202 is the second of two training courses leading to the 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 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 I

Auto G203 is the first of two training courses leading to the Auto Technology Engine Performance Specialist Certificate. It covers three automotive technical areas: Engine repair, electrical basics, and engine performance. 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: Automotive Technology G203

Auto G204 is the second of two training courses leading to the Auto Tech Engine Performance Specialist Certificate. It covers two automotive technical areas: Engine Performance Advanced, and Basic Clean Air Car Course. 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 G101 – 3 Units

The Biology of Food and Cooking

Advisories: Chemistry G110, or AP

Chemistry with a grade of C or better, or AP Biology with a grade of C or better

The Biology of Food and Cooking is a lecture-only survey course covering the same topics as Biology G100: Introduction to Biology (non-majors) with a focus on examples from food and cooking. In this demonstration-filled class we will use the methods and reagents of the kitchen to learn the basics of molecular and cell biology, genetics, ecology and evolution. Despite the fact that there is not an associated lab with this course, critical thinking skills and practice with the scientific method will be addressed through the many in-class demonstrations, small group activities, and kitchen experiments (out-of-class assignments). Access to a kitchen is required to complete some assignments. Lecture. Letter grade only. *Transferable to CSU; UC.*

BIOLOGY G104 – 3 Units

Marine Life

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

BIOLOGY 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 **Health and Disease**

(Formerly known as: Man and Disease)

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

BIOLOGY 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 or Mathematics Placement Assessment and Chemistry G180 or G185 or G220 or G225

Advisories: English G099

This course is designed as the first in a three-course sequence for students desiring to major in biology. The topics to be covered in this course are among those which serve to unify the science of biology. Included in these concepts are: prokaryotic and eukaryotic cell structure, function and homeostasis, cell reproduction and metabolism, cell communication, classical and molecular genetics, molecular biology, biotechnology, and evolution. C-ID: BIOL 190 Lecture & lab. Letter grade only. *Transferable to CSU; UC.*

BIOLOGY G182 – 4 Units **Zoology**

(Formerly known as: Biology G185 - Principles of Zoology)

Prerequisites: Mathematics 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 among major animal taxa. Topics include embryology, body plans, life strategies, general characteristics, reproductive modes, and life cycles of each of the major animal phyla. This course provides a solid background in animal science for those students preparing to transfer to a four-year institution or professional school (dental, pharmacy, or optometrist schools, for example). The laboratory portion of this course emphasizes hands-on learning using dissection, models, slides, charts, living specimens and non-living specimens. Students will

gain experience in using compound light microscopes and dissecting microscopes to study protists, animal tissues, and body plans of appropriately sized animals (the lancelet, for example). Lecture & lab. Letter grade only. *Transferable to CSU; UC.*

BIOLOGY G183 – 4 Units **Botany**

(Formerly known as: Biology G190 - General Botany)

Prerequisites: Mathematics G030 or Mathematics Placement Assessment
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 population, and community ecology; systematics and taxonomy, with light surveys of (taxonomic) Kingdoms Archaeobacteria, Eubacteria, Fungi, and Protista - emphasis is on Kingdom Plantae: plant histology, anatomy, physiology, morphology and diversity; and principles of plant culture (cultivation). Lecture & lab. Letter grade only. *Transferable to CSU; UC.*

BIOLOGY G186 – 5 Units **Diversity of Organisms**

Prerequisites: Biology G180 and Mathematics G030 or G115 or G120 or G170 or G180, or Mathematics Placement Assessment

A survey of extant living organisms including physiological and anatomical adaptations of organisms in response to their environment. Each kingdom is examined, with an emphasis on evolution and ecology of organisms found in kingdoms Plantae and Animalia. Included in this survey is an introduction to scientific methodology including

student-centered experimental design, execution, and subsequent analysis of data. Lecture & lab. Letter grade only. *Transferable to CSU.*

BIOLOGY G200 – 3 Units
Pharmacology – Medications and Drugs

Prerequisites: Biology G225 or Biology G221

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

BIOLOGY G205 – 1 or 2 Units
Biology Laboratory Learning Skills

Prerequisites: Instructor Permission

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

BIOLOGY G210 – 5 Units
General Microbiology

Prerequisites: Biology G100, or G180, or G220, or G225 and English G099 or Placement Test, and Mathematics G030 or Mathematics Placement Assessment

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 G219 – 1 Unit
Human Anatomy Discussion

Corequisites: Biology G220

This discussion course affords students enrolled in BIOL G220, Human Anatomy, the opportunity to develop background information, problem solving, extend discussion and exchange ideas concerning human structure. Discussion focuses on anatomical components and other key topics covered in BIOL G220 as well as background information not generally covered in lecture. Designed to help students succeed in their study of human anatomy. Lecture. Pass/no pass only. *Transferable to CSU.*

BIOLOGY G220 – 4 Units
Human Anatomy

(Formerly known as: Biology G170)

Prerequisites: Biology G100 or Biology G155 or Biology G180 or Biology G221 and English G099 or Placement Test and Mathematics G030 or Mathematics Placement Assessment

A course in basic human anatomy, covering the major body systems and including topics of both gross and microstructure of the organ systems. Designed for paramedical biology majors (nursing, x-ray technicians, 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)

Prerequisites: Biology G155 or Biology G220 or Biology G221 and English G099 or Placement Test and Mathematics G030 or Mathematics Placement Assessment

This course covers physiological function of the basic systems of the human body. Emphasis will be on integration of body systems and the inter-relationships for maintaining body homeostasis. Designed for paramedical biology majors (nursing, x-ray technicians, dental hygiene, physical therapy, etc.) and physical education majors. Will not satisfy transfer requirements for biology majors. UC Credit limitations: Maximum credit of two courses for Biology G220, G221 and G225. Lecture & lab. Letter grade only. *Transferable to CSU; UC.*

BIOLOGY G260 – 3 Units**Biostatistics**

Prerequisites: Biology G180 or G182 or G186 or G210 and Mathematics G120 or G170 or G180, or Mathematics Placement Assessment

Biostatistics introduces students to data analysis and experimental design. This course specifically focuses on the nature, generation, and testing of biological data. Analyses learned include, but are not limited to, one-sample t-test, two-sample t-test (both pooled and unpooled), variance ratio test, 1-way ANOVA, 2-way ANOVA with replication, block design ANOVA, Tukey's test of pairwise comparisons, chi-squared tests, and non-parametric tests. Lecture & lab. Letter grade only. *Transferable to CSU.*

BUSINESS

The Business Department offers classes in other disciplines. Please see classes in Accounting, Marketing and Management sections.

BUSINESS G100 – 3 Units**Introduction to Business**

A survey in business providing a multi-disciplinary examination of how culture, society, economic systems, legal systems, political systems, financial institutions, and human behavior interact to affect a business organization's policies and practices within the U.S. and a global society. Demonstrates how certain influences impact the primary areas of business and affect the ability of a business to achieve its organizational goals. Such influences include organizational structure and design, leadership, human resource management, organized labor practices, marketing, organizational communication, technology, entrepreneurship, legal affairs, accounting, financial practices, and stocks and securities markets. Lecture. Letter grade only. *Transferable to CSU; UC.*

BUSINESS G108 – 3 Units**Legal Environment of Business**

This course provides an introduction to the principles of law and federal and state judicial systems that influence and reflect the ethical, social, and political environments in which business operates. Areas of constitutional law, administrative law, agency law, employment law, antitrust law, environmental law, and international law will be explored. Additional topics include contracts, torts, crimes, forms of business organization, ethics, product liability, government regulations, and securities regulation. C-ID BUS 120. UC credit limitations: Maximum credit of one course for Business G108 and Business G110. Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

BUSINESS G110 – 3 Units**Business Law**

This course is an introduction to the legal system in which businesses and individuals operate and covers fundamental legal principles pertaining to business transactions. Topics include sources of law and ethics, contracts, torts, agency, criminal law, business organizations, judicial and administrative processes, courts and their jurisdiction, warranties, product liability, and employment. UC credit limitation: maximum credit of one course for Business G108 and G110. 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. C-ID BUS 115 Lecture. Letter grade only. *Transferable to CSU.*

BUSINESS G153 – 1.5 Units**Writing an Effective Business Plan**

This course is designed to guide the student in the planning, preparation, and the completion of a successful business plan. The student will develop the tools and confidence in the writing of their own business plan which will serve as a guide in promoting growth, profitability, and social responsibility in achieving their business goals. Suitable for any current business owner or entrepreneur, business, management, or marketing student. This class is critical for contemporary business leaders and owners to understand how to develop a strong business plan that will be used to secure the business and provide a guideline for future growth and profitability. Lecture. Optional pass/no pass grade. *Transferable to CSU.*

BUSINESS G158 – 1.5 Units**Raising Money to Start or Grow a Business**

Advisories: Accounting G100 or Business G100

This course is designed to enable those who will be launching their own businesses to get the funding they need to succeed. This course includes understanding new business financing needs and the various options available to prospective business owners including a practical guide to drafting the items needed to obtain funding. Lecture. Optional pass/no pass grade. *Transferable to CSU.*

BUSINESS 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 Mathematics 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 Mathematics 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. C-ID CHEM 101 Lecture & lab. Letter grade only. *Transferable to CSU; UC.*

CHEMISTRY G180 – 5 Units**General Chemistry A**

(Formerly known as: General Chemistry)

Prerequisites: Mathematics G030 or appropriate score on the Mathematics 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. C-ID CHEM 110 Lecture & lab. Letter grade only. *Transferable to CSU; UC.*

CHEMISTRY G185 – 5 Units**General Chemistry B**

(Formerly known as: General Chemistry)

Prerequisites: Chemistry G180

This course provides an introduction to kinetics, principles and types of chemical equilibria, acids and bases, thermochemistry, electrochemistry, coordination compounds, nuclear chemistry and nomenclature of organic compounds. C-ID CHEM 120S Lecture & lab. Letter grade only. *Transferable to CSU; UC.*

CHEMISTRY G220 – 5 Units**Organic Chemistry A**

(Formerly known as: Organic Chemistry I)

Prerequisites: Chemistry G185

This course offers a study of the compounds of carbon and their reactions with emphasis upon structure/reactivity relationships and mechanisms. The laboratory emphasizes standard organic techniques, investigations, and spectroscopic methods for identification.

C-ID CHEM 160S, CHEM 150 Lecture & lab. Letter grade only. *Transferable to CSU; UC.*

CHEMISTRY G225 – 5 Units**Organic Chemistry B**

(Formerly known as: Organic Chemistry II)

Prerequisites: Chemistry G220

A continuation of the study of the compounds of carbon and their reactions with emphasis upon structure/reactivity relationships and mechanisms, including chemistry of carbonyl compounds, aromatic compounds and molecules of biological importance. The laboratory includes reactions and workup design, separation and identification of an unknown mixture, multistep synthesis and additional spectroscopy. C-ID Chem 160S Lecture & lab. Letter grade only. *Transferable to CSU; UC.*

CHINESE**CHINESE G180 – 5 Units****Elementary Chinese I**

(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.*

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****G100 – 3 Units****Interpersonal Communication**

This course is a survey of the process, analysis and theory of one-to-one oral communication. Content areas include self-concept, perception, cultural influences, listening, verbal messages, nonverbal messages, conversation, relational development and conflict management. Students will learn theories that explain human communication behavior and in addition will be required to practice effective interpersonal communication skills in various contexts. C-ID COMM 130 Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

COMMUNICATION STUDIES**G110 – 3 Units****Public Speaking**

This course focuses on understanding and applying the fundamental principles of public speaking. 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: COMM G110 and G110H combined—maximum credit, one course. C-ID COMM 110 Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

COMMUNICATION STUDIES GI10 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: COMM GI10 and GI10H combined—maximum credit, one course. C-ID COMM 110 Lecture. Letter grade only. *Transferable to CSU; UC.*

COMMUNICATION STUDIES GI12 – 3 Units

Small Group Dynamics

This course is recommended for Communication Studies, Business, Education majors & individuals interested in participating effectively in groups in work or community settings. C-ID COMM 140 Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

COMMUNICATION STUDIES G220 – 3 Units

Essentials of Argumentation

This is a course presenting the principles of argumentation: reasoning, critical thinking, and the analytical skills necessary to construct arguments and refutations. Recommended for Communication Studies, Business and Education majors. C-ID COMM 120 Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.* May not be offered each semester.

COMMUNICATION STUDIES G225 – 3 Units

Negotiation and Mediation

(Same as: Peace Studies G225)

Advisories: Communication Studies GI00

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 GI75)

Advisories: Comm GI00 or Comm GI08

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. C-ID COMM 150 Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

COMMUNICATION STUDIES G260 – 3 Units

Organizational Communication

This course focuses on understanding and applying the fundamental principles of communication in organizations. These elements include organizational communication models, the role of ethics and diversity, basic communication skills, interviewing skills, communicating in groups and teams, conflict management, leadership, and presentation skills. Students will learn to analyze, adapt, and improve their communication strategies in organizational settings by applying and practicing the knowledge and skills acquired in this course. Recommended for Communication Studies, Business and Education majors. Lecture. Optional pass/no pass grade. *Transferable to CSU.*

COMPUTER BUSINESS APPLICATIONS

COMPUTER BUSINESS APPLICATIONS GI01 – 1 Unit

Computer Keyboarding, Introduction, Part I

(Same as: first third of Computer Business Applications GI00)

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 GI15 – 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 GI17 – 3 Units
Proofreading Skills**

Advisories: Computer Business

Applications GI01 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 GI19 – 3 Units
Administrative Business
Procedures**

Advisories: Computer Business

Applications GI01 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 GI20 – 2 Units
QuickBooks Pro**

QuickBooks Pro is a Business Accounting course designed to assist the student and entrepreneur interested in using the computer to keep accounting books in good order

and in making sound business decisions based on financial reports. Business accounting records are set up to handle chart of accounts, merchandise, customers and receivables, vendors and payables, banking, and reports. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

**COMPUTER BUSINESS
APPLICATIONS GI45 – 2 Units
Introduction to Computers**

This course provides a hands-on introduction to computer concepts and computer literacy. Students learn fundamental skills of computer hardware; identify and develop software application, Internet, and networking skills. Students will generate computer input and output using MS Word and Excel; identify and describe the importance of technology in the world we live in, and learn how to purchase or update computers. This course is designed for students who have no prior experience with computer concepts. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

**COMPUTER BUSINESS
APPLICATIONS GI49 – 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 Core Microsoft Office Specialist Exam (MOS). Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

**COMPUTER BUSINESS
APPLICATIONS GI52 – 3 Units
MS Windows**

Advisories: Computer Business

Applications GI45, or equivalent experience

This course provides a hands-on comprehensive introduction to the MS Windows 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. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

**COMPUTER BUSINESS
APPLICATIONS GI55 – 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 GI56, reviews the skills needed to prepare for the Core Microsoft Office Specialist Exam (MOS). Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

**COMPUTER BUSINESS
APPLICATIONS G156 – 2 Units
WORD, Intermediate**

Advisories: Computer Business

Applications G155

This course will prepare students to use intermediate and advanced features of WORD to create tables; insert graphics and create SmartArt and charts; apply and modify styles; create footnotes, endnotes, outlines, indexes, and tables of content; create comments and hyperlinks. Topics include using styles and creating multilevel lists and charts; creating web pages and using advanced proofing options; building documents from reusable content and revising documents using markup tools. This course, together with CBA G155, reviews the skills needed to prepare for the Core Microsoft Office Specialist Exam (MOS). Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

**COMPUTER BUSINESS
APPLICATIONS G157 – 2 Units
WORD, Advanced**

Advisories: Computer Business

Applications G156

This course will prepare students to build on their knowledge of the basic and intermediate features of WORD to produce agendas, letterheads, envelopes, business cards, contact disk labels, calendars, flyers and announcements, brochures, and other specialty documents. Students will also work with templates, wizards, page layout, graphic features, Mail Merge, WordArt, and layout design to create desktop publishing documents. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

**COMPUTER BUSINESS
APPLICATIONS 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 Core Microsoft Office Specialist Exam (MOS). 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 Core Microsoft Office Specialist Exam (MOS). 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 Core Microsoft Office Specialist Exam (MOS). 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 Core Microsoft Office Specialist Exam (MOS). 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 Core Microsoft Office Specialist Exam (MOS). Proper keyboarding and basic computer skills are suggested. Eight-week course. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

**COMPUTER BUSINESS
APPLICATIONS 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 Core Microsoft Office Specialist Exam (MOS). Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

**COMPUTER BUSINESS
APPLICATIONS G181 – 4 Units
MS Office**

Advisories: Proper keyboarding and basic computer skills are suggested.

This course covers computer business applications used in today's businesses to create, edit, and format various documents, spreadsheets, databases, and presentations. Learn how to create professional-looking documents using WORD; develop and create spreadsheets with formulas and charts using EXCEL; create slide show presentations with multimedia effects using POWERPOINT; design, create, and organize data with tables, queries, forms, and reports using ACCESS; integrate files and data among WORD, EXCEL, ACCESS, and POWERPOINT. This course, together with CBA G183, reviews the skills needed to prepare for the Core Microsoft Office Specialist (MOS) Exams for Word, Excel, Access, and PowerPoint. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

**COMPUTER BUSINESS
APPLICATIONS 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. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

**COMPUTER BUSINESS
APPLICATIONS G183 – 4 Units
MS Office, Intermediate**

Advisories: Computer Business Applications G181 or equivalent

This course covers computer business applications used in today's businesses using intermediate to advanced features and functionality of Microsoft Office to create, edit, and format various business documents, spreadsheets, databases, and presentations. Students will learn how to use styles, lists, charts, web pages, advanced proofing options, and markup tools using WORD; use advanced functions, sorting, and filtering options, and create charts, diagrams, and templates using EXCEL; enhance tables, queries, forms, and reports using ACCESS; and apply advanced graphic, audio, and video techniques using POWERPOINT. This course, together with CBA G181, reviews the skills needed to prepare for the

Core Microsoft Office Specialist Exams (MOS) for Word, Excel, Access, and PowerPoint. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

**COMPUTER BUSINESS
APPLICATIONS G190 – 1.5 Units
Internet, Introduction**

This course provides hands-on experience using the most popular Internet browsers and email tools. Emphasis will be placed on topics related to searching the Web and downloading data, including search engines, digital rights management, online storage providers, Web-based collaboration services, working with email, and protecting a computer from viruses. Proper keyboarding skills and basic understanding of computer concepts is recommended prior to enrolling in this course. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

**COMPUTER BUSINESS
APPLICATIONS G195 – 1.5 Units
Acrobat, Introduction**

This course is designed for students who wish an introductory, hands-on experience with Adobe Acrobat software, which has become the essential tool for universal electronic document exchange. Students will learn to convert existing documents to an interactive multi-platform Portable Document Format (PDF) file that can be distributed electronically; to create Adobe PDF from Web pages; to use Acrobat Professional in the document review cycle; to put documents online; and to use Acrobat to fill out forms. With Adobe Acrobat students will be able to publish any document in PDF, preserving the exact look and content of the original and making its content available to any user who has downloaded the free Acrobat Reader computer program readily available on the Internet. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.* May not be offered each semester.

COMPUTER BUSINESS APPLICATIONS G196 – 2 Units

Overview of Web Design

This course presents an overview of the fundamentals of Web design including some of the broad concepts and practices necessary for good Web design. Students will briefly review the historical, technical, and practical aspects of Web design, and will be introduced to basic Web design concepts. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

COMPUTER SCIENCE

COMPUTER SCIENCE G101 – 3 Units

Computer Literacy

This course is designed to provide students with a brief overview of computing concepts and terminology. It will acquaint the student with the social implications of pervasive computer technology in our society. A good course for the student who wants a first experience in computing. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

COMPUTER SCIENCE G102 – 4 Units

Computer Software Development, Introduction

This course will introduce students to the basic principles of computers and software development. Computer architecture concepts and principles of operation, operating systems basics, file management, and software development principles will be discussed, demonstrated and practiced. Common programming languages, including Java, C, C++, and Visual Basic will be discussed and small programs in each language will be written. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

COMPUTER SCIENCE G121 – 4 Units

Creating Game Artwork, Introduction

Advisories: Computer Science G130

This course is a study in the process of computer game artwork and animation. Students will be introduced to the basic building blocks of 3D game artwork and the process of its creation. Concepts of graphics objects, rendering, shading, alpha blending, texture mapping, and materials will be discussed. Students will learn hands on 3D computer modeling techniques as well as texture map creation using a digital imaging software and UV mapping tools. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

COMPUTER SCIENCE G127 – 4 Units

Introduction to Programming with PHP and MySQL

Advisories: Computer Science G102 or G130

This course will cover the fundamentals of Web-based software development using the PHP scripting language together with HTML and MySQL Open Source Database. The process of software development will be discussed to include: designing, writing source code, executing, and testing and debugging. Data types, arithmetic and logical expressions, debugging, looping, branching, modularization, simple database access, simple database structures and simple HTML will be discussed in lectures and practiced through lab projects. Web-based Internet applications will be designed and created. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

COMPUTER SCIENCE G130 – 4 Units

Survey of Computer Science/Information Technology

This class surveys computer science and information technology with emphasis on computer business applications. The student will be exposed to computer concepts including components of a computer,

operating systems, utility programs, terminology, communications, networking, internet usage, ethical issues and computer application software, such as word processing, spreadsheets, database, database query and presentation software. The student will complete projects in a desktop computer environment. Lecture & lab. Optional credit/no credit or grade. Transferable to CSU; UC. IT IS 120 Lecture & lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

COMPUTER SCIENCE G135 – 4 Units

UNIX/Linux Operating System

Advisories: Computer Science G102 or Computer Science G103

This course provides an overview of UNIX / Linux Operating System. Students will learn concepts such as file system, variables and permissions, plus file and directory management commands, editors, filters, links and redirection. Lab sessions will be provided to practice and finish home works executing UNIX / Linux commands, both in the shell and the Graphical User Interface (GUI) environments. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

COMPUTER SCIENCE 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. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

**COMPUTER SCIENCE G148 –
4 Units****Game Programming, Intermediate**

Advisories: Computer Science G147

This course will present intermediate techniques and principles in developing computer games. Students will study and develop custom game engines, experiment with custom shaders using HLSL (High-Level Shading Language), interact with gaming input devices, study object motion and collision, integrate sound, and build and import characters using animation software. Visual Studio .Net will be used to create managed DirectX programs on the Windows platform. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.* Offered spring semester only.

**COMPUTER SCIENCE G149 –
4 Units****Game Programming, Advanced**

Advisories: Computer Science G148

This course will present advanced techniques and principles in developing multiplayer computer games. Students will study and develop advanced game engines, optimized 3D rendering sub-systems, Level Editors, and artificial intelligence algorithms for multiplayer online games. Visual Studio .Net and DirectX will be used to create multiplayer games on the Windows platform. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

**COMPUTER SCIENCE G150 –
4 Units****Mobile Game Programming**

Advisories: Computer Science G148

This course will cover the principles of video game development for mobile devices. Students will be introduced to the basic building blocks of mobile platforms and the tools and components available for developing video games for these platforms. Concepts of graphics libraries, simulation tools, debugging facilities, memory and performance limitations, and development methodologies will be discussed and practiced. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

**COMPUTER SCIENCE G153 –
4 Units****Java Programming, Introduction**

Advisories: Computer Science G102, Mathematics G030

This course will cover the fundamentals of software development using the Java Language. The discussions of software development process will include: designing, writing source code, compiling, linking, executing, and debugging. Data types, arithmetic and logical expressions, debugging, looping, branching, modularization, dynamic memory allocation, classes and objects will be discussed in lectures and practiced through lab projects. Both console and GUI-based (Graphical User Interface) applications will be designed and created. C-ID COMP 122 Lecture & lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

**COMPUTER SCIENCE G154 –
4 Units****Data Structures with Java**

(Formerly known as: Java Data Structures, Advanced)

Prerequisites: Computer Science G153 or G175

Advanced programming techniques and Object Oriented Programming principles in Java will be exploited in learning the concepts of data structures. Students will gain theoretical and hands-on experience with the implementation of typical data

structures (e.g., arrays, queues, stacks, linked-lists, trees, hashing, and graphs) used in programming applications. Principles of recursion, sorting, searching, optimization, classes, objects, inheritance, and polymorphism will be explored and practiced. Lecture & lab. Letter grade only. *Transferable to CSU; UC.* Offered spring semester only.

**COMPUTER SCIENCE G167 –
4 Units****iPhone Programming with Objective C**

Advisories: Successful completion of at least one course in C programming or one of these Object Oriented (OO) languages, C++, C# (CSharp), or Java, and should understand OO design and development concepts.

This course will cover the fundamentals of iPhone application development using the Objective-C Language and the iPhone SDK (Software Development Kit). The application development process will include: designing for MVC (Model-View-Controller), writing source code, compiling, linking, executing, debugging, and testing. The theory and use of Cocoa and Cocoa Touch, Xcode, Interface Builder, Core Audio /Animation /Data /Location, UIKit (User Interface), GameKit and App design will be discussed in lectures and practiced through lab projects. iPhone applications will be designed and created. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

**COMPUTER SCIENCE G168 –
4 Units****iPhone Programming with Web**

Advisories: Computer Science 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. 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, Mathematics 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. 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. 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. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

COMPUTER SCIENCE G179 – 4 Units

C++ Programming, Advanced

Advisories: Experience with Object Oriented Programming in C++, including templates.

This course covers advanced features of software development using the C++ language. Topics covered will include input/output streams, file input and output, exception handling, Standard Template Library (STL) including string class, sequential and associative containers. Understanding function objects, STL algorithms, adaptive containers, bitset class and smart pointers will also be discussed in lectures and practiced through lab projects. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

COMPUTER SCIENCE G185 – 3 Units

World Wide Web

Advisories: Computer Science G130

Discussions will include: the history, present status, and future trends of global communications via the Internet; network topologies and communication protocols; and Internet servers (World Wide Web, gopher, etc.). Student will search the Internet's cyberspace, create HTML (HyperText Markup Language) pages, learn Java Scripting, and Cascading Style Sheets (CSS), understand e-mail, File Transfer

Protocol, and various other internet related tools and utilities. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

COMPUTER SCIENCE G189 – 4 Units

Data Structures with C++

Prerequisites: Computer Science G153 or Computer Science G175

This lecture and laboratory course will cover the Data Structures and Object Oriented Programming concepts using the C++ language. Arrays, queues, stacks, linked-lists, trees, hashing, graphs, recursion, sorting, searching, optimization, classes, objects, inheritance, and polymorphism will be discussed and practiced. C-ID COMP 132 Lecture & lab. Optional pass/no pass grade. *Transferable to CSU; UC.* Offered spring semester only.

COMPUTER SCIENCE 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. 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. 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. 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.*

COMPUTER SCIENCE G242 – 3 Units**Computer Architecture and Organization**

Advisories: Computer Science G175 or Computer Science G153

This course will cover the organization and behavior of real computer systems at the assembly-language level. The mapping of statements and constructs in a high-level language onto sequences of machine instructions is studied, as well as the internal representation of simple data types and structures. Numerical computation is examined, noting the various data representation errors and potential procedural errors. C-ID COMP 142 Lecture. Letter grade only. *Transferable to CSU; UC.*

COMPUTER SCIENCE G262 – 3 Units**Discrete Structures**

Prerequisites: Computer Science G153 or G175 and Mathematics G030 or Mathematics Placement Assessment

This course is an introduction to the discrete structures used in Computer Science with an emphasis on their applications. Topics covered include: Functions, Relations and Sets; Basic Logic; Proof Techniques; Basics of Counting; Graphs and Trees; and Discrete Probability. C-ID COMP 152 Lecture. Letter grade only. *Transferable to CSU; UC.*

COOPERATIVE WORK EXPERIENCE**COOPERATIVE WORK EXPERIENCE 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. 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. 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 hairstyling, hair sculpture, hair coloring, permanent waving, scalp treatment and professional ethics. Level I is the first in a series of five. Each week of instruction consists of 40 hours or 8 hours per day. Lecture & lab. Letter grade only.

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 G029 – 6 Units Cosmetology to Barber Crossover

(Formerly known as: Cosmetology to Barber Crossover Level I)

Prerequisites: Current California Cosmetology License

This course provides training for the cosmetologist in the various aspects of barbering and prepares the student for the California State Board Barber Examination. This course consists of technical instruction and practical operations covering those barber practices that are not a part of the required training or practice of a cosmetologist. Lecture & lab. Letter grade only.

COSMETOLOGY G030 – 6 Units Cosmetology to Barber Crossover Level 2

Prerequisites: COSM G029 with a C or better

This is the second level course that provides training for the cosmetologist in the various aspects of barbering and prepares the student for the California State Board Barber Examination. The

course offers additional theory hours and advanced techniques in the areas of haircutting, rest facials and facial shaving. Lecture & lab. Letter grade only.

COSMETOLOGY G031 – 7 Units Barbering Level I

An introductory course in barbering which introduces the student with the history of barbering, infection control and safework practices, basic scientific theory in anatomy, physiology, microbiology, sterilization, the Barbering and Cosmetology Act and the Board's rules and regulations, hair dressing for permanent waving, haircoloring, men's haircutting, hair design, and professional ethics. Lecture & lab. Letter grade only.

COSMETOLOGY G032 – 7 Units Barbering Level 2

Prerequisites: COSM G031

A beginning course in barbering which acquaints the student with scientific theory in trichology, occupational health and safety considerations, disinfection and sanitation, the principles of facials, shaving, men and women's haircutting, haircoloring, chemical straightening and permanent waving. Students will begin to practice operations on live models in order to perfect their skill. Level 2 is the second in a series of six. Lecture & lab. Letter grade only.

COSMETOLOGY G033 – 7 Units Barbering, Level 3

Prerequisites: Cosmetology G032

An intermediate course in barbering which acquaints the student with men's hair replacement, chemistry, electricity, light therapy, treatment of the hair and scalp as they relate to the profession of barbering. Additional theory and practical applications will be included as they relate to the subjects of haircutting, haircoloring, texture services, facials and hair styling. Students will practice on mannequins and live models in a salon atmosphere in order to perfect their skills. Level 3 is the third in a series of six. Lecture & lab. Letter grade only.

COSMETOLOGY G034 – 7 Units Barbering, Level 4

Prerequisites: COSM G033

An advanced course in barbering which acquaints the student with advanced techniques in men and women's haircutting, hair styling, haircoloring, bleaching, permanent waving, chemical straightening, shaving, communication skills, professional ethics, salesmanship, client record keeping, decorum, and basic tax information relating to booth renters, independent contractors, employee and employers. The student engages in manipulative training and practices these skills on patrons from the community in a salon atmosphere. Level 4 is the fourth in a series of six. Lecture & lab. Letter grade only.

COSMETOLOGY G035 – 7 Units Barbering, Level 5

Prerequisites: COSM G034

An advanced course in barbering which acquaints the student with preparation for job interview skills. The student engages in advanced manipulative training and practices these skills on patrons from the community in a salon atmosphere. Level 5 is the fifth in a series of six. Lecture & lab. Letter grade only.

COSMETOLOGY G036 – 7 Units Barbering, Level 6

Prerequisites: COSM G035

An advanced course in barbering which prepares the student for the State Board of Barbering Examination. The student engages in advanced manipulative training and practices these skills on patrons from the community in a salon atmosphere. Level 6 is the last in a series of six. Lecture & lab. Letter grade only.

COSMETOLOGY G071 – 9 Units Esthetics – Level I

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; UC.*

COUNSELING G110 – .5 Units Academic Planning: GWC AA/ CERT

Advisories: Completion of Assessment Testing in Mathematics and English or ESL

Introduction to the resources and planning process needed for students who plan to pursue a Certificate and/or an AA/AS/AA-T/AS-T degree from Golden West College. Designed to enable students to actively participate in planning their educational goals by providing information about the process and requirements for graduation. Each student will produce an educational plan specific to his or her academic and career goal. Lecture. Pass/no pass only. *Transferable to CSU.*

COUNSELING G111 – .5 Units University Transfer Planning

Advisories: Completion of Assessment Testing in Mathematics and English or ESL

This course will provide in-depth information and assistance with the transfer process to four-year colleges/universities. It is designed to enable students to actively participate in planning their educational goals through the completion of an educational plan including course sequencing needed to successfully transfer. Lecture. Pass/no pass only. *Transferable to CSU.*

COUNSELING G199 – 1.5 Units Employability Skills

(Formerly known as: Counseling Topics)

Presentation, discussion and study of professional and personal development issues. Topics include employability skills, values clarification, motivation, responsibility and accountability, self esteem, time management, goal setting, personal financing, resume writing, and interviewing skills. Intended for students wishing to deal with issues relating to their own professional and personal development and/or helping others with these issues. Lecture. 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 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. 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. 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: Current employment as a Specialized Investigator or Specialized Investigator Trainee in a California law enforcement agency

Corequisites: Criminal Justice G098

This course presents the basic knowledge, skills and ethical standards to satisfy the minimum required learning domains established by the California Commission of Peace Officers Standards and Training (POST) for persons serving as Specialized Investigators in the State of California. The course includes academic, physical, psychomotor and affective (ethical behavior) student learning objectives. Letter grade does not guarantee receiving a POST certificate. Students must achieve success in all domains established by POST standards to be awarded a POST certificate of completion. Lecture & lab. Letter grade only.

**CRIMINAL JUSTICE G091 – 1 Unit
Reserve Coordinator**

This course is designed to address contemporary training needs of law enforcement reserve coordinators by providing new techniques for managing reserve peace officer organizations. Emphasis on new training standards for designated and non-designated level I reserve officers, new trends and legislation concerning reserve officers. Lecture. Pass/no pass only.

**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 G098 –
3 Units
Report Writing for Specialized
Investigators' Basic Course**

Corequisites: Criminal Justice 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. 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. C-ID AJ 140 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/stereo-typing/victim selection/victimization, and other social forces that shape human values and attitudes. The course examines current demographic trends, dynamics, and interactions of California’s minority groups and multi-faceted sub-cultures as they relate to the criminal justice system in a free society. C-ID AJ 160 Lecture. Letter grade only. *Transferable to CSU; UC.*

**CRIMINAL JUSTICE 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

Advisories: English G100

This course analyzes the characteristics of the criminal justice system. The course introduces students to the history of criminal law, the legal process, and theories of punishment. The course focuses on the interrelationship of the criminal justice system components in a multicultural context, crime reporting methodology, theories of crime causation, and current challenges to the system. C-ID AJ 110 Lecture. Letter grade only. *Transferable to CSU; UC.*

CRIMINAL JUSTICE G141 –**3 Units****Concepts of Criminal Law***(Formerly known as: Criminal Law I)**Advisories: English G100*

This course offers an analysis of the doctrines of criminal liability in the United States and the classification of crimes against persons, property, morals, and public welfare. Special emphasis is placed on the classification of crime, the general elements of crime, the definitions of common and statutory law, and the nature of acceptable evidence. This course utilizes case law and case studies to introduce students to criminal law. The completion of this course offers a foundation upon which upper-division criminal justice course will build. The course will also include some limited discussion of prosecution and defense decision making, criminal culpability, and defenses to crimes. C-ID: AJ 120 Lecture. Letter grade only. *Transferable to CSU; UC.*

CRIMINAL JUSTICE G146 –**3 Units****Police Report Writing***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 G172 –**2 Units****P.C. 832 – Laws of Arrest**

This course is designed to satisfy the curriculum standards of the California Commission on Peace Officer Standards and Training (POST) as required by California Penal Code section 832 for Laws of Arrest. Course topics include professional orientation, criminal justice system, community relations, introduction to criminal law, laws of arrest, search and seizure, presentation of evidence, investigative report writing, use of force/baton, preliminary criminal investigation, arrest and control procedures (which will require a physical skills demonstration), crimes against the justice system, and cultural diversity. Lecture & lab. Pass/no pass only. *Transferable to CSU.*

CRIMINAL JUSTICE G173 –**.5 Units****P.C. 832 – Firearms**

This course is designed to satisfy the firearms curriculum standards of the California Commission on Peace Officer Standards and Training (POST) as required by California Penal Code section 832. To enroll in this course, students must have a Department of Justice clearance letter on file with the Golden West College Criminal Justice Training Center. Students are responsible for payment of firearms range and ammunition fees. Lab. Pass/no pass only. *Transferable to CSU.*

CRIMINAL JUSTICE G220 –**3 Units****Forensic Accounting, Introduction***(Same as: Accounting G220)*

This course provides an introduction to the fundamentals and techniques of investigative and forensics accounting. The development of forensic accounting as a discipline and its interaction with business, law, auditing and information systems will be explored. Subjects include financial statement and tax fraud, divorce and bankruptcy, identity theft and various white-collar crimes.

Forensic principles necessary to detect, prevent and prosecute financial crimes will be explored. Lecture. Optional pass/no pass grade. *Transferable to CSU.*

DANCE

DANCE G100 – 2 Units

Modern Dance I – Beginning

This course provides instruction and practice in fundamental modern dance techniques, improvisation and composition. Development of an understanding and appreciation of modern dance as an art form. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

DANCE G101 – 3 Units

Viewing Dance

"Viewing Dance" is an introduction to contemporary dance theatre through viewing dance films and performances. The historical development of dance from ritual to contemporary forms will be primarily discussed in relation to Western-based genres of dance, such as, ballet, modern, tap, and jazz. Students will view associated dance works and discuss relevant components. Students will be required to attend a live performance and submit a critique. Discussions and assignments will address social and psychological concerns, sexuality, race, gender, and aesthetics, as they come into play within the art form of dance. Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

DANCE 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. 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. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

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. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

DANCE G115 – 2 Units

Tap Dance I – Beginning

(Formerly known as: Beginning Tap Dance)

This course is designed to develop beginning tap dance techniques. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

DANCE G120 – 2 Units

Ballet I – Beginning

Instruction and practice in fundamental ballet techniques and correct use of ballet terminology at a beginning level. Students will learn basic alignment, warm-ups, barre work, centre floor adagio and allegro dance combinations. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

DANCE G125 – 2 Units

Jazz Dance I – Beginning

(Formerly known as: Jazz Dance I)

This course provides instruction and practice in the techniques and styles of jazz dance. It is a course designed to develop jazz dance techniques using resource and movement materials. Experience in the creation, development and performance of jazz dance using jazz and rock music as the accompaniment. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

DANCE G130 – 2 Units

Dance for Musical Theater

This course is designed to acquaint the students with basic dance movements and techniques for musical stage productions. Students will learn choreography from famous stage and film musicals. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

DANCE G135 – 0.5-1 Units

Mid-Eastern Dance

This is a technique course emphasizing the social and stage dances from the region designated as the Near and Middle East. Lecture & lab. Optional 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. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

DANCE G145 – 2 Units

Modern Dance 2 – Intermediate

(Formerly known as: Intermediate Modern Dance)

Instruction and practice in intermediate level modern dance technique. Students will learn modern dance

warm-up techniques and combinations choreographed to live and recorded accompaniment. Students will have the opportunity to improvise and choreograph their own dance studies. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

DANCE GI50 – 2 Units

Tap Dance 2 – Intermediate

(Formerly known as: Rhythm Tap Styles)
Instruction and practice in intermediate tap dance techniques. A thorough study of many rhythms and tempos, using tap sounds as the medium for the composition. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

DANCE GI55 – 2 Units

Ballet 2 – Intermediate

Instruction and practice in intermediate ballet techniques. Classroom participation in barre work, complex center practice and intermediate adage and allegro ballet combinations. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

DANCE GI60 – 2 Units

Commercial Dance Styles

Instruction and practice in intermediate jazz exercise techniques, jazz dance combinations, and complete jazz dances choreographed to jazz, rock and musical theater music. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

DANCE G200 – 2 Units

Modern Dance 3 – Advanced

(Formerly known as: Advanced Modern Dance)
Instruction and practice in advanced level modern dance techniques, theory, improvisation, and composition. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

DANCE G215 – 2 Units

Tap Dance 3 – Advanced

(Formerly known as: Advanced Tap Dance)

A complete study in advanced tap techniques in both rhythm and Broadway tap styles. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

DANCE G220 – 2 Units

Ballet 3 – Advanced

Advanced level ballet techniques. Classroom participation in barre work, complex center practice and advanced adagio and allegro combinations. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU; UC.* May not be offered each semester.

DANCE G225 – 2 Units

Jazz Dance 2 – Advanced

(Formerly known as: Advanced Jazz Dance)

Instruction and practice in advanced jazz dance techniques. Students will learn jazz warm-up exercises, jazz combinations and complete dances choreographed to jazz, rock, and musical theater music. Current styles, staging, and composition of jazz dances will be included. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

DANCE G230 – 2 Units

Choreography

Instruction and practice of the elements of dance and the theories of choreography. Students will improvise and choreograph their own solo and group studies. There will be a variety of performance opportunities. Placement by audition only. Enrollment not accepted until audition at the first class meeting. 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. Placement by audition only. Enrollment not accepted until audition at the first class meeting. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU; UC.* May not be offered each semester.

DANCE G240 – 1-2 Units

Tap Dance Ensemble

A performance group for the advanced tap dancer. Students will learn and perfect several new or previously choreographed tap works. Students will be expected to perform publicly during the semester. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

DANCE G245 – 1-2 Units

Performance Ensemble

A performance group for the intermediate and advanced dancer. Students will learn and perfect several new or previously choreographed works. Students will be expected to perform publicly during the semester. Placement by audition only. Enrollment not accepted until audition at the first class meeting. 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 GI45, GI50, GI55 or GI60

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. Placement by audition only. Enrollment not accepted until audition at the first class meeting. 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. Placement by audition only. Enrollment not accepted until audition at the first class meeting. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU; UC.* May not be offered each semester.

DESIGN**DESIGN G101 – 2 Units****Introduction to Design**

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

DESIGN G105 – 3 Units**Introduction to Design Materials and Technical Processes**

This is an introductory hands-on course that enables students to apply their design ideas to plastics, wood and metal. Appropriate safety instruction for both hand and basic power tools is included. Lectures include information on safety, machine operation, basic materials, processes, fasteners, adhesives and finishes. . Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

DESIGN G131 – 3 Units**Perspective and Rendering Systems**

This course provides the fundamentals of drawing detailed perspective systems and fundamental rendering techniques commonly used by designers for accurate and dramatic presentations. The course emphasis is on understanding and developing proper perspective techniques. Basic rendering techniques are introduced. Lecture & lab. Letter grade only. *Transferable to CSU.*

DESIGN G132 – 3 Units**Rendering and Perspective Systems**

The emphasis of this course is on progressive rendering techniques. Fundamentals of drawing detailed perspective systems are also reviewed. Lecture & lab. Letter grade only. *Transferable to CSU.*

DESIGN G150 – 3 Units**Design Drafting**

This course provides an introduction to manual and computer aided drafting. Includes descriptive geometry; mechanism sketching; orthographic and isometric drafting; blueprint reading, printing and plotting. Lecture & lab. Letter grade only. *Transferable to CSU; UC.*

DESIGN G154 – 3 Units
Modeling and Prototyping Techniques

Advisories: Design G105/Art G192

This is an intermediate course in the materials, processes and techniques for creating 3D mock-ups, models and prototypes used by designers. Students will use plastics, wood, metal and other materials for their presentation displays. Appropriate safety instruction for studio equipment is included. Lectures and demonstrations include advanced techniques in model making and finishing. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

DESIGN G170 – 3 Units**Introduction to 2D and 3D Digital Design**

Advisories: Design G150

This course is an introduction to PC based 2D and 3D software used by designers. Lectures, demonstrations and coursework allow students to develop professional-quality, original artwork and digital images. This hands-on course focuses on introducing students to the basic tools and techniques used for creating and editing digital photographs and images. Students will be able to generate virtual 2D and 3D projects and subsequently utilize rapid prototyping techniques for making solid models. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

DESIGN G232 – 3 Units**Rapid Visualization Techniques**

Advisories: Design G131 and G132, or completion of either G131 or G132 with concurrent enrollment in the other.

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

DESIGN G250 – 3 Units**Portfolio Development, Review and Critique**

This course is for students who want to compile their design work into a portfolio that will catch the attention of a portfolio review committee, prospective employer or client. The emphasis of this course is on competitive portfolio development. This course will allow student to update their skills and portfolio to the most current design career standards. Lectures and demonstrations cover aspects of design portfolio planning and production. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

DIGITAL ARTS

DIGITAL ARTS G100 – 3 Units **Introduction to Digital Arts**

This hands-on introductory course covers the fundamentals of scanner usage, digital cameras, and printers as digital design tools. This course also introduces the student to an array of today's popular software used in the Digital Arts environment. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

DIGITAL ARTS G103 – 3 Units **Digital 2D Design**

This course is an introduction to the basic visual vocabulary used by visual artists and designers. Using Macintosh computers and software programs such as Illustrator, PhotoShop and Painter, students will explore the use of the computer as a design tool. Students will explore the concepts of line, mass, texture, color, light, harmony, composition, perspective, pattern, and illusion to develop an awareness of elements used to indicate form. Hue, value and saturation will be explored as an introduction to color theory. Students will learn ways to observe details in the environment around them and are encouraged to create meaningful art utilizing the visual elements of design. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

DIGITAL ARTS G135 – 3 Units **Introduction to Adobe Illustrator**

This course provides an introduction to the computer application Adobe Illustrator, a vector based computer graphic program. This application has become the industry standard in computer 2D graphic projects. The class explores all facets of this computer program using the most recent edition. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

DIGITAL ARTS G150 – 3 Units **Photoshop, Beginning**

Use Adobe Photoshop for digital compositing, typography, image repair, video and web image construction for business, graphic design, the web and digital media fields. Consideration is given to Photoshop industry terms, legal "rules" for image usage, digital workflow, the tools and the basic functions of the software. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

DIGITAL ARTS G152 – 3 Units **Using Photoshop, Intermediate**

Advanced usage of Adobe Photoshop for digital compositing, filter usage, typography and outputting as used in Business and the Web. Consideration is also given to photoshop terms, modes, color balance, shadows/reflections, light sources, the photoshop digital working environment, the tools and the advanced functions of the software. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

DIGITAL ARTS G170 – 3 Units **Graphic Design Principles**

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

DIGITAL ARTS G174 – 3 Units **Introduction to Page Layout & Design – Adobe InDesign**

An introduction to electronic page layout and design using today's popular software such as Adobe InDesign. This course includes beginning principles of document design combined with detailed software instruction that will enable the student to master basic principles of topography and publishing. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

DIGITAL ARTS G177 – 3 Units **Graphic Design Principles on the Computer**

A studio format class in the new computer lab where students use their acquired graphic techniques and talents to prepare portfolio quality graphic design. Using a variety of software programs the course combines graphics, illustration, lettering, and photography to communicate ideas and concepts clearly and effectively. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

DIGITAL ARTS G178 – 3 Units **Introduction to Web Page Design**

This course provides a basic introduction to designing and preparing images and media for the Web. The student will learn how to make interesting and dynamic-looking Web sites and Web graphics with the popular applications Dreamweaver, Photoshop, and WordPress. The student will learn to identify the audience, determine appropriate content, and assemble a Web site. The class will cover classic principles of design, how the principles apply to Web design, and the issues and constraints of designing complex, multi-layered sites. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

DIGITAL ARTS G179 – 3 Units **Prepress**

Advisories: Digital Art G174 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. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

DIGITAL ARTS G180 – 3 Units **Introduction to Web Animation**

(Formerly known as: *Introduction to Web Animation Using Flash*)

Advisories: Digital Arts G178

A basic introduction into what web designers and multimedia developers need to know to develop highly interactive content and animation graphics for the web and multimedia using Adobe Flash and Adobe Edge. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

DIGITAL ARTS G195 – 3 Units **Introduction to Biotechnology Media Design**

Advisories: Digital Arts G150

This course emphasizes the foundational digital media skills required to design and create professional media products for the BioTech field. Students will develop conceptual pathways related to interdisciplinary STEAM fields, experiment with mixed digital media, including 3D modeling, and discuss the importance of research, models, and props in the design and execution of the final product. Career options, self-promotion, and practical application of digital media skills will also be discussed. Lecture & lab. Letter grade only. *Transferable to CSU.*

DIGITAL ARTS G200 – 3 Units **Advanced Web Design**

Advisories: Digital Arts G178

This course provides students with advanced web site production techniques. Exploration and projects in complex Internet communications using multiple computer applications,

such as Adobe Photoshop, Adobe Dreamweaver and Wordpress to produce state of the art commercial web sites and e-commerce shopping carts. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

DIGITAL ARTS G222 – 3 Units **Digital Imaging**

An introduction to digital imaging techniques with an emphasis on commercial subject matter. This course covers basic concepts, processes, and aesthetic interpretation of making digital imagery. It includes an overview of various computer applications using illustrative techniques as well as image and photographic manipulation. Two hours lecture, two hours non-lecture a week. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

DIGITAL ARTS G230 – 3 Units **3D Computer Modeling**

Advisories: Digital Arts G103

Using a 3D Modeling program, this course is an introduction to the design and planning of objects and lettering to be built into the wire frame components of computer animation. The student will create the parts that will combine to form such complex forms as wire frame objects, feature characters or title lettering. The objects will then be covered with surface material and rendered as a single frame 3D object for desktop publishing or put into an animated sequence to become a segment in a computer animation project. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

DIGITAL ARTS G290 – 3 Units **Digital Design for Human Anatomy**

Prerequisites: Digital Arts G195

Advisories: Biology G100

A 16 week introductory course in basic human anatomy that is paired with a 16 week Digital Design Lab (DART G290L), covering the major organ systems using state of the art 3D software as a learning tool. Material covered in this course will then be applied to anatomical digital designs students will be creating in DART G290L.

This course is designed for students who have an interest in digital or biomechanical design, communications and biological technology careers. Will not satisfy transfer or credit requirements for biological science majors or paramedical biology majors (nursing, x-ray technicians, physicians assistant, physical therapist, occupational therapists, chiropractic, dental hygiene, pharmacy) and physical education majors. Lecture. Letter grade only. *Transferable to CSU.*

DIGITAL ARTS G290L – 1 Unit **Digital Design for Human Anatomy Lab**

Prerequisites: Digital Arts G195

Corequisites: Digital Arts G290

This course is an advanced digital lab class in the use of digital media tools to create and commutate human anatomy and science. It is taught in conjunction with anatomy for design. The course is designed for students who are interested in a variety of design related fields for the medical, biotechnical, and medical information services industries. The course will use, but not be limited to Adobe creative cloud, Autodesk 3D modeling software, mobile apps and related products. These digital media and computer technologies will be used to create images and designs based on human anatomy, physiology and mechanics. Lab. Letter grade only. *Transferable to CSU.*

DIGITAL MEDIA

DIGITAL MEDIA G100 – 3 Units **Digital Media, Introduction**

The 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. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

DIGITAL MEDIA G102 – 3 Units **Writing and Producing for Digital Media**

Introduces techniques in writing for electronic media including film, radio, television, cable television, the internet and multi-media. The course emphasizes the preparation of scripts in proper formats. This includes fundamental technical, conceptual and stylistic issues related to writing fiction and non-fiction scripts for information and entertainment purposes in film and electronic media. Includes a writing evaluation component as a significant part of the course requirement. Course examines principles and techniques used in producing digital media for streaming, broadcast, cable and film. Lecture. Letter grade only. *Transferable to CSU.*

DIGITAL MEDIA G110 – 3 Units **Digital Audio, Introduction**

This course covers audio theory, tracking, mixing, and basic mastering techniques using digital audio workstation systems in more detail. Lab experiences include editing, processing, mixing, and mastering projects of various musical genres. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

DIGITAL MEDIA G111 – 3 Units **Sound Design for Film, Video, and Gaming**

(Formerly known as: *Audio Post Production*)

Creating and editing soundtracks and audio for digital video, music video and film. Recording live sound, and integrating sound effects from a digital library. Dialogue editing and re-recording (looping), and musical soundtrack creation. Synchronization of audio to video using timecode, aesthetic quality of sound and music as it relates to video content, and the production of video/audio projects using Apple Logic, Adobe Premier, AVID Media Composer, Adobe Audition, and Pro Tools. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

DIGITAL MEDIA G112 – 3 Units **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. 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. 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. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

DIGITAL MEDIA G130 – 3 Units **History of Electronic Media**

Students in this course will analyze their personal media habits while also examining media's influence on culture and society. This course invites students to think about ways in which they receive and perceive news and entertainment. The course examines the history of mass communications, its functions, economics, content and

evolution of radio, television, film, recording industry, the Internet and new media. Social, political, regulatory, ethical and occupational impact of electronic media are also studied. Lecture. Letter grade only. *Transferable to CSU; UC.*

DIGITAL MEDIA G140 – 3 Units **TV Studio Production, Introduction**

(Formerly known as: *Media Production, Introduction*)

This course introduces theory, terminology and operation of a multi-camera television studio and control room. Topics include studio signal flow, directing, theory and operation of camera and audio equipment, switcher operation, fundamentals of lighting, graphics, video control and video recording and real-time video production. Lecture & lab. Letter grade only. *Transferable to CSU.*

DIGITAL MEDIA G141 – 3 Units **Intro to Single Camera Video Production**

(Formerly known as: *Documentary Video Production*)

The course provides an introduction to the history, theory, terminology, and operation of single camera video production, including composition and editing techniques, camera operation, portable lighting, video recorder operation, audio control and basic editing. The course exams single camera production for documentaries, news, corporate/training videos, public service announcements, narrative and producing for the web. This course focuses on the aesthetics and fundamentals of scripting, producing (documentary, news, scripted narrative, training, public service single video formats and genres) directing on location, postproduction, and exhibition/distribution. C-ID FTVE 130 Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

DIGITAL MEDIA G160 – 3 Units **Video Editing I**

(Formerly known as: Video Editing and Motion Graphics)

This course explores theory and techniques in digital video editing. Course covers fundamental techniques and concepts of digital video, editing principles, and visual storytelling. The course reviews the process of video editing throughout the entire development of a media project. There is an emphasis on image sequencing and story continuity, the use of visual effects, color correction, media management, narration, and industry terminology. Students will apply these concepts through a series of digital video projects that showcase effective storytelling through the use of technology. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

DIGITAL MEDIA G163 – 3 Units **Introduction to Motion Graphics**

This course provides the student with study principals, concepts and practices used in the production of motion graphics. The course also examines the history and development of broadcast motion graphics. The course includes classroom demonstrations and extensive hands-on labs that cover the topics of: audio, color keying, motion tracking, stabilization and animation techniques using Adobe After Effects. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

DIGITAL MEDIA G170 – 3 Units **Sound Sequencing Production**

This course covers sequencing of sound on an audio recording workstation using Logic Studio. Students will sequence several styles of sound using different instrumentation and utilizing many software instruments and beat creation. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

DIGITAL MEDIA G200 – 3 Units **Applied Digital Media**

This course is a capstone course for students preparing for a career in digital media. Students apply theory

and use concepts to create projects emphasizing professional appearance, visual and audio quality, and problem-solving techniques in individual and group assignments. This course requires skills in audio, video, and digital arts that will be combined to create professional level products. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

DIGITAL MEDIA G260 – 3 Units **Video Editing 2**

(Formerly known as: Non-Linear Editing II)
Advisories: Digital Media G160

This course is a continuation of DM G160, Video Editing I and explores advanced theory, principles and techniques used in nonlinear editing. The class progresses through creating a sequence, inputting source footage, assembling and trimming sequences, editing audio, creating titles, working with special effects, and outputting a finished program. Additional topics include creating multi-layered effects, keyframing, creating templates, 3D effects, and work with nested layers. Class time is divided between discussion of theory, demonstration and hands-on practice. Students will edit segments from feature films, commercials and promos. The course is designed for experienced video editors and developers of interactive media. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

DRAFTING

DRAFTING G090 – 0.5-1 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. 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. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

DRAFTING G105 – 3 Units **Basic Engineering Drafting I, Computer Aided Drafting**

The course will cover the study of correct letter styles for drafting, geometric construction, multi-view projection, basic dimensioning, threads & fasteners, isometric drawing and single auxiliary projection. All drafting problems will be drawn using computer aided drafting, (CAD), with AutoCAD software. Lecture & lab. Letter grade only. *Transferable to CSU.*

DRAFTING G110 – 3 Units **Basic Engineering Drafting II, Computer Aided Drafting**

Advisories: Drafting G105

The course will cover precision dimensioning, threads & fasteners, working drawings and assemblies, isometric drawing, single and secondary auxiliary projection, basic descriptive geometry and writing resumes. All drafting problems will be drawn using computer aided drafting, (CAD) with AutoCAD software. Lecture & lab. Letter grade only. *Transferable to CSU.*

DRAFTING G170 – 3 Units **Advanced 3D Mechanical Design**

Advisories: Drafting G110

This is an advanced solid modeling design course for mechanical drafters, designers, and engineers. Students will use the most current Computer Aided Drafting (CAD) software and computer lab projects to develop solid

models, assemblies and drawings and to solve mechanical design problems. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

ECOLOGY

ECOLOGY G100 – 3 Units

Human Ecology

An investigation of the current problems of man's relationship with the environment and possible solutions to these problems. Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

ECONOMICS

ECONOMICS G110 – 3 Units

Contemporary Economic Issues and Problems

(Formerly known as: *American Economic Problems*)

Provides an introduction to the basic tools and concepts of economic analysis with an emphasis of applying economic theory to current problems and issues. Topics include scarcity, decision making, supply and demand, and the effects of policy applied to selected issues such as crime, drug control, healthcare, pollution, and poverty. Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

ECONOMICS G120 – 3 Units

Economic History of the United States

(Same as: *History G110*)

A survey of the economic transformation of the U.S. from colonial times to the present. Emphasis is on the social and political consequences of economic development and change as well as Americas' involvement in international economic interdependency. Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

ECONOMICS G170 – 3 Units

Principles of Micro Economics

(Formerly known as: *Economics G180, Micro Economics*)

Prerequisites: Mathematics G030 or Mathematics Placement Assessment

This course offers an introduction to the concepts and tools of economic analysis. Topics include scarcity, supply and demand, costs of production, and analysis of individual and firm behavior in markets. C-ID ECON 201 Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

ECONOMICS G175 – 3 Units

Principles of Macro Economics

(Formerly known as: *Economics G285 Macro-Economics*)

Prerequisites: Mathematics G030 or Mathematics Placement Assessment

Advisories: Economics G170

This course is an introductory course applying economic analysis to the aggregate economy. Topics include measurement of economic activity, money and financial institutions, monetary and fiscal policy, long run growth, and international trade. C-ID ECON 202 Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

EDUCATION

EDUCATION G102 – 1 Unit

Teaching Diverse Contemporary Classrooms

Introduction to teaching and learning skills for potential teachers. This course will address the qualities of an effective teacher, components and purposes of an effective professional portfolio and critical issues in diverse contemporary classrooms. Course includes 10 hours of arranged fieldwork. Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

EDUCATION G103 – 2 Units

Technology Proficiencies for Teachers I

Advisories: Computer Business

Applications G101 and G145

Based on the Technology Standards for a CA K-12 Preliminary Teaching Credential, this class focuses on the technology proficiencies required prior to credential candidates being issued a preliminary Multiple or Single Subject Credential. Students successfully completing a portfolio in technology proficiencies related to K-12 curriculum will receive a Proficiency Training Certificate from the Orange County Department of Education. Most, but not all, technology application skills are transferable between the Macintosh and Windows environment. ADVISORIES: CBA G101 and CBA G145. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

EDUCATION G200 – 3 Units

The Teaching Profession

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. Letter grade only. *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 GI 50 – 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 G011E – 0 Units ESL Core Course, Level I

(Formerly known as: ESL G011)

This is the first in a series of seven levels. It is a beginning ESL core course for students who are learning basic skills in English reading, writing, listening, speaking, and grammar. In this course, students will be introduced to simple present, simple past, simple future and present progressive verb tenses and basic English word order patterns. At the completion of the course, they will be able to read very basic English prose and engage in rudimentary conversations. No previous study of English is required. Lecture & lab. Pass/no pass only. *Not transferable, not degree applicable.* May not be offered each semester.

ENGLISH AS A SECOND LANGUAGE G012E – 0 Units ESL Reading/Writing, Level I

(Formerly known as: ESL G012)

This is a beginning discrete skills course designed to give intensive practice in reading, writing, and grammar as it relates to reading comprehension. Students will develop the ability to write with a simple concrete vocabulary and read simple descriptive

narrative, and informative materials with understanding. Lecture. Pass/no pass only. *Not transferable, not degree applicable.*

ENGLISH AS A SECOND LANGUAGE G013E – 0 Units ESL Listening/Speaking, Level I

(Formerly known as: ESL G013)

Advisories: Concurrent enrollment in ESL G011E

Beginning ESL listening/speaking course designed to give intensive practice in listening, speaking and pronunciation in spoken grammar. At the completion of the course, students will be able to understand simple spoken English and engage in rudimentary conversations. Lecture. Pass/no pass only. *Not transferable, not degree applicable.* May not be offered each semester.

ENGLISH AS A SECOND LANGUAGE G021 – 5 Units ESL Core Course, Level 2

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

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

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. 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. C-ID ENGL 100 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. C-ID ENGL 100 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 C-ID ENGL 110 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 C-ID ENGL 110 Lecture. Letter grade only. *Transferable to CSU; UC.*

ENGLISH G112 – 3 Units **Appreciation of Literature**

Prerequisites: English G100

This course is a broad introduction to literary genres, elements and techniques in cultural/historical context. Literary works will be chosen from all three genres and various historical periods. The readings will illustrate various genres, historical contexts and cultural contexts, as well as the relationships between them. C-ID ENGL 120 Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

ENGLISH G114 – 3 Units **Great Myths and Legends**

Prerequisites: English G100

This course surveys the famous myths and legends of various world cultures. Readings include original myths and legends as well as critical approaches. The course deals with universal topics such as creation, destruction, and the relationship between gods and the natural world. UC Credit limitations: English G114 and English G114H combined—maximum credit, one course. Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

ENGLISH 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)

Prerequisites: English G100 or English G100H

This course introduces representative works of children's and young adult literature and develops students' close reading and analytical writing skills while promoting an appreciation for the aesthetic qualities and prominent themes of these genres.

C-ID ENGL 180 Lecture. Letter grade only. *Transferable to CSU; UC.*

ENGLISH G150 – 3 Units

American Literature Through the Civil War (1865)

(Formerly known as: American Literature: Pre-colonial through Civil War)

Prerequisites: English G100

This course is a study of early American literature through the Civil War. C-ID ENGL 130 Lecture. Letter grade only. *Transferable to CSU; UC.*

ENGLISH G155 – 3 Units

American Literature 1865 to Present

(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. C-ID ENGL 135 Lecture. Letter grade only. *Transferable to CSU; UC.*

ENGLISH G160 – 3 Units

Masterpieces of World Literature Through the Renaissance

(Formerly known as: Masterpieces of World Literature)

Prerequisites: English G100

A study of world masterpieces through the European Renaissance. The important contributions and achievements from the literature of

both Western and Eastern countries and eras are studied for their artistic merit and for their influences on modern thought. UC Credit Limitations: English G160 and English G160H combined—maximum credit, one course. C-ID ENGL 140 Lecture. Letter grade only. *Transferable to CSU; UC.*

ENGLISH 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 addition, students delve more deeply into theoretical approaches to literature, considering the assumptions and implications of diverse methodologies. Finally, the class attends to nuances of style, using a comparative approach to problems involved in translation, and applying techniques learned from major thinkers in such fields as linguistics and philology. UC Credit Limitations: English G160 and English G160H combined—maximum credit, one course. C-ID ENGL 140 Lecture. Letter grade only. *Transferable to CSU; UC.*

ENGLISH G161 – 3 Units

Masterpieces of World Literature Since the Renaissance

(Formerly known as: English G165, Masterpieces of World Literature)

Prerequisites: English G100

This course is a study of world literary masterpieces since the Renaissance. Important contributions and achievements from the literature of various countries and periods will be studied for their artistic merit and influence on the modern world. UC Credit Limitations: English G161 and

English G161H combined—maximum credit, one course. C-ID ENGL 145 Lecture. Letter grade only. *Transferable to CSU; UC.*

ENGLISH G161 HONORS – 3 Units

Masterpieces of World Literature Since the Renaissance, Honors

(Formerly known as: English G165 Honors - Masterpieces of World Literature)

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. UC Credit Limitations: English G161 and English G161H combined—maximum credit, one course. C-ID ENGL 145 Lecture. Letter grade only. *Transferable to CSU; UC.*

ENGLISH G181 – 3 Units

Shakespeare

(Formerly known as: English G180)

Prerequisites: English G100

In this course students will study the plays and poems of William Shakespeare. The course will focus on the politics, culture, and aesthetics of Shakespeare's work, as well as providing students with a knowledge of Shakespeare's influence on contemporary dramatists and poets. UC Credit Limitations: English G181 and English G181H combined—maximum credit, one course. Lecture. Letter grade only. *Transferable to CSU; UC.*

ENGLISH G18I 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. UC Credit Limitations: English G18I and English G18IH combined—maximum credit, one course.

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. UC Credit Limitations: English G18I and English G18IH combined—maximum credit, one course. Lecture. Letter grade only. *Transferable to CSU; UC.*

ENGLISH G270 – 3 Units British Literature to 1800

(Formerly known as: English G290, Major British Authors)

Prerequisites: English G100

A study of selected writers in English literature to 1800. C-ID ENGL 160 Lecture. Letter grade only. *Transferable to CSU; UC.*

ENGLISH G275 – 3 Units British Literature Since 1800

(Formerly known as: English G295, Major British Authors)

Prerequisites: English G100

A study of selected writers in English literature from 1800 to present. C-ID ENGL 165 Lecture. Letter grade only. *Transferable to CSU; UC.*

ENGLISH G280 – 3 Units Creative Writing

Prerequisites: English G100

This creative writing course is for students who wish to explore writing in the four literary genres. Students will engage in formal analysis of the genres in order to create their own texts. There is informal discussion and criticism of student writing by the class and instructor. Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

ENGLISH G28I – 3 Units Creative Writing: Prose

Prerequisites: English G100

A course for those who enjoy writing and want to concentrate on some form of prose: the short story, magazine article, screen play, stage play, autobiography, personal essay, and prose poetry. Informal discussion and criticism of student work by the instructor and the class. Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

ENGLISH READING & WRITING CENTER

ENGLISH READING & WRITING CENTER G00I – 1.25 Units Grammar I: 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 G02I, G03I, and G04I. 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 G04I, G05I, G06I, G07I and English G009 and G010. Open entry/open exit. 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 G06I, G07I, and English G009, G010, and G100. Open entry/open exit. Lab. Pass/no pass only. Open entry/open exit. *Not transferable, not degree applicable.*

ENGLISH READING & WRITING CENTER G01I – 1 Unit

Building Vocabulary Skills I

This Writing and Reading Center course is designed for beginning ESL students in courses such as ESL G01I and G02I, 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. 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. 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. 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

(Formerly known as: English 034, 012AB)

This course instructs students in the process of developing a unified paragraph. It includes sections on prewriting techniques, developing a topic sentence and support sentences, and writing and revising a unified paragraph. Open entry/open exit. Lab. Pass/no pass only. 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. 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

(Formerly known as: English 024, ESL 024)

A course for the development of reading, writing and vocabulary skills for students of all levels: beginning ESL to native speakers. Open entry/open exit. Lab. Pass/no pass only. 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. 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. 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

(Formerly known as: English 050AB)

This course is for students who want to build stronger foundational reading skills. This Writing Center lab course is designed around the PLATO reading software program, a computer based curriculum. This course covers a variety of reading skills, encourages active reading, and develops critical thinking skills. Open entry/open exit. Lab. Pass/no pass only. 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. 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. . Field activities will be a major component of the program. 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. Student's practicum can take place locally, nationally or internationally. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

ESL WRITING CENTER

ESL WRITING CENTER G011 –

I 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 –

I 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.*

FLORAL DESIGN

FLORAL DESIGN G110 – 3 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. 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 Design G110

This is an intermediate course which reinforces basic floral knowledge emphasizing art elements and principles of design. It also introduces additional design styles and industry

techniques. Additionally, students will explore the duties of a shop operator including pricing for profit, salesmanship, merchandising and management. Proper care, handling techniques of fresh flowers/foiliages, flower classification and flower/foilage botanical identification are reviewed. Theory of design, techniques and color concepts are reinforced as students create floral arrangements and corsages. Emphasis is on sharpening basic skills and creating cost/profit awareness. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

FLORAL DESIGN G115 – 2 Units Wedding Designs

(Formerly known as: *Floral Design G015, Floral Design-Wedding Designs*)

Advisories: Floral Design G110

This course provides the student with theory and lab experience in the complex styling of floral pieces specific to weddings. The course explores the advanced techniques of design, identifies the latest in floral bridal trends and execution of traditional floral compositions for wedding décor. Body flowers, carrying pieces, ceremony and reception designs will be executed. Consultation, service, delivery procedures, ordering and pricing will be covered. Completed lab projects are taken home by the student. Lecture and lab. Completion of the Floral Design and Shop Management Certificate prepares students for state certification and national accreditation. Advisory: Floral G110 - Basic Floral Design Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

FLORAL DESIGN G120 – 2 Units Advanced Designs in Global Floristry

(Formerly known as: *Floral Design G020, Designs in Global Floristry, A*)

Advisories: Floral Design 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 P*)

Advisories: Floral Design G110

This course focuses on the advanced design skills and techniques used to create thematic floral arrangements for special events and window display. Planning, organization, design, and delivery as well as party props, room décor, table treatments and display elements are emphasized in this course. Theory and lab experience accentuate art principles and creative thematic approaches to floral design. Students will design and create a themed floral arrangement during labs. Completed lab projects are taken home by the student. Completion of the Floral Design and Shop Management Certificate prepares students for state certification and national accreditation. Advisory: Floral G110 - Basic Floral Design Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

FLORAL DESIGN G127 – 2 Units Creativity and Competition

(Formerly known as: *Floral Design G027*)

Advisories: Floral Design G110

This course focuses on advanced design skills and techniques emphasizing the use of the student's own imagination and creative talent to create individualized, non-standard, contemporary flower arrangements. Theory and lab experience will broaden the student's

design expertise and personally expand and develop creative potential. Creativity development, stimulation of the imagination, critical thinking and practice of technical skills prepare students to participate in competitions, separating the designer from the copier. Completion of the Floral Design and Shop Management Certificate prepares students for state certification and national accreditation. Advisory: Floral G110 Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

FLORAL DESIGN G130 – 3 Units Floral Business and Marketability

Advisories: Floral Design G110

This course reinforces basic floral knowledge, introduces advanced design styles and industry techniques and provides practical experience to gain proficiency in advanced commercial floral design skills. Theory of design, techniques and color concepts are reinforced as students create floral arrangements and corsages. Personal marketability, resume building, and portfolio creation are emphasized as well as exploration of shop operation including pricing for profit, salesmanship, merchandising and management. Flower and foliage identification by genus, species and common name aligns with state certification requirements. Lab practicum develops advanced floral design techniques, projects are taken home by the student. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

FLORAL DESIGN G132 – 2 Units Permanent Botanicals

(Formerly known as: *Floral Design G032, Permanent and Seasonal*)

Advisories: Floral Design 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 Productio)

Advisories: Floral Design 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 G180 – 5 Units Elementary French I

(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.*

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. C-ID GEOG 125 Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

GEOGRAPHY G180 – 3 Units Introduction to Geography: Physical Geography

Advisories: Mathematics G010

Recommended for transfer students majoring in anthropology, economics, geography, history, sociology and the natural sciences. A study of the basic physical elements of the geographical environment, with particular attention to the earth as a planet, its structural features, landforms, meteorological and

climatological phenomena, vegetation, soils and environmental regions. C-ID GEOG 110 Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

GEOGRAPHY G180L – 1 Unit Physical Geography Laboratory

(Formerly known as: Geography G181)

Prerequisites: Enrollment in or completion of Geography G180

Corequisites: Enrollment in or completion of Geography G180

This course is designed to provide supplemental, practical laboratory exercises that correlate to topics covered in Physical Geography G180. Lab experience will include map analysis and interpretation, weather prognostication, landform processes and evolution, tectonics, biogeography, and habitat analysis. C-ID GEOG 111 Lab. Letter grade only. *Transferable to CSU; UC.*

GEOGRAPHY G185 – 3 Units Cultural Geography

(Formerly known as: Geography G104, Introduction to Geography: Cultural)

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. C-ID GEOG 120 Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

GEOGRAPHY G190 – 2 Units Introduction to Geographic Information Systems

Advisories: Completion of or concurrently enrolled in English G098 and Mathematics G010

This is an introductory course designed to familiarize students with the technology, capabilities, and functionality of Geographic Information Systems (GIS) and geospatial inquiry. Visualization and analysis of distributions

and relationships of physical, social, cultural, and economic features to support decision-making is emphasized. Spatial analysis methods are presented and interactively practiced by students to examine and solve social and scientific problems. Students learn proper techniques for sourcing, manipulating, and managing social and scientific data, making logical queries of that data, measuring and validating results, and then presenting their findings in a professional, constructive manner. C-ID GEOG 155 Lecture & lab. Letter grade only. *Transferable to CSU; UC.*

GEOLOGY

GEOLOGY G105 – 3 Units

General Geology

This is a course designed specifically for non-science majors desiring a three unit non-laboratory survey course in geology. Including an introduction 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 landform 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, planetary science and astronomy. The Scientific Method will be employed in relation to Earth Science. The subjects covered are part of the state of

California science standards for K-12 classes. Emphasis will be placed on how these topics should be addressed by teachers within the California Science Framework. A field trip will be required. Lecture & lab. Letter grade only. *Transferable to CSU; UC.* Offered fall 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. C-ID GEOL 101 Lecture & lab. Letter grade only. *Transferable to CSU; UC.*

GEOLOGY G120 – 4 Units

Historical Geology

Advisories: Completion of a high school or college level course in general geology, geology for non-science majors, or geology for teachers. Students who completed high school geology should have done so within the past two years.

This course utilizes the scientific method to understand the geologic and biological evolution of the Earth over geologic time. The tectonic process responsible for mountain building will be used to study the evolution of life and climate cycles, which resulted in diverse geologic and biological settings. The geologic time scale will be employed to understand the stratigraphic sequence of sedimentary rocks and the fossil sequences in rocks. The lab portion will be used to identify mineral, rocks and fossils as they relate the fauna of

the geologic and climate setting of the period. Lecture & lab. Letter grade only. *Transferable to CSU; UC.* Offered spring semester only.

HEALTH EDUCATION

HEALTH EDUCATION G100 –

3 Units

Personal Health

(Formerly known as: *Health Education*)

This course is designed to provide students with the knowledge to lead a healthy life. Areas covered include wellness, emotional health, stress management, aging, physical well-being, nutrition and weight control, drugs, reproduction and parenting, prevention of diseases and consumer health. Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

HEALTH EDUCATION G107 –

3 Units

Drugs, Health, and Society

(Same as: *Criminal Justice G107*)

This course will explore the different categories of drugs, such as over-the-counter, prescription, and illegal "recreational drugs". Drugs and their relationships to a person's health and wellbeing will be discussed. The motivation to use drugs, abuse and addiction, family concerns, identification of drugs, enforcement, and addiction intervention methods will also be reviewed. Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

HEALTH EDUCATION G135 –

3 Units

Nutrition and Health

(Formerly known as: *Nutrition*)

This course provides an integrated overview of the physiological, psychological and sociological concepts of nutrition and health. Topics will cover many different aspects and views of nutrition and how it affects health throughout the life cycle. Lecture. Letter grade only. *Transferable to CSU; UC.*

HISTORY

HISTORY G110 – 3 Units **Economic History of the United States**

(Same as: Economics G120)

A survey of the economic transformation of the U.S. from colonial times to the present. Emphasis is on the social and political consequences of economic development and change as well as Americas' involvement in international economic interdependency. Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

HISTORY G120 – 3 Units **Asian Civilizations**

This course compares and contrasts geographic and demographic patterns and the dynamics of primitive, modern, and transitional Asian societies. Major political, economic, sociocultural developments, and religious traditions of India, China, Japan, Korea, and Southeast Asia will be presented in an historical perspective. Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

HISTORY 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 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 I**

(Formerly known as: History G190, World History to 1500)

Advisories: Geog G100 Students are advised to have a basic knowledge of global geography

A broad survey of the early development of civilizations around the world. The course examines geographic and human influences and compares the differences and similarities in the early civilizations. The survey goes up to the period of broad cultural contacts of the 15th century. Recommended for transfer students. 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 I

(Formerly known as: History of Western Civilization I)

This course explores the concept of Western Civilization from its origins in ancient Mesopotamia via civilizations in ancient Egypt, Greece, Rome, and medieval Europe to the Renaissance (c.1500). The emphasis is on a wide spectrum of human creativity, ideas, beliefs, institutions and endeavor. Throughout the time period the dynamics of change and continuity will be questioned and analyzed. Recommended for all transfer students majoring in the liberal arts, the humanities or the social sciences. C-ID HIST 170 Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

HISTORY G185 – 3 Units
Western Civilization 2

(Formerly known as: History of Western Civilization 2)

This course explores the concept of Western Civilization from the Renaissance (c.1500) to the modern era. Topics include Reformation, Scientific Revolution, Enlightenment, Constitutionalism, French Revolution, Industrial Revolution, Romanticism, Nationalism, Totalitarianism, and Consumerism. The dynamics of change and continuity throughout the period will be questioned and analyzed. Recommended for all transfer students majoring in the liberal arts, the humanities or the social sciences. Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

HUMANITIES

HUMANITIES G100 – 3 Units
Art History and Appreciation I—
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 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

(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 G114 – 3 Units Modern and Contemporary Art History

(Formerly known as: History of Modern Art, Contemporary Arts History)
(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 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/ Practicum**

Advisories: Interpreting G130 or G155

This course examines the role and responsibilities of an interpreter in varied interpreting settings. The practical aspects of interpreting will be examined and implemented in an effort to prepare students to work in a wide variety of situations and settings. Students will be given opportunities to explore medical, educational, legal and religious, and theatrical settings. Lecture. Letter grade only. *Transferable to CSU. Offered spring semester only.*

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.. C-ID JOUR 100 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**

Class members will help produce The Western Sun. All class members required to attend regular staff meetings. Emphasis will be placed on creation, revision and preparation for publication of the campus newspaper/ website. Lecture & lab. Optional pass/ no pass grade. *Transferable to CSU.*

JOURNALISM G285 – 3 Units **Newspaper Production, Advanced**

This is a course in newspaper production. Class members will produce The Western Sun campus newspaper and website. Students will learn to write articles and take photographs for news, opinion, arts/ entertainment and sports sections of the newspaper and website. Students will work on special projects related to the newspaper or website. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

JOURNALISM G286 – 1 Unit **Western Sun Editorial Board**

Editorial board members will be responsible for directing production of The Western Sun. Instructor approval required. 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. 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**

This course is an introduction to the interdisciplinary approach to the study of human movement. An overview of the sub-disciplines (e.g. physiology, biomechanics, exercise & sport psychology) in kinesiology will be provided along with career opportunities in the areas of teaching, coaching, allied health, and fitness professions. Courses in lifelong learning and self-development provide the opportunity to equip learners for lifelong understanding and development of themselves as integrated physiological, social, and psychological beings. C-ID KIN 100 Lecture. Letter grade only. *Transferable to CSU; UC.*

KINESIOLOGY G101 – 3 Units **First Aid/Cardio-Pulmonary Resuscitation**

A course in CPR (cardio-pulmonary resuscitation), AED (Automated External Defibrillator) and basic first aid. 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. Lecture. Letter grade only. *Transferable to CSU; UC.*

KINESIOLOGY G110 – 3 Units **Mental Skills for Performance**

Students will develop an understanding of the mental aspects of performance in sport and other areas of life and learn mental skills that can be used to enhance performance. This course will cover theory and application of how performance impacts one's psychology, as well as how one's psychology impacts performance. Lecture. Letter grade only. *Transferable to CSU; UC.*

KINESIOLOGY G281 – 3 Units **Prevention and Care of Athletic Injuries**

Introduction and application of basic principles to the prevention, assessment, treatment and rehabilitation of athletic injuries. This course applies basic principles of anatomy, physiology, pathology and biomechanics to athletic injuries. Lecture. Letter grade only. *Transferable to CSU; UC.*

LEARNING

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

LEARNING SKILLS G002 – 0.5-1 Units Reading Readiness

(Formerly known as: SPED G002, Computer Tutor Lab for Reading)

This course is designed to provide independent study opportunities for Disabled Students Programs and Services (DSPS) students in the Resource/High Tech Center. This course is a self-paced lab to address individual needs in reading skills. Students must be referred through assessment and/or instructor. Registration is available only through the DSPS Office. . Lab. Pass/no pass only. *Not transferable, not degree applicable.*

LEARNING SKILLS G006 – 0.5-1 Units Math Readiness

(Formerly known as: SPED G006, Computer Tutor Lab for Mathematics)

This course is designed to provide independent study opportunities for Disabled Students Programs and Services (DSPS) students in the Resource/High Tech Center. This course is a self-paced lab to address individualized needs in math skills. Students must be referred

through assessment and/or instructor. Registration is available through the DSPS Office. Lab. Pass/no pass only. *Not transferable, not degree applicable.*

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 Learning Skills Lab

(Formerly known as: High Tech Center/ ACE Lab)

This course is designed to provide students with opportunities to use necessary adaptive technology. The adaptive technology allows students to enhance their success in various college settings. Registration is available only through the Disabled Students Programs and Services (DSPS) Office. Open entry/open exit. May be repeated as necessary. Hours by arrangement. Lab. No credit. Open entry/open exit. *Not transferable, not degree applicable.*

LEARNING SKILLS G928 – 0 Units Technology for Learning

(Formerly known as: Special Accommodations)

This course is designed to provide students with opportunities to use necessary adaptive technology for testing and assessment. The center provides an inclusive environment to help students realize their academic potential. In accordance with the Americans with Disabilities Act and Title 5 of the California Code of Regulations, this facility provides accommodations such as, but not limited to: additional timing, specialized equipment, and readers. The center provides equal access to students to enhance academic success. Registration is available only through the Disabled Students Programs and Services (DSPS) Office. Open entry/open exit. No credit. 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 course is designed to assist students in learning how to use traditional and electronic library resources and other research tools effectively for academic research and critical thinking. Classwork emphasizes applied experience with research planning, search strategies, critical evaluation of information, and documentation of sources following standard citation styles. Lecture. Pass/no pass only. *Transferable to CSU.*

LIBRARY G120 – 1 Unit Libraries and the Internet

This course introduces students to college level, online research, including how to locate, use, and evaluate information from the Internet. This course provides librarian guided study with student skills demonstration using library college research resources such

as the GWC Library online databases and Internet resources such as online directories, virtual libraries, and search engines. Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

MANAGEMENT

The Business Department offers classes in other disciplines. Please see classes in Accounting, Business and Marketing sections.

MANAGEMENT GI10 – 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 GI11 – 3 Units Human Resources Management

Employment, wages and salary, and labor relations are explored from the viewpoint of employees and first-line supervision. Practical handling of a variety of typical personnel problems encountered in business and industry are simulated through the use of role playing. An objective of this course is to provide an unbiased consideration of labor and management problems in industry and to show the need for cooperation. Lecture. Optional pass/no pass grade. *Transferable to CSU.*

MANAGEMENT GI15 – 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 GI30 – 3 Units Team Building and Group Dynamics

Students are led through all aspects of team formation and management, such as goal setting, assessment, mid-course correction, and closure. Lecture. Optional pass/no pass grade. *Transferable to CSU.*

MANAGEMENT GI40 – 3 Units Business and Organizational Ethics

This course introduces students to the ethical concepts that are relevant to resolving moral issues in business, including development of reasoning and analytical skills needed to apply ethical concepts to business decisions. Identification of the moral issues involved in the management of specific problem areas in business and an examination of the social and natural environments within which moral issues in business arise are also emphasized. Lecture. Optional pass/no pass grade. *Transferable to CSU.*

MANAGEMENT GI52 – 3 Units Starting a Business – Entrepreneurial Small Business

(Formerly known as: Small Business Ownership and Management)

This course covers the basics of planning and starting a new business including personal and organizational readiness, entrepreneurship options and opportunities, business idea development and analysis, business plan development, funding and support resources, and new business launch. Lecture. Letter grade only. *Transferable to CSU.*

MANAGEMENT GI55 – 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.*

MANAGEMENT GI62 – 3 Units Managing a Small Business

This course covers the concepts, operations, and approaches for managing a small business. Content areas include planning and budgeting, accounting basics, marketing and promotion, employee and contractor management, inventory management, risk management, and business growth and improvement. Lecture. Letter grade only. *Transferable to CSU.*

MARKETING

The Business Department offers classes in other disciplines. Please see classes in Accounting, Business and Management sections.

MARKETING GI00 – 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 GI35 – 3 Units Retail Management

Studies deal with the operations of an established retail business. Problems of merchandising (buying, pricing, stock control, credit control, public, and personnel relations) are considered. Emphasis is placed upon solution of actual retail problems. Lecture. Letter grade only. *Transferable to CSU.* May not be offered each semester.

MARKETING GI40 – 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 interdisciplinary 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 GI57 – 1.5 Units **Market Research for Small Business**

This course is designed to enable those who are interested in launching their own business to inexpensively research their potential customers and determine the best way to satisfy their customer's needs. Understanding the market and target customer(s) is a critical success factor for any business. Lecture. Optional pass/no pass grade. *Transferable to CSU.*

MATHEMATICS

MATHEMATICS G009 – 1 Unit **Medication Calculations for Nurses**

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. Lecture. Optional pass/no pass grade. *Not transferable, not degree applicable.*

MATHEMATICS G010 – 4 Units **Elementary Algebra**

Properties of real numbers; simplifying polynomial, rational, and radical expressions; solving linear, quadratic, rational, and radical equations in one variable; the rectangular coordinate system; graphing linear equations in two variables; and solving systems of linear equations in two variables. Applications of mathematical concepts. Equivalent to a first-year high school algebra course. Taught in a combined large lecture and laboratory format. Software used requires access to a computer with Windows operating system. Lecture & lab. Letter grade only. *Not transferable, not degree applicable.*

MATHEMATICS G030 – 4 Units **Intermediate Algebra**

Prerequisites: Mathematics G010 or Mathematics Placement Assessment

This course is equivalent to a second-year high school algebra course. Topics include absolute value, rational exponents, radicals, linear equations and inequalities, quadratic equations and inequalities, functional notation, linear and quadratic functions, conic sections, logarithms, exponential and logarithmic functions, linear systems in two and three variables, sequences, and series. Lecture. Letter grade only.

MATHEMATICS GI00 – 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 GI04 – 3 Units **Mathematics for Elementary Teachers**

(Formerly known as: *Mathematics for Elementary Teachers I*)

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 GI03, GI04 and GI06 combined—maximum credit, one course. Lecture & lab. Letter grade only. *Transferable to CSU; UC.*

MATHEMATICS GI15 – 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 GI40 and Math GI80. 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 GI15 and GI70 combined—maximum credit, one course. Lecture. Letter grade only. *Transferable to CSU; UC.*

MATHEMATICS GI20 – 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 recommended. Lecture. Letter grade only. *Transferable to CSU.*

MATHEMATICS GI40 – 4 Units Business Calculus

(Formerly known as: *Mathematics 130*)

Prerequisites: Mathematics GI15 or GI70 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 GI80 or GI85. UC Credit Limitations: Math GI40, GI80 and GI80H combined—maximum credit, one course. C-ID MATH 140 Lecture. Letter grade only. *Transferable to CSU; UC.*

MATHEMATICS GI60 – 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 GI60 and GI60H combined—maximum credit, one course. UC credit limitations. See counselor. C-ID MATH 110 Lecture. Letter grade only. *Transferable to CSU; UC.*

MATHEMATICS GI70 – 5 Units Precalculus

Prerequisites: Mathematics GI20 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 GI80 (Calculus I). UC Credit Limitations: Math GI15 and GI70 combined—maximum credit, one course. Math GI70 (maximum credit, 4 units.) Lecture. Letter grade only. *Transferable to CSU; UC.*

MATHEMATICS GI80 – 5 Units Calculus I

Prerequisites: Mathematics GI70 or GI15 and GI20, 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 limits and continuity, derivatives of algebraic and transcendental functions, applications of derivatives, indefinite integrals, definite integrals, the Fundamental Theorem of Calculus and applications of integration. UC credit limitations. See counselor. C-ID MATH 211 Lecture. Letter grade only. *Transferable to CSU; UC.*

MATHEMATICS GI85 – 5 Units Calculus 2

Prerequisites: Mathematics GI80 or GI80H

This is the second course in a three-course sequence designed for mathematics, science and engineering majors. The topics covered in this course include methods of integration, applications of the definite integral, polar and parametric functions, improper integrals, convergence and divergence of sequences and series including power series, and conic

sections. (The student should plan to complete the first three semesters of calculus at Golden West College to maintain continuity.) C-ID MATH 221 Lecture. Letter grade only. *Transferable to CSU; UC.*

MATHEMATICS G235 – 4 Units Applied Linear Algebra

(Formerly known as: *Mathematics 290*)

Prerequisites: Mathematics GI85

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 GI85

This is the third course in a three-course sequence, designed for mathematics, science and engineering majors. Topics include vectors in three-dimensional space, curves and surfaces, functions of several variables, partial differentiation, the gradient, the curl, the divergence, multiple integration, Green's Theorem, Gauss' (Divergence) Theorem and Stokes' Theorem. The student should plan to complete the first three semesters of calculus at Golden West College to maintain continuity. C-ID MATH 230 Lecture. Letter grade only. *Transferable to CSU; UC.*

MATHEMATICS G282 – 4 Units Ordinary Differential Equations

Prerequisites: Mathematics GI85

This course provides students with an introduction to the theory, techniques and applications of ordinary differential equations. The topics covered include first-order differential equations, higher-order differential equations, power series solutions, Laplace transforms, systems of differential equations and numerical methods. C-ID MATH 240 Lecture. Letter grade only. *Transferable to CSU; UC.*

MATHEMATICS G285 – 5 Units **Introduction to Linear Algebra and Differential Equations**

(Formerly known as: Ordinary Differential Equations)

Prerequisites: Mathematics G185

This course is designed to introduce students to the fields of Linear Algebra and Differential Equations. Topics include matrices, determinants, vector spaces, linear systems of equations, inner product spaces, first and second order differential equations, systems of differential equations, and Laplace transforms. C-ID MATH 910S Lecture. Letter grade only. *Transferable to CSU; UC.* Offered fall semester only.

MUSIC

MUSIC 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. 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. Lab. Optional pass/no pass grade.

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. 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. T 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 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. 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. C-ID MUS 100 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. C-ID MUS 100 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 Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

MUSIC G106 – 1 Unit **Beginning Guitar II**

Advisories: Music G105

This course is a continuation of Music 105AB. Concentration on chords and correct finger-picking. Traditional

and folk tunes will be studied and performed. Students must furnish their own guitars. Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

MUSIC G108 – 3 Units **History & 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. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

MUSIC G110 – 2 Units **Golden West Symphonic Band**

Prerequisites: Retention based upon successful audition.

The primary performing band representing the college in the community. Emphasis on study and performance of music from standard band repertory. Performances on campus and away include concerts, outdoor activities and athletic events. A band tour may be planned for spring semester. This course may be taken 4 times. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

MUSIC G112 – 2 Units**Sight Singing**

This course is designed to introduce and develop strong fundamental competencies in the singing of simple and complex rhythms, melodies. This course may be taken 2 times. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

MUSIC G115 – 3 Units**Basic Music**

Advisories: Concurrent enrollment in Music G141 - G142 recommended.

An introductory course exploring the primary elements of tonal music. Incorporates the following concepts: staff notation in treble and bass clefs, rhythm and meter; basic properties of sound; intervals; diatonic scales and triads; and diatonic chords. Development of skills in handwritten notation, reading music, and aural perception is expected. Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

MUSIC G116 – 3 Units**Theory and Musicianship I**

(Formerly known as: Theory I (Diatonic))

Advisories: Music G115

This is the first course in a four-semester sequence presenting the basic techniques and materials, principles and practice of diatonic harmony, integrated with musicianship. Topics cover a brief review of music fundamentals, introduction to four-part chorale writing principles, figured bass, primary-secondary triads, cadences, non-harmonic tones; integrated with aural skills development to include sight-singing, melodic, two-part, and rhythmic dictation. C-ID MUS 120 Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

MUSIC G117 – 3 Units**Theory and Musicianship 2**

Prerequisites: Music G116

This is the second course in a four-semester sequence that presents the basic techniques and materials, principles and practice of diatonic harmony, integrated with musicianship; compositional techniques, four-part

harmony, secondary triads; introduction to modulation; analysis of selected forms and compositional devices, integrated with sight-singing and ear training; and melodic, harmonic, and rhythmic dictation. C-ID MUS 130 Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

MUSIC G120 – 1 Unit**Masters Chorale**

Prerequisites: Retention based upon successful audition.

A large chorus which performs suitable music from all historical periods. Participation in concerts on campus, field trips, occasional brief section rehearsals and overnight tour in spring semester also required. Schedule of work outside class announced at the beginning of each semester. Each student will provide his own standard performance dress. This course may be taken 4 times. Lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

MUSIC G121 – 1 Unit**College Choir**

Prerequisites: Retention based upon successful audition.

A large choral group singing music in all styles. Open to beginning through advanced singers with an emphasis in the development of vocal technique and music reading. This course may be taken 4 times. Lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

MUSIC G122 – 1 Unit**Chamber Choir**

Prerequisites: Retention based upon successful audition.

A select vocal ensemble which performs suitable music from all historical periods. Extensive participation in concerts on campus, field trips. Occasional brief section rehearsals. Schedule of performances announced at the beginning of each semester. Each student must provide his own standard performance dress (except tuxedo). Financial aid available for qualified students who cannot provide

their own required items of clothing. This course may be taken 4 times. C-ID MUS 180 Lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

MUSIC 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 G127 – 1 Unit**Wind Band Skills I**

Prerequisites: Audition required

This course is designed for the student who is new to the collegiate band experience, but has had previous successful experiences performing on their chosen instrument. Introduction and implementation of wind band ensemble and performance skills including rehearsal etiquette, rehearsal techniques, individual practice skills, section performance skills, and musical interpretation.

Students must have a minimum individual performance skill level in order to take the course, as this is an ensemble skill course. Audition required. Lecture & lab. Letter grade only. *Transferable to CSU.*

MUSIC G128 – 1 Unit**Wind Band Skills 2**

Prerequisites: Music G127 and Audition required

This course is a continuation of the skills introduced in Wind Band Skills I for those students having minimal collegiate band experience and wish to develop their skills further. Development of fundamental wind band skills previously introduced will be explored in more depth, with emphasis on proper group rehearsal and individual practice techniques. Development of section rehearsal skills will also be emphasized, encouraging students to develop leadership roles within the group.

Students must have a minimum individual performance skill level in order to take this course, as this is an ensemble-based course dependent on student to student interaction. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

MUSIC 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 I

(Formerly known as: Beginning Piano I)

Piano instruction for those with no previous keyboard experience or no previous formal music instruction of any sort. Sight reading, playing by ear, keyboard harmony, scales and keyboard technique. One hour of practice daily is assumed. Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

MUSIC 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. 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, 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.*

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. 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. Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

MUSIC G147 – 2 Units

Advanced Voice

Advisories: Music G146. Concurrent

enrollment in Music G115, G121, or G141

- G142 is recommended for students

who do not read music.

This course is the third and fourth semester continuation of Music G146 for singers with two semesters of private lessons or voice class. It prepares for solo and group singing by improving breathing, vocal tone, range, agility, volume, diction, health, expression and self-confidence. Students sing songs from musical theatre, opera, film, folk, popular and classical repertory, in English, Italian, German, French, and students' first languages, memorized from printed music. One hour daily practice and attendance at one approved voice recital required. A pianist accompanies classes. Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

MUSIC G150 – 2 Units

Voice for Musical Theater I

(Formerly known as: Broadway and Opera Singing)

(Same as: Theater G146)

Advisories: Music G115, G121 , or G141

- G142 recommended for those who do not read music.

This course teaches vocal technique, self-confidence in vocal performance and character development for singers, actors and dancers at an introductory level. Students sing songs from musical theater and/or opera in English and first languages. An audition is not required. Daily practice is required. A pianist accompanies the classes. ADVISORY: Music G115, or G121, or G141 - G142 recommended for those who do not read music. Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

MUSIC G151 – 2 Units**Voice for Musical Theater 2**

(Formerly known as: MUSIC 151 AD, Broadway and Opera Voice Class)

(Same as: Theater Arts G148)

Prerequisites: Music G150 or Theater Arts G146

Advisories: Music G115, or G121, or G141 - G142 recommended for those who do not read music.

This course teaches vocal technique, self-confidence in vocal performance and character development for singers, actors and dancers at a beginning level. Students sing songs from musical theater and/or opera in English and first languages. An audition is not required. Daily practice is required. A pianist accompanies the classes. Lecture. Optional pass/no pass grade. Transferable to CSU.

MUSIC G152 – 2 Units**Voice for Musical Theater 3**

(Same as: Theater Arts G156)

Prerequisites: Music G151 or Theater Arts G148

Advisories: Music G115, or G121, or G141 and G142 - recommended for those who do not read music

This course teaches vocal technique, self-confidence in vocal performance and character development for singers, actors and dancers at an intermediate level. Students sing songs from musical theater and/or opera in English and first languages. An audition is not required. Daily practice is required. A pianist accompanies the classes. Lecture. Optional pass/no pass grade. Transferable to CSU.

MUSIC G153 – 2 Units**Voice for Musical Theater 4**

(Same as: Theater Arts G158)

Prerequisites: Music G152 or Theater Arts G156 or Permission of Instructor

Advisories: Music G121, or G115, or Music G141 - G142, recommended for those who do not read music.

This course teaches vocal technique, self-confidence in vocal performance and character development for singers, actors and dancers at an advanced level. Students sing songs from musical

theater and/or opera in English and first languages. An audition is not required. Daily practice is required. A pianist accompanies the classes. Lecture. Optional pass/no pass grade. Transferable to CSU.

MUSIC G158 – 2 Units**Studio Singing**

Prerequisites: Retention in class is dependent upon a successful audition.

The student will be expected to demonstrate fundamental music reading skills and an ability to sing jazz harmonies and rhythms accurately.

This is a course in studio singing and is designed for the vocal musician who wishes to learn the many styles and disciplines of the recording vocalist. Upon passing the audition, each student will be recorded on tape and perform live, as a soloist and in groups. Lecture & lab. Optional pass/no pass grade. Transferable to CSU.

MUSIC G165 – 3 Units**History & Literature of Music**

(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 masterwork's from each. A course for music majors and minors who come to the course with previous formal music study, or considerable informal listening and concert attendance. Lecture. Optional pass/no pass grade. Transferable to CSU; UC. May not be offered each semester.

MUSIC G209 – 2 Units**Symphonic Band, Advanced Skills**

Advisories: Music G109

This course is for students who perform at an advanced level on a standard band instrument. Students in this course are expected to develop sophisticated skills beyond standard participation in the Symphonic Band. Performance of solos, the development of score reading abilities, student composition and/or arranging and conducting/leadership

roles within the performance ensemble will be explored. Brass, Percussion, and Woodwind sectional rehearsal techniques will be developed. This course may be taken 4 times. Lecture & lab. Optional pass/no pass grade. Transferable to CSU; UC.

MUSIC G216 – 3 Units**Theory and Musicianship 3**

(Formerly known as: Theory II (Chromatic))

Prerequisites: Music G117

This is the third course in a four-semester sequence that incorporates concepts from Theory and Musicianship 2. Through writing and analysis, this course will include an introduction to chromatic harmony, secondary/applied chords, modulation, borrowed chords, introduction to Neapolitan and augmented-sixth chords. Additional development and application of the rhythmic, melodic, and harmonic materials occurs through ear training, sight-singing, analysis, and dictation. C-ID MUS 140 Lecture. Optional pass/no pass grade. Transferable to CSU; UC.

MUSIC G217 – 3 Units**Theory and Musicianship 4**

Prerequisites: Music G216

This is the fourth course in a four-semester sequence that incorporates the concepts from Theory and Musicianship 3. Through writing and analysis, this course will include: post-Romantic techniques such as borrowed chords and modal mixture, chromatic mediants, Neapolitan and augmented-sixth chords, 9th, 11th and 13th chords, altered chords and dominants; and 20th century techniques such as: Impressionism, tone rows, set theory, pandiatonicism and polytonalism, meter and rhythm. Additional development and application of the rhythmic, melodic, and harmonic materials occurs through ear training, sight-singing, analysis, and dictation. C-ID MUS 150 Lecture. Optional pass/no pass grade. Transferable to CSU; UC.

MUSIC G241 – 2 Units**Intermediate Piano I**

Second semester of piano study. Reading music at the keyboard. Sight reading. Playing by ear. Chromatic keyboard harmony in more advanced forms. Regular daily practice is essential for success in this course. Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

MUSIC G242 – 2 Units**Intermediate Piano II**

Advisories: Music G241 or equivalent

Continuation of Music G241. Third semester of class piano keyboard instruction. Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

MUSIC G260 – 1 Unit**Symphonic Winds**

This is a performance ensemble course emphasizing contemporary and standard wind band repertoire and performance practice. Skill sets covered include individual instrumental technique, sight reading, active listening, live performance practices, and ensemble concert preparation. Live concert performance with the ensemble is included as part of this course. This course fulfills the large ensemble requirement for the CSU Music Education majors. This course may be taken 4 times. C-ID MUS 180 Lecture & lab. Letter grade only. *Transferable to CSU; UC.*

MUSIC G261 – 2 Units**Wind Symphony**

This is an advanced performance ensemble course encompassing the exploration and public performance of wind ensemble literature, correct solo and ensemble performance practices, and the development of the highest level of musical sophistication. Students are expected to perform at a superior level of musicality, as well as develop advanced skills in score reading, section rehearsal techniques, and concert preparation. This course fulfills the large ensemble requirement for the

CSU Music Performance majors. This course may be taken four times. C-ID MUS 180 Lecture & lab. Letter grade only. *Transferable to CSU; UC.*

MUSIC G290 – 1-2 Units**Applied Music**

Advisories: Placement by audition.

This course is designed to be for the student seeking individual instruction on piano, voice, guitar, or any standard band or orchestra instrument. A performance at Faculty Juries and Concert Hour is required for each semester. Vocal and instrumental students concurrently enroll in choir or band; pianist and guitarists should consult with faculty for an appropriate concurrent course. There are nine group meetings and fifteen private lessons per semester, with level of proficiency determined by faculty adjudication. This course may be taken 4 times. C-ID MUS 160 Lecture & lab. Letter grade only. *Transferable to CSU; UC.*

NURSING**NURSING G070 – 1 Unit****Beginning Arrhythmia and Electrocardiograms (EKG) Interpretation**

This course focuses on providing the learner with a basic knowledge of the interpretation of cardiac dysrhythmia and 12 lead electrocardiograms. The material focuses on the essential information needed to interpret basic dysrhythmia, define causes and analyze appropriate treatments. Rhythm strips and electrocardiograms are presented for practice in gaining the necessary skills to interpret dysrhythmia, myocardial infarctions, and other abnormalities. Lecture. Letter grade only.

NURSING G099 – 2 Units**Introduction to Nursing**

(Formerly known as: Nursing G009)

This course is designed to introduce students to the profession of nursing and to the knowledge, skills, and attitudes essential for success in the educational

setting and the clinical environment. Emphasis is on: nursing process, learning style, study skills, medical terminology, and the professional nursing role. Lecture. Pass/no pass only.

NURSING G100 – 10 Units**Nursing Process I**

Prerequisites: Acceptance into the Nursing Program. Pre-entrance physical examination. Completion of Biology G220, G225, G210, English G100, Communication Studies 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 G130 – 9 Units**Health and Illness I**

Prerequisites: Psychology G118, Communication Studies G110, and English G100

Corequisites: Nursing G131

This course focuses on care of the healthy individual across the lifespan to meet physical and psychosocial health needs. Students will learn how to safely perform foundational clinical skills, including physical assessment and medication administration. Permission required. Lecture & lab. Letter grade only. *Transferable to CSU.*

NURSING G131 – 1 Unit**Professional Nursing Issues I**

Corequisites: Nursing G130

This course introduces the students to the role of the professional nurse, therapeutic communication, healthcare delivery systems, and healthcare teams. The students will develop a beginning understanding of the nursing process

and the QSEN competencies as the framework to clinical judgment. Lecture. Letter grade only. *Transferable to CSU.*

NURSING G140 – 8 Units Health and Illness 2

Prerequisites: Nursing G130, and Nursing G131, and Biology G220, or Biology G170

This course focuses on the nursing care for adults of all ages with common acute/chronic problems. Students will be introduced to Women's Health and Newborn Care. The nursing process will be utilized as a tool to direct nursing care. Concept-based curriculum provides the structure of the curriculum and is threaded throughout the course. Concurrent practice in the nursing laboratory and clinical experience in healthcare (or community) facilities are required. Lecture & lab. Letter grade only. *Transferable to CSU.*

NURSING G150 – 10 Units Nursing Process 2

(Formerly known as: Nursing Process II)

Prerequisites: Nursing G100 or the equivalent; Communication Studies G108 or G110 or G112

This course focuses on issues relevant to the nursing care of adults with acute illness, and maternal/newborn/women's health patients in both community and in-patient settings. Nursing theory presented will correlate with specific acute medical and maternal/newborn/women's health conditions associated with these 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 and long-term nursing care goals, intervene appropriately and evaluate the care given to patients with often complex problems. This course builds on the content presented in previous nursing courses including competent use of the nursing process, effective communication techniques, evidence-based interventions, compassion and

patient/family centered advocacy as well as professional integrity. Lecture & lab. Letter grade only. *Transferable to CSU.*

NURSING G190 – 4 Units LVN to RN Transition

(Formerly known as: Transition to Registered Nursing)

Prerequisites: California Vocational Nurse License, completion of Biology G220, G225, and G210 and Psychology G118, English G100, Communication Studies G108, G110 or G112. Permission required.

This course focuses on assisting the Licensed Vocational Nurse (LVN) in bridging the gaps in theoretical and clinical knowledge and skills, thereby preparing them to join the third semester of the registered nursing (RN) program. Lecture & lab. Letter grade only. *Transferable to CSU.*

NURSING G200 – 10 Units Nursing Process 3

(Formerly known as: Nursing Process III)

Prerequisites: Psychology G118 and Nursing G150 or Nursing G190

This course focuses on issues relevant to the nursing care of patients with Mental health and chronic illness in the adult and geriatric populations in both community and in-patient settings. Nursing theory presented will correlate with specific chronic medical and psychiatric conditions associated with these two major areas in addition 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 and long-term nursing care goals, intervene appropriately and evaluate the care given to patients with often complex problems. This course builds on the content presented in previous nursing courses including competent use of the nursing process, effective communication techniques, evidence-based interventions, compassion and

patient/family centered advocacy as well as professional integrity. Lecture & lab. Letter grade only. *Transferable to CSU.*

NURSING G240 – 8 Units Health and Illness 3

Prerequisites: Nursing G140, Biology G225, Sociology G100,

Advisories: Nursing G241

This course focuses on the collaborative care of patients with complex health problems across the life span in a variety of settings. Students will also provide family-centered care for pediatric patients experiencing acute and chronic health problems. Students will utilize best evidence as a basis for clinical judgment and the establishment of priorities. Concept-based curriculum provides the structure of the curriculum and is threaded throughout the course. Concurrent practice in the nursing laboratory and clinical experience in healthcare (and community) facilities are required. Lecture & lab. Letter grade only. *Transferable to CSU.*

NURSING G241 – 1 Unit Professional Nursing 2

Prerequisites: Nursing G140, Biology G225, Sociology G100, Nursing G240

Corequisites: Nursing G240

This course introduces students to the quality improvement process and analyzes sources of evidence to determine best practices. Students gain the knowledge of collaborative environments in order to apply team work, delegation, and supervision skills in a variety of health care settings. Concept-based curriculum provides the structure of the curriculum and is threaded throughout the course. Lecture. Letter grade only. *Transferable to CSU.*

NURSING G250 – 9 Units Nursing Process 4

(Formerly known as: Nursing Process IV)

Prerequisites: Nursing G200 and Sociology G100

This course focuses on issues relevant to the nursing care of patients in the areas of critical care, advanced pediatric

nursing, and advanced medical/surgical nursing. Nursing Theory presented will place emphasis on the application of the nursing process to these complex health problems. This course builds on the content presented in previous nursing courses including competent use of the nursing process, effective communication techniques, evidence-based interventions, compassion and patient/family centered advocacy as well as professional integrity. Students are, therefore, 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. Permission is required. Lecture & lab. Letter grade only. *Transferable to CSU.*

NURSING G270 – 8 Units **Health and Illness 4**

Prerequisites: Nursing G240 and Biology G210

This course focuses on the care of multi-system, critically ill patients as well as those with psychological health problems for adults of all ages in a variety of settings. Concept-based curriculum provides the structure of the curriculum and is threaded throughout the course. Concurrent practice in the nursing laboratory and clinical experience in healthcare (and community) facilities are required. Lecture & lab. Letter grade only. *Transferable to CSU.*

NURSING G271 – 1 Unit **Professional Nursing 3**

Prerequisites: Nursing G240, Nursing G241, Biology G210

Corequisites: Nursing G270

This course introduces students to professional and ethical dilemmas that impact the delivery of care. Students will prepare for licensure and employment opportunities/searches, explore professional organizations in nursing, and transition into practice with an emphasis on lifelong learning. Concept-based curriculum provides

the structure of the curriculum and is threaded throughout the course. Lecture. Letter grade only. *Transferable to CSU.*

PEACE STUDIES

PEACE STUDIES G100 – 3 Units

Peace Studies, Introduction

This course offers an in-depth examination of the internal and external components of peace and conflict, and how each affects individuals, as well as groups, nations, and the environment. A review of changes achieved historically through various philosophies and lifestyles. Through the study of the forces that influence human relations, students analyze how the world can be changed.

Exercise, simulated conflict situations, role play, and examples from community partners are used to provide students opportunities to broaden their perspectives and develop self awareness. This class is designed as a service learning course. Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

PEACE STUDIES G110 – 3 Units

Nonviolence and Conflict Resolution

This course explores both the theory and the use of nonviolence as a means for waging and resolving conflict. The course explores Nonviolence Theory as it applies to issues of social change, alternative defense, and personal transformation. Writings from political, sociological, feminist, religious, and philosophical perspectives will be examined. Case studies will be used to demonstrate the use of nonviolent tactics and strategies, and to increase students' understanding of how and when nonviolence has been used to resolve conflict. Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

PEACE STUDIES G225 – 3 Units **Negotiation and Mediation**

(Same as: Communication Studies G225)

Advisories: Communication Studies G100

This course presents theories and skills to address and settle conflict situations by utilizing the negotiation and mediation processes. The student will learn how to assess conflict situations and determine the appropriateness of negotiation and mediation. Students will learn theories and skills through lecture, role playing, dialogue and in-class simulations. Students will also examine different contexts for negotiation and mediation including family, school, community and business situations. Videos and student presentations of negotiation and conflict resolution topics complement the lectures, simulations and role playing. Lecture. Optional pass/no pass grade. *Transferable to CSU.*

PEACE STUDIES G230 – 3 Units **Leadership & Peacebuilding**

This course teaches leadership concepts and skills, including psychological processes, conflict resolution and human development skills. It will help students become aware of their own leadership style and develop themselves to be innovators in their own life and the world at large. Psychological, physical and mental health aspects will be stressed. This course contains a required service learning component. Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

PHILOSOPHY

PHILOSOPHY G100 – 3 Units **Introduction to Philosophy**

(Formerly known as: Philosophy G101)

A probing into questions people ask about the universe and their place in it. An examination is undertaken of the range of possible answers developed by leading philosophers in such areas as the meaning of knowledge, scientific

method, religion, ethics, aesthetics, history, politics and metaphysics. C-ID PHIL 100 Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

PHILOSOPHY G102 – 3 Units
History of Ancient Philosophy

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. C-ID PHIL 130 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

This course will examine the key issues and problems for Western Religions, including Judaism, Christianity, and Islam, from a Philosophical perspective. Topics to be covered include the nature and significance of religion and religious experience, arguments for and against the existence of God, the nature of God, the problem of evil, the relation between science and religion, and the role of textual and theological debate in the development of a religious Philosophy. Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

PHILOSOPHY G115 – 3 Units
Logic and Critical Thinking

(Formerly known as: Introduction to Logic)

An introductory general education course focusing on the use of arguments both in their occurrence in ordinary discourse and the academic disciplines within the humanities, social sciences and natural sciences with particular

focus on deductive logic. The emphasis will be on the role of formal and informal logic in the basic learning skills of (1) oral communication (speech/listening) and (2) written communication (reading/writing). Deductive and inductive reasoning techniques will be critically examined to establish their logical correctness or identify their fallaciousness. Recommended for all humanities, social science, business and natural science majors and those planning to transfer to a four-year college or university. C-ID PHIL 110 Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

PHILOSOPHY G120 – 3 Units
Ethics

An examination of the concepts of right and wrong, good and bad, in the light of the writings of classical ethical philosophers. A critical examination of alternative approaches to ethics, with an emphasis upon the question of philosophical foundations. Applications of alternative traditions in ethics to contemporary moral issues. C-ID PHIL 120 Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

PHILOSOPHY G125 – 3 Units
Critical Reasoning and Writing

Prerequisites: English G100

An introduction to the critical analysis and rational evaluation of argument and other forms of expression. Covers the uses of language, distinctions between deductive and inductive reasoning, and practice in detecting formal and informal fallacies. Develop tools for distinguishing between and evaluating beliefs, opinions, claims, explanations, and arguments. A strong emphasis is instruction in writing which models the critical thinking knowledge and skills examined in the course. Lecture. Optional pass/no pass grade. *Transferable to CSU.*

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 G158 – 3 Units
History and Aesthetics of Photography

(Formerly known as: History of Photography: An Exploration from the Lab)

This course will provide an overview of the history of photography from the invention through modern era. The work of major practitioners as well as lesser known figures, trends, movements, and artist groups that have shaped the medium will be discussed. Technical innovations, limitations, and inspiration that helped determine the direction and perception of the

photographic image from the early 19th century through the 20th century will be covered. Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

PHOTOGRAPHY G190 – 3 Units **Introduction to Photography-Digital**

(Formerly known as: *Photography 150-I, Digital Arts G190*)

This is a basic course to familiarize students with the historical and technical fundamentals of photography and digital imaging. Students will gain practical experience relating to cameras, exposure, light, content, color, composition and presentation. This course introduces development of personal artistic expression and visual perception, the basics of digital imaging including printing and image editing with Adobe Photoshop. Students must provide an adjustable digital camera. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

PHOTOGRAPHY G191 – 3 Units **Digital Photography, Intermediate**

Advisories: Photography G120, Photography G190 or Digital Arts G190

This is an intermediate photography course providing in-depth instruction in scanning, printing and using digital imaging software to create a master digital image. Students gain practical experience with digital techniques that support their creative exploration of commercial or fine art photography. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

PHYSICAL EDUCATION

PHYSICAL EDUCATION 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. UC Credit Limitations. See counselor. Lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

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. 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. 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. 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. UC credit limitations. See counselor. Lecture & lab. Pass/no pass only. *Transferable to CSU; UC.*

PHYSICAL EDUCATION G130 –**I Unit****Yoga**

This course is designed for students who are interested in learning and practicing yoga techniques such as breathing techniques, postures, meditation and relaxation. Students will learn about the techniques of yoga and how to make the exercise as enjoyable as possible. They will learn not only what the poses are, but how to stretch, relax and breathe throughout the practice. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

PHYSICAL EDUCATION G132 –**I Unit****Pilates for Fitness**

This course is designed for students who are interested in increasing their flexibility, strength, endurance, and coordination. The course will include mat work, using the principles of Pilates to focus on exercise to improve body alignment, strength, flexibility control and coordination. Students will also learn how each of the specific exercises will benefit their physical and mental health. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

PHYSICAL EDUCATION G137 –**0.5 Units****Golf**

Instruction and practice in the basic skills fundamental to successful performance in golf. Included, with participation, will be instruction in the rules and etiquette of the sport. UC credit limitations. See counselor. Lab. Pass/no pass only. *Transferable to CSU; UC.*

PHYSICAL EDUCATION G150 –**I Unit****Badminton**

This course is designed for men and women who are interested in instruction and practice in the fundamental skills to successful performance in badminton. UC credit limitations. See counselor. Lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

PHYSICAL EDUCATION G158 –**I Unit****Tennis**

(Formerly known as: Physical Education 158AD)

Instruction and practice in the fundamental skills & a basic understanding of scoring, elementary positioning, & strategy of tennis singles & doubles. The more advanced student will receive instruction in the volley, lob and smash, consistency and placement of ground strokes and serves. UC credit limitations. See counselor. Lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

PHYSICAL EDUCATION G166 –**0.5-2 Units****Circuit Weight Training**

The Circuit Weight Training course is designed for students interested in an exercise routine that utilizes the circuit training facility and provides cardiovascular weight exercise. Circuit training has proven especially beneficial for women and men not interested in competitive weight training but desiring good muscle tone and cardiovascular fitness. This type of training gives maximum return in a controlled workout. UC credit limitations. See counselor. Lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

PHYSICAL EDUCATION G167 –**I Unit****Super Circuit Training Advanced**

The super circuit physical training program provides the student a combination of strength training with an emphasis on cardio-vascular conditioning for a total body workout. The super circuit is an accelerated circuit training program. UC credit limitations. See counselor. Lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

PHYSICAL EDUCATION G173 –**I Unit****Introduction to Weight Training**

A course designed for men and women to help beginners learn how muscles work, proper lifting techniques, safety factors, diet, and how to develop a

program to meet specific needs. UC credit limitations. See counselor. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

PHYSICAL EDUCATION G176 –**I Unit****Total Fitness for Women**

A well-balanced program of physical activities designed to enhance endurance, flexibility, strength, cardiovascular efficiency and weight redistribution based on a selected exercise program, par course, circuit training, aerobic work, diet information and coordination. UC credit limitations. See counselor. Lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

PHYSICAL EDUCATION G178 –**0.5 – I 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. UC credit limitations. See counselor. Lab. Pass/no pass only. *Transferable to CSU; UC.*

PHYSICAL EDUCATION G180 –**2 Units****Strength and Muscle Power Training**

This course is designed to provide students instruction and training to develop strength and muscle power. Students will design a systematic training regime using weight machines and 'free weights' (bar bells and dumb bells). This class is suited for healthy students of all ages and experience levels, but is not a rehabilitation program. This class is recommended for men and women interested in strength and muscle power training, athletic conditioning, power lifting and body building. UC credit limitations: Any or all of these courses (PE G140, G142, G146, G150,

GI60, GI80, GI91, G200) combined—maximum credit, 8 units. UC credit limitations. See counselor. Lab. Pass/no pass only. *Transferable to CSU; UC.*

**PHYSICAL EDUCATION GI81 –
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. UC credit limitations. See counselor. Lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

**PHYSICAL EDUCATION GI86 –
0.5 – 1 Units**

Activities – Basketball

Instruction and practice in the fundamental skills basic to successful performance in this activity. UC credit limitations. See counselor. Lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

**PHYSICAL EDUCATION GI92 –
1 Unit**

Soccer

Instruction and practice in the fundamental skills basic to successful performance in this activity. UC credit limitations. See counselor. Lab. Optional pass/no pass grade. *Transferable to CSU; UC.* May not be offered each semester.

**PHYSICAL EDUCATION GI95 –
0.5-1 Units**

Volleyball

Participation and instruction in all facets of the game of volleyball, from fundamental skills through advanced strategies and techniques. UC credit limitations. See counselor. Lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

**PHYSICAL EDUCATION GI96 –
0.25 – 1 Units**

Sand Volleyball

Participation and instruction of all facets of sand volleyball, from fundamentals skills through strategies and techniques. UC credit limitations. See counselor. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

**PHYSICAL EDUCATION G203 –
0.5 Units**

Sports Conditioning

(Formerly known as: Sports Conditioning, Volleyball)

This course is designed to develop fundamental skills and techniques for athletic competition. UC credit limitations. See counselor. Lecture & lab. Letter grade only. *Transferable to CSU; UC.*

**PHYSICAL EDUCATION G210 –
0.5-2.0 Units**

Intercollegiate Sports Off Season Training

This course gives students an opportunity to train for intercollegiate athletics. This course may be taken four times Lab. Letter grade only. *Transferable to CSU; UC.*

**PHYSICAL 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. Students may apply intercollegiate activities to General Education requirements for graduations. 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 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. 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 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 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. Students may apply intercollegiate activities to General Education requirements for graduations. 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 G279 – 3 Units

Intercollegiate Women's Sand Volleyball

This course is designed for advanced sand volleyball players with a strong desire to participate on the intercollegiate sand volleyball team. Students are required to perform competitive collegiate -level volleyball skills as assessed by the

instructor. Course may be taken four times for credit. (UC Credit Limitation) Lab. Letter grade only. *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. T Lecture & 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: Mathematics G120 or concurrent enrollment, or Mathematics Placement Assessment

This is an algebra/trigonometry based physics course in mechanics, heat and sound. Topics studied include force, motion, energy, heat transfer, effects of heat and the nature and properties of waves. Three hours lecture and demonstration, three hours laboratory a week. UC Credit Limitations: Physics G120, G125 and G185, G280, G285 combined—maximum credit, one series; deduct credit for duplication of topics. C-ID PHYS 105 Lecture & lab. Letter grade only. *Transferable to CSU; UC. Offered fall semester only.*

PHYSICS G125 – 4 Units**Algebra Based Physics: Electricity/ Magnetism**

(Formerly known as: General Physics: Light, Magnetism, Electricity, 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.* Offered spring semester only.

PHYSICS G185 – 4 Units**Calculus Based Physics: Mechanics**
 (Formerly known as: General Physics: Mechanics and Sound)

Prerequisites: Mathematics G180
Advisories: Mathematics G185

This is an introductory course in physics using calculus. Topics studied include vectors, motion, forces, energy, momentum, oscillators and properties of waves. Physics G185, G280 and G285 are required for students majoring in physics, chemistry or engineering. UC Credit Limitations: Physics G120, G125 and G185, G280, G285 combined—maximum credit, one series; deduct credit for duplication of topics. C-ID PHYS 205 Lecture & lab. Letter grade only. *Transferable to CSU; UC.*

PHYSICS G280 – 4 Units**Calculus Based Physics: Electricity/ Magnetism**

(Formerly known as: General Physics: Electricity and Magnetism)
Prerequisites: Physics G185 and Mathematics G185

This is a calculus based physics course which covers the topics of electric charge, electric fields, potential dielectrics, DC circuits, magnetic fields, magnetic forces, electromagnetic induction, electromagnetic oscillators, and waves. UC Credit Limitations: Physics G120, G125 and G185, G280, G285 combined—maximum credit, one series; deduct credit for duplications of topics. C-ID: PHYS 210 Lecture & lab. Letter grade only. *Transferable to CSU; UC.* Offered spring semester only.

PHYSICS G285 – 4 Units**Calculus Based Physics: Modern**

(Formerly known as: General Physics: Heat, Light, Modern Physics)
Prerequisites: Physics G185 and Mathematics G185

This is a calculus based physics course including the topics of measurement of heat and temperature, effects of heat, kinetic theory of gases, thermodynamics, propagation of light, reflection, refraction, interference, diffraction, relativity, quantum theory and matter waves. UC Credit Limitations: Physics G120, G125 and G185, G280, G285 combined—maximum credit, one series; deduct credit for duplications of topics. C-I D PHYS 215 Lecture & lab. Letter grade only. *Transferable to CSU; UC.* Offered fall semester only.

POLITICAL SCIENCE**POLITICAL SCIENCE G100 – 3 Units****Introduction to Political Science**

This course is an introduction to political science designed to familiarize students with basic political concepts, political ideologies, political systems,

models of political analysis and political science subfields. C-ID POLS 150 Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

POLITICAL SCIENCE G101 – 3 Units**Survey of Current Issues**

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 G105 – 3 Units**Introduction to Global Studies**

Advisories: English G100

This course is an introduction to the interdisciplinary field of Global Studies. Topics will include the history of globalization and an examination of the process of globalization, including the inter-relatedness of economic, political, social, cultural, ecological and technological factors and developments. Lecture. Optional pass/no pass grade. *Transferable to CSU.*

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 examination of various levels of governmental and non-governmental actors and their institutions, interactions and processes as they relate to global issues. Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

POLITICAL SCIENCE G120 – 3 Units

Principles of United Nations

Advisories: College-level reading and writing skills

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 G130 – 3 Units

Law in American Society

Advisories: College level reading, writing, and critical thinking skills

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 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. C-ID POLS 130 Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.* May not be offered each semester.

POLITICAL SCIENCE G205 – 3 Units

Global Issues

Advisories: Political Science G105 and English G100 and G110 or Philosophy G115

This course develops global competency skills and examines the origins, current status, and future trends of major issues confronting the global community. The focus will be on issues and problems of global significance such as nation-state building, global governance,

population and urbanization trends, economic development and inequality, basic human needs and human rights, international conflict and security concerns, and environmental problems. Lecture. Optional pass/no pass grade. *Transferable to CSU.*

PROFESSIONAL PHYSICAL EDUCATION

PROFESSIONAL PHYSICAL EDUCATION G200 – 2 Units

Water Safety Instruction

Advisories: Intermediate level of swimming

Advanced water skills and the opportunity to qualify for the Red Cross emergency water safety & water safety instructor certificates. UC credit limitations: Any or all of these courses (PPE140, G142, G146, G150, G160, G180, G191, G200) combined—maximum credit, 8 units. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

PSYCHOLOGY

PSYCHOLOGY G100 – 3 Units

Introduction to Psychology

This course is an introduction to the scientific study of behavior. Topics include an exploration of major psychological theories and concepts, research methodology, memory, motivation, emotion, personality, intelligence, psychobiology, perception, cognition and consciousness, learning, development, social psychology, psychological disorders and therapeutic approaches, and applied psychology. C-ID PSY 110 Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

PSYCHOLOGY G110 – 3 Units

Personal and Social Adjustment

Recommended for transfer students. Of value to students interested in critical self-understanding. A consideration of the principles of adjustment and self-actualization.

Contemporary theories of behavior change and growth are examined and their applications discussed. C-ID PSY 115 Lecture. Optional pass/no pass grade. *Transferable to CSU.*

PSYCHOLOGY G116 – 3 Units
Child Growth and Development

(Formerly known as: Psychology G150, Child Psychology)

Recommended for parents, future parents or teachers, and for majors in education, social service, and recreation. A study of the physical, emotional, mental and social development of the child. Emphasis on relations with parents, peers and teacher. Approaches to discipline and education are considered. C-ID CDEV 100 Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

PSYCHOLOGY G118 – 3 Units
Life Span Developmental Psychology

(Formerly known as: Psychology G160, Human Growth and Development)

The course enables the student to understand human development from conception to death. Physical, mental and psychosocial development are explored for each age group. C-ID PSY 180 Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

PSYCHOLOGY G130 – 3 Units
Critical Thinking in Psychology

Prerequisites: English G100

This course focuses on the development of critical thinking skills through written argumentation, and analysis of complex issues in the field of psychology. Students will learn about the common fallacies of reasoning, analyzing arguments, questioning opinion versus facts, effective problem solving, and the common errors of human cognition which impede critical thinking. Emphasis is placed on using critical thinking skills to examine contemporary issues involving human behavior, and writing effective logical arguments. Lecture. Letter grade only. *Transferable to CSU.*

PSYCHOLOGY G165 – 3 Units

Principles of Human Sexuality I

(Formerly known as: Human Sexuality - Psychobiological Basis)

This course involves an analysis of the interconnections between psychological experiences and the structure and function of the human sexual body. Topics include growth and development, reproduction and contraception, disabilities, dysfunction and therapy, as well as differing social values attached to each of these processes. C-ID PSY 130 Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

PSYCHOLOGY G250 – 3 Units
Psychobiology

Prerequisites: Psychology G100

Recommended for transfer students to develop an appreciation of the psychological, biochemical and genetic factors that affect behavior. This course can give a foundation for further studies in developmental, learning, personality and motivational psychology.

C-ID PSY 150 Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

PSYCHOLOGY G255 – 3 Units
Abnormal Psychology

(Formerly known as: Psychology G158)

Advisories: Psychology G100

An overview of abnormal behavior as a portion of the continuum of human behavior. The course will cover the field's historical approaches, the range of psychological disorders, as well as their biological, psychological, social consequences, and treatment

C-ID PSY 120 Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

PSYCHOLOGY G260 – 3 Units
Social Psychology

The scientific study of the effects of social influences on human behavior and mental processes. Topics include interpersonal perception, attitudes and attitude change, conflict and cooperation, aggression, social cognition, prosocial behavior, gender roles and cultural norms, as well as

applications of social psychological principles to social settings and social problems. Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

PSYCHOLOGY G280 – 4 Units
Research Methods in Psychology

(Formerly known as: Psychology G185, Introduction to Experimental Psychology)

Prerequisites: Psychology G100 and Mathematics G160

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. C-ID PSY 205B 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 G010 – 1 Unit****Fingerspelling**

(Formerly known as: *Sign G290*)

A skills class designed to introduce Sign Language and Interpreting students to the principles and techniques of the American (fingerspelling) Manual Alphabet. Expressive and receptive techniques will be emphasized. Lecture. Pass/no pass only. *Transferable to CSU.* Offered fall semester only.

SIGN G068 – 3 Units**ASL for Health and Medical Personnel**

A beginning course in American Sign Language (ASL) for medical and health personnel, stressing the acquisition of technical vocabulary and the basic structural concepts for communication in a bilingual environment. Lecture. Letter grade only.

SIGN G180 – 4 Units**American Sign Language I**

(Formerly known as: *Beginning American Sign Language I*)

A basic course in American sign language (ASL). Emphasis will be on grammar, syntax, vocabulary and expressive and receptive skills. This course is equivalent to two years of high school Sign Language. Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

SIGN G185 – 4 Units**American Sign Language 2**

(Formerly known as: *Beginning American Sign Language II*)

Prerequisites: *Sign G180 or 2 years of high school American Sign Language (ASL)*

This course is a continuation of American Sign language I (ASL). Emphasis is on grammar, syntax, vocabulary. This course builds students' receptive and expressive skills in ASL and fingerspelling as well as their knowledge of Deaf culture. Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

SIGN G200 – 3 Units**Deaf Culture**

This course is an introduction to the American Deaf culture experience. Areas of study include the history and description of deafness, the Deaf community, Deaf education and the arts and language of the Deaf. Services, organizations, technology, as well as clinical and cultural perspectives will be examined and discussed. Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

SIGN G280 – 4 Units**American Sign Language 3**

(Formerly known as: *Advanced American Sign Language I*)

Advisories: *Sign G185*

This course provides further training in manual alphabet and sign language for purposes of communication with people who are deaf. It is designed to help the student increase speed with regard to accuracy, rhythm and comprehension. Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

SIGN G285 – 4 Units**American Sign Language 4**

(Formerly known as: *Advanced American Sign Language II*)

Advisories: *Sign G280*

This course is an advanced study of American Sign language. Emphasis is on acquiring advanced vocabulary and using complex grammar. Students will learn the proper use of classifiers, narrative structure, and enumeration.

Students develop expressive and receptive fluency in the context of Deaf culture and Deaf community. Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

SOCIAL SCIENCE**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. C-ID SOCI 110 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

Advisories: Sociology G100

An introduction to the dynamics of marriage patterns, divorce and family life, including an analysis of interpersonal attraction, mate selection, marriage, parenthood, changing male and female roles and patterns of interaction within the family. C-ID SOCI 130 Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

SOCIOLOGY G133 – 3 Units
Racial and Ethnic Relations in America

A social profile of major American racial/ethnic groups. A special examination of the problems of minority assimilation into an otherwise open society and culture. C-ID SOCI 150 Lecture. Letter grade only. *Transferable to CSU; UC.*

SOCIOLOGY G134 – 3 Units
Chicano Studies

An overview of the Chicano historical experience and of social development in the U.S. The course will survey the Chicano culture, customs, politics, labor conflict, immigration patterns, achievements and contributions to the American Southwest. Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.* May not be offered each semester.

SOCIOLOGY G160 – 3 Units
Sociology of Criminology

Sociological analysis of crime, criminal behavior, and the criminal justice system. Explores the history and social construction of crime and criminality and examines the definition of crime and its violations as well as the laws and methods used to control criminal

behavior. Discuss measurement of crime and basic theoretical explanations of criminal behavior. Lecture. Optional pass/no pass grade. *Transferable to CSU.*

SOCIOLOGY G185 – 3 Units
Analysis of Social Problems

(Formerly known as: Sociology G150, Social Trends and Problems)

American social problems, value systems within which problems develop: industrialization, population, crime and delinquency, family, race relations, education, health care, drugs and alcohol and violence. C-ID SOCI 115 Lecture. Letter grade only. *Transferable to CSU; UC.*

SPANISH

SPANISH 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 G160 – 4 Units
Spanish for Spanish Speakers I

(Formerly known as: Spanish G110, Spanish for Native Speaker)

This course emphasizes the reading of elementary prose and drills in basic writing skills, with an introduction to the basic rules of spelling, accentuation and morphology. Instructional time will be devoted to principles of Spanish orthography, vocabulary enrichment and composition. The course will cover the history, culture, and stories of the Latin American and Chicano writers in the U.S. as well as that of the Spanish-speaking world on a regional basis. This course is not open to students who have completed Spanish G180 Four hours

lecture a week. This course is equivalent to two years of high school Spanish. UC Credit Limitations: Spanish G160 and G180 combined—maximum credit, one course. 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 I

(Formerly known as: Elementary Spanish)

Fundamentals of Spanish grammar. Reading, writing, hearing and speaking simple Spanish. Native speakers are eligible for Spanish G180 only by the permission of the instructor. Five hours lecture a week plus a minimum of one hour laboratory attendance to be arranged by the student with the instructor. This course is equivalent to two years of high school Spanish. UC Credit Limitations. Spanish G160 and G180 combined—maximum credit, one course. C-ID SPAN 100 Lecture & lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

SPANISH G185 – 5 Units
Elementary Spanish 2

(Formerly known as: Elementary Spanish)

Prerequisites: Spanish G180 or 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. C-ID SPAN 110 Lecture & lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

SPANISH G200 – 3 Units
Mexican Culture and Civilization

(Formerly known as: Spanish G290)

Prerequisites: Spanish G165 or G185

Conducted in Spanish, this course will survey the art, culture, history and civilization of Mexico dating from the pre-Columbian period to contemporary Mexico. Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

SPANISH G280 – 4 Units
Intermediate Spanish I

(Formerly known as: Intermediate Spanish)

Prerequisites: Spanish G185

This course includes further study of Spanish grammar and idioms, intensive and extensive reading in contemporary colloquial Spanish, oral exercises and written composition. The admission of native speakers to Spanish G280 will be at the discretion of the instructor. C-ID SPAN 200 Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

SPANISH G285 – 4 Units
Intermediate Spanish 2

(Formerly known as: Intermediate Spanish)

Prerequisites: Spanish G280

A continuation of Spanish G280, with reading of more difficult literary texts. Increasing stress on spontaneous conversation and free composition. The admission of native speakers to Spanish G285 will be at the discretion of the instructor. C-ID: SPAN 210 Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

THEATER ARTS

THEATER ARTS G100 – 3 Units
Introduction to the Theater

(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. C-ID THTR 111 Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

THEATER ARTS G102 – 3 Units
History and Appreciation of the Cinema

(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 G106 – 3 Units
Acting I

(Formerly known as: Acting Fundamentals)

This course is an introduction to the discipline of acting. Areas of study include basic acting techniques, interaction, characterization and emotion. Students are expected to participate in class exercises and improvisations, prepare memorized scenes and criticize various acting techniques orally and in writing. This course is required for Theater Arts majors. Students are required to

attend Golden West College Theater Arts Department productions. C-ID THTR 151 Lecture & lab. Letter grade only. *Transferable to CSU; UC.*

THEATER ARTS G107 – 3 Units
Acting 2

Prerequisites: Theater Arts G106 or instructor approval

This course is an intermediate course in acting with special focus on characterization, emotion, movement, vocal techniques, improvisation, audition techniques and scene study. The acting student will work with selected contemporary dramatic and comedic scenes on an intermediate level. Students are required to see Golden West College Theater Arts Department productions. 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 encompasses the study and exercise in the special techniques of acting for the motion picture and television cameras. Areas of study include development of basic on-camera acting techniques for film, video and television. Students are

expected to participate in on-camera class exercises and improvisations, prepare memorized scenes and, orally and in writing, critique acting techniques and skills found in film, video and television productions. Emphasis will be placed on the audition process for commercials and TV/film technique along with the understanding of the various camera angles, shots, positions and actor behaviors unique to acting before a camera. Students are required to attend Golden West College Theater Arts Department productions. Lecture & lab. Letter grade only. *Transferable to CSU; UC.*

**THEATER ARTS G111 – 3 Units
Theater History and Literature –
Classical to 1800**

(Formerly known as: Theater Arts G101, Humanities 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. C-ID THTR 113 Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

**THEATER ARTS G112 – 3 Units
Theater History and Literature –
1800 to Modern**

(Formerly known as: Theater Arts G101, Humanities 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; UC.*

**THEATER ARTS G115 – 1-2 Units
Theater Practicum 1 –
Performance**

(Formerly known as: Theater Arts G142, Theater Workshop, Theater Pract)

Prerequisites: Audition/Interview

Students in this course are given practical experience in theatrical acting, rehearsal and performance at an introductory level.

Actors will be selected through the audition/ interview process. Lab. Optional pass/no pass grade. Open entry/open exit. *Transferable to CSU; UC.*

**THEATER ARTS G116 – 1-2 Units
Theater Practicum 2**

Students in this course are given practical experience in each area of theatrical performance and production at a beginning level. Lab. Optional pass/no pass grade. Open entry/open exit. *Transferable to CSU; UC.*

**THEATER ARTS G117 – 1-2 Units
Theater Practicum 3**

Advisories: Audition/Interview

Students in this course are given practical experience in each area of theatrical performance and production at an intermediate level.

Actors will be selected through audition. All others will identify a preference for production assignments through the interview process. Lab. Optional pass/no pass grade. Open entry/open exit. *Transferable to CSU; UC.*

**THEATER ARTS G118 – 1-2 Units
Theater Practicum 4**

Advisories: Audition/Interview

Students in this course are given practical experience in each area of theatrical performance and production at an advanced level.

Actors will be selected through audition. All others will identify a preference for production assignments through the interview process. Lab. Optional pass/no pass grade. Open entry/open exit. *Transferable to CSU; UC.*

**THEATER ARTS G120 – 3 Units
Appreciation of the Theater**

This course will introduce students to the full spectrum of live theatrical plays in performance with emphasis on theater history and the role of the director, designer and actor. This course will enable students to understand, appreciate and evaluate live theatrical plays in performance. Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

**THEATER ARTS G125 – 1- 2 Units
Play Performance I**

(Formerly known as: Theater Arts G171, Play Production, Play Production)

Prerequisites: Audition/Interview

Participation, at an introductory level, in the acting, rehearsal and performance of theatrical productions presented to the community. Actors will be selected through the audition/interview process. Lab. Optional pass/no pass grade. Open entry/open exit. *Transferable to CSU; UC.*

**THEATER ARTS G126 – 1-2 Units
Play Production and Performance 2**

Advisories: Audition/Interview

Participation, at a beginning level, in the preparation of theatrical productions presented to the community in one or more of the following areas: stage scenery building and painting, stage lighting, stage makeup, stage costumes, house management, stage management and acting. Actors will be selected through audition. All others will identify a preference for production assignments through the interview process. Lab. Optional pass/no pass grade. Open entry/open exit. *Transferable to CSU; UC.*

THEATER ARTS G127 – 1-2 Units Play Production and Performance 3

Advisories: Audition/Interview

Participation, at an intermediate level, in the preparation of theatrical productions presented to the community in one or more of the following areas: stage scenery building and painting, stage lighting, stage makeup, stage costumes, house management, stage management and acting. Actors will be selected through audition. All others will identify a preference for production assignments through the interview process. Lab. Optional pass/no pass grade. Open entry/open exit. *Transferable to CSU.*

THEATER ARTS G128 – 1-2 Units Play Production and Performance 4

Advisories: Audition/Interview

Participation, at an advanced level, in the preparation of theatrical productions presented to the community in one or more of the following areas: stage scenery building and painting, stage lighting, stage makeup, stage costumes, house management, stage management and acting. Actors will be selected through audition. All others will identify a preference for production assignments through the interview process. Lab. Optional pass/no pass grade. *Transferable to CSU.*

THEATER ARTS G135 – 1-2 Units Classical Play Performance 1

(Formerly known as: Theater Arts G172, Classical Play Production)

Prerequisites: Audition/Interview

At an introductory level, instruction and participation in theatre rehearsal and performance of classical plays (Greek, Roman, Elizabethan and 16th through 19th century) presented to the community. Student will explore social and moral attitudes and customs of historical periods. Actors will be selected through the audition/interview process. Strongly recommended for theater majors. Lab. Optional pass/no pass grade. Open entry/open exit. *Transferable to CSU; UC.*

THEATER ARTS G136 – 1-2 Units Classical Play Production and Performance 2

At a beginning level, participation in the preparation of productions of classical plays (Greek, Roman, Elizabethan and 16th through 19th) presented to the community. Students will explore social and moral attitudes and customs of historical periods. Student will be introduced to the following areas of concentration: scenery, lighting, sound, costumes, make-up, house management, publicity, marketing and/or acting. Actors will be selected through audition and all others will identify a preference for production assignments. Strongly recommended for theater majors. Lab. Optional pass/no pass grade. Open entry/open exit. *Transferable to CSU; UC.*

THEATER ARTS G137 – 1-2 Units Classical Play Production and Performance 3

Advisories: Audition/Interview

At an intermediate level, participation in the preparation of classical plays (Greek, Roman, Elizabethan and 16th through 19th century) presented to the community. Student will explore social and moral attitudes and customs of specific historical periods. Student will be introduced to the following areas of concentration for classical presentations: scenery, lighting, sound, costumes, make-up, house management, publicity, marketing and/or acting. Actors will be selected through audition. All others will identify a preference for production assignments through the interview process. Strongly recommended for theater majors. Lab. Optional pass/no pass grade. Open entry/open exit. *Transferable to CSU.*

THEATER ARTS G138 – 1-2 Units Classical Play Production and Performance 4

Advisories: Audition/Interview

At an advanced level, participation in the preparation of classical plays (Greek, Roman, Elizabethan and 16th through 19th century) presented to the community. Student will explore social

and moral attitudes and customs of specific historical periods. Student will be introduced to the following areas of concentration for classical presentations: scenery, lighting, sound, costumes, make-up, house management, publicity, marketing and/or acting. Actors will be selected through audition. All others will identify a preference for production assignments through the interview process. Strongly recommended for theater majors. Lab. Optional pass/no pass grade. Open entry/open exit. *Transferable to CSU.*

THEATER ARTS G146 – 2 Units Voice for Musical Theater 1

(Formerly known as: Broadway and Opera Singing)

(Same as: Music G150)

Advisories: Music G121 or G115, or G141 - G142 recommended for those who do not read music.

This course teaches vocal technique, self-confidence in vocal performance and character development for singers, actors and dancers at an introductory level. Students sing songs from musical theater and/or opera in English and first languages. An audition is not required. Daily practice is required. A pianist accompanies the classes. **ADVISORY:** Music G115, or G121, or G141 - G142 recommended for those who do not read music. Lecture. Optional pass/no pass grade. *Transferable to CSU; UC.*

THEATER ARTS G148 – 2 Units Voice for Musical Theater 2

(Same as: Music G151)

Prerequisites: Music G150 or Theater G146

Advisories: Music G115, or G121, or G141 - G142 recommended for those who do not read music.

This course teaches vocal technique, self-confidence in vocal performance and character development for singers, actors and dancers at a beginning level. Students sing songs from musical theater and/or opera in English and first languages. An audition is not

required. Daily practice is required. A pianist accompanies the classes. Lecture. Optional pass/no pass grade. *Transferable to CSU.*

THEATER ARTS G156 – 2 Units
Voice for Musical Theater 3

(Same as: Music G152)

Prerequisites: Theater Arts G148, or Music G151 or permission of instructor
Advisories: Music G121, or G115, or G141 - G142, recommended for those who do not read music

This course teaches vocal technique, self-confidence in vocal performance and character development for singers, actors and dancers at an intermediate level. Students sing songs from musical theater and/or opera in English and first languages. An audition is not required. Daily practice is required. A pianist accompanies the classes. Lecture. Optional pass/no pass grade. *Transferable to CSU.*

THEATER ARTS G158 – 2 Units
Voice for Musical Theater 4

(Same as: Music G153)

Prerequisites: Music G152 or Theater Arts G156
Advisories: Music G121, or G115, or G141 - G142 - recommended for those who do not read music

This course teaches vocal technique, self-confidence in vocal performance and character development for singers, actors and dancers at an advanced level. Students sing songs from musical theater and/or opera in English and first languages. An audition is not required. Daily practice is required. A pianist accompanies the classes. Lecture. Optional pass/no pass grade. *Transferable to CSU.*

THEATER ARTS 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. 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 – 1-2 Units
Theater Production and Stage Crew

(Formerly known as: Stage Crew Activity)
 Student will gain practical experience in the technical preparation and operation of theatrical productions presented to the community. Student will be involved in one or more of the following areas of concentration and responsibility: stage management, house management, stage crew activity, scenery building and painting, props, lighting, make-up, costumes, sound and/or special effects at an introductory level. Students will identify a preference for stage crew/technical theater production assignments through the interview process. C-ID THTR 192 Lab. Optional pass/no pass grade. 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. C-ID THTR 171 Lecture & lab. Optional pass/no pass grade. *Transferable to CSU; UC.* May not be offered each semester.

THEATER ARTS G176 – 3 Units
Stage Lighting

This course is an introductory course in which the student will study the theories and technology of lighting for stage, film and television. This course includes practical applications of basic electronics, color, projections, maintenance of lighting equipment and lighting design. Students may participate in the lighting of college productions and are required to attend GWC theatrical productions. This course is recommended for students interested in theater, television and film and for students planning to transfer. C-ID THTR 173 Lecture & lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

THEATER ARTS G177 – 3 Units
Make-up

This course is a practical introduction to the techniques of applying theatrical make-up. Recommended for students of drama interested in gaining a better understanding of the proper uses of theatrical make-up. Required for students planning to transfer to California State University, Long Beach, Fullerton or Dominguez Hills. C-ID THTR 175 Lecture & lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

THEATER ARTS G178 – 3 Units
Introduction to Stage Costume
 (Formerly known as: Costume Crafts)

This course is an introduction to costuming for the theater, television and film. Topics included: fabrics, sewing, wardrobe observations, color coordination, script analysis and basic drawing. Students will participate in the design and construction of costumes for Golden West College productions and will work on the production wardrobe crew. This course is required

for students planning to transfer to California State University. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

THEATER ARTS G179 – 3 Units **Theater Sound Technology**

This course covers an introduction to basic sound design theory and technology, sound reinforcement techniques, and sound operations used in the performing arts. Students are required to attend Golden West College productions. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

THEATER ARTS G185 – 3 Units **Stage Scenery 2 – Projection Design and Production**

Prerequisites: Theater Arts G175

Introduction to all aspects of scenic and projection design for live theatrical performance. Students will view and discuss contemporary projection design and its application for live theatrical performance and production. Students will also learn to generate still and moving-image content, edit and prepare media, basics of image and video editing, specifics of hardware components such as mixers, monitors and projectors and the mechanics of working with multiple screens. This course will include creative projects. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU.*

THEATER ARTS G188 – 3 Units **Stage Movement I**

(Formerly known as: Body Movement for the Actor, Stage Movement)

This course will instruct actors in the use of the body as an expressive instrument in performance focusing on introductory movement skills, physical awareness, movement improvisation and stage combat. Lecture & lab. Letter grade only. *Transferable to CSU; UC.* May not be offered each semester.

THEATER ARTS G190 – 3 Units **Stage Movement 2**

This course will instruct actors in the use of the body as an expressive instrument in performance focusing on movement skills, physical awareness, movement improvisation and stage combat at a beginning level. Lecture & lab. Letter grade only. *Transferable to CSU; UC.*

THEATER ARTS G191 – 3 Units **Stage Movement 3**

This course will instruct actors in the use of the body as an expressive instrument in performance focusing on movement skills, physical awareness, movement improvisation and stage combat at an intermediate level. Lecture & lab. Letter grade only. *Transferable to CSU; UC.*

THEATER ARTS G192 – 3 Units **Stage Movement 4**

This course will instruct actors in the use of the body as an expressive instrument in performance focusing on movement skills, physical awareness, movement improvisation and stage combat at an advanced level. Lecture & lab. Letter grade only. *Transferable to CSU; UC.*

THEATER ARTS G206 – 3 Units **Acting 3**

(Formerly known as: Acting III - Scene Study)

This course is an advanced course in acting with concentration on characterization, projection, vocal techniques, diction, and scene study. The basis of study will be selected historic classical theatrical literature from Greek, Roman, Elizabethan, Restoration and Commedia dell'Arte theatrical periods. Students are required to see Golden West College Theater Arts Department productions. Lecture & lab. Letter grade only. *Transferable to CSU; UC.* May not be offered each semester.

THEATER ARTS G207 – 3 Units **Acting 4**

(Formerly known as: Acting IV - Classical Styles)

This course is an advanced course in acting with concentration on realism, classical and contemporary acting techniques, stage movement, characterization, vocal techniques and diction. The basis of study will be selected classical theatrical literature from the late 19th century to the present. Students are required to see Golden West College Theater Arts Department productions. Lecture & lab. Letter grade only. *Transferable to CSU; UC.* May not be offered each semester.

THEATER ARTS G210 – 2 Units **Musical Theater Performance I**

(Formerly known as: Musical Theater Workshop, Musical Theater Producti)

Prerequisites: Audition/Interview

Introduction to the principles and techniques of performing for musical theater. Students will learn and apply acting, dancing, solo and choral singing and audition techniques with emphasis on introductory participation in musical theater presentations such as musical comedy, musical drama, musical revues, opera or operettas presented at Golden West College. Actors will be selected through the audition/interview process. Lab. Optional pass/no pass grade. Open entry/open exit. *Transferable to CSU; UC.*

THEATER ARTS G211 – 2 Units **Musical Theater Production and Performance 2**

Advisories: Audition/Interview

Students in this course will experience the principles of acting, dancing, solo and choral singing, stage management, producing, audition and/or technical theater techniques for musical theater at a beginning level. Students will participate in musical theater presentations such as musical comedy, musical drama, musical revues, opera or operettas presented at Golden West College at a beginning level. Actors will be selected through audition. All

others will identify a preference for production assignments through the interview process. Lab. Optional pass/no pass grade. Open entry/open exit. *Transferable to CSU; UC.*

THEATER ARTS G212 – 2 Units Musical Theater Production and Performance 3

Advisories: Audition/Interview

Students in this course will experience the principles of acting, dancing, solo and choral singing, stage management, producing, audition and/or technical theater techniques for musical theater at an intermediate level. Students will participate in musical theater presentations such as musical comedy, musical drama, musical revues, opera or operettas presented at Golden West College at an intermediate level. Actors will be selected through audition. All others will identify a preference for production assignments through the interview process. Lab. Optional pass/no pass grade. Open entry/open exit. *Transferable to CSU; UC.*

THEATER ARTS G213 – 2 Units Musical Theater Production and Performance 4

Advisories: Audition/Interview

Students in this course will experience the principles of acting, dancing, solo and choral singing, stage management, producing, audition and/or technical theater techniques for musical theater at an advanced level. Students will participate in musical theater presentations such as musical comedy, musical drama, musical revues, opera or operettas presented at Golden West College at an advanced level. Actors will be selected through audition. All others will identify a preference for production assignments through the interview process. Lab. Optional pass/no pass grade. Open entry/open exit. *Transferable to CSU; UC.*

TUTORING SKILLS

TUTORING SKILLS G020 – 0.5 Units

Basics of Tutoring

Prerequisites: Permission of the instructor.

This course will provide the tutor with supervised practice in conducting individualized and small-group tutoring sessions with Golden West College students. Lab. Pass/no pass only.

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 I

(Formerly known as: Elementary Vietnamese)

This course is designed to introduce the student to the fundamental skills of spoken and written Vietnamese. Students will learn correct pronunciation, basic structural patterns, and necessary vocabulary in order to write and understand basic sentences and carry on simple conversations. This course is equivalent to two years of high school Vietnamese. Lecture & lab. Optional pass/no pass grade. *Transferable to CSU; UC.*

VIETNAMESE 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 I

(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.*





POLICIES AND STANDARDS

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.

STUDENT STATUS

New Student

No previous enrollment record recorded at Golden West College.

Continuing Student

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

Returning Student

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

CATALOG RIGHTS

Golden West College issues a new catalog each year. The information published in the catalog is in effect for the academic year beginning with the fall semester and concluding with the summer session. The courses required for a specific degree or certificate, or general education may change from one catalog to the next and, therefore, may change during the period of time that a student attends the college. Catalog rights, established when a student first takes classes at the college, protect the student from being held for additional requirements that may be added to a later catalog. For the

purposes of meeting graduation or certificate requirements, students may elect to meet the requirements of either

1. The catalog that was in effect at the time they began taking courses at Golden West College.
2. Any catalog that was in effect during the student's continuous enrollment.
3. The catalog that is in effect at the time they file an application for a degree or certificate.

It is the responsibility of the student to indicate, at the time the graduation petition is submitted, which catalog he/she elects to follow.

Students maintain catalog rights by maintaining continuous enrollment at Golden West College--that is, by receiving a letter grade of A, B, C, D, F, P, NP, W, MW, I or IP on their transcripts for at least one course per academic year. Documented military or medical leave will not be considered an interruption of enrollment.

Catalog rights are superseded when

1. A program requires that students complete specific courses within an established time frame or
2. Vocational program requirements change to comply with industry standards.

ATTENDANCE

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.

Each instructor will determine the attendance policy for his or her class

and its implication for successful completion of the course.

Students are expected to attend classes regularly. Failure to attend may be taken into consideration by instructors when assigning grades. Students who miss the first class meeting, are absent for two contiguous class meetings or have too many absences MAY be dropped by the Instructor at any time during the semester until the final deadline for withdrawal. Instructors may have more restrictive requirements for attendance and these requirements shall be stated in the class syllabus.

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, or 6 units during the Winter Intersession within the Coast Community College District (CCC, GWC, OCC) without permission from the Director of Admissions and Records/designee.

Concurrently enrolled high school students are limited to 6 units for the Fall/Spring semesters and 3 units for Summer/Intersession.

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. Students needing remedial instruction beyond the course credit restrictions 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/E,
No units granted
- 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

GRADING OPTIONS

Optional Pass/No Pass or grade classes.

- In these courses, students may elect to receive either a traditional letter grade of “A” through “F” or Pass/No Pass for the course.

Pass/No Pass Grading Option:

- Requesting the Pass/No Pass grading option must be submitted electronically via your MyGWC prior to the start of the term or session. Once classes begin, or if you receive the following message, “Errors have occurred – Authorization required: CRN started” you will be required to submit your request to take a class Pass/No Pass in person in the Enrollment Center. Requests must be submitted no later than the end of the third week of the term for full-term (16 week) courses or during the first 20% of the course for all other length courses. For courses OTHER than full-term, the deadline is the same as the deadline for the Last Day to Drop Without a Withdrawal as printed on your Student Class Program (Web Schedule Bill).

- Once the grade option deadline has passed, the grade mode (Standard Letter or Pass/No Pass) cannot be changed. Before selecting this option, students should consult with a counselor. Generally, it is recommended that students select a letter grade in courses satisfying requirements for majors, general education, or for a high school course deficiency.
- A maximum of 15 units of Pass/No Pass option coursework earned at an accredited college or university is counted toward the degree requirements for an Associate’s Degree.
- Grades of “NP (No Pass)” are considered unsatisfactory and are counted towards progress probation and/or dismissal.
- In courses where one performance standard determines unit credit, there is no option and only a “Pass” or “No Pass” is given.

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

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

- A grade of “Pass” or “No Pass” does not affect a student’s grade point average at Golden West College.
- “NP”, “W”, and “I” grades are utilized by Golden West College in the determination of academic probation and disqualification. (Refer to college regulations concerning “Probation/Disqualification.”)
- Courses taken at Golden West College to remedy an

admissions deficiency for the University of California due to poor or incomplete high school preparation are not acceptable if completed on a "pass" basis. Students required to complete 60 units of course work with a grade point average of 2.4 prior to transfer to a University of California campus, such as Irvine, must complete at least 42 of these units on a graded ("A" through "F") basis.

- Some universities may specify that courses required for a major be completed on a standard grade basis ("A" through "F").
- A grade of "pass" is equivalent to a "C" for purposes of transfer.
- Some universities specify that courses taken to satisfy general education breadth requirements be completed on a standard grade basis ("A" through "F").
- Some institutions limit the number of units completed on a "pass" basis which are accepted toward the bachelor's degree.
- Students planning to apply to competitive admissions programs such as the health professions are usually advised to complete the specified preparation on a graded basis ("A" through "F").

W (WITHDRAWAL)

Withdrawal is not an automatic process. The student is responsible for officially withdrawing through their MyGWC to avoid receiving "F" or "NP" (no-pass) grades.

Upon entering Golden West College, the student assumes the responsibility of completing each course in which he/she is registered. A college student is expected to attend all sessions of the classes in which he/she is enrolled. An instructor may drop a student for

excessive absences when the instructor determines that, due to absences, the student may not successfully complete the course. Students who miss the first meeting of the class may also be dropped. Students who are dropped by their instructors for missing the first class meeting or for excessive absences should verify the instructor drop with Enrollment Services in order to avoid grade penalties and to comply with critical drop dates as specified. After a student has been dropped from the class for unexcused absences, appeal for reinstatement will be considered only under extenuating circumstances.

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

Early Withdrawal

Classes will not appear on a transcript (a "W" will not be assigned) when a student officially withdraws during the first two (2) weeks of full semester (16-week) fall or spring courses, and 20% of all other length courses. Students should refer to their "Student Class Program, Web Schedule Bill" for specific course withdrawal deadlines.

Other Withdrawals

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

MW (Military Withdrawal)

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

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 Enrollment Services.

The "I" must be made up no later than one year following the term in which it was assigned. If the work assigned is not completed within that year, then the grade will revert to 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 with Enrollment Services requesting a reasonable extension of time.

IP (In Progress)

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

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

NG (Non-Graded)

The NG symbol is assigned to non-graded courses.

Grade Challenge Policy

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 Enrollment Center. All grade challenges must be made by the student, in writing, within two years after the end of the semester in which the grade in question was assigned. Grade challenges filed after the two-year deadline will be reviewed for recording errors only to ensure that the student's grade on the instructor's roster is, in fact, the grade that appears on the transcript.

Examinations

Final examinations are required in all courses, except physical education. Normally final examinations are given the last week of class. No student will be excused from these examinations. Students must be in attendance at Golden West College for the entire semester and must take the final examination to receive credit.

AWARDING OF CREDIT, SUPPLEMENTARY METHODS

Golden West College recognizes work taken at other accredited colleges and for experiences outside of the traditional classroom setting. Accordingly, college credit is awarded in the following areas:

Previously Earned Units

Transcripts submitted to Golden West College are evaluated for every lower division, degree applicable course completed with a grade of A, B, C, D, F, CR or P. These courses, units, and grades earned are applied as appropriate to your GWC goal and

used for educational planning purposes. Complete transcript evaluations are completed in conjunction with scheduled counseling appointments. Courses with W, NC or NP notations are not reviewed or applied. Students must request copies of official sealed transcripts be mailed to Admissions and Records from each college attended.

We are required to carefully scrutinize general education courses in the areas of written and oral communication, critical thinking and composition, and mathematics and quantitative reasoning that represent the following areas.

For California State University General Education Certification:

- CSU GE Area A2 – Written Communication
- CSU GE Area A3 – Critical Thinking
- CSU GE Area B4 – Mathematics / Quantitative Reasoning
- For Intersegmental General Education Transfer Curriculum Certification:
- IGETC Area 1A – English Composition
- IGETC Area 1B – Critical Thinking – English Composition
- IGETC Area 2 – Mathematical Concepts and Quantitative Reasoning

Application of courses from private or out-of-state colleges and universities is often denied because course descriptions are insufficient and do not confirm required course elements (e.g., 6,000 written words, critical thinking, inductive/deductive reasoning, etc.).

Review of Coursework Completed at Private Colleges/Universities

GWC does not accept coursework completed at any institution that is not regionally accredited by one of the agencies accepted by GWC, for CSU/GE or IGETC. To be accepted by GWC, your courses must have been taken at an institution regionally accredited by one of the following agencies:

Middle States Association (of Colleges and Schools)

NASC - Northwest Association of Schools and Colleges

HLC (Formerly NCA)- Higher Learning Commission

NEASC-CIHE - New England Association of Schools and Colleges - Commission on Institutions of Higher Education

SACS - Southern Association of Colleges and Schools

WASC-ACCJC - Western Association of Schools and Colleges - Accrediting Commission for Community and Junior Colleges

WASC-ACSCU - Western Association of Schools and Colleges - Accrediting Commission for Senior Colleges and Universities

Also, please note that some private colleges/universities offer courses that have similar titles, and appear to be equivalent to courses offered by GWC. However, the elements of the course – course content, learning objectives, lecture and/or lab hours, prerequisites/corequisites – may not be congruent with the GWC course. When evaluating coursework, all of these elements are taken into consideration.

Students with Prior Bachelor's Degree or Higher

Students with an earned bachelor's degree from an institution regionally accredited by the Council for Higher Education Accreditation (CHEA) will be exempt from General Education requirements under the AA Option I GE pattern.

Students will need to complete the following for an Associate of Arts Degree;

- a.) 12 units of residency at Golden West College
- b.) Completion of major coursework as stated in catalog

Submission of official transcripts is required. This does not apply to Associate Degree for Transfer options, the CSU-GE Breadth or IGETC requirements. Please see a counselor for further details on this process and remaining requirements for the degree.

Note Students pursuing a nursing degree must still undergo a full transcript evaluation for equivalent coursework and complete any deficiencies for the nursing degree.

Upper-Division Credit

Upper-division units may be considered for application towards a Certificate, local/non-transfer Associate Degree, Associate Degree for Transfer, CSU/GE and IGETC certification. The units will count toward the 60 units required for the associate degrees and meet the transfer requirements. If you are using upper-division courses to fulfill a lower-division IGETC or CSU/GE course or Associate Degree for Transfer major requirement, remember that you are required to have a certain number of upper-division courses at the transfer institution. Contact the receiving institution to see how upper-division course credit will be awarded towards the baccalaureate degree. See the IGETC Standards for policy details:

<http://www.icas-ca.org/standards-policies-and-procedures-manual>. CSU policy can be viewed at: <http://www.calstate.edu/eo/EO-1100.html>

International Transcripts

GWC grants credit for courses taken at regionally accredited institutions outside of the United States.

Additionally, approved non-regionally accredited international coursework may be applied to associate degree general education areas – social science, natural science, humanities, and career and personal development or elective credit only. Non-regionally accredited international coursework is not applied to English requirements or competencies, Associate Degrees for Transfer, or CSU/GE or IGETC certification.

You must use one of the evaluation services listed on the NACES site www.naces.org to retrieve a detailed evaluation of your international transcript. The results of the credential evaluation will be reviewed to determine how the international coursework may be applied to a CCCD local/non-transfer associate degree (AA/AS) or certificate. Students may be required to submit course descriptions from the evaluating agency for certain courses to be approved in the general education areas. Please consider the following limitation before you invest in an international credential evaluation service.

Transfer to a University:

We cannot apply non-regionally accredited international coursework to CSU General Education Certification or IGETC Certification for transfer purposes. Although some of your courses may be accepted by the institution to which you transfer; it is up to the destination institution to evaluate and determine what coursework will be accepted and how it will apply to your degree. For more

information consult directly with the 4-year college that is your transfer destination.

A MAXIMUM OF 40 UNITS IN THE FOLLOWING CATEGORIES WILL BE AWARDED.

Students will be mailed an evaluation after the required documents have been submitted. Awarded credit is not transferable to other colleges and universities; it is subject to the individual policies of the respective institutions.

Credit by Examination

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 Enrollment Center 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.

Military Service Credit

Golden West College reserves the right to evaluate and grant credit based on the academic policies established at GWC. The college recognizes and grants academic credit to veterans who completed a minimum of one year of

active honorable service in the armed forces unless it has been awarded by another school. This credit includes 3 units for AA Degree Area E-Self Development on the GWC General Education pattern, or Area E-Self Development on the California State University General Education pattern (CSU GE Breadth). Three additional units of elective credit are awarded toward the GWC AA Degree to equal a total of 6 units.

Veterans will be awarded credit based on a review of their DD-214 #4.

College Level Examination Program (CLEP)

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

General Examinations:

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

Humanities 489

Mathematics 497

Natural Science 489

Social Science 488

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

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.

English Equivalency Test

Students who pass the State University English Equivalency Test are awarded course and unit credit for English G100 and English G110. 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 Enrollment Center.

Certified Administrative Professional (CAP) Examination

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

Professional Legal Secretary Exam

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

Licensure Credit for Vocational Nurses

Twenty units may be awarded for holders of valid California Vocational Nursing Licenses. Credits are posted to transcripts upon completion of all other graduation requirements. Students must provide a copy of their current California license upon application to the program in order to be eligible for this credit.

Special Topics

Special Topics are specialized studies or projects that are especially designed by instructors and students to enrich the learning experience. The decision to offer a Special Topic is at the discretion of each instructor and the Division Dean. In order to be eligible for a Special Topic, a student must have 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 Enrollment Center.

By arrangement with an instructor and with the approval of the Division Dean, students may study special topics in

any discipline in the curriculum. Credits may be earned in: Special Topics G099, non-transfer level, or Special Topics G299, transfer level. The deadline for registration in Special Topics courses is Friday of the sixth week of instruction of the semester; the completed petition form must be filed in the Enrollment Center by that date. Special Topics are listed on the transcript by title and discipline, e.g., Special Topics G299 History.

Individualized Study

For courses listed in this catalog, a student may prefer to take the course through Individualized Study because of special circumstances. This privilege is available only to students who have completed 12 units of course work at Golden West College with a GPA of 2.0 in all units attempted. Students request petitions in the Enrollment Center. 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 Enrollment Center during the first six weeks of the semester.

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. [Local/Non-transfer Degree Exceptions to the minimum AP score are the Physics G120 and Physics G125 courses (AP Physics 1 and 2) which require a score of 5 for GWC unit and subject credit. Also, students who score 5 in Calculus BC can earn 10 units and subject credit for Math 180 + 185].

Students must have the College Board send AP exam results to the Enrollment Center (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.

International Baccalaureate (IB)

Students can earn GWC credit for International Baccalaureate examinations with a minimum score of 5. Exam results can be used to satisfy CSU General Education Breadth and IGETC requirements but may require a score of 4 in some of the areas.

Technical Advanced Placement (TAP) Articulation

The TAP Program offers High School/ROP students an opportunity to transition from secondary education to community college in a seamless process. Many Career and Technical Education (CTE) courses taken during High School, offered by the High School or ROP may be eligible for course articulation. If a course has been articulated, there is an agreement in place between the high school/ROP and Community College stating that the student will receive credit for the course if they meet the requirements specified below. This allows students to avoid repeating articulated CTE courses which were already successfully completed.

Requirements for earning TAP Credit

1. Complete an articulated high school or ROP CTE class with a B or better.
2. Bring the official high school / ROP transcript to a GWC Counselor who will sign the TAP petition form (obtained by the counselor).
3. Submit completed forms to Enrollment Center:

- a.) TAP (Technical Advanced Placement) Petition for credit, signed by counselor
 - b.) Official High School/ROP transcript
 - c.) Department Portfolio Approval (if required)
4. If all requirements are met, college credit will be granted in lieu of applicable CTE courses on the student's GWC transcript at the end of the semester in which the student submits the completed form.

More information including a list of articulated classes is available at www.ctetoolbox.com

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

CLEP EXAM	GWC Passing Score	GWC AA Units (GE Area)	MIN. GWC Units Toward AA/AS	CSU Passing Score	MIN. CSU Units Earned	Units Towards CSU GE Breadth	American Institutions and/or GE Breadth Area
AMERICAN GOVT.	50	3 (D)	3	50	3	3	D8
AMERICAN LITERATURE	50	3 (C)	3	50	3	3	C2
ANALYZING & INTERPRETING LITERATURE	50	3 (C)	3	50	3	3	C2
BIOLOGY	50	3 (B1)	3	50	3	3	B2
CALCULUS	50	3 (B2)	3	50	3	3	B4
CHEMISTRY	50	3 (B1)	3	50	3	3	B1
COLLEGE ALGEBRA	50	3 (B2)	3	50	3	3	B4
COLLEGE ALGEBRA-TRIG	50	3 (B2)	3	50	3	3	B4
CLEP COLLEGE COMPOSITION	50	N/A	0	50	0	0	N/A
CLEP COLLEGE COMPOSITION-MODULAR	50	N/A	0	50	0	0	N/A
COLLEGE MATHEMATICS	50	N/A	0	50	0	0	N/A
ENGLISH COMP (NO ESSAY)	50	N/A	0	50	0	0	N/A
ENGLISH COMP (WITH ESSAY)	50	N/A	0	50	0	0	N/A
ENGLISH LITERATURE	50	3 (C)	3	50	3	3	C2 (-F11)**
FINANCIAL ACCOUNTING	50	N/A	0	50	3	0	N/A
FRENCH LEVEL I*	50	N/A	0	50	6	0	N/A
FRENCH LEVEL II*	59	3 (C)	3	59	12	3	C2 (-F15)**
FRENCH LEVEL II*	59	3 (C)	3	59	9	3	C2
FRESHMAN COLLEGE COMP	50	N/A	0	50	0	0	N/A
GERMAN LEVEL I*	50	N/A	0	50	6	0	N/A
GERMAN LEVEL II*	60	3 (C)	3	60	12	3	C2 (-F15)**
GERMAN LEVEL II*	60	3 (C)	3	60	9	3	C2
HISTORY, US I	50	3 (D)	3	50	3	3	D6+US-I
HISTORY, US II	50	3 (D)	3	50	3	3	D6+US-I
HUMAN GROWTH AND DEV	50	3 (D)	3	50	3	3	E
HUMANITIES	50	3 (C)	3	50	3	3	C2
INFO SYS & COMP. APPS	50	N/A	3	50	3	0	N/A
INTRO EDU PSYCHOLOGY	50	N/A	0	50	3	0	N/A
INTRO BUS. LAW	50	N/A	0	50	3	0	N/A
INTRO PSYCHOLOGY	50	3 (D)	3	50	3	3	D9
INTRO SOCIOLOGY	50	3 (D)	3	50	3	3	D0
NATURAL SCIENCES	50	3 (B1)	3	50	3	3	B1 or B2
PRE-CALCULUS	50	3 (B2)	3	50	3	3	B4
PRIN OF ACCOUNTING	50	N/A	0	50	3	0	N/A
PRIN OF MACROECONOMICS	50	3 (D)	3	50	3	3	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	3 (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*	63	3 (C)	3	63	12	3	C2 (-F15)**
SPANISH LEVEL II*	63	3 (C)	3	63	9	3	C2
TRIGONOMETRY	50	3 (B2)	3	50	3	3	B4 (-06)**
WESTERN CIVILIZATION I	50	3 (D)	3	50	3	3	C2 or D6
WESTERN CIVILIZATION II	50	3 (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.

** Students seeking certification in GE Breadth prior to transfer must have passed the test before this date.

The CLEP Chart is based on the most current information available. Although every attempt has been made to ensure the accuracy of the information provided, make sure to use the link below to see the original document. (See AA-2015-19 <http://www.calstate.edu/AcadAff/codedMemos/>)

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

INTERNATIONAL BACCALAUREATE (IB)

Students can earn IB credit with 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 A Literature HL	C 3 units	C2* 3 units	6*		
LANGUAGE A Language and Literature HL	C 3 units	C2* 3 units	6*		
LANGUAGE A1 (any language, except English) HL	C 3 units	N/A	0	3B & 6A (UC only) 3 units	5.3
LANGUAGE A2 (any language, except English) HL	C 3 units	N/A	0	3B & 6A (UC only) 3 units	5.3
LANGUAGE A1 (any language) HL	C 3 units	C2* 3 units (FI3 removed from CSUGE)	6*	3B 3 units	5.3
LANGUAGE A2 (any language) HL	C 3 units	C2* 3 units (FI3 removed from CSUGE)	6*	3B 3 units	5.3
LANGUAGE B (any language) HL	C 3 units	N/A	6*	6A 3 units	5.3
MATHEMATICS HL	B 3 units	B4* 3 units	6*	2A 3 units	5.3
PHYSICS HL	B 3 units	B1 3 units	6	5A (without lab) 3 units	5.3
PSYCHOLOGY HL	D 3 units	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 score of 4 is needed for CSU credit

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

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

The IB Chart is based on the most current Information available. Although every attempt has been made to ensure the accuracy of the information provided, make sure to use the link below to see the original document. <http://www.calstate.edu/AcadAff/codedMemos/AA-2014-07.pdf>

ADVANCED PLACEMENT EXAMINATION (AP)

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 + 5C 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	##
AP Calculus Exam Limitations	*score 5 for G180 + G185 credit			**Max. 1 exam toward transfer		***Maximum 8 quart./5.3 sem. units for both
Chemistry	CHEM G130 4 sem. units	B1	B1 + B3 4 sem. units*	6 sem. units	5A + 5C 4 sem. units	8 quart./5.3 sem. units
AP Chemistry Exam Limitations			*(6 sem. units if taken prior to F09)			
Chinese Language & Culture	CHIN G185 5 sem. units	C	C2 3 sem. units	6 sem. units	3B + 6A 3 sem. units	8 quart./5.3 sem. units
Computer Science A	CSCI G153 4 sem. units		N/A	3 sem. units**	N/A	2 quart./1.3 sem. units***
Computer Science AB	CSCI G154 4 sem. units		N/A	6 sem. units**	N/A	4 quart./2.7 sem. units***
AP CS Exam Limitations*				* Max. 1 exam toward transfer		***Maximum 4 quart./2.7 sem. units for both
English Language & Composition	ENGL G100 3 sem. units	A2	A2 3 sem. units	6 sem. units	1A 3 sem. units	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***
AP English Exam Limitations*						***Maximum 5.3 sem. units for both
Environmental Science	4 sem. units	B1	*B1 + B3 4 sem. units	4 sem. units	5A + 5C 3 sem. units	4 quart./2.7 sem. units
AP Environmental Sci. Exam Limitations			*(B2 + B3 if taken prior to F09)			
European History	HIST G180 + G185 6 sem. units	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
AP French Language Exam Limitations			*(6 sem. units if taken prior to F09)			
French Literature	3 sem. units	C	C2 (3 sem. units) (if taken prior to F09)	6 sem. units	3B + 6A 3 sem. units	8 quart./5.3 sem. units
German Language	GRMN G180 5 sem. units	C	C2 *3 sem. units	6 sem. units	3B + 6A 3 sem. units	8 quart./5.3 sem. units
AP German Language Exam Limitations			*(6 sem. units if taken prior to F09)			
Government & Politics: Comparative	PSCI G185 3 sem. units	D	D8 3 sem. units	3 sem. units	4H 3 sem. units	4 quart./2.7 sem. units
Government & Politics: United States	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
AP Govt. Exam Limitations			**Doesn't fulfill Calif. Gov. requir.			
Human Geography	3 sem. units	D	D5 3 sem. units	3 sem. units	4E 3 sem. units	4 quart./2.7 sem. units
Italian Language & Culture	ITAL G180 5 sem. units	C	C2 3 sem. units	6 sem. units	3B + 6A 3 sem. units	8 quart./5.3 sem. units
Japanese Language & Culture	JAPN G180 5 sem. units	C	C2 3 sem. units	6 sem. units	3B + 6A 3 sem. units	8 quart./5.3 sem. units
Latin Literature	3 sem. units	C	C2 (3 sem. units) (if taken prior to F09)	6 sem. units	3B + 6A 3 sem. units	4 quart./2.7 sem. units
Latin: Vergil	3 sem. units	C	C2 3 sem. units	3 sem. units	3B + 6A 3 sem. units	4 quart./2.7 sem. units
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
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

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##
Physics I	PHYS G120**** 4 sem. units	BI	BI + B3** 4 sem. units	4 sem. units		
Physics 2	PHYS G125**** 4 sem. units	BI	BI + B3** 4 sem. units	4 sem. units		
Physics B	PHYS G110 + G111 4 sem. units	BI	BI + B3** *4 sem. units (F15 removed from CSUGE)	6 sem. units	5A + 5C 4 sem. units	8 quart./5.3 sem. units***
AP Physics B Exam Limitations			*(6 sem. units if taken prior to F09)			
Physics C: Electricity & Magnetism	PHYS G125 4 sem. units	BI	BI + B3** 4 sem. units	4 sem. units	5A + 5C 3 sem. units	4 quart./2.7 sem. units***
Physics C: Mechanics	PHYS G120 4 sem. units	BI	BI + B3** 4 sem. units	4 sem. units	5A + 5C 3 sem. units	4 quart./2.7 sem. units***
AP Physics Exam Limitations	****score 5 for G120 or G125 credit (Physics I or 2)		**Maximum 4 sem. units GE & 6 units for transfer if more than 1 exam			***Maximum 8 quart./5.3 sem. units for all three
Psychology	PSYC G100 3 sem. units	D	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
AP Spanish Language Exam Limitations			*(6 sem. units if taken prior to S14)			
Spanish Literature	3	C	*C2 3 sem. units	6 sem. units	3B + 6A 3 sem. units	8 quart./5.3 sem. units
AP Spanish Literature Exam Limitations			*(6 sem. units if taken prior to S13)			
Statistics	MATH G160 4 sem. units	B2	B4 3 sem. units	3 sem. units	2A	4 quart./2.7 sem. units
Studio Art - 2D	ARTG107 3 sem. units	C	N/A	3 sem. units	N/A	8 quart./5.3 sem. units***
Studio Art - 3D	ARTG109 3 sem. units	C	N/A	3 sem. units	N/A	8 quart./5.3 sem. units***
Studio Art - Drawing	N/A	N/A	N/A	3 sem. units	N/A	8 quart./5.3 sem. units***
AP Studio Art Exam Limitations						***Maximum 8 quart./5.3 sem. units for all three
United States History	HIST G170 + G175 6 sem. units	D	C2 or D6+US-1 3 sem. units	6 sem. units	3B or 4F + US I 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 transfer institution's application of AP major preparation credit. UC AP major preparation credit: <http://admission.universityofcalifornia.edu/counselors/exam-credit/ap-credits/index.html>. See individual CSU campuses for AP major preparation credit. See a counselor to discuss how AP is applied.

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

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

Course credit and units granted to the local AA may differ from course credit and units granted by a transfer institution. See Counselor.

AP Credit: See the transfer institution's application of AP major preparation credit. UC AP major preparation credit: <http://admission.universityofcalifornia.edu/counselors/exam-credit/ap-credits/index.html>. See individual CSU campuses for AP major preparation credit.

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

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

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

AP Courses & Exams CollegeBoard: <http://apcentral.collegeboard.com/home>

CSU Systemwide Credit for External Examinations Policy: <https://www.calstate.edu/AcadAff/codedMemos/AA-2015-02.pdf>

2015 IGETC Standards, Policies and Procedures http://icas-ca.org/Websites/icasca/images/IGETC_Standards_version_1.6_final.pdf

REPETITION POLICY - COURSES

Course Repetition

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

Repeating Courses

It is possible to repeat a class only in certain circumstances as follows:

1. In the course description in the catalog, the class is identified as eligible for repetition; or
2. The class is eligible for grade remediation by repetition.

Students are limited to three (3) total enrollments for most credit courses. Students will not be allowed to repeat a course more than three times without documented evidence of extenuating circumstances. "W" grades are counted as enrollments.
3. Special classes which meet the needs of students with a documented disability may be repeated in compliance with Title 5, Section 56029, of the Education Code.

Reasons to Repeat a Class

A. Repeating a course in an effort to alleviate a substandard grade; Students who receive substandard grades ("D", "F", "NP" or "NC") and/or one or more Withdrawals ("W") on the transcript may attempt to successfully complete the course up to a total of two additional times within the Coast Community College District, if necessary to alleviate the substandard grade or successfully complete the course.

After the third attempt to receive a passing grade in a course, the student may complete the Petition to Repeat form and submit to the Enrollment Center for one additional attempt. Appeal forms are available in the Enrollment Center. 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 first week of the semester or term to register. Petitions are only considered for documented extenuating circumstances. Students who withdraw and receive a "W" on each of the three allowable attempts, if by petition the student is given permission to enroll, the students will not be able to withdraw from the course again and an evaluative grade symbol will be recorded. **NO FURTHER ATTEMPTS WILL BE PERMITTED.**

If the substandard grade is repeated within the Coast Community College District, the Repeat/Delete grade exclusion will be automatically performed on the student's academic transcript. The grades in the latest term will be the grade which will be used to calculate grade point average regardless of which grade was higher. Although the previous grade(s) will not be counted in the grade point average, they will remain visible on the transcript and the last recorded attempt is the course which will be counted in the student's permanent academic history.

When a student repeats an equivalent course in which a substandard grade outside the Coast Community College District at a regionally accredited college, they must file a Repeat/Delete Request and submit it to the Enrollment Center along with an official transcript from the other college showing successful completion of the course.

B. Repeating a course due to a significant lapse of time, where a passing grade (CR or P) or C or better was previously earned. A significant lapse of time is defined as at least five years. All coursework shall remain on the student's permanent record. The previous grade and credit will be disregarded in computing the GPA. Course repetition based on significant lapse of time may only occur once. (documentation must be submitted)

C. You have extenuating circumstances - verified cases of accidents, illness, or other life changing event beyond the control of the student that prevented you from doing well in the course (must submit documentation).

D. The course you wish to repeat is part of a legally mandated training as a condition of continued or volunteer employment. Regardless of whether or not a substandard grade (D, F, NC, or NP) was previously earned, the grade and unit credit shall be included each time for the purpose of calculating the GPA. (Documentation must be attached to certify that course repetition is necessary to complete legally mandated training).

E. Repeating a course previously taken at another college. Substandard or non-substandard grades earned at another institution will not be alleviated by repeating a course at Golden West College. The grade and unit credit earned will be calculated and averaged in GPA.

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

IMPORTANT: The Course Repetition Policy and the Repeatability of Courses Regulations mentioned above are subject to change at any time during the academic year as new Legislative

Bills may be introduced by State Legislation requiring changes to these policies and regulations. The district and college reserve the right to add, amend, or repeal any of the rules, regulations, policies, and procedures as necessary.

REPETITION OF ACTIVITIES COURSES—FAMILIES OF COURSES

New regulations governing the repetition of credit courses in the California Community College system effective FALL 2013 have eliminated repeatability in Dance, Drama, Physical Education, Visual Arts, and most Music courses. Intercollegiate Athletics and some Music courses that are required for transfer programs will be the only courses that will remain repeatable; all other courses previously offered as repeatable will be offered as one time enrollment courses.

While students will not, in most cases, be allowed to repeat active participatory courses in Dance, Drama, Music, Physical Education, and Visual Arts, you will still be allowed to enroll in a series of active participatory courses that are related in content (commonly referred to as a family of courses) a maximum of four times. This is a state regulation and applies to all Dance, Drama, Music, Physical Education and Visual Arts activity classes in the District.

For example, all Ballet courses are part of the "Ballet Family." Repeatable courses that are related in content and taken prior to FALL 2013 will count toward the four enrollment limitation. Therefore, the "Ballet Family" includes Dance G120 Ballet 1-Beginning, Dance G155 Ballet 2-Intermediate and Dance G220 Ballet 3-Advanced. A student who previously enrolled in Dance G120 twice can only take two more courses in the family; a student who previously enrolled in Dance G120 four times may not take any additional courses in the family.

A family of courses may include more than four courses, but students are limited to a maximum of four courses in any family, in the District. Further, all grades, including "W"s, will count toward the four course enrollment limitation and for computing the grade point average (GPA). Students can repeat Art, Dance, Drama, Music, and PE courses that are included in Families of Courses in which a "NP", "D", "F" grade was earned or "W" was assigned; however, all enrollments count toward the 4 enrollment maximum for each family of courses.

COURSE NUMBERING SYSTEM

Each course bearing unit credit may be used in one or more of the following ways:

1. As a measure of developing basic academic skills.
2. As a requisite to the Associate in Arts degree, or
3. As applicable either to the Associate in Arts degree or to an occupational certificate program, or
4. As a lower division course transferable to a four-year college or university.

Courses at Golden West College are numbered according to their basic purposes. However, categories listed below are general in nature, and the student is cautioned not to assume either that a course is better merely because its number falls into a particular group, or that its usefulness is limited to only one purpose.

Courses numbered **001-099** were created to help students develop occupational skills, to give students what they need to know for employment, to provide basic skills, as well as to provide meaningful general

electives courses in two-year Associate in Arts degree programs.

Note: Interested students should consult a counselor to determine which occupational majors are offered for bachelor's degrees at local four-year colleges.

Courses numbered **100-299** transfer to the state university and college system; 100-199 are usually first-year courses and 200-299 are usually second-year courses. Contact the Counseling Center for courses that transfer to the University of California and selected private institutions.

The primary purpose of courses numbered 900 and above is to provide knowledge and skills in selected areas of students' needs and interests. Such courses are not designed to meet majors requirements for Associate in Arts degrees or to qualify for transfer as part of a baccalaureate degree program.

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.

HIGH SCHOOL DIPLOMA

Golden West College does not award a high school diploma. In consultation with a local high school district, students may be able to take class work at Golden West College to count toward their high school diploma. For more information, students should contact the office of the high school district in which they live.

Huntington Beach
Adult Education Division
(714) 842-4227
17231 Gothard
Huntington Beach, CA 92647

Garden Grove – Unified School
District Adult Education
(714) 663-6291
11262 Garden Grove Blvd.
Garden Grove, CA 92843

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

SERVICEMEN'S OPPORTUNITY COLLEGE

Golden West College is designated as a Servicemen's Opportunity College. This designation means the college provides servicemen and women with: open admissions; credit awarded for USAFI courses and CLEP; opportunities to request waiver of residency requirements for graduation; credit for service schools; and opportunity to complete courses through non-traditional means.

STUDENT RECORDS

Active Records: Most requests for changes to a student's current class program or information can be done online by logging in to MyGWC or in the Enrollment Center. Included are "adds" to program, "withdrawal from class," "fee payments", "address changes", and "grade option requests."

Grade option requests can be done online prior to the start date of the class. Once the class begins, grade option requests must be done in person prior to the filing deadline. Name changes must be done in person in the Enrollment Center. If changing a name, official documentation must be presented at the time of the request.

Transcripts: Transcripts of academic work taken at Golden West College are available upon official request. Students make their requests online through Credentials, Inc. on the GWC website, www.goldenwestcollege.edu. Two transcripts and/or enrollment verifications will be provided free of charge. For each additional transcript, there will be a charge of \$5. Students may request "rush" (next day) services for an additional \$5 per transcript or verification. Fees are subject to change. In accordance with Education Code provision 76225 and Coast District Board Policy, BP 5035, transcripts will be withheld from students and former students who have outstanding financial or materials obligations to the college and/or district or who have unresolved matters related to student discipline.

Effective May 2013, Credentials Solutions has been retained as the designated agent for processing and sending official electronic transcripts on behalf of Golden West College. The electronic transcript that is produced using this service contains the identical information as the printed transcript and can be certified as unaltered by uploading the file to the company's website that is provided during the delivery process. Credentials Solutions has been granted the authority to deliver all such electronic transcript requests on behalf of Golden West College and respond to any inquiries regarding transcript transactions.

Cumulative Folders: The Enrollment Center 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 Enrollment Center will provide information regarding a student's records upon written student request. There is a \$5 charge. Two verifications and/or transcripts will be provided free of charge. This fee is subject to change. Golden West College also utilizes the National Student Clearinghouse for reporting of enrollment status. Enrollment status is reported automatically several times during the semester or session.

Note: Current students (those with an active MyGWC account) can obtain an "Enrollment Verification Certification" by logging into their MyGWC and clicking on "Verify Enrollment." There is no charge for this service.

Student Picture Identification: Students may be required to furnish picture identification in order to participate in certain classes and activities. All students are expected to have a Golden West College Photo I.D. Card. Photo I.D. cards are issued in the Enrollment Center 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 graduation check to attach to your graduation petition. The Associate Degree is not automatically awarded. A petition must be filed in the Enrollment Center 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 Enrollment Center 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 Enrollment Center 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.

STUDENT CODE OF CONDUCT - AP 5500

http://www.cccd.edu/boardoftrustees/BoardPolicies/Documents/Student_Services/AP_5500_Student_Code_of_Conduct.pdf

References:

Education Code Sections 66300, 66301, 66302, 72122, and 76030-76038; ACCJC Accreditation Standard I.C.8

SECTION I

I.1 INTRODUCTION

This Administrative Procedure (AP 5500) is intended to effectively implement Board Policy 5500 "Student Code of Conduct," and as such, this Administrative Procedure shall constitute the Student Code of Conduct for all District Students. This Student Code of Conduct provides District Students with prior notice of behavior deemed unacceptable by the District's Board of Trustees. This Student Code of Conduct includes a defined process for the fair and impartial review and determination of alleged improper Student behavior. This Student Code of Conduct also specifies the various sanctions that may be imposed on District Students for violations of this Student Code of Conduct. Students are expected to be familiar with the terms of the Coast Community College District's published Board Policy BP 5500 and this Administrative Procedure 5500 Student Code of Conduct.

This Student Code of Conduct provides for the orderly administration of the Student Code of Conduct consistent with the principles of due process of law. Reasonable deviations from the Student Code of Conduct will not invalidate a decision or proceeding.

1.2 THE USE OF “WILL” AND “SHALL”

In this Student Code of Conduct, and throughout the District’s Board Policies and Administrative Procedures, the use of the terms “will” and “shall” are used in the mandatory sense.

1.3 NOTICE - PROCESS FOR NOTIFICATION

Coast Community College District’s primary correspondence and notification mechanism with Students shall be through the Student’s District assigned email account. At the District’s discretion, Students may be notified via U.S. mail, delivery in person, or by an alternate email on record from the Student. Coast Community College District reserves the right to notify parents/legal guardians/emergency contacts when it determines that any Student, regardless of age, is in a situation that is threatening to their own health and safety, or that Student has placed another person in a situation that is threatening to their health and safety.

1.4 JURISDICTION

Pursuant to Board Policy 5500, the District’s jurisdiction concerning alleged Student Code of Conduct violations extends to the District, its colleges, and for all activities occurring on District property. This jurisdiction includes, but is not limited to, its main and satellite campuses, and to any non-District property used by the District or its colleges where District Students are present. This jurisdiction shall also apply to Student-to-Student or Student-to-employee off-campus conduct and/or actions, and electronic activity (such as email, texting, telephone contact, social media), when the College Disciplinary Officer, or designee, determines that the off-campus conduct affects, disrupts, or interferes with the educational mission of the college.

1.5 ANTI-DISCRIMINATION STATEMENT

The Coast Community College District does not unlawfully discriminate based upon age, race, ethnicity, sexual orientation or preference, gender, national origin, veteran’s status, gender identification, or genetic information in administering District educational policies and procedures. The District complies with the American Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973. See Board Policy 3410 Nondiscrimination.

1.6 PARALLEL STUDENT CONDUCT PROCEEDINGS

Student Conduct Code proceedings are administrative in nature, and are independent from court or other administrative proceedings. Discipline may be instituted against a Student also charged in civil or criminal courts based on the same facts that constitutes the alleged violation of the Student Code of Conduct. The District may elect to proceed before, concurrently with, or after any judicial or other administrative proceedings.

1.7 PARALLEL TITLE IX INVESTIGATION PROCEEDINGS

The District’s Title IX Policy and Procedure, BP/AP 5910 Gender-Based Discrimination/Sexual Misconduct, addressing the investigation of allegations of sexual misconduct incorporate the sanctions and general procedures set forth in this Student Code of Conduct, but are not restricted by this Procedure. Title IX investigations and processes are independent from court or other administrative proceedings. Student discipline may be instituted against a Student also charged in civil or criminal courts based on the same facts that constitute the alleged violation of Title IX or other law applicable to sexual misconduct. The District may elect to proceed before, concurrently with, or after any judicial or other proceedings.

SECTION II - STUDENT RIGHTS & RESPONSIBILITIES

2.1 DUE PROCESS

Students are entitled to a fundamentally fair process, including reasonable notice of allegations of violations of the Student Code of Conduct, the opportunity for the Student to be heard and to afford the Student the opportunity to present evidence prior to the administrative determination of the alleged violations. The District reserves the right to make immediate interim suspensions or restrictions when such actions are deemed necessary by the College Disciplinary Officer or designee pending an investigation and determination of the matter. Any sanction(s) imposed under the Student Code of Conduct shall be appropriate to the nature of the violation(s).

2.2 STUDENT RIGHTS

- To be treated with respect by District officials
- To take advantage of campus support resources, such as Counseling, Special Services, Health Services, and other available resources.
- To experience a safe educational environment.
- To not be subjected to retaliation for reporting violations.
- To have complaints heard in substantial accordance with established procedures.
- To fully participate in any process whether the injured individual is serving as the Complainant or the institution is serving as Complainant.
- Complainant and Respondent shall be informed in writing of the outcome/resolution, any sanctions imposed, and the rationale for the outcome, to the extent permissible under applicable law and Board Policies.

2.3 SPECIAL REQUESTS/ ACCOMMODATIONS - STUDENTS WITH DISABILITIES

Any special requests and/or accommodations by any Party (for example, sign language, the use of assistive technology, service animals, and other accommodations approved by the Office of Special Services/ Disabilities) require approval by the College Disciplinary Officer or designee and such requests must be made at least 5 days prior to hearing. Special requests and accommodations shall also be applicable to Appeal Hearings as set forth in Section 4.2 of this Student Code of Conduct.

2.4 ROLE OF LEGAL COUNSEL

An attorney licensed to practice in California may accompany the Student to the hearing. The attorney's role is to provide counsel to the Student without disruption to the hearing process.

The attorney may not make any statements or presentations to the College Disciplinary Officer, Hearing Panel, or Appeal Committee, examine or cross-examine any witnesses, or present evidence or any written material to the College Disciplinary Officer or Hearing Panel or Appeal Committee set forth in Section 4.4. The attorney may not, in any way, disrupt or interfere with the hearing process. Any violation of this section shall result in the removal of the attorney. The attorney shall provide the College Disciplinary Officer with a retention letter confirming that he/she has been retained by the Student at least 7 days before the hearing so that the necessary arrangements can be made for a District attorney to be present at the hearing. The attorney's retention letter shall include the attorney's State Bar number and a telephone number. The requirements of this section shall also be applicable to Appeal Hearings as set forth in Section 4.2 of this Student Code of Conduct.

2.5 STUDENT RIGHT TO REVIEW RECORDS

Students seeking to review or obtain copies of records relating to their investigation or to the outcome should refer to Coast Community College District Board Policy 5040 Student Records Directory Information and Privacy.

2.6 RECORDING AND PRESENTING WITNESSES

Audio/Video Recordings – No audio, video, or other recording of any investigation, interview, meeting, or hearing is permitted.

Witness Rules and Limitations – only witnesses presenting relevant testimony or information directly related to the alleged violations are permitted. Witness statements relating to the alleged violations may be accepted by the College Disciplinary Officer at their sole discretion, if such statements are deemed to be material and relevant to the proceeding.

Character witnesses are not permitted to testify or offer writings in support of any Party in any Student discipline proceeding.

The College Disciplinary Officer shall be responsible to schedule witnesses for all meetings other than the appeal hearing, subject to the Student notifying the college no less than 5 days prior to the proceeding. The College Disciplinary Officer reserves the right to exclude redundant testimony from witnesses, or redundancy in witnesses.

2.7 CONFIDENTIALITY

Any information provided to District employees may be shared with other District employees, law enforcement, or other parties, consistent with law, and only on a "need to know" basis. District employees shall endeavor to honor any Complainant or victim's request for confidentiality; however, confidentiality cannot always be assured. The District

may weigh requests for confidentiality against its duty to provide a safe and nondiscriminatory environment for all members of the District Community.

Investigative or hearing proceedings are considered private and confidential so as to protect the Parties involved. Hearings or meetings shall not be conducted in public, and are not open to the public. The Parties involved are expected to maintain the privacy of the proceedings.

SECTION III - STUDENT DISCIPLINE PROCESS

3.1 COMPLAINT FILED/ INCIDENT REPORTED

Coast Community College District, through its College Disciplinary Officers, will investigate all reports of alleged violations of the Student Code of Conduct. Anyone who believes a section of this Code of Conduct has been violated should contact the College Disciplinary Officer identified at each District campus. Reports of allegations are entered into a District-wide system where it is assigned to the appropriate college Officer.

3.2 NOTICE TO STUDENT

In all cases, the College Disciplinary Officer, or designee, will provide notice to the Parties, providing them with the following information, pursuant to Section 1.3:

- A description of the alleged violation(s).
- A description of the applicable policies.
- A statement of the potential sanctions/responsive actions that could result.
- A required date and time, for the Student to contact the College Disciplinary Officer within 7 days from receipt of the communication to schedule a hearing/meeting, superseding all

other campus and work activities. The Student's failure to contact the College Disciplinary Officer within this 7 day period shall constitute the Student's waiver of their ability to provide a response to the alleged violation(s), and the proceeding shall take place as if the Student has not responded.

3.3 INTERIM ACTIONS

Interim actions are those temporary sanctions deemed necessary by the College Disciplinary Officer to protect the safety and security of the District Community pending investigation into the alleged violations of this Student Code of Conduct. The College Disciplinary Officer may take any interim actions deemed necessary to:

- Protect the District Community from potential threats to health and safety;
- Protect any particular member of the community;
- Protect against the risk of a substantial disruption to the normal operations of the campus.

The College Disciplinary Officer or designee will inform the Respondent involved of any interim action/restrictions implemented against them pending investigation.

Interim Action/Restrictions are effective immediately. There shall be no request to delay the imposition of interim actions. These actions may include:

a) Interim Suspension – A Student who is suspended on an interim basis is subject to all of the same restrictions as if he/she had been suspended as a final sanction. The College Disciplinary Officer, or designee, may impose an interim restriction of up to 10 days following notice from the College Disciplinary Officer.

b) Interim Restriction – These restrictions may include, but are not limited to:

- Restricted access to District facilities;
- District events;
- No-contact orders with specific individuals or any other restrictions deemed by the College Disciplinary Officer or designee to be necessary to achieve the goals stated above.

The College Disciplinary Officer, or designee, may impose an interim restriction of up to 14 days following notice from the College Disciplinary Officer.

Interim Suspensions and Request to Stay.

Upon notice of an Interim Suspension by the College Disciplinary Officer, Title IX Coordinator, or designee, the Student has 3 calendar days (from the date of the notice) to submit reason(s) for a Request to Stay to the Vice President of Student Services, or their designee. The Vice President of Student Services or their designee will render a decision on providing a stay, with or without modifications to the Student's request. The Vice President of Student Services or their designee will provide the Student with a decision within 1 business day of the received Request to Stay. The Interim Suspension remains in effect until a decision from the Vice President of Student Services or designee is rendered.

3.4 INVESTIGATION PROCESS

Disciplinary meetings are not intended to be adversarial in nature. Student shall not have the right to cross examine any other Party or witness during the initial hearing. The investigator will conduct interviews to determine the accuracy of statements or other evidence for the College Disciplinary Officer to consider. The

College Disciplinary Officer may also act in the role of investigator for minor or routine discipline issues. All Title IX investigations shall have an assigned investigator(s) to assist the College Disciplinary Officer.

The College Disciplinary Officer's primary communication to all Parties involved in the investigation shall be through District assigned email addresses, with supplemental forms of communication used as needed.

The College Discipline Officer or designee will investigate each complaint submitted to determine whether it is appropriate to charge a Student with a violation of the Student Conduct Code.

Investigations should generally result in resolution within 60 calendar days after a complaint has been made, barring unexpected delays. If circumstances warrant, the College Disciplinary Officer will provide notice to the Student(s) of any delays or extensions necessary to complete any investigation.

Investigations may comprise of an interview with the reporting Party, person(s) alleged to have violated the policy(s), witnesses, and other persons having knowledge.

The College Disciplinary Officer shall make reasonable efforts to give the Student(s) an opportunity to rebut the accusation or otherwise provide relevant information to the College Disciplinary Officer or designee regarding the incident(s) which led to the belief by the College Disciplinary Officer or designee that the Student violated the Student Code of Conduct in a hearing format.

Should a Student fail to appear for any meeting, that Student may be considered as having waived his/her right to be present for the meeting and the investigation may proceed without the Student's input.

3.5 FINDINGS AND DETERMINATION

Hearings/meetings for possible violations that occur near or after the academic terms will be held as soon as is practicable, to try to meet the resolution timeline followed by the District.

The College Disciplinary Officer has the discretion to elect any of the following methods for resolution:

- Informal Administrative Resolution – The Respondent admits to the allegations, and accepts the recommended sanctions of the College Disciplinary Officer or designee.
- Formal Finding by the College Disciplinary Officer – The College Disciplinary Officer, after completing an investigation, which includes an opportunity for the Respondent's due process, makes a finding and, if appropriate, issues sanctions.
- Formal Finding with Hearing Panel – The College Disciplinary Officer may elect, at his/her sole discretion, to refer the findings from his/her investigation, which includes the Respondent's due process, to a Hearing Panel for recommendation. The Hearing Panel is a panel convened to weigh the evidence presented following an investigation into alleged violations of the Student Code of Conduct. The Hearing Panel shall be formed pursuant to Section 4.4 herein.
- Dispute Resolution/Mediation – for alleged offenses determined to be minor in nature by the College Disciplinary Officer; a voluntary alternative to the formal investigation and hearing process, as mutually agreed upon by the College Disciplinary Officer, Complainant, and Respondent.

The College Disciplinary Office will select a mediator to assist the Complainant and Respondent in attempting resolving the allegation(s). The mediator can be the College Disciplinary Officer, or any other employee of the District as designated by the College Disciplinary Officer. The College Disciplinary Officer may also utilize the services of an external mediator.

3.6 TYPES OF FINDINGS AFTER INVESTIGATION

Not Responsible – In these cases, College Disciplinary Officer or designee has determined that insufficient evidence exists, by the Preponderance of Evidence standard, for a finding of Responsible for the alleged violation(s). The case is closed and a record is retained.

Responsible – The College Disciplinary Officer or designee determines that sufficient evidence exists, by the Preponderance of Evidence standard, for a finding that the Respondent is Responsible for the alleged violation(s).

This determination may also be rendered through the Informal Administrative Resolution, where the Respondent has admitted culpability for the alleged violation(s). The College Disciplinary Officer may close the case.

After investigation, meetings, and/or hearing, and considering all information relevant to the issue, the College Disciplinary Officer, Chair and her/his Panel shall then decide whether or not to impose sanctions.

The College Disciplinary Officer will notify the Student charged with violations of the decision of the College Disciplinary Officer or Discipline Panel, and of any sanctions imposed. Such Notice shall be in writing from the College Disciplinary Officer, and communicated to the Student pursuant

the notice requirements set forth in Section 1.3.

3.7 IMPOSING SANCTIONS

If a Student is found Responsible, sanctions will be imposed by the College Disciplinary Officer, as he/she deems reasonable and appropriate, pursuant to the available sanctions set forth in Appendix C. The Respondent may elect to appeal the findings and sanctions subject to the limitations for grounds for appeal set forth herein.

3.8 STANDARD OF PROOF FOR FINDINGS

In all cases involving alleged violations of the Student Code of Conduct, the standard of proof for determining whether a Respondent is Not Responsible or Responsible is the Preponderance of Evidence standard (e.g., more likely than not), as defined in Appendix A herein.

SECTION IV - APPEAL PROCESS AND GROUNDS FOR APPEAL

An appeal is not intended to be a full re-hearing of the allegation(s) and reweighing of the evidence. There is a presumption that the College Disciplinary Officer has weighed all information following investigation, and has reached the appropriate determination regarding the finding of Responsibility or Non-Responsibility. Students may appeal determinations or appealable sanctions based only upon any of the following grounds for appeal:

- Excessive sanctions in relation to the violation(s) the Respondent was found Responsible for committing.
- Unlawful discrimination by the College Disciplinary Officer in making a determination of Responsibility.
- A substantive procedural error which materially and significantly

affected the weighing of evidence by the College Disciplinary Officer.

A request for appeal must be submitted in writing and must contain detailed information supporting the grounds for appeal. The Student must specifically identify which of the above bulleted grounds their appeal is based on. Student failure to specify the basis for appeal with detailed information shall constitute the dismissal of the Appeal without further proceedings.

The Student shall provide notice of intent to appeal by email, U.S. Mail, or by personal delivery of correspondence to the College Disciplinary Officer's office within seven days of notification of outcome of the finding and sanction. Any request for appeal that is not received within 7 days of notification of the outcome of a determination shall be deemed untimely and shall constitute a waiver of the Student's right to an appeal.

In all cases, the College Disciplinary Officer, or designee, will send a notice, pursuant to Section 1.3, to the Parties with the following information:

1. A description of the violation(s), a description of the provisions of the Student Code of Conduct determined to have been violated, and a statement of the sanctions/ responsive actions.
2. A required date, time, and location of the hearing, superseding in priority all other campus and work activities. If a Party does not appear at the scheduled hearing, the hearing will be held in his/her absence. For compelling reasons, the College Disciplinary Officer, or designee, may reschedule the hearing; proof may be asked by the College Disciplinary Officer. Appeal hearings that occur near or after the academic terms will be held as soon as practicable to meet the resolution timeline

generally followed by the District. If deemed appropriate by the College Disciplinary Officer, or designee, interim actions/ restrictions and other stipulations that ensure the safety and/or well-being of the campus community will be administered or maintained.

- The College Disciplinary Officer, or designee, shall use reasonable efforts to schedule the appeal hearing promptly, generally no sooner than 10 days after, and not later than 30 days after, the date of the submitted written request for appeal.

However, the scheduling of an appeal hearing may be delayed due to events beyond the College Disciplinary Officer's control. In such circumstances, the College Disciplinary Officer shall schedule the appeal hearing as promptly as is reasonably possible.

- The notice of hearing may be amended by the College Disciplinary Officer at any time, and the College Disciplinary Officer, or designee, may (but is not required to) postpone the appeal hearing for a reasonable period of time.

4.1 ROLE OF ADVISORS AND LEGAL COUNSEL DURING APPEAL

Student conduct proceedings are not formal court proceedings, but instead, are administrative proceedings conducted by the District. Although District-related sanctions may be imposed, the process is intended to provide an opportunity for learning, and to promote a safe educational environment.

If the Student is a dependent minor, he/she must have a parent or legal guardian accompany him/her to the hearing. The Student must provide the College Disciplinary Officer with the full legal name, address and telephone

number of his/her parent or legal guardian who will accompany him/her to the hearing.

If the Student wishes to have an advisor accompany him/her to the hearing, the Student must provide the College Disciplinary Office with the name of the individual he/she has chosen to act as his/her appeal advisor no less than 5 days prior to the appeal hearing. Advisors must maintain confidentiality and will not be permitted to participate or respond on behalf of the Student during the hearing.

If the Student chooses to have his/her attorney accompany him/her to the hearing, the name, address and telephone number of the Student's attorney must be submitted to the College Disciplinary Officer no later than 7 days prior to the hearing. In addition, no later than 7 days prior to the hearing, the Student's attorney must deliver a retention letter, including his/her State Bar number and telephone number, to the College Disciplinary Officer.

4.2 THE APPEAL HEARING

Appeal hearings are closed to all persons except:

- College Disciplinary Officer, or designee;
- The Student Discipline Appeal Committee;
- Student;
- Advisor;
- An attorney, retained by the District or a Student;
- A court-certified interpreter, paid for at the Student's own expense
- Selected members of the Disciplinary Panel when their determination of findings is at issue ; and

- Any person needed to assist the hearing officer.
- In some cases, a campus safety officer may be present to ensure safety and security during the hearing.

In cases where the Student is a dependent minor; unless the minor is a verified emancipated minor; the Student's parent or legal guardian, must be present during the hearing.

4.3 STANDARD OF PROOF FOR AN APPEAL

In all cases involving appeal, the burden of proof is on the Student to establish, to the standard of Clear and Convincing Evidence (as defined herein), that the College Disciplinary Officer's determination following investigation was erroneous due to any of the following:

- Excessive sanctions in relation to the violation(s) the Respondent was found Responsible for committing.
- Unlawful discrimination by the College Disciplinary Officer during the determination of Responsibility.
- A substantive procedural error which materially and significantly affected the weighing of evidence by the College Disciplinary Officer.

4.4 APPEAL HEARING PROCEDURES

Evidence—The Appeal Hearing need not be conducted according to technical rules relating to evidence and witnesses. Only relevant and material evidence shall be presented to and considered by the Student Discipline Appeal Committee. Irrelevant, immaterial, and/or unduly repetitious evidence shall be excluded. No evidence other than that received and weighed at the initial determination of findings shall be considered by the Student Discipline Appeal Committee.

This limitation on admissible evidence shall not exclude the Student from presenting relevant, material evidence excluded by the College Disciplinary Officer at the initial hearing. The determination of relevancy or the material nature of the Student's offered evidence shall be made by the Student Discipline Appeal Committee.

1. The Student Discipline Appeal Committee shall consist of:
 - A College Faculty Member (full-time or part-time) from within the District
 - A College Student from within the District
 - A Manager or Administrator from within the District

The Student Discipline Appeal Committee is formed through collaboration with the College Academic Senates, College Student Governments, and the Coast District Manager's Association.

The Appeal Committee members shall select a Chair of the Appeal Committee in advance of the appeal hearing.

2. The Chair will call the hearing to order; explain the procedures of the hearing, and have all Parties introduce themselves. Should an advisor be present, they may not make a presentation or represent the Respondent or the Complainant during the hearing. The Parties to the hearing are expected to ask and respond to questions on their own behalf, without representation of their advisors. The advisor may not speak on behalf of the Student to the College Disciplinary Officer or to Student Discipline Appeal Committee hearing the case.

3. The Chair will present the rules governing the hearing. The Chair shall guarantee control of the hearing, making certain that all participants respect the right of others to make statements, and to ensure confidentiality of such statements.
4. The College Disciplinary Officer; and if applicable her/his witness(es), shall have up to thirty minutes total, if necessary, to present relevant evidence to support the determination that violation(s) of the Student Code of Conduct has occurred.
5. The Student charged may question any witnesses presented by the College Disciplinary Officer. Members of the Appeal Committee may also question any witness presented by the College Disciplinary Officer. Questioning by the Student or the Appeal Committee shall not be considered part of the time allotted for presentation of the College Disciplinary Officer's evidence. Total witness questioning by the College Disciplinary Officer and the Student shall not exceed a total of thirty minutes of witness testimony for each side.
6. The Student charged, and if applicable her/his witness(es), shall have up to thirty minutes in total time, if necessary, to present relevant evidence demonstrating the basis for why College Disciplinary Officer's decision should be overturned. The College Disciplinary Officer may question any witnesses presented by the Student. Members of the Appeal Committee may also question witnesses. Questioning by the Student Appeal Committee shall not be considered part of the time allotted for presentation of the Student's evidence. Witness(es)

shall provide testimony only on an individual basis, outside of the presence of other witness(es). It is within the discretion of the Appeal Committee Chair to impose a timeline on questioning or to add additional time if warranted.

7. The College Disciplinary Officer, and then the Student appealing, may each make a closing statement to the Appeal Committee. These closing statements shall be limited to a maximum of three minutes each. The Appeal Committee Chair shall have the authority to extend the time limits if deemed necessary.
8. Once all information has been collected, the Chair, or designee, will:
 - Reiterate the alleged policy violation(s);
 - Remind all Parties and participants involved of the Standard of Proof (Clear and Convincing), as further defined in Appendix A;
 - Remind all parties and participants of confidentiality and of all imposed sanctions that are active and must be adhered to;
 - Remind all Parties and participants to review the Coast Community College District's Student Code of Conduct (Board Policy 5500), Administrative Procedure (5500), and to understand their Student rights and responsibilities;
 - Inform all Parties and participants of the deliberation process and the projected timeline for notification; and
 - Remind the Student charged and the Complainant, if applicable, that notification and all communication will be via District email accounts.

Following the Appeal Committee Chair's closing statements, all persons will be dismissed from the hearing except for the Committee Chair and her/his members of the Appeal Committee for deliberation.

4.5 FAILURE TO APPEAR

A Student who fails to appear before the Student Discipline Appeal Committee after having been notified of an appeal hearing is deemed to have waived his/her rights to participate in the appeal. The appeal hearing shall be terminated and the Student Discipline Appeal Committee shall be dismissed.

4.6 DELIBERATION AND DECISION

The Student Discipline Appeal Committee shall make its findings for the appeal hearing based on the Clear and Convincing Evidence standard, as further defined in Appendix A, which demonstrates whether or not the College Disciplinary Officer:

- Issued disproportionate or excessive sanctions in relation to the violation(s) the Respondent was found Responsible for committing.
- Demonstrated unlawful discrimination during the determination of Responsibility, and/or;
- Made a substantive procedural error which materially and significantly affected the weighing of evidence.

Following presentation of evidence, the Student Discipline Appeal Committee shall privately consider the evidence and shall prepare a written report of its findings and deliver to the College Disciplinary Officer, which shall ordinarily be submitted within five working days of the date of the appeal hearing. This report shall include the following:

- A brief summary of the facts as found by the Student Discipline Appeal Committee, and a determination of evidence indicating whether the College Disciplinary Officer's findings should or should not be overturned;
- A finding indicating the appropriateness of the disciplinary sanction imposed on the Student by the College Disciplinary Officer. This finding may state:
- A finding that the Student is Responsible and that the disciplinary action proposed is appropriate; or
- A finding that the determination of Responsibility be set aside due to the College Disciplinary Officer's evidenced unlawful discrimination in the investigation;
- A finding that the Student is Responsible, but that the disciplinary action imposed by the College Disciplinary Officer was excessive to the violation, and as such, a recommendation be made for a lessened sanction;
- A finding that the College Disciplinary Officer committed a substantive procedural error during the investigation or finding which would unduly taint the legitimacy of the finding of Responsibility, resulting in the finding to be set aside.

The report of the Student Discipline Appeal Committee shall be sent by the Student Discipline Officer to the Respondent. If the Committee has made a finding evidencing unlawful discrimination, bias, or substantive procedural error, the Committee shall provide a copy of the report to the College Vice President of Student Services. The Student Discipline Office shall copy the Vice President of Student

Services on written notification to the Student(s) involved.

No finding by the Student Discipline Appeal Committee recommending the setting aside of a finding of Responsibility due to unlawful discrimination or procedural error by the College Disciplinary Officer shall act as a bar to a subsequent investigation by another College Disciplinary Officer from within the District of the underlying facts and evidence of the matter appealed and making a finding and determination of Responsibility.

4.8 RECOMMENDATION FOR EXPULSION

If, after investigation, the College Disciplinary Officer recommends expulsion to the College President, or if the College President independently seeks to have the Student expelled, the College President shall deliver a written recommendation for the Student's expulsion to the Chancellor. A copy of the President's recommendation shall be provided to the Student, or if the Student is a dependent minor to his/her parent or guardian.

The College President's recommendation for expulsion shall contain a statement of the charges against the Student that provides the basis for his/her request that the Student be expelled, including a factual description of the conduct upon which the charges are based, and the action(s) taken by the College Disciplinary Officer.

4.10 REVIEW BY THE CHANCELLOR

The Student may appeal the College President's recommendation for expulsion, but not for other sanctions, by submitting a letter of appeal via personal delivery, delivery by a professional process server, or by certified mail to the Chancellor's office within ten days of his/her receipt of the

College President's recommendation for expulsion.

Any letter of appeal must be signed for by the Chancellor's Office. The letter of appeal to the Chancellor shall state the reasons why the Student should not be expelled and shall not exceed fifteen pages in length. The Student or his/her parent or guardian does not have the right to meet personally with the Chancellor under this procedure.

1. Chancellor's Recommendation to the Board. If the Chancellor has decided to recommend the Student's expulsion, he/she shall cause to be placed on a Board agenda for action, within a thirty days of notice of appeal, his/her recommendation that the Student be expelled. Minor deviations in the timeline for placement of the Chancellor's recommendation on the Board agenda shall be permitted. The Chancellor shall notify the Student or the Student's parent or guardian if the Student is a dependent minor of his/her decision to seek expulsion. The Chancellor's notice shall be in writing, setting forth the Board meeting date, time, and location where the Board will consider the recommended expulsion.
2. Appeal to the Board of Trustees. The Student may submit a Letter of Opposition to Expulsion to the Board of Trustees, through the Manager of the Board Office, via personal delivery, delivery by a professional process server, or by certified mail setting forth the Student's basis for opposition to the recommended expulsion. The Student's letter must be received no less than five days prior to the scheduled Board meeting date.

The Student's Letter of Opposition shall not exceed ten pages in length, explaining to the Board why he/she should not be

expelled. The Student may attach to his/her letter any documents he/she wishes the Board to consider.

3. The Chancellor shall submit the following documents to the Board prior to the Board acting on his/her recommendation for expulsion:
 - a.) A copy of the correspondence provided to the Student informing the Student of the alleged violations of the Student Code of Conduct;
 - b.) A copy of the investigative findings of the College Disciplinary Officer, including any relevant evidence collected and assessed.
 - c.) A copy of the report, if any, of the Student Discipline Appeal Committee;
 - d.) A copy of the President's recommendation for expulsion;
 - e.) A copy of any letters or documents submitted by the Student; and
 - f.) The Chancellor's recommendation regarding expulsion of the Student.
4. The Board shall consider the documents provided in closed session.
5. The Board shall announce in open session any determination made in closed session concerning the recommended Student's expulsion.

The Board's Decision Regarding Expulsion

The Board's decision shall be final and shall end the Student's appeal process relating to expulsion.

Notification to College Disciplinary Officer

The Secretary to the District's Board of Trustees shall notify the College Disciplinary Officer in writing of the Board's decision regarding the Student's expulsion and shall provide the College Disciplinary Officer with a copy of the meeting minutes evidencing the Board's action.

Notification to Student

The College Disciplinary Officer shall notify the Student in writing of the Board's decision regarding his/her status as a Student in the District.

4.11 READMISSION AFTER A SUSPENSION

The following procedures shall apply to a Student's request for readmission. A Student who has been suspended is eligible to apply for readmission if:

- The term of the Student's long term suspension will expire within 30 days.
- The Student has complied with all the terms and conditions of his/her suspension; and
- During the course of the Student's suspension, the Student has not engaged in any behavior or activity that would be cause for discipline under this Student Code of Conduct if the individual were a District Student.

Procedure for Re-admission Following Long-Term Suspension

- The Student seeking readmission must make a written request for readmission to the College Disciplinary Officer.
- The College Disciplinary Officer may request a meeting with the Student seeking readmission to ascertain his/her eligibility for readmission.

- Ordinarily, within thirty days of the date of his/her receipt of a written request for readmission, the College Disciplinary Officer shall decide whether the request should be granted or denied.
- The College Disciplinary Officer shall notify the Student of his/her decision in writing and shall, in case of denial, include the reasons for such denial.
- A Student, whose application for readmission has been denied, may not apply for readmission for a period of two years after denial of his/her application.

APPENDIX A – ADMINISTRATIVE PROCEDURE DEFINITIONS

In addition to and in some cases as a supplement to the terms defined elsewhere in this procedure, the following defined terms shall have the meanings set forth in this section for purposes of this procedure.

1. "Advisor" means a person, not serving as legal counsel, who at the Student's request, accompanies the Student and provides him or her with emotional or other support at a hearing. The advisor will be expected to maintain confidentiality.
2. "Attorney" means any person who is admitted to practice law in the State of California.
3. "Board" means the Governing Board of the Coast Community College District.
4. "Chancellor" means the Chancellor of the Coast Community College District, or his/her designee.
5. "Clear and Convincing Evidence" means the burden of evidence that a Student must present establishing that it is highly probable that the disciplinary

Officer's determination process was flawed due to unlawful discrimination, significant and inappropriate bias from the hearing officer or Appeal Committee, demonstrated incompetence, or significantly disproportionate sanctions when compared to the offense.

6. "College Activity" means any activity sponsored by the District including, but not limited to, courses, class, lectures, labs, field trips, club activities, Student Government activities, community education or similar activities, or any other Student sponsored activity.
7. "College Disciplinary Officer" means the College Official(s) designated by the College President, or designee, to administer this policy.
8. "Community" means Coast Community College District Students, trustees, employees, agents, instructional associates, visitors, representatives, guests of the District and their families, and any persons conducting business with the District.
9. "Complainant" means the person(s) reporting alleged violations of this Student Code of Conduct.
10. "Day" means calendar day.
11. "Designee" means a District Official appointed to fulfill responsibilities relating to this procedure.
12. "District" means the Coast Community College District and each of its colleges.
13. "District Community" means any employee, contractor, Student, member of the public, or invitee present on District property, or

on property being used by the District. For purposes of this definition, a Student is deemed a member of the District Community while enrolled in, or in the process of applying for, enrollment as a Student at any of the colleges within the District. A Student does not have to be physically located on District property for their behavior to be governed by this Student Code of Conduct.

14. "District Official" means any person employed by the District as a Manager, Supervisor, or Officer.
15. "District Property" means all real, personal and intellectual property owned, controlled, used, or occupied by the District, including property physically removed from any college, the District office, or any place that is the site of a District-approved function.
16. "Finding" means an outcome determined by the College Disciplinary Officer or designee after completion of an investigation and a review of the facts collected during the investigation. Findings include "Responsible" or "Not Responsible".
17. "Hearing Panel" means a panel formed by the College Disciplinary Officer to make a determination and finding of whether a Student is Responsible or not for alleged violations of the Student Code of Conduct.
18. "Instructor" means any faculty member employed by the District for instruction of curriculum or other programs.
19. "Interpreter" means a sign language interpreter or translator present to assist the Student in understanding and communicating information at any hearing.
20. "Investigation" means the process following a report of a violation of the Student Code of Conduct. The investigation includes a review of facts presented by the person reporting the violation, the Student accused of the violation, and any other applicable evidence presented to help the College Disciplinary Officer make a determination of "Responsible" or "Not Responsible".
21. "Mental Health Professional" means a California licensed clinical psychologist or California board-certified psychiatrist.
22. "Not Responsible" means, based on the applicable evidence collected during the investigation, it is more likely than not that the Student did not commit a violation of the Student Code of Conduct.
23. "Parties" means both the Complainant and the Respondent involved in the alleged violation of this Student Code of Conduct.
24. "Party" means an individual, either the Complainant or the Respondent, involved in the alleged violation of this Student Code of Conduct.
25. "Preponderance of the Evidence" for purposes of this Administrative Procedure, means the weight of the evidence presented by the District at the administrative hearing that has established that it is more likely than not that the Student is Responsible for the alleged violation of a provision within the District's Student Code of Conduct. This weight of evidence standard applies to any informal or formal resolution hearing, other than for appeals.
26. "Request to Stay" means a request, in writing, from a Student, seeking to have any interim action reconsidered or amended by the College Vice President of Student Services, or designee.
27. "Respondent" means the person(s) who are alleged to have violated the Student Code of Conduct.
28. "Responsible" means, based on the applicable evidence collected during the investigation, it is more likely than not that the Student committed one or more violation(s) of the Student Code of Conduct.
29. "Retention Letter" means a letter from an attorney stating he/she has been retained by a Student facing disciplinary proceedings pursuant to the Student Code of Conduct.
30. "Student" means any person who has applied for admission, who is or has been enrolled, or who has expressed their intent to enroll for any college program within the District for the period in which the misconduct occurred.
31. "Student Code of Conduct" means the Coast Community College District Board Policy/ Administrative Procedure (BP 5500 and AP 5500, respectively).
32. "Student Discipline Appeal Committee" means a committee formed by a college within the District for the purpose of hearing appeals filed by Students following findings of Responsibility or Non-Responsibility. The composition of this committee is set forth in Section 4.4.
33. "Weapon" means any instrument or weapon, the use of which is likely to cause bodily injury, including, but not limited to, a

blackjack, sling shot, Billy club, sand club, sandbag, metal knuckles, any dirk, dagger, bow and arrow, switchblade knife, pistol, revolver, or any other firearm, any knife having a blade longer than 2 ½ inches, any razor with an unguarded blade, any metal pipe or bar used or intended to be used as a club or any instrument used in an assault or attempted assault on another person.

APPENDIX B-STUDENT CODE OF CONDUCT VIOLATIONS

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 Student Code of Conduct, or for any violation of state or Federal law. Being under the influence of drugs and/or alcohol, or the existence of other psychological impairment does not excuse a violation of this Student Code of Conduct.

1. **Academic Misconduct.** All forms of academic misconduct including, but not limited to, cheating, fabrication, plagiarism, or facilitating academic dishonesty.
2. **Alcohol.** Manufacture, distribution, dispensing, possession, use, consumption or sale of, or the attempted manufacture, distribution, dispensing, distribution, consumption or sale of alcohol that is unlawful or otherwise prohibited by, or not in compliance with, District policy, administrative procedures, or campus regulations.
3. **Assault/Battery.** Assault, battery, or any threat of force or violence upon a Student or upon any Member of the District Community. This includes, but is not limited to:
 - a.) Inflicting bodily harm upon any Member of the District Community;
 - b.) taking any action for the purpose of inflicting bodily harm upon any Member of the District Community;
 - c.) taking any reckless, but not accidental action, from which bodily harm could result to any Member of the District Community;
- d.) Causing a Member of the District Community to believe that the offender or his/her agent may cause bodily harm to that person or any member of his/her family or any other Member of the District Community;
- e.) Inflicting or attempting to inflict bodily harm on oneself.
4. **Bias.** Bias-related incidents are behaviors that constitute an expression of hostility against a person or property or another due to the targeted person's race, religion, sexual orientation, ethnicity, national origin, gender, age, marital status, political affiliation, or disability. These acts or behaviors may not rise to the level of a crime, or a violation of state or federal law, but may constitute to creating an unsafe, negative, or unwelcome environment for the targeted person.
5. **Continued Misconduct or Repeat Violation.** Repeated misconduct or violations of this Policy, when other means of correction have failed to bring about proper conduct.
6. **Dating Violence.** Violence committed by a member of the District Community who is, or has been, in a social relationship of a romantic or intimate nature with the victim, and where the existence of such a relationship shall be determined based upon the consideration of the following factors:
 - a.) Length of the relationship
 - b.) Type of relationship, and
 - c.) The frequency of interaction between the persons involved in the relationship

7. **Destruction of Property.** The damaging, destroying, defacing, or tampering with District Property or the property of any person or business on District Property or at a District function, including but not limited to, taking down, defacing, or otherwise damaging District authorized posters, handbills and/or notices posted on District property.
8. **Discrimination.** Unlawful discrimination against a person on the basis of race, ethnicity, color, religion, national origin, sex, age, disability, military or veteran status, gender identification, gender expression, marital status; sexual orientation, or genetic information, except where such distinction is authorized by law.
9. **Dishonesty.** All forms of dishonesty including but not limited to fabricating information, furnishing false information, or reporting a false emergency to the District.
10. **Disorderly or lewd conduct.** Engaging in disorderly or lewd, indecent or obscene behavior on District Property or at a District function.
11. **Disruption of Educational Process.** Destruction or disruption on or off District Property of the District educational process(es), including but not limited to interrupting, impeding, obstructing or causing the interruption or impediment of any class, lab, administrative office, teaching, research, administration, disciplinary procedures, District activity or District authorized Student activity or administrative process or other District function; or disturbing the peace on District Property or at any District function.
12. **Disruptive Behavior.** Disruptive behavior, disobedience, profanity, vulgarity, or the open defiance of the authority of or abuse of District personnel, or which adversely effects the delivery of educational services to Students and the District Community.
13. **Disturbing the Peace.** Disturbing the peace and good order of the District by, among other things, fighting, quarreling, disruptive behavior, or participation in a disturbance of the peace or unlawful assembly.
14. **Drugs.** Unlawful or attempted manufacture, distribution, dispensing, possession, use, distribution or sale of, controlled substances, dangerous drugs, restricted dangerous drugs or narcotics, as those terms are used in state or federal statutes on District Property or at any District function. Possession of medicinal marijuana on District premises is prohibited.
15. **Endangering Welfare of Others.** Violation of any state or federal law relating to the placing at risk of physical or emotional harm of a member of the District Community.
16. **Failure to Appear.** Failure to appear before a District Official when directed to do so.
17. **Failure to Comply or Identify.** Failure to identify oneself to, or comply with the directions of, a District Official, employee, policy, law enforcement, or other public official when requested to do so; or resisting or obstructing such District or other public officials in the performance of or the attempt to perform their duties.
18. **Failure to Obtain Permits.** Participating in an organized protest for which a District permit has not been obtained.
19. **Failure to Repay Debts or Return District Property.** Failure to (a) repay debts to the District; (b) return District property; (c) return property of any member of the District Community.
20. **False Report of Emergency.** Knowingly and purposefully, causing, making, and/or circulating a false report or warning of a fire, explosion, crime, or other catastrophe.
21. **Forgery.** Any forgery alteration, or misuse of any District document, record, key, electronic device, or identification, or knowingly furnishing false information to a District official.
22. **Fraud.** Any attempt to steal, take, carry, lead, or take away the personal property of another; or who fraudulently appropriated property which has been entrusted to him or her; or who shall knowingly and designedly, by any false or fraudulent representation or pretense, defraud any other person of money, labor or property, or who causes or procures or obtains credit and thereby, or fraudulently gets or obtains possession of money, or property, or obtains the labor or service of another; is guilty of theft.
23. **Gambling.** Unauthorized gambling on District Property or at any District function.
24. **Harassment/Bullying.** A specific act, or series or acts, of a verbal or physical nature, including threats, intended to annoy, intimidate, pester, aggravate, irritate, dominate, ridicule, or cause fear to a member

of the District Community, occurring within the jurisdiction of the District as set forth in Section I.4.

25. **Hateful Behavior.** Hateful behavior aimed at a specific person or group of people.
26. **Hazing.** Participation in hazing or any method of initiation or pre-initiation into a campus organization or other activity engaged in by the organization or members of the organization at any time that causes, or is likely to cause, physical injury or personal degradation or disgrace which can inflict psychological or emotional harm to any Student or other person.
27. **Infliction of Mental Harm.** Inflicting mental harm upon any member of the District Community; (a) taking any action for the purpose of inflicting mental harm upon any Member of the District Community; (b) taking any reckless, but not accidental action, from which mental harm to Member of the District Community could result; (c) causing a Member of the District Community to believe that the Student or his/her agent may cause mental harm to that person or any member of his/her family or any other member of the District Community; (d) any act which purposefully demeans, degrades, or disgraces any person.
28. **Library Materials.** Cutting, defacing, or otherwise damaging or theft of college library or bookstore materials or property.
29. **Misrepresentation.** A false statement or representation based upon the intentional disregard of false or possibly false information, or knowingly entering into a transaction based upon false

information, or misrepresenting oneself to be an agent, employee, or representative of the District or its colleges.

30. **Misuse of Identification.** Transferring, lending, borrowing, altering or unauthorized creation of identification.
31. **Possession of Stolen Property.** Possession of District Property, or the property of any other person, when the Student knows, or reasonably should know, that the property was stolen.
32. **Possession of Weapons.** Unauthorized possession, use, storage, or manufacture of explosives, dangerous chemicals, firebombs, firearms, or other destructive devices or weapons as defined in Section K of Appendix A.
33. **Public Intoxication.** Public intoxication or being under the influence of alcoholic beverages, any illegal narcotics, or any substance that causes impairment on District/College Property or at any District/College function.
34. **Sexual Harassment.** Sexual harassment against a member of the District Community. Sexual harassment is defined as (a) unwelcome verbal harassment, e.g., epithets, derogatory comments, or slurs; (b) physical harassment, e.g., assault, impeding or blocking movement, or any physical interference with normal work or movement when directed at an individual; (c) visual forms of harassment, e.g., derogatory posters, cartoons, or drawings; (d) unwelcome sexual advances, requests for sexual favors; or (e) an intimidating, hostile, or offensive environment. "Unwelcome conduct" is defined as conduct which the member of the District Community does not solicit or

initiate, and which the person regards as undesirable or offensive.

35. **Sexual Misconduct.** Sexual Misconduct comprises a broad range of unwelcome behaviors focused on sex and/or gender that may or may not be sexual in nature. Any intercourse or other intentional sexual touching or activity without the other person's consent is sexual assault, is a form of Sexual Misconduct under this Procedure. Sexual Misconduct is any form of gender-based harassment, including, but not limited to, sexual harassment, sexual assault, and sexual exploitation, as well as harassment based on gender identity, gender expression, and non-conformity with gender stereotypes. Sexual misconduct may also include acts of a sexual nature, including acts of stalking, domestic violence, and dating violence, intimidation, or for retaliation following an incident where alleged Sexual Misconduct has occurred.

Sexual Misconduct can occur between strangers or acquaintances, or people who know each other well, including between people involved in an intimate or sexual relationship, can be committed by anyone regardless of gender identity, and can occur between people of the same or different sex or gender.
36. **Serious Injury or Death.** Any intentional or reckless action or conduct which results in serious injury or death to a Member of the District Community or his/her family.
37. **Smoking.** Smoking in an area where smoking has been prohibited by law or regulation of the District.

38. **Stalking.** Stalking behavior in which a Student repeatedly engages in a course of conduct directed at another person and makes a credible threat with the intent to place that person in reasonable fear for his or her safety, or the safety of his or her family; where the threat is reasonably determined by the College Disciplinary Officer to create substantial emotional distress, torment, create fear, or to terrorize the person.
39. **Sexual Stalking.** Course of conduct directed at a specific person that would cause a reasonable person to feel fear or suffer substantial emotional distress due to another's sexual interest or gender-based stalking. Stalking involves repeated and continued harassment of a sexual or gender-based nature, against the expressed consent of another individual, which causes the targeted individual to feel emotional distress, including fear or apprehension. Such stalking behaviors may include: pursuing or following; unwanted communication or contact - including face-to-face encounters, telephone calls, voice messages, electronic messages, web-based messages, text messages, unwanted gifts, etc.; trespassing; and surveillance or other types of observation.
40. **Theft or Abuse Of District's Computers and Electronic Resources.** Theft or abuse of District computers and other District electronic resources such as computer and electronic communications facilities, systems, and services. Abuses include (but are not limited to) unauthorized entry, use, transfer, or tampering with the communications of others, and interference with the work of others, and with the operation of computer and electronic communications facilities, systems, and services. Theft or attempted theft of any kind, including seizing, receiving, or concealing property with knowledge that it has been stolen, is prohibited. Sale, possession, or misappropriation of any property or services without the owner's permission is also prohibited.
41. **Theft or Conversion of Property.** Theft or conversion of District Property or services, or the property of any person or business on District Property or at a District function, or possession of any property when the Student had knowledge or reasonably should have had knowledge that it was stolen.
42. **Trespass and Unauthorized Possession.** Unauthorized or forcible trespass on, entry to, possession of, receipt of, or use of any District services, grounds, equipment, resources, properties, structures, vehicles, boats, water craft or facility, including the unauthorized use of District's name, insignia, or seal without permission or authorization.
43. **Unauthorized Tape Recording.** Tape recording any person on District Property or at any District function without that person's knowledge or consent. This definition shall not apply to recordings conducted in public, in a commonly recognized public forum.
44. **Unauthorized Use of Course or Copyrighted Materials.** Students of the District will abide by all aspects of United States copyright law, Title 17 of the United States Code, to the extent possible, under authoritative interpretation of the law. Students shall not reproduce copyrighted materials without prior permission of the copyright owner, except as allowed by the "fair use" doctrine. The District has posted detailed information describing "fair use", including examples and an assessment tool, to assist District Students in determining whether the use of certain materials are exempted from copyright infringement as "fair use."
- See <http://www.cccd.edu/facultystaff/riskservices/copyrightchecklist.aspx>. In addition, Students shall not sell, prepare, or distribute for any commercial purpose any course lecture notes or video or audio recordings of any course unless authorized by the District in advance and explicitly permitted by the course instructor in writing. The unauthorized sale or commercial distribution of course notes or recordings by a Student is a violation of these Policies whether or not it was the Student or someone else who prepared the notes or recordings. Copying for any commercial purpose handouts, readers or other course materials provided by an instructor as part of a District course unless authorized by the District in advance and explicitly permitted by the course instructor or the copyright holder in writing (if the instructor is not the copyright holder).
45. **Unauthorized Use of District Keys.** Unauthorized use, distribution, duplication or possession of any keys issued for any building, laboratory, facility, room, or other District Property.
46. **Unauthorized Use of Electronic Devices.** Unauthorized use of an electronic device on District property or at any District

function, including but not limited to, classes, lectures, labs and field trips.

47. **Unauthorized Use of Property or Services.**

Unauthorized use of property or services or unauthorized possession of District Property or the property of any other person or business.

48. **Unreasonable Demands.**

Placing repeated, hostile, or unreasonable demands on District staff.

49. **Unwelcome Conduct.**

Unwelcome Conduct: conduct of a sexual, gender-based, or harassing nature, which is considered unwelcome if a person did not request or invite it, and considered the conduct to be unwelcome, undesirable, or offensive. Unwelcome conduct may take various forms, including name-calling, graphic or written statements (including the use of cell phones or the Internet), hazing, bullying, or other conduct that may be physically or psychologically threatening, harmful, or humiliating. Unwelcome conduct does not have to include intent to harm, or be directed at a specific target, or involve repeated incidents. Unwelcome conduct can involve persons of the same or opposite sex.

50. **Violation of Driving Regulations.**

Driving unsafely on District property or while taking part in any District function, or repeated violation of District parking regulations.

51. **Violation of Health & Safety Regulations.**

Violation of any health, safety or related regulations, rule or ordinance on District property or at any District function.

52. **Violation of Law.**

Violation of any federal, state or local law on District property, at a District function or involving a member of the District Community.

53. **Violation of Posted District Rules.**

Violation of any rule or regulation posted on District property by the District or the College, or printed in any District publication.

54. **Violation of Published Computer/Network Usage Policy(s), Procedures, or Guidelines.**

a.) Accessing without permission and/or altering, damaging, deleting, destroying, or otherwise using any data, computer, computer system, or computer network belonging to or used by the District or any Member of the District Community.

b.) Accessing without permission and/or taking, copying, or making use of any data from a computer, computer system, or computer network, or taking or copying any supporting documentation, whether existing or residing internal or external to a computer, computer system, or computer network belonging to or used by the District or any Member of the District Community.

c.) Using or causing to be used District computer services without permission.

d.) Accessing without permission and/or adding, altering, damaging, deleting, or destroying any data, computer software, or computer programs which reside or exist internal or external to a computer, computer systems, or computer network belonging to or used by the District or any Member of the District Community.

e.) Disrupting or causing the disruption of computer services or denying or causing the denial of computer services to an authorized user of a computer, computer system, or computer network belonging to or used by the District or any Member of the District Community.

f.) Providing or assisting in providing a means of accessing, without permission, a computer, computer, system, or computer network belonging to or used by the District or any Member of the District Community.

g.) Accessing or causing to be accessed without authorization any computer, computer system, or computer network belonging to or used by the District or any Member of the District Community.

h.) Introducing any computer contaminant or virus into any computer, computer system, or computer network belonging to or used by the District or any Member of the District Community.

i.) Sending any message using any computer system or network without authorization or sending any message in the name of another person or entity.

j.) Using any account or password without authorization.

k.) Allowing or causing to be used an account number or password by any other person without authorization.

l.) Accessing or causing to be accessed, downloading or causing to be downloaded, pornographic or obscene materials except when accessing a pornographic website which is part of the instructional

process or assignment for a class the Student is currently enrolled in.

- m.) Using the District's systems or networks for commercial purposes; for example, by performing work for profit with District resources in a manner not authorized by the District.

APPENDIX C- SANCTIONS

A Student found Responsible for violating any of the Student Code of Conduct standards (BP/AP 5500) is subject to sanctions set forth herein.

The following sanctions may be imposed for violation of this Student Code of Conduct. These sanctions are not exclusive.

Community Service may be imposed by the College Disciplinary Officer on any Student who violates this Student Code of Conduct. Community Service shall consist of the Student performing some act or duty that is of benefit to the campus and/or surrounding community.

Disciplinary Probation consists of Written Notice to the Student by the College Disciplinary Officer that the Student has violated this Student Code of Conduct and that for a specified period of time, imposed by the College Disciplinary Officer, the Student must meet certain conditions as imposed by the College Disciplinary Officer. Any subsequent violations of this policy by the Student during the term of the probation or the Student's failure to comply with any condition of probation imposed by the College Disciplinary Officer will result in additional sanctions under this policy.

1. **District Restriction.** The College Disciplinary Officer may for a specified period of time restrict the Student's access to parts or areas of the District and/or District Property.

2. **Exclusion from District Activities.** Prohibits the Student from participating in any District cocurricular and/or extra-curricular activity(ies) for a period to be determined by the College Disciplinary Officer.
3. **Educational Essay.** The College Disciplinary Officer, or designee, will assign a topical paper that best serves in the education and learning for the Student. The College Disciplinary Officer determines the format of the paper.
4. **Mental Health Clearance.** Mental Health Clearance may be required before a Student is readmitted to a particular class or allowed to come onto District Property. The College Disciplinary Officer must receive a letter from a licensed mental health professional stating that in his/her professional judgment the Student will no longer continue the behavior which gave rise to the College Disciplinary Officer taking disciplinary action against him/her or that the Student's continued presence on campus is not a threat to himself/herself or others. The mental health professional must be licensed by the State of California and the College District Administer must verify that the mental health professional is credentialed to render a professional opinion. The Student shall bear the cost and expense of obtaining mental health clearance.
5. **Restitution.** The College Disciplinary Officer may require the Student to repay the District or any person for the cost of replacing or repairing any property taken, destroyed or damaged by the Student. This Student may also be charged a service charge and/or collection fee under the College

policy regarding service charges and collection fees.

6. **Restriction from Attendance at District Events.** The College Disciplinary Officer may restrict the Student from attending some or all District events for a specified period of time.
7. **Short Term Removal from Class .** Short Term Removal from Class for a period not to exceed two class meetings, may be imposed by any instructor on a Student who is disrupting the class or otherwise interfering with the ability of other Students in the class to learn. Before removing a Student from class, an instructor shall first give or make reasonable efforts to give the Student notice of his/her intent to remove the Student and a reasonable opportunity for the Student to modify his/her behavior. The instructor or program supervisor shall notify the College Disciplinary Officer, in writing, immediately following his/her removal of a Student under this section, with a copy to the Dean of the Academic Unit. The Student may not return to the class until the Student has met with the College Disciplinary Officer. The College Disciplinary Officer shall contact the Student to arrange such a meeting.
8. **Short Term Suspension.** Short Term Suspension prohibits the Student from attending classes or entering onto any District Property for a period of one (1) to ten (10) days as determined by the College Disciplinary Officer.
9. **Hold on Records.** Hold on Records consists of the withholding of transcripts and/or other Student records. The College Disciplinary Officer may impose such withholding when a Student fails to repay debts to the

District, return District equipment or make restitution to the District. A Hold on Records may also be asserted if a Student does not comply to requests such as, but not limited to, required meeting or appointments.

10. **Administrative Withdrawal From Class.** Administrative Withdrawal From Class prohibits a Student's continued presence in the class if his/her behavior is disruptive of the class and interferes with the ability of other Students in the class to learn or in any way endangers himself/herself or others. When this sanction is applied, the Student will be administratively withdrawn by College Disciplinary Officer.
11. **Grade Change.** Grade Change from a "Withdraw" to a letter grade may be imposed where the College Disciplinary Officer, together with the instructor, determine this is an appropriate sanction.
12. **Written Warning.** Written Warning is a written reprimand and warning to the Student by the College Disciplinary Officer that he/she has determined that the Student has violated this Student Code of Conduct and is on warning.
13. **Long Term Suspension.** Long Term Suspension between 11 days and up to 2 years
14. **Expulsion** - for a period between 2 and 10 years

Ratified February 18, 2015 (replaces prior BP 3902 Student Code of Conduct and Disciplinary Procedures, last revised 11/16/2005)

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 violations of 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 administrators in their efforts to make cheating, plagiarism and other dishonest conduct nearly impossible.
2. Notify instructors and/or appropriate administrators about observed incidents of academic dishonesty.

EXAMPLES OF VIOLATIONS OF ACADEMIC HONESTY

Academic dishonesty includes, but is not limited to, the following:

Cheating

1. Obtaining information from another student during an examination.
2. Communicating information to another student during an examination.
3. Knowingly allowing another student to copy one's work.

4. Offering another person's work as one's own.
5. Taking an examination for another student or having someone take an examination for oneself.
6. Sharing answers for a take-home examination unless specifically authorized by the instructor.
7. Using unauthorized material during an examination.
8. Altering a graded examination or assignment and returning it for additional credit.
9. Having another person or a company do the research and/ or writing of an assigned paper or report.
10. Misreporting or altering the data in laboratory or research projects.

Plagiarism

Plagiarism is to present as one's own the ideas, words, or creative product of another. Credit must be given to the source for direct quotations, paraphrases, ideas, and facts which are not common knowledge.

Other Dishonest Conduct

1. Stealing or attempting to steal an examination or answer key.
2. Stealing or attempting to change official academic records.
3. Forging or altering grade change cards.
4. Submitting all or part of the same work for credit in more than one course without consulting all instructors involved.
5. Intentionally impairing the performance of other students and/or a faculty member, for example, by adulterating laboratory samples or reagents, by altering musical or athletic

equipment, or by creating a distraction meant to impair performance.

6. Forging or altering attendance records.

Collusion

Collusion occurs when any student knowingly or intentionally helps another student perform an act of academic dishonesty. Collusion in an act of academic dishonesty will be disciplined in the same manner as the act itself.

PROCEDURES FOR DEALING WITH VIOLATIONS OF ACADEMIC HONESTY

Action by the Instructor

1. An instructor who has evidence that an act of academic dishonesty has occurred shall, after speaking with the student, take one or more of the following disciplinary actions:
 - a.) Issue an oral reprimand (for example, in cases where there is reasonable doubt that the student knew that the action violated the standards of academic honesty).
 - b.) Give the student an "F" grade, zero points, or a reduced number of points on all or part of a particular paper, project, or examination (for example, for a first time occurrence of a relatively minor nature).
 - c.) Assign an "F" for the course (for example, in cases where the dishonesty is more serious, premeditated, or a repeat offense).
2. For any incident of academic dishonesty which is sufficiently serious for the instructor to take disciplinary action which can lower the student's grade (for example, an "F" given for all or part of an assignment), the instructor shall

report the incident to the Dean of Student Life 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 "Report of Academic Dishonesty" form concerning a student, the Dean of Student Life 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 Dean of Student Life 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, and the Dean of Student Life receives yet another "Report of Academic Dishonest" 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 Dean of Student Life based on alleged cheating may be appealed as specified in the Student Code of Conduct.

Portions adapted from the academic honesty policies of University of California Irvine, Cypress College, and California State University Long Beach as published in their catalogs.

PROBATION POLICY

A student shall be placed on probation whenever he or she meets one of the two conditions listed below:

1. Academic Probation

Has attempted at least 12 semester units at Golden West College and

- a.) has a grade point average of less than 2.0 in the most recent semester completed, or
- b.) has a cumulative grade point average of less than 2.0 in all units attempted.

2. Progress Probation

Has attempted at least 12 semester units at Golden West College and the percentage of units in which the student has been enrolled for which entries of "W", "I" and "NP" or "NC" are recorded reaches or exceeds 50 percent.

A student on probation at Golden West College, Orange Coast College or Coastline Community 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 including inviting them to take an online tutorial concerning probation/ disqualification located at <http://www.goldenwestcollege.edu/counseling/probation>.

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 following semester, the student must complete the Golden West College online Probation/ Disqualification Tutorial Orientation and submit the results to the counseling department in order to be cleared to register for classes.

Any student disqualified from a college within the Coast Community College District may be dismissed for a minimum of one semester. A student dismissed from one District college shall not attend another District college during the semester of disqualification.

Title 5, Section 55756

ACADEMIC RENEWAL POLICY AND PROCEDURE

This Academic Renewal Policy for Golden West College is issued pursuant to Section 55764 and 55765 of the California Administrative Code (Title 5) regulations. The purpose of this policy is to disregard past substandard academic performance of a student when such work is not reflective of their current demonstrated ability. It is based on the recognition that due to unusual circumstances, or circumstances beyond the control of a student, the past substandard work will negatively affect their academic standing and unnecessarily prolong the rate at which he/she may complete his/her current objectives.

Therefore, under the circumstances outlined below, Golden West College may disregard from all considerations associated with requirements for the

Certificate of Achievement/ Associate in Arts Degree and general education certification up to a maximum of thirty (30) semester units of course work from two semesters taken at any college. These circumstances are:

1. The student has requested the action formally and has presented evidence that work completed in the term(s) under consideration is substandard (less than a 2.0 grade point average) and not representative of present scholastic ability as verified by the current level of performance. Verification must consist of:
 - a.) Completion of a minimum of 12 semester units of course work at any regionally accredited college or university with a minimum cumulative grade point average of at least 2.0 subsequent to the course work to be disregarded.
 - b.) At least 12 months has elapsed since completion of the most recent course work to be disregarded.
2. Agreement that all units taken during the semester(s) to be disregarded, except those courses required as a prerequisite or to satisfy a requirement, in the student's "redirected" educational objective.
3. An understanding that the student's permanent academic record shall be annotated so that it is readily evident to all users of the records that units disregarded, even if satisfactory, may not apply to certificate, degree or general education certification requirements.
4. Agreement that all course work remains legible on the student's permanent record ensuring a true and complete academic history.

5. A student may request academic renewal only once and it cannot be reversed or modified.

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 Enrollment Center. 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 Director of Admissions and Records or his/her designee shall act to approve the petition and make the proper annotation on the student's permanent record upon verification of the conditions set forth herein.

NOTE: It is possible that other colleges or universities may not accept the Academic Renewal Policy.

STUDENT GRIEVANCE PROCEDURES

A grievance may arise out of a decision reached or an action taken by a member of the faculty, staff, or administration of Golden West College. A grievable action is an action that is alleged to be in violation of federal or state law, a violation of an applicable district/college policy or procedure, or that constitutes arbitrary, capricious, or unequal application of written

policies or procedures. The purpose of the student grievance procedure is to provide an impartial review process and to ensure that the rights of students are properly recognized and protected. Note: Sexual harassment complaints are handled under a separate grievance process.

Students wishing to express concerns or explore the college's grievance procedure may seek assistance from one of the following offices:

1. Dean of Student Life or Vice President of Instruction
2. Student Activities Director
3. Student Advocate
4. College Grievance Officer
5. Director of Disabled Students Programs and Services

These resource persons are made available to explain college grievance procedures to students and to make the appropriate forms available.

Definition of Terminology

Student – A person enrolled in any course, lecture series or workshop offered under the auspices of the college, or it may also be a person formerly enrolled who is in the process of pursuing a grievance.

College Employee – Administrator, manager, faculty, classified or student employee of the college, against whom a complaint has been lodged.

Grievance – A grievance means a complaint written on the Student Grievance Form, filed by one or more students, which alleges a grievable action.

Grievable Action – An action that is alleged to be in violation of federal or state law, a violation of an applicable district/college policy or procedure, or that constitutes arbitrary, capricious, or

unequal application of written policies or procedures.

Grievant – The student who alleges that he or she has been treated unfairly.

Working Day – A working day is any day during a regular semester in which the college is open for business, excluding weekends and holidays.

Supervisor – The 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 Dean of Student Life 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 Director of Disabled Students Programs and Services.

The supervisor will discuss the issue with the student and the college employee involved, either individually or collectively, in an effort to resolve the issue.

Note: By law, the instructor is solely responsible for the grades he/she assigns. No instructor may be directed to change a grade except in certain narrow circumstances authorized by Education Code Section 76224(a), "When grades are given for any course of instruction taught in a community college, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetency, shall be final."

If the complaint cannot be mutually resolved at the informal problem resolution level, then the student may file a written grievance by completing the Student Grievance Form and filing it with the College Grievance Officer within the limitations period.

Stage Two – Administrative Review of the Complaint

Upon receipt of the written and signed Student Grievance Form, the College Grievance Officer shall promptly forward a copy to the person against whom the complaint has been lodged and the person's supervisor. Upon the receipt of the complaint, the College Grievance Officer will make an inquiry into the merits of the complaint for the purpose of screening out false and unfounded allegations. Reasonable attempts will be made to contact the parties concerned, either individually or collectively, in order to resolve the issue. In the event the complaint is against the College Grievance Officer, or in the instance where the Grievance Officer has been the supervisor in stage one, the grievance will be handled by either the Dean of Student Life 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 Dean of Student Life 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 Dean of Student Life or the Vice President of Instruction. Either the Dean of Student Life or the Vice President of Instruction shall provide the names of the Grievance Hearing Committee members to the student and to the employee against whom the grievance is lodged five (5) working days prior to the scheduled hearing date.
6. The panel shall not include any person who was a participant in any events leading to the grievance, nor shall it include any person who has had a past association with the grievant, or any other party to the hearing which could impede the individual's ability to act in a fair and impartial manner.
7. The student or the employee against whom the grievance is lodged shall have the opportunity to challenge any member of the committee on the basis that the member was a participant in the events from which the grievance arose; or, the member has had a past association with the grievant or any other party to the hearing which could impede that member's ability to act in a fair and impartial manner. The challenge must be submitted in writing to the Vice President who elected the panel at least three (3) days prior to the scheduled hearing date. The written challenge must include the specific reasons for the challenge. If the Vice President upholds the challenge, he/she will replace the challenged member(s)

with any available person(s) of the same category (manager, faculty, classified staff, student).

Grievance Hearing Committee Process

The Grievance Hearing will be scheduled within fifteen (15) working days of the request for review. The process for the hearing shall be as follows:

1. All members of the Hearing Committee must be present to hear testimony and to consider recommendations. (Should one or more committee members not appear at the scheduled time, the committee will wait 15 minutes and then proceed without the members, assuming that a quorum of the committee is present.)
2. Should the student be more than 15 minutes late, the committee shall deny the grievance.
3. All members of the Hearing Committee will sign a Statement of Confidentiality to ensure that the information heard, the evidence reviewed, and the recommendations made will remain confidential. The statement will include a declaration that the member will act in a fair and impartial manner.
4. All information in the possession of the College Grievance Officer that concerns the formal grievance shall be provided to the Hearing Committee by the Grievance Officer.
5. The Hearing Committee shall discuss issues, hear testimony, examine witnesses and consider all relevant evidence pertaining to the grievance.
6. Arguments about legal validity or constitutionality of the college policies or procedures will not

be entertained by the Hearing Committee.

7. Attendance at the hearing shall be limited to the Hearing Committee, the College Grievance Officer, and the active parties in the grievance. The grievant and the employee involved have the right to question witnesses. Both parties have the right to have a campus advisor present during the hearing. The campus advisor may not address the Hearing Committee, examine witnesses, or in any other way participate in the hearing. Witnesses will be present only while testifying. (Should a witness be more than 15 minutes late, the committee shall proceed, without the witness.)
8. The hearing need not be conducted according to technical rules relating to evidence and witnesses. Any relevant evidence, as judged by the Hearing Committee, shall be admitted if it is the sort of evidence on which responsible persons are accustomed to rely in the conduct of serious affairs.
9. The Hearing Committee shall judge the relevance and weight of evidence and make its findings of fact. No evidence other than that received at the hearing shall be considered by the Hearing Committee.
10. Following presentation of evidence, the Hearing Committee shall privately consider the evidence and prepare a written report of its recommendation and deliver the same to either the Dean of Student Life 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 Dean of Student Life 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 is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities. The District does not discriminate unlawfully in providing educational or employment opportunities to any person on the basis of race or ethnicity, gender, gender identity, gender expression, religion, age, national origin, sexual orientation, marital status, medical condition, pregnancy, physical or mental disability, military or veteran status, or genetic information or because he/she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

Golden West College is committed to ensuring that persons with disabilities have access to all college programs and services and will make reasonable accommodations to ensure that access. Any person with a documented disability who believes that he/she has been discriminated against on the basis of that disability should contact the Director of the Disabled Students Programs and Services at (714) 895-8721 or the campus Student Grievance Officer at (714) 895-8125.

DISCRIMINATION AND SEXUAL HARASSMENT BP3430

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 BP3540 TITLE IX

The Coast Community College District recognizes that sexual assault is a serious issue, and will not tolerate acts of sexual assault on district property or at district-sponsored activities. The District will investigate all allegations of sexual assault that occur on District property or at sponsored activities and take appropriate criminal, disciplinary or legal action, with prior consent of the victim.

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 resources to students regarding sexual assault

FAMILY RIGHTS AND PRIVACY

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. The rights include:

1. The right to inspect and review the student's education records within 45 days of the day Golden West College receives a request for access. Students should submit to the Director of Admissions and Records or appropriate official, written requests that identify the

record(s) they wish to inspect. The Golden West College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Golden West College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes is inaccurate.

Students may ask Golden West College to amend a record that they believe is inaccurate. They should write the College official responsible for the records, clearly identify the part of the record they want changed, and specify why it is inaccurate.

If Golden West College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in

an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

School officials may disclose any and all educational records, including disciplinary records, to another institution at which the student seeks or intends to enroll without the prior consent of the student.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Golden West College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Directory Information

Student's directory information is released only upon approval of the Director of Admissions & Records. Students may request in writing to the Director of Admissions & Records or his/her designee, that directory information not be released.

Directory information includes one or more of the following: student's name,

birthdate, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, number of units of enrollment, and degrees and awards received.

Golden West College maintains in the Enrollment Center 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 Enrollment Center. Requests for review of information contained in item 6 may be made to the Vice President of Student Services and information in item 7 may be reviewed by arrangement with the office of Work Experience. Inquiries regarding information contained in items 8, 9, and 10 are to be directed to the Director of Admissions & Records, Student Life, the Dean of Health Professions Programs, and the Dean of the Criminal Justice Program, respectively. All requests for review will be honored within 15 days. Medical records are not available to the student. However, the student may request review of the records by his/her physician or appropriate professional of his/her choice. Students may challenge the contents of any records by notifying the administrator associated with the records in question. If the issue is not resolved at that level, the student may use the student grievance procedure.

FREE SPEECH POLICY

The policy in its entirety may be viewed at www.goldenwestcollege.edu/admissions/freespeech.html

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.) Behind the College Bookstore, south of the Student Center.
- b.) Such further areas as may be designated by the President.
- c.) 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.

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

PE. 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. 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 north end of the Health Science Building. Office hours are 8:00 a.m. to 5:00 p.m. Monday thru Friday.

PARKING AND TRAFFIC RULES AND REGULATIONS

By authority of California Vehicle Code Section 21113, the following parking and traffic rules and regulations have been adopted to facilitate vehicular movement and parking and provide for the safety of all persons using the community college campus. These parking and traffic rules and regulations will be in effect 24 hours a day.

Enforcement

Authorization is granted to the college Public Safety Department to issue parking citations within the confines of the campus. Citations will be issued for violation of the Parking Regulations as outlined below. Automatic penalties will be assessed on all fines not paid prior to the specified due date.

All authorized permit parking areas will be enforced Monday through Thursday 7:00 a.m. to 10:00 p.m. and Friday 7:00 a.m. to 5:00 p.m.

Parking Regulations and Recommended Bail

Section 208 No person shall sleep in or remain overnight in any vehicle on campus. No vehicle shall be parked overnight on campus (midnight to 6:00 a.m.) without permission from Campus Safety. \$35.00

Section 401 No parking is allowed in any area that does not have a clearly marked stall, except designated dirt lots. \$35.00

Section 402 Vehicles parking within a stall shall not overlap the lines that designate the stall. \$35.00

Section 403 No persons shall park or leave standing a vehicle on any walkway, landscaped area, driveway, road or field without prior approval of the Public Safety Department. \$35.00

Section 404 No person shall park or leave standing a vehicle not a motorcycle or moped in an area designated for motorcycles only. \$35.00

Section 405 No vehicle shall be parked backwards in diagonal parking stalls. \$35.00

Section 406 No person shall park or leave standing a motor vehicle blocking traffic lanes on any campus roadway or parking lot. \$40.00

Section 407 When signs or marking (such as red curbs) prohibiting and/or limiting parking are erected or placed upon any street, road, or area, no person shall park or leave standing any vehicle upon such street, road, or area in violation of any such sign or marking. Red Zone \$40.00

Section 409 No person shall park in any area marked in blue and identified

as "Handicapped Parking" unless a handicapped placard/license plate issued by DMV is displayed inside the vehicle. \$250.00

Section 410 No person shall park in an area posted or marked "Staff Parking" unless a valid staff parking permit is properly displayed. \$35.00

Section 411 No person shall park any vehicle in any fashion so as to create a traffic hazard. \$40.00

Section 412 No person shall park on campus in a designated permit area without a current, valid parking permit properly displayed either on the left rear bumper or suspended from the rear view mirror; on the dashboard or inside lower left windshield. Motorcycles/mopeds shall have the permit affixed to the left front fork. \$35.00

Stolen/Forged/altered/mutilated permit \$40.00

Section 413 Vehicles parking in metered stalls must pay for use of the stall as indicated on the meter. Display of a campus parking permit does not preclude payment of meter fees. \$35.00

Abandoned Vehicles

Section 501 No person shall abandon or leave standing any vehicle or motorized cycle on the campus in excess of 96 hours. All such vehicles will be stored under authority of Section 2265 8 (a) of the California Vehicle Code.

Section 502 Any person who abandons a vehicle or motorized cycle on campus or violates campus regulations that require towing of such vehicle will be responsible for payment of all towing and storage charges.

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, e-cigarettes, cigars, pipes, and other apparatus used to smoke organic and non-organic materials must be extinguished and/or properly disposed of in the ash receptacles located in the parking lots before entering our smoke-free campus.

COMPUTER AND ELECTRONIC RESOURCES 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 (email), 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 voicemail protection to the extent required by the Federal Wiretap Act.

District Rights

System administrators may access user files or suspend services they manage without notice only: (1) to protect the integrity of computer systems; (2) under time-dependent, critical operational circumstances; (3) as required by and consistent with the law; or (4) where evidence exists that violations of law or District Policy or Procedures have occurred. For example, system administrators, following organizational guidelines, may access or examine individual files or accounts based on evidence that they have been corrupted or damaged or subject to unauthorized use or misuse. In such cases of access without notice, data or information acquired may be used to initiate or extend an investigation related to the initial cause or as required by law or Board policy and/or to protect system integrity.

User Rights

While the District monitors electronic usage as part of its normal network operating procedures, the District does not routinely inspect or monitor users' computer hardware or files, email,

and/or telephone message system, nor disclose information created or stored in such media without the user's consent. The District shall attempt to notify users before accessing computer hardware and files or prior to suspending service. In the event that the District acts without user consent, under its District Rights specified above, the District shall do so with the least perusal of contents and the least action necessary to resolve the immediate situation. When the District accesses files without user consent, it shall notify the user as soon as possible of its access and provide the reason for its action.

User Responsibilities

The Board recognizes that computers and networks can provide access to resources on and off campus, as well as the ability to communicate with other users worldwide. Such open access is a privilege and requires that individual users act responsibly. Users must respect the rights of other users, respect the integrity of the systems and related physical resources and observe all relevant law, regulations and contractual obligations.

For District employees, the intended uses of the District Network are those which are reasonable and necessary for the pursuit of job duties; for students, the intended uses are those which are reasonable and necessary for the pursuit of instructional activities.

Although personal use is not an intended use, the District recognizes that the Network will be used for incidental personal activities provided that such use is within reason and provided that such usage is ordinarily on an employee's own time, is occasional, and does not interfere with or burden the District's operation, and not otherwise contrary to District policies or procedures.

"Unauthorized uses" include prohibited uses and any other use for a prohibited purpose, including illegal activities, messages which may constitute discrimination or harassment under state or federal law or anything that interferes with the intended use. These types of prohibited uses and purposes are further defined in the Administrative Procedures.

All users of the District Network must read, understand, and comply with this Policy as well as the 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 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.

Computer and Electronic Resources Systems Acceptable Use Procedure

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 Board Policy.
- Forging email 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, email or voice mail to harass or threaten others.
- Knowingly downloading, displaying or transmitting by use of the District Network, communications, pictures, drawings or depictions that contain ethnic slurs, racial epithets, or anything that may be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religious or political belief.
- Knowingly downloading, displaying or transmitting by use of the District Network sexually explicit images, messages, pictures, or cartoons which have the clear purpose of harassment or have been identified as harassment as the result of a formal investigation into the matter.
- Knowingly downloading, displaying or transmitting by use of the District Network sexually harassing images or text in a public computer facility, or location that can potentially be in view of other individuals.

- Using the District Network to publish false or defamatory information about another person.

Commercial Use

- Using the District Network for any commercial activity, other than incidental or traditional commercial use, without written authorization from the District. "Commercial activity" means for financial remuneration or designed to lead to financial remuneration. Examples of "incidental or traditional commercial use" include but are not limited to:
- Electronic communication between an instructor who is an author of a textbook and her/his publisher:
- Electronic communication by a staff member who uses the District Network to communicate regarding a presentation at an educational conference or workshop, for which that staff member might receive an honorarium.
- Electronic use by a student of the District Network to seek a part or full time job or career related to the student's field of study, or to assist her/him in applying for such work.
- Electronic communication by a staff member to inform a colleague about his/her child's candy bar fundraising sale for the child's school.
- Using electronic resources to research and/or purchase supplies, equipment, or other items required for campus, District, or student use.

Copyright

- Violating terms of applicable software licensing agreements or copyright laws.

- Publishing copyrighted material without the consent of the owner on District websites in violation of copyright laws.
- Downloading of unlicensed or copyrighted movies or music for other than legally authorized uses or uses authorized by the District.
- Illegally downloading the "codes" to copyrighted material even if the software in question is not downloaded.

Exceptions

The interaction of a user's personal computing equipment, connected to the District Network, is subject to 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 be 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 in evaluating your use of copyrighted materials at: <http://www.cccd.edu/facultystaff/riskservices/copyrightchecklist.aspx>

STUDENT AND STAFF EMAIL

As a form of communication, most email is not secure in the same manner as mail processed by the United States Postal Service and/or other primary carriers. Because of this fact, there should be no expectation of privacy. While the college takes precautions to protect the privacy of your email address as well as your e-mail correspondence, privacy cannot be assured. A good rule to follow when using email, in general, is to treat email correspondence similar to a post card instead of sealed envelope. Because of the manner in which 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.

ACADEMIC FREEDOM BOARD POLICY 4030

Title 5, Section 51023

Accreditation Standard II.A.7

Agreement between the Coast Federation of Educators American Federation of Teachers Local 1911 and Coast Community College District August 11, 2011-June, 2012

Recognizing that free search for truth and the expression of diverse opinions are essential to a democratic society, both the District and the Federation will affirm the principles of academic freedom, with the understanding that

- a.) Academic Freedom is essentially the right of faculty to express or discuss in their classrooms and throughout the District challenging ideas and topics related to courses they teach and their own academic, professional expertise. The primary responsibility is to achieve the objectives of the course outline of record. This does not preclude Faculty Members from using their professional judgment in discussing other topics

with their students when aimed at enhancing student learning. The expression of this right is guided by a deep conviction of the worth and dignity of students and the advancement of their knowledge.

- b.) Academic Freedom includes the right of faculty to create and to use instructional materials that may be thought-provoking or controversial and are relevant to the courses they teach to enhance student learning. These rights notwithstanding, Academic Freedom is to be practiced within the parameters of commonly recognized standards of teaching, professional conduct, and applicable policies and laws.
- c.) Faculty Members recognize the special responsibilities placed upon them. These responsibilities include the obligation to exercise critical self-discipline and sound judgment in using, extending, and transmitting knowledge. In the conduct of their teaching and professional lives, faculty members demonstrate intellectual honesty and devotion to continual improvement of scholarly competence.

With the shared understanding of the rights and responsibilities, Academic Freedom will be promoted and protected.

A Faculty Member's exercising of his/her right of academic freedom as delineated below shall not be subject to any adverse action affecting the Faculty Member's employment status with the District:

- a.) For the development and publication of instructional materials, as well as the interpretation of course content and adoption of innovative instructional methods compatible with the course outline of record

and standards accepted within the academic community;

- b.) For exercising freedom to examine or endorse unpopular or controversial ideas within their fields of professional expertise as appropriate to course content, discussions with students, or academic research or publication. In so doing, the Faculty Member shall attempt to be accurate, fair, objective, and show respect for diverse opinions;
- c.) For using or recommending, within the parameters of (a) above, instructional materials which may challenge prevailing social attitudes, or contain unpopular or controversial ideas;
- d.) For presenting all points of view in teaching and discussing controversial ideas or content in their courses and for including library materials of broad and diverse interest, information and enlightenment without prejudice in regards to the race/ethnicity, gender, sexual orientation, nationality, social, political or religious views of the authors;
- e.) For expressing in an appropriate forum the Faculty Member's viewpoint on matters of College and District policy.
- f.) In collegial life, for example, for participation in the governance of their colleges, and engaging in the collegial expression of opinions in their department, college, and/or District meetings.

Political activities on college campuses shall be governed by District policies and procedures which shall be in accordance with the requirements of applicable Federal and State law.

The District shall respect the Faculty Member's right in public life to exercise freedom of speech, freedom of

association, freedom of union activity, and freedom to express expert opinions in a public forum provided it is clear that the Faculty Member is not speaking or acting on behalf of the District.

Adopted February 5, 2003

Renumbered from CCCD Policy 030-3-1.5, Fall 2010

Revised January 15, 2014



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The Professor Emeritus designation is awarded to faculty who retire holding the rank of Professor and who have at least 15 years of service with the Coast Community College District.

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Lurene M. Brooks	Carol Grimes	Janet V. McDaniel	Raymond S. Werner
Kristina K. Bruning	Peter M. Green	Maryann McManus	Chuck Whitchurch
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Raul Duarte	Robert J. Johnson	Elizabeth "Betsy" Smith	
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Ray Shackelford	Norman Tornheim	Mai Ying "Maxine" Woo
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Elizabeth "Betsy" Smith	Harry A. Tremaine	John G. Wordes
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Phillip Sopocko	Nancy C. Viele	Linda York
Marjorie J. Sorenson	Dino Vlachos	* Deceased
Mark A. Souto	Gloria Vogt	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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Added Economics Associate Degree for Transfer

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Added Global Studies Certificate of Achievement