



15744 Golden West Street • P.O. Box 2748 • Huntington Beach • CA • 92647-2748 • (714) 892-7711  
<http://www.gwc.cccd.edu>

# Catalog 1999-2000

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

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

# GOLDEN WEST COLLEGE

## Our Mission / Student Success

To achieve student success, Golden West College will strive to maintain its historical mandate to be a lively center of learning where students and faculty share educational experiences in a friendly, challenging and creative environment, enhanced by a beautiful campus. We also reaffirm our commitment to the following priorities:

- First, to provide collegiate level courses for transfer, and vocational and technical courses which lead to employment, career advancement, or retraining.
- Second, to provide student support services for access, retention, and student success, classes to improve students' basic skills, and courses in English as a Second Language.
- Third, to provide non-credit adult education and community service programs for the cultural, physical, economic and professional needs of the community.

## Goals of Golden West College

Golden West College strives to be an institution with a clear sense of purpose—sensitive to and involved in addressing its students, its community constituencies, and its employees. It is dedicated to quality education, access, and the educational growth of individuals. At this time, six goals have been established which actively pursue that end:

### Goal No. I — Quality Education

To support student success by providing high quality courses for transfer or employment.

### Goal No. II — Support Services

To support student success by providing high quality educational and support services.

### Goal No. III — Shared Governance

To support a commitment to participatory decision making through shared governance of the college.

### Goal No. IV — Institutional Effectiveness

To promote institutional effectiveness through a process of planning, resource management, and comprehensive program review.

### Goal No. V — Community Involvement

To promote the college's high-quality programs in the community and to encourage college and community interaction.

### Goal No. VI — Campus Climate

To support student success through a campus climate which enhances the development of individual worth and integrity in a diverse society.

## Approvals

Golden West College offers programs which are approved by:

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

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

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

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

## Accreditations

Golden West College is accredited by the following agencies:

**Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges**  
3402 Mendocino Avenue  
Santa Rosa, CA 95403  
(707) 569-9177

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

**National League for Nursing Accrediting Commission**  
150 Hudson Street  
New York, NY 10014  
(800) 669-1656

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

# ACADEMIC CALENDAR

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## FALL SEMESTER 1999

August 15..... Residency Determination Date  
August 16..... Early Start Classes Begin  
August 30..... Regular Classes Begin (16 and 8 Week Classes)  
**September 6..... Labor Day (Campus Closed)**  
October 1..... Application Period for the Spring Semester Begins  
October 25..... Second Eight-Week Classes Begin  
**November 12..... Veterans Day (Campus Closed)**  
**November 25 - 28..... Thanksgiving Break (Campus Closed)**  
December 3..... Filing Deadline for Fall Graduation  
December 17..... Last Day of Fall Semester  
**December 18 - January 2..... Winter Break (Campus Closed)**

## INTERSESSION

January 3..... Class Instruction Begins  
**January 17..... Martin Luther King Holiday (Campus Closed)**  
January 28..... Intercession Classes End

## SPRING SEMESTER 2000

January 18..... Residency Determination Date  
January 19..... Early Start Classes Begin  
January 31..... Regular Classes Begin (16 and 8 Week Classes)  
**February 18..... Lincoln's Day (Campus Closed)**  
**February 21..... Washington's Day (Campus Closed)**  
March 27..... Second Eight-Week Classes Begin  
April 7..... Filing Deadline for Spring Graduation  
**April 24 - 30..... Spring Recess (Campus Closed)**  
May 26..... Commencement  
May 26..... Last Day of Spring Semester

# GENERAL INFORMATION

## Academic Year

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

Courses offered during these sessions are similar in scope and maintain equivalent standards. Students may enroll concurrently at Golden West College, Orange Coast College, and Coastline Community College, in both day and evening classes. Coordination of programs by these sister institutions provides a broad range of complementary offerings.

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

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

- Explore areas of special interest independent of their normal two-semester program.
- Accelerate their degree programs through a full year of study.
- Make up high school deficiencies which would otherwise limit their freedom to pursue a planned program of higher education.

## Open Classes

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.

## Discrimination and Sexual Harassment

Any individual who perceives or has actually experienced conduct that may constitute discrimination and/or sexual harassment has the responsibility to ensure that the individual engaging in such conduct is informed that the behavior being demonstrated is offensive and must stop. If this behavior does not cease, the individual has the responsibility of making it known to the institution. The District along with the individual campuses will endeavor to maintain an environment free of what constitute 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.

## Non-Discrimination Policy

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

This policy is consistent with federal and state Civil Rights mandates.

The right to nondiscrimination in education and employment is guaranteed to persons with disabilities under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. Golden West College is committed to ensuring that persons with disabilities have access to all college programs and services and will make reasonable accommodations to ensure that access. Any person with a documented disability who believes that he or she has been discriminated against on the basis of that disability should contact the Coordinator of Disabled Students Services at (714) 895-8721 or the campus Student Grievance Officer at (714) 895-8157.

## Family Rights and Privacy Act

Golden West College complies with the Family Rights and Privacy Act of 1974. Student directory information is released only upon approval by the Administrative Dean, Student Support Services. Students may request in writing to the Administrative Dean, Student Support Services or her/his designee, that directory information not be released. Such requests must be renewed each September 1.

Directory information includes one or more of the following: student's name, birthdate, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, number of units of enrollment, and degrees and awards received.

Golden West College maintains in the Admissions and Records Office the following student record information:

1. Demographic data supplied to the college by the student through the enrollment process.
2. Transcripts of high school work if supplied by the student.
3. Transcripts of college work.
4. Placement test data.
5. Semester class enrollment data.

Additional information maintained in other offices on some students may include:

6. Financial aid and EOP 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 evaluation for students enrolled in Criminal Justice Academy courses.
11. Records maintained of students who have been disciplined.
12. Medical records on students who have filed a medical inventory form or who have made use of the health services.

Students may review the information contained in items 1-11. For items 1-5, a letter requesting review should be directed to the Admissions and Records Office. Requests for review of information contained in item 6 may be made to the Dean of Special Student Services and information in item 7 may be reviewed by arrangement with the office of Work Experience. Inquiries regarding information contained in items 8, 9, and 10 are to be directed to the Administrative Dean of Student Support Services, the Dean of Health Professions Programs, and the Dean of the Criminal Justice Program, respectively. All requests for review will be honored within 15 days. Medical records are not available to the student. However, the student may request review of the records by his/her physician or appropriate professional of his/her choice. Students may challenge the contents of any records by notifying the administrator associated with the records in question. If the issue is not resolved at that level, the student may use the student grievance procedure. Students also have the right to file complaints with the Family Educational Rights and Privacy Act Office (FERPA) concerning alleged failures by the institution to comply with the Act.

## Catalog Rights

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

## 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.

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.

## Air Force Reserve Officers Training Corps (AFROTC)

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

Classes consist of one hour of academics and two hours of laboratory for freshmen and sophomores and three hours of academics and two hours of laboratory for juniors and seniors. The academic hours earned can normally be counted as elective credit toward graduation. All AFROTC classes and laboratories are held on Fridays to better accommodate students commuting from other colleges and universities. Currently, LMU does not charge for the courses and offers cross-town students free parking while attending AFROTC activities. Additionally, AFROTC cadets under scholarship and all juniors and seniors receive a \$150 per month tax-free stipend.

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

## 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.

## GWC FOUNDATION

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

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

The Foundation is managed by a board of directors who provide the leadership and direction for the organization's operation. The Foundation has grown steadily during the past nine years and now has assets of over \$1,800,000. This has been accomplished through donations of cash from individuals and businesses, bequests and grants. In addition to cash assets, the Foundation annually receives donated equipment and supplies that represent thousands of dollars in in-kind gifts.

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

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

## Golden West College Patrons

Patrons has been organized for 25 years. Their purpose is to provide volunteers for various campus activities and to sponsor events to raise funds for a scholarship program for Golden West College students.

## Hens and Chickens

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

## Pacific Coast Civic Light Opera

The PCCLO Associates will provide general support for musical theater presentations produced by the Theater Department at Golden West College. The support will include academic scholarships for GWC theater students, honoraria for guest artists and staff, orchestral accompaniment, special promotions, special technical and scenic projects, and the general betterment of the theater venues.

## Nursing Alumni Associates

The Nursing Alumni Associates have three stated goals. These goals are to promote pride in and recognition of the GWC Nursing Program; to promote friendship and fellowship among nursing alumni and the campus community; and to encourage current nursing students through mentoring and scholarships.

## INTERCULTURAL CENTER

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

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

backgrounds. Support services are provided for international students enrolled also at the college.

## COMMUNITY SERVICES

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

Programs offered through Community Services are lectures, workshops, educational programs on a wide variety of subjects, and an extensive selection of programs for children and seniors.

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

## Gold Key Card Program

Gold Key cards are available to persons who are 60 years or older. This card will entitle senior citizens to free parking in student stalls, reduced rates on services at Cosmetology, and discounted prices at designated events such as plays, concerts, and lectures. Gold Key cards are available for an annual fee of \$5.00 and are effective thru June 30 each year. The card may be purchased in the Community Services Office.

## Community Services Programs Refund and Transfer Charges

1. Refunds must be requested at least 3 working days prior to the program start date or the printed refund deadline date for tours and selected programs. There will be a \$7.00 processing fee for each program.
2. Participants who have registered for a program and request a transfer to another program must pay a \$7.00 processing fee. Transfers are accepted no later than three (3) working days prior to the program start date or the printed refund deadline date for tours and selected programs.

## Swap Meet

Community Services takes pride in its many accomplishments. Among them is the success of the Golden West College Swap Meet, which began in the spring of 1979 with a turnout of 100 vendors. Steady growth has led to the present weekly Saturday and Sunday Swap Meets featuring as many as 680 vendor spaces per day. Free admission and parking are available to the public.

Proceeds from the Swap Meet are used for campus instruction, operations, and scholarships.

## CULTURAL PROGRAMS

### Fine Arts Gallery

Golden West College has an art gallery season of six art gallery exhibits. The gallery season consists of the annual student and faculty exhibits plus four exhibits of guest artists.

### Dance

In addition to the annual student dance concert and the annual dance faculty concert, there are professional dance companies scheduled in the mainstage theater during the year.

### Music

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

## Theater Productions

**Theater Season:** Golden West College provides a well-rounded theater season which consists of:

- **Mainstage Productions** — Musicals and fully produced performances.
- **Stage West Studio Theater Productions** — The Stage West Studio Theater is used for intimate theater productions.
- **Patio Theater Productions** — The Patio Theater is used for a venue for summer productions "under the stars."

## ATHLETIC PROGRAMS

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

### Intercollegiate Athletics

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

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

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

Women's sports include cross country, soccer, and volleyball in the fall; basketball in the winter; and tennis, track, swimming, and softball in the spring.

### Athletic Eligibility

To be eligible for intercollegiate participation at Golden West College, student athletes must be enrolled in 12 units of class work. To remain eligible in subsequent semesters, they must satisfactorily complete 24 units between seasons of competition, and maintain a cumulative 2.0 grade point average since the start of the semester/quarter of the first participation. Questions on athletic eligibility should be referred to the Athletic Director.

## Recreational Programs

To meet the leisure-time needs of the growing communities served by the college, a number of physical activity facilities are available. They include outdoor courts such as tennis, volleyball, basketball, and handball which are open to the community year-round as long as their use does not interfere with regularly scheduled classes. Fees may be charged during certain hours. The tennis and handball courts are lighted. Golden West College has a 1.3 mile, 18-station Par Course which is a physical fitness course combining all elements of a well-rounded physical fitness program. The Par Course is open to the community every day of the week.

## STUDY ABROAD PROGRAM

As part of the college curriculum, the Coast Community College District sponsors a study abroad program for students who would like to enroll in a full schedule of classes while exploring a foreign culture in a location abroad. These educational opportunities, led by District faculty, include studies in art, foreign language, humanities, literature, and science with fully transferable college credit. Included are semester programs in Costa Rica, England, France and Italy as well as summer language in France, Ireland, and Spain. All programs include field trips and excursions in the host country. The Study Abroad Program is administered by the District Office of International Education. For information call (714) 438-4704 or the Intercultural Center at GWC (714) 895-8906.

## STUDENT ACTIVITIES

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

Specific service areas include:

- **Consultation** — Assists students with planning campus activities.
- **Housing Referral Service** — Rental listing maintained.
- **Legal Services** — Low-cost legal service referral information.

- **Student Services** — Provides information relating to policies and procedures of Golden West College.
- **College Services Card** — Available at registration or in the Admissions & Records Office.
- **Student Council and Senate** — Members of the Student Government share active and vital roles in the daily process of Golden West College. Student Senate has five committees: Publications, Student Interest, Finance, Club West Entertainment, and Broadcasting to organize and operate campus programs and events.
- **Clubs and Organizations** — To serve the interests of the student body, various social, honorary, service, professional, academic, and special interest clubs, organizations, and associations are active on campus.
- **Publicity** — Posters and banners are prepared to order for a nominal fee, or free to campus clubs/organizations. Information about the posting policy for GWC can be obtained from the Student Activities Office.
- **Student Participation on College Committees** — Students are encouraged to participate in the shared governance process at Golden West College.
- **"GWC" Discount Days** — Various discount tickets are provided through the Bookstore to amusement parks and theaters in Southern California.
- For additional information about programs and services, call (714) 895-8261 or stop by Student Activities (2nd floor of Student Center).

## ALCOHOL AND DRUG ABUSE INFORMATION

### STATEMENT OF PHILOSOPHY AND PURPOSE

It is the intention of the Coast Community College District to provide a drug-free environment that maximizes academic achievement and personal growth. The District recognizes that alcohol and other drug use or abuse pose a significant threat to the health, safety and well-being of the user and the people around them. Substance abuse also interferes with academic, co-curricular, and extra-curricular interests and can lead to health, personal, social, economic and legal problems.

## INFORMATION

GWC offers several classes which offer education on alcohol and drug abuse:

- Health Ed 100 - Health Education
- Psychology 100 - Introductory Psychology
- Health Ed 104 - Introduction to Wellness
- Psychology 160 - Human Growth & Dev.
- Health Ed 107 - Drugs, Health and Society
- Psychology 250 - Psychobiology
- College 100 - Student Success

## DRUG AND ALCOHOL COUNSELING RESOURCES

GWC's Student Health Services offers professional counseling for students by appointment. Call (714) 895-8379.

The County of Orange Health Care Agency, Drug and Alcohol Services, offers therapy and counseling. The office for this area is 14140 Beach Blvd., Suite 200, Westminster, CA 92683, (714) 896-7574.

Alcoholics Anonymous open meetings are Tuesdays, 5-6 p.m., at the GWC Student Health Center. Information is available for other times and sites. Call Alcoholics Anonymous at (714) 556-4555.

The Student Health Center also provides information and referrals to other community resources and support groups.

## STATE LAWS AND COLLEGE POLICY

State laws and the College Code of Conduct specifically prohibit the use and possession, distribution or sale of drugs or alcohol on college property or any college-sponsored activity or event. These rules describe the penalties and disciplinary actions when violations occur. Information on laws and the Code of Conduct are available at Student Health Services.

The Coast Community College District policy prohibits all use of alcohol and illicit drugs on District property, or in District vehicles regardless of location. Furthermore, the use of all tobacco products is prohibited in all District buildings and vehicles.

## ACADEMIC HONESTY POLICY

Golden West College has the responsibility to ensure that grades assigned are indicative of the knowledge and skill level of each student. Acts of academic dishonesty make it impossible to fulfill this responsibility, and they weaken our society. Faculty, students, administrators, and classified staff share responsibility for ensuring academic honesty in our college community and will make a concerted effort to fulfill the following responsibilities.

### Faculty Responsibilities

Faculty have a responsibility to ensure that academic honesty is maintained in their classroom. In the absence of academic honesty it is impossible to assign accurate grades and to ensure that honest students are not at a competitive disadvantage. Faculty members are expected to:

1. Explain the meaning of academic honesty to their students.
2. Conduct their classes in a way that makes cheating, plagiarism and other dishonest conduct nearly impossible.
3. Confront students suspected of academic dishonesty and take appropriate disciplinary action in a timely manner (see "Procedures for Dealing with Academic Dishonesty" which follow).

### Student Responsibilities

Students share the responsibility for maintaining academic honesty. Students are expected to:

1. Refrain from acts of academic dishonesty.
2. Refuse to aid or abet any form of academic dishonesty.
3. Notify instructors and/or appropriate administrators about observed incidents of academic dishonesty.

### Administration Responsibilities

1. Disseminate the academic honesty policy and the philosophical principles upon which it is based to faculty, students, and staff.
2. Provide facilities, class enrollments, and/or support personnel which make it practical for faculty and students to make cheating,

plagiarism and other dishonest conduct nearly impossible.

3. Support faculty and students in their efforts to maintain academic honesty.

## Classified Staff Responsibilities

1. Support faculty, students, and administration in their efforts to make cheating, plagiarism and other dishonest conduct nearly impossible.
2. Notify instructors and/or appropriate administrators about observed incidents of academic dishonesty.

## EXAMPLES OF VIOLATIONS OF ACADEMIC HONESTY

Academic dishonesty includes, but is not limited to, the following:

### Cheating

1. Obtaining information from another student during an examination.
2. Communicating information to another student during an examination.
3. Knowingly allowing another student to copy one's work.
4. Offering another person's work as one's own.
5. Taking an examination for another student or having someone take an examination for oneself.
6. Sharing answers for a take-home examination unless specifically authorized by the instructor.
7. Using unauthorized material during an examination.
8. Altering a graded examination or assignment and returning it for additional credit.
9. Having another person or a company do the research and/or writing of an assigned paper or report.
10. Misreporting or altering the data in laboratory or research projects.



## Plagiarism

Plagiarism is to present as one's own the ideas, words, or creative product of another. Credit must be given to the source for direct quotations, paraphrases, ideas, and facts which are not common knowledge.

## Other Dishonest Conduct

1. Stealing or attempting to steal an examination or answer key.
2. Stealing or attempting to change official academic records.
3. Forging or altering grade change cards.
4. Submitting all or part of the same work for credit in more than one course without consulting all instructors involved.
5. Intentionally impairing the performance of other students and/or a faculty member, for example, by adulterating laboratory samples or reagents, by altering musical or athletic equipment, or by creating a distraction meant to impair performance.
6. Forging or altering attendance records.

## Collusion

Collusion occurs when any student knowingly or intentionally helps another student perform an act of academic dishonesty. Collusion in an act of academic dishonesty will be disciplined in the same manner as the act itself.

# PROCEDURES FOR DEALING WITH VIOLATIONS OF ACADEMIC HONESTY

## Action by the Instructor

1. An instructor who has evidence that an act of academic dishonesty has occurred shall, after speaking with the student, take one or more of the following disciplinary actions:
  - a. Issue an oral reprimand (for example, in cases where there is reasonable doubt that the student knew that the action violated the standards of academic honesty).
  - b. Give the student an "F" grade, zero points, or a reduced number of points on all or part of a particular paper, project,

or examination (for example, for a first time occurrence of a relatively minor nature).

- c. Assign an "F" for the course (for example, in cases where the dishonesty is more serious, premeditated, or a repeat offense).
2. For any incident of academic dishonesty which is sufficiently serious for the instructor to take disciplinary action which can lower the student's grade (for example, an "F" given for all or part of an assignment), the instructor shall report the incident to the Administrative Dean of Student Support Services on an "Academic Dishonesty Report" form.

**NOTE:** A grade of "F" assigned to a student for academic dishonesty is final and shall be placed on the transcript. If the student withdraws from the course, a "W" will not replace an "F" assigned for academic dishonesty. Academic disciplinary actions taken by the instructor based on alleged cheating may be appealed as specified in the College's Instructional Grievance Policy.

## Action by the Administration

Upon receipt of the first "Academic Dishonesty Report" form concerning a student, the Administrative Dean of Student Support Services shall send a letter of reprimand to the student which will inform the student that:

- He/she will be on academic disciplinary probation for the remainder of his/her career at Golden West College.
- Another incident of academic dishonesty reported by any instructor shall result in a one year suspension from the College.

Upon receipt of a second reported incident of cheating by the student, the Administrative Dean of Student Support Services shall suspend the student for one calendar year (two full semesters and one summer session).

For more serious incidents of academic dishonesty the student shall be suspended from the College on the first offense for one calendar year. Offenses warranting suspension on the first offense include, but are not limited to, the following:

- Taking an examination for another student or having someone take an examination for oneself.
- Altering a graded examination or assignment and returning it for additional credit.
- Having another person or a company do the

research and/or writing of an assigned paper or report.

- Stealing or attempting to steal an examination or answer key.
- Stealing or attempting to change official academic records.
- Forging or altering grades.

If, after a student returns from a suspension for Academic Dishonesty, the Administrative Dean of Student Support Services receives yet another "Academic Dishonesty Report" form, he/she shall recommend to the Coast Community College District Board of Trustees that the student be expelled from the District.

**NOTE:** Disciplinary actions taken by the Administrative Dean of Student Support Services based on alleged cheating may be appealed as specified in the College's Disciplinary Grievance Policy.

*Portions adapted from the academic honesty policies of University of California Irvine, Cypress College, and California State University Long Beach as published in their catalogs.*

# STUDENT CODE OF CONDUCT

Students enrolled at Golden West College assume an obligation to conduct themselves in accordance with the laws of the State of California, the California Education Code, and the policies and procedures of the Coast Community College District. The Code of Conduct has been established by the Coast Community College District Board of Trustees to provide notice to students of the type of conduct that is expected of each student. Being under the influence of drugs and/or alcohol or the existence of other mental impairment does not diminish or excuse a violation of the Code of Conduct.

**A Golden West College student found to have violated any of the following regulations that are District or campus related will be subject to the maximum sanction of expulsion.**

- Aiding, abetting or inciting. (3.1)
- False report of emergency. (3.2)
- Any action which results in serious injury or death. (3.3, 3.10)
- Infliction of mental harm upon any member of the District community. (3.4)
- Possession of weapons. (3.5)

- Rape/sexual assault. (3.6)
- Sale of Alcohol or Narcotics. (3.7, 3.8)
- Repeat Suspension. (3.9)

*A Golden West College student found to have violated any of the following regulations which are District or campus related may be expelled, placed on probation, or given a lesser sanction.*

- Abusive behavior. (4.1)
- Assault/battery. (4.3)
- Cheating/plagiarism. (4.4)
- Continued misconduct. (4.6)
- Damaging or stealing library materials. (4.22)
- Destruction of property. (4.7)
- Discrimination. (4.8)
- Disruption of the educational process. (4.9)
- Disruptive behavior. (4.10)
- Disturbing the peace. (4.11)
- Failure to appear before a district official when directed to do so. (4.12)
- Failure to comply or identify. (4.13)
- Failure to obtain permits before participation in an organized protest. (4.14)
- Failure to repay debt or return district property. (4.15)
- Fighting. (4.16)
- Forgery. (4.17)
- Gambling. (4.18)
- Harassment. (4.19)
- Hateful behavior. (4.20)
- Lewd Conduct. (4.21)
- Misrepresentation. (4.23)
- Misuse of college identification. (4.24)
- Possession of alcohol or narcotics. (4.25, 4.26)
- Sexual harassment or the threat of sexual assault. (4.27, 4.30)
- Smoking where prohibited. (4.28)
- Theft. (4.29)
- Unauthorized entry or trespass. (4.31)
- Unauthorized possession of property. (4.32)
- Unauthorized tape recording or use of electronic devices. (4.33, 4.36)
- Unauthorized use of alcoholic beverages. (4.34)
- Unauthorized use of District keys. (4.35)
- Unauthorized use of property or services. (4.37)
- Unreasonable demands. (4.38)
- Violation of District computer usage policy, computer theft, or other computer crime. (4.5)
- Violation of driving regulations. (4.39)

- Violation of health and safety regulations. (4.40)
- Violation of local, state, or federal law, or violation of posted District rules. (4.41, 4.42)

*Copies of the Coast Community College District Student Code of Conduct and Disciplinary Procedures which includes complete definitions of the above violations are available the Office of the Administrative Dean of Student Support Services.*

## STUDENT GRIEVANCE PROCEDURES

A grievance may rise 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. Administrative Dean of Student Support Services
2. Student Activities Director
3. Student Advocate
4. College Grievance Officer
5. Director of Disabled Student Services

These resource persons are made available to explain college grievance procedures to students and to make the appropriate forms available.

### Definition of Terminology

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**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** - That administrator, manager, faculty, or classified 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.

**Grievant** - The student who alleges that he or she has been treated unfairly.

**Working Day** - A working day is any day during a regular semester in which the college is open for business excluding weekends and holidays.

**Supervisor** - That person charged with the responsibility and authority for job assignment and evaluation of the college employee.

**Student Advocate** - The elected officer of the Associated Students of Golden West College who has the responsibility to advise, if requested, a student who alleges he or she has been treated unfairly.

**Division Dean** - The instructional administrator responsible for the discipline in which a specific course is offered.

**Statute of Limitations** - 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 the Administrative Dean of Student Support Services, the Vice

President of Instruction and Student Services, or the College Grievance Officer as to the appropriate supervisor; or if the violation relates to a college policy or procedure, how to proceed further. Disability related complaints should be directed to the Office of Disabled Student Services.

The supervisor will discuss the issue with the student and the college employee involved, either individually or collectively, in an effort to resolve the issue.

**NOTE:** By law, the instructor is solely responsible for the grades he/she assigns. No instructor may be directed to change a grade except in certain narrow circumstances authorized by Education Code Section 76224(a), "When grades are given for any course of instruction taught in a community college, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetency, shall be final."

If the complaint cannot be mutually resolved at the informal problem resolution level, then the student may file a written grievance by completing the Student Grievance Form and filing it with the College Grievance Officer within the statute of limitations.

#### **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 receipt of the complaint, the College Grievance Officer will make an inquiry into the merits of the complaint for the purpose of screening out spurious 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 the Administrative Dean of Student Support Services.

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 a 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 the Vice President of Instruction and Student Services to have a review by a Hearing Committee.

##### 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 United Federation of Classified Employees (U.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 the Vice President of Instruction and Student Services. 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 of Instruction 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.
2. 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.
3. 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.
4. The Hearing Committee shall discuss issues, hear testimony, examine witnesses and consider all relevant evidence pertaining to the grievance.
5. Arguments about legal validity or constitutionality of the college policies or procedures will not be entertained by the Hearing Committee.

6. 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.
7. 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 relying in the conduct of serious affairs.
8. The Hearing Committee shall judge the relevance and weight of testimony and evidence and make its findings of fact. No evidence other than that received at the hearing shall be considered by the Hearing Committee.
9. 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 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.
10. A tape recording made of the proceedings shall be submitted by the Hearing Committee and kept in a confidential file by 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 in 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.

# STUDENT SERVICES

## COUNSELING

### Counseling

Golden West College counselor services assist students in reaching their goals by offering:

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

To arrange a day or evening appointment, call (714) 895-8799, or come by the Counseling Center located in the Administration Building.

### New Student Advisement Program

Assistance in planning college classes to meet desired goals is made available to each college applicant. Applicants are provided with course advisement information at the time of admission. All new students are required to participate in program planning sessions conducted by counselors prior to the beginning of the semester. Information about the planning session is contained in the course planning materials provided at Admissions.

### Career Center

The Career Center is designed to assist you in exploring possible career choices and is an occupation resource information center. Programs and services include:

- **EUREKA** - a computerized career information system for career exploration with access to the internet.

- Computerized Career Assessment
- A library of published materials covering most occupation resource information center. Programs and services include.
- Resources to assist in career planning, job search, decision making, resumes, interviewing and a variety of other topics.
- Individual assistance from trained personnel.
- Free career workshops.

For further information call (714) 895-8217 or come by the Career Center, located next to the Counseling Center in the Administration Building.

### Transfer Center

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

- Complete library of college and university catalogs, also available on CD-ROM College Source.
- Applications for admission to the CSU/UC system and Private Institutions. Test applications are also available (e.g. CBEST, SAT, GRE, GMAT, etc.).
- Transfer reference books and materials (e.g. College videos, etc.).
- Information regarding scholarships and grants.
- Transfer workshops, fairs, tour to local universities, representatives' appointment (CSU/UC/Private) and Transfer Counselors' appointments.

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

### Re-Entry/CalWORKs Center

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

- Individuals who are returning to school after a lengthy absence and/or single parents (men and women), displaced home-

makers, single pregnant women, or dual parent families who are receiving TANF/AFDC benefits (welfare).

These re-entry programs are designed to provide students with the assistance needed to ensure a smooth transition into the college environment. The CalWORKs program is designed to give students on welfare a chance to obtain or upgrade marketable skills that can be used to secure livable employment. Through personal attention, counseling and motivation, these programs will provide you with special preparation for successful academic experience.

How to Apply for the Re-Entry/CalWORKs Programs

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

## SPECIAL STUDENT SERVICES\*

The college makes a continuous effort to reach youths and adults of the community who might not otherwise seek educational or vocational assistance. Within the context of its regular offerings, the college seeks to remove many of the restrictive barriers confronted by these students through financial aid, counseling, tutoring, and remedial courses in learning skills, communications, and computational skills. Likewise, the college selectively offers courses of an ethnic or cultural character designed to enrich the understanding of all students. Financial assistance is available to students who are unable to meet the basic cost of their education. All financial aid at Golden West College is administered in accordance with the philosophy and policies which have been established nationally. The basis of such programs is the belief that parents have the primary responsibility for assisting their sons and/or daughters to meet educational costs,

and that financial aid is available only to supplement the students' yearly academic expenses.

\*Every attempt has been made to assure the accuracy of this section. The college reserves the right to change any information that is necessitated by changes currently being considered by the U.S. Congress. Students are encouraged to contact the Student Assistance Office for current detailed information concerning these programs.

## Extended Opportunity Programs and Services

The Extended Opportunity Programs and Services is designed to provide special services for the community and the student body of Golden West College. The support services provided for students are intended to develop and contribute to the students' success in college.

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

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

The EOP/S Office is located on the second floor of the Administration Building. The telephone number is (714) 895-8768. Participation in the Extended Opportunity Program is based on state mandated guidelines. Students must apply for financial aid, complete an EOP/S application, complete the College assessment test, and be enrolled as a full-time student at Golden West College. Students must also maintain satisfactory academic progress as defined by the Financial Aid Office.

## Financial Aid and Scholarships

The Golden West College Financial Aid Office offers four basic types of financial aid to eligible students. This assistance includes scholarships, grants, loans, and part-time employment. Although resources are limited, every effort will be made to assist students to continue their education.

### To be eligible for financial aid, a student must:

- be a U.S. citizen or National, or
- be a permanent resident of the U.S., or
- provide evidence from the Immigration/Naturalization Service that he/she is in the U.S. for other than a temporary purpose with the intention of becoming a permanent resident, or
- be a permanent resident of the Trust Territory of the Pacific Islands or the Northern Mariana Islands, and
- sign a Selective Service Compliance statement, and
- sign a Drug Certification statement, and
- have completed the matriculation process.

### In addition a student must be:

- accepted for admission to Golden West College.
- not in default on a Title IV loan such as Perkins (NDSL), or Stafford (GSL), at any school.
- able to exhibit financial need as determined by the need analysis process when required by the program regulations.
- enrolled at least half-time in a program of study at least one year in length that leads to a degree or certificate. If enrolled concurrently in Golden West College, Orange Coast College and/or Coastline Community College, students must be enrolled at least half-time at the college from which they wish to receive financial aid.
- maintaining academic progress as defined by the Financial Aid Office.
- a high school graduate or equivalent.

**Determination of need:** Financial Aid is determined by taking into consideration the total resources that are available to a student and applying them to the budget appropriate for each student. The difference between the established budget and the student's resources constitutes the need. The number and amount of financial awards is subject to the availability of institutional, federal, and state student aid funds.

Application Procedure: To be considered for financial aid, students must file the following:

1. Free application for Federal Student Aid (FAFSA)
2. Federal Student Aid Report
3. Additional documents requested by the Financial Aid Office

**Priority Deadline:** Priority will be given to those students who apply by June 1 of each year for the Fall semester. Applications received or completed after the June 1 deadline date will be considered, but such applicants should realize that substantial funds will have been previously committed.

**Notification of Award:** Applicants meeting the June 1 priority deadline will be notified of the action taken by the Financial Aid Office by August 1. Other applications will be acted upon as time and funding permit. The award letter must be signed and returned to the Financial Aid Office before any funds are released.

**Satisfactory Academic Progress:** A student will qualify for financial aid as long as he/she maintains normal progress toward his/her educational objective: i.e., maintains enrollment status and earns a minimum 2.0 ("C") grade point average. Full-time students must complete a minimum of 20 units each academic year: less than full-time students must complete a minimum of 12 units each academic year. Students completing a two-year certificate/degree or transfer program may be funded for a maximum of three years.

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

**Overawards:** Funds from all sources are coordinated and utilized in the determination of a student's award. If, during the review of applications, an overaward is evident, the student will be billed for the funds disbursed or checks will be withheld.

## Guidelines for Family Contributions

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

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

## Scholarships

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

## Scholarships Administered by the Financial Aid Office/ GWC Scholarship Committee

AAUW Westminster, Fountain Valley Academic Senate Scholarship  
 Alumni Scholarship Fund  
 American Legion Auxiliary (#327) Scholarship  
 Assistance League of Huntington Beach  
 Associated Students Scholarship  
 Augusta Barker Nursing Scholarship  
 Clara Barton Scholarship, NDAR  
 R. Dudley Boyce Memorial Scholarship  
 R. Dudley Boyce Outstanding Student Award  
 Helen & George Brown Scholarship  
 Carl and Irene Bull Award  
 William C. Bumm Memorial Scholarship  
 William R. Burke Memorial Scholarship  
 Mike Calhoon Memorial Scholarship  
 California Retired Teachers Assoc., Harbor Beach Division #77  
 William Carpenter Scholarship  
 Hall A. Clement Memorial Scholarship  
 Costa Mesa Art League  
 CFT/AFT Local 1911  
 Cupadicot's Award  
 Valerie Davis Memorial Scholarship  
 Frank M. Doyle Trust Scholarship  
 Ebell Club of Newport Beach Scholarship  
 Doug Fabian Scholarship  
 Venner Farley Excellence in Nursing Scholarship  
 Fountain Valley Chamber of Commerce Scholarship

Friends of Sharon Denise Duncan Memorial Scholarship  
 Friends of Sherry Baum Scholarship  
 Winifred and Harry Galles Scholarship  
 Fred Garcia Scholarship  
 Garden Grove Hospital Guild  
 Gift of Music Scholarship  
 Glick Memorial Band Tour Fund  
 Mary Gradishar Grant  
 Sherry Griswold Memorial Scholarship  
 GWC Chemistry Scholarship  
 GWC Community Services Scholarship  
 GWC Department of Speech Communication Honor and Services Award  
 GWC Employee Scholarship  
 GWC Employee Business Scholarship  
 GWC Employee Math Scholarship  
 GWC General Scholarship  
 GWC Graphic Arts Faculty Scholarship  
 GWC High School Art Contest Scholarship  
 GWC Patrons High School Scholarship  
 Lloyd Hamilton Campus Life Award  
 Dawn Hammond Memorial Scholarship  
 Thomas Heaney Memorial Scholarship  
 Randy Heindenreich Memorial Scholarship  
 Hens & Chickens Quilt Fellowship Scholarship  
 Hens & Chickens Scholarship High School  
 C.B. Hill Memorial Chemistry Scholarship  
 June Roughton Hopkins Communication Scholarship  
 John Warner Hopkins Art Scholarship  
 Huntington Beach Art League Scholarship  
 Huntington Beach Company Scholarship  
 Huntington Beach/Fountain Valley Board of Realtors Scholarship  
 Huntington National Bank Scholarship  
 Mark Johnson Memorial Scholarship  
 Thomas M. Kane Memorial Scholarship  
 Kiwanis Costa Mesa North Award  
 Las Ayudantes Auxiliary Scholarship  
 Las Damas Ruth Chisler Memorial Scholarship  
 La Societe des 40 Hommes et 8 Chevaux  
 Little Saigon Scholarship  
 Los Angeles Times Fund  
 Chip Marchbank Recognition Award  
 Connie McCausland Scholarship  
 Robert J. McCausland Memorial Scholarship  
 Jerry H. McCaugh Scholarship  
 Michael and Teresa Smith Meigham Memorial Scholarship  
 Monarch Patrons Endowed Scholarship  
 Edward J. Mulder, HAIA Scholarship  
 Pop Mulder Scholarship  
 Nevin Famil Scholarship  
 Nursing Alumni Scholarship  
 Orange County Teachers Credit Union, Worthy Student Award

Dr. Fred J. Owens Scholarship  
 Gary L. Parsons Memorial Scholarship  
 James Pierce Memorial Scholarship  
 Ron Quigley/O'Neill Sportswear Scholarship  
 Ralston Vocational Scholarship  
 Don & Doris Randol Scholarship  
 Robert Rhomberg Memorial Nursing Scholarship  
 Norman E. Rich Memorial Scholarship  
 Dennis F. Roughton Memorial Scholarship  
 Homer Roughton Memorial Scholarship  
 Silver Anchor Auxiliary Scholarship  
 Siracusa Family Scholarship  
 Catherine Slaymaker Scholarship  
 Smith/Krape Memorial Scholarship  
 Southern California Edison Company Scholarship  
 Dr. William Stanley Memorial Science Scholarship  
 Edith Marie Bell Strother Scholarship  
 Student Equity Scholarship  
 Herman R. Tate Memorial Scholarship  
 Dr. James Thornton Scholarship  
 Mary T. Boyce Thornton Scholarship  
 The Thursday Club of Newport Beach Scholarship  
 Jean Turner Memorial Scholarship  
 Twentieth Anniversary Scholarship  
 Twenty-Fifth Anniversary Scholarship  
 Judith Valles Scholarship  
 Vietnamese Student Association Scholarship  
 Gerald Volpe Memorial Scholarship  
 Barbara & Corder Wattenbarger Scholarship  
 Weiser Lock Scholarship  
 Bruce Williams Memorial Scholarship  
 Mary L. Wise Fine Arts Scholarship  
 Woman's Club of Seal Beach Scholarship  
 John Wordes Scholarship  
 Martin Yan Scholarship

## Grants

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

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

**Federal Pell Grant:** This federal grant provides gift aid to eligible students enrolled in a minimum of six units. Financial eligibility is determined by the Federal Government. To be eligible, a student must be an undergraduate student not in possession of a Bachelor's degree and have financial need determined by the Federal Government.

**Federal Supplemental Educational Opportunity Grant (SEOG):** This federal program provides funds to undergraduate students who demonstrate financial need.

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

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

## California Student Aid Commission Programs

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The California Student Aid Commission offers Cal Grants A, B, and C to undergraduate students on the basis of demonstrated need and specific requirements. To apply, students complete both the FAFSA and G.P.A. verification form and return it by March 2, annually. They may accept only one Cal grant annually and must:

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

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

**Cal Grant B** awards assist very low income, first-year students with living expenses, books, supplies, transportation, and other nontuition costs. (Renewals may also cover tuition/fee costs.) All new awards are limited to students who have completed no more than one full-time semester/two full-time quarters, 16 semester units of part-time study or the equivalent, or four and one-half months of vocational school. Two hundred fifty Cal Grant B awards are available for community college students transferring to a four-year college.

**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.

## Student Loans

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Several types of low-interest loans are available through the college or qualified lending institutions. These include the Perkins Student Loan (formerly NDSL), the Stafford Loan Program (formerly GSL), and the Short Term Loan/Emergency Loan Program.

**Federal Perkins Loan** (formerly National Direct Student Loans): Students may obtain long-term, low-interest loans directly from the college. The amounts awarded vary, depending on financial need, but cannot exceed \$8,000 the first two years of undergraduate study. No interest is charged, nor is repayment required while the borrower is enrolled in a minimum of six units. The grace period is nine months for loans made to new borrowers for periods of enrollment after July 1, 1987. Prior borrowers had a six months grace period. Minimum repayment is \$90 per quarter, including 5 percent interest.

**Stafford Loan** (formerly Guaranteed Student Loan): The purpose of the Stafford Loan Program is to provide low and middle income students with a loan to pursue their education. Under this program the state and federal governments insure loans that are made to students by private banks, savings and loans, and credit unions. Students enrolled at least half-time at most colleges or schools are eligible for the Stafford Loan Program if determined to have financial need.

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

## Federal Work Study

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The Federal Work Study program is designed to provide eligible students who have financial need an opportunity to earn a part of their educational expenses. Eligible students must be enrolled in a minimum of six units; priority is given to full-time students. The Financial Aid Office will place



students in positions on campus. The FWS award is determined by the student's financial need and the number of hours he/she is permitted to work. Pay rates are consistent with the District's current rates for student assistants. FWS checks are issued on the 10th of each month for hours worked in the previous month.

## HEALTH CENTER AND INSURANCE

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

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

The Health Center is open Monday through Friday. A Registered Nurse will be on duty on these days to provide emergency treatment, health counseling, and referrals to appropriate services. A physician and psychologist are available by appointment. After consultation with a Registered Nurse, services include:

- Emergency treatment and first aid
- Treatment of illness
- Immunization
- Family Planning
- Mental health consultation
- Accident insurance
- Medical lab work
- Health counseling and education
- Referrals to community resources

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

## OTHER STUDENT SERVICES

### Assessment Center

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

Information from basic skills tests is used to make course placement recommendations. Final decisions about selection of courses and programs of study are made by the student in consultation with counselors. Additional information can be obtained by contacting the Assessment Center (714) 895-8388.

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

### Bookstore

The GWC Bookstore serves the campus community by supplying textbooks (required and optional, new and used), general trade and reference books, school and office supplies, gifts, clothing, and greeting cards. In addition, the Bookstore is a licensed reseller of Apple computer products, and supplies software for all computers at educational pricing. Students should plan to spend approximately \$300 per semester on textbooks and supplies. The Bookstore has a liberal refund and buyback policy on most items, and contributes financially to the ASB, Fine Arts programs, *The Western Sun* and Athletics.

### Child Care Center

Daytime and evening child care is available to registered students of Golden West College for a nominal fee. Parents may enroll their child for a half-day or a full-day.

For specific information regarding services and fees, contact the Child Care Center (714) 895-8127.

## Disabled Students Service

Golden West College offers students with a disability a variety of support services to ensure equal educational opportunities. If students have a verified physical, visual, speech, hearing, or learning disability, they are invited to request assistance from the office of Disabled Students Services. Available services include:

- Registration Assistance
- Sign Language Interpreters
- Special Materials/Equipment (i.e., tape recorders, enlarged print, taped texts, computers)
- Academic/Vocational Counseling
- Notetaking
- Readers
- Tutoring
- Test Proctoring
- Special Classes for the Deaf
- Adaptive Physical Education Courses

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

## Job Placement

The Placement Office assists students and graduates in obtaining part-time, full-time, and career employment. The goal is to match trained people and/or those with special skills with opportunities available in the community and in various campus locations.

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

**Employers:** Employers in the community are encouraged to use the Placement Office as a resource to help fill their workforce needs. The college encourages them to consider students who are majoring in a field of study related to their specific opening.

**Additional Services:** Assistance is available in preparing for the job search and interview. Resource libraries in the Placement Office contain updated employer and labor market information. An employee from the

Employee Development Department is available at the Job Placement Office daily, to offer additional job placement service to students.

## Cooperative Work Experience

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

**Units of Credit:** A maximum of four (4) units may be earned during the fall and spring semesters by students enrolled in the parallel plan. A maximum of 12 units of work experience credit is allowable while attending Golden West College. With approved job-related objectives, a student may earn one (1) unit of credit for each seventy-five (75) hours of paid work per semester or sixty (60) hours of non-paid work per semester.

### Guidelines:

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

## Library

Students, faculty and community members are encouraged to utilize the resources of the Golden West College Library to locate information to meet their educational, vocational, social, and cultural goals. Librarians instruct and assist in the use of the Library and are on duty all times that the Library is open.

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

1. Graduated from high school.
2. Passed the California High School Certificate of Proficiency Test or equivalent.

3. Completed the 10th grade and received permission from your high school.

**NOTE:** Students who have not completed the 10th grade may be eligible to enroll in certain advanced Academic or Vocational courses not available at their high schools. Permission of the Director of Admissions and Records or designee, the parent, and the high school principal/designee is required.

## Mathematics Learning Center

The Math Center houses two computer laboratories and a math tutoring room. In Math/Science Building, room 227, the computer lab supports remedial mathematics courses (Math 005, 008, 010 and 030.) In Math/Science Building, room 214, the Macintosh computer lab supports advanced mathematics classes (Math 160 and higher.) In Math/Science Building, room 219, the math tutoring room is open to all math students on campus, and provides either brief tutorial help on a walk-in basis or more extensive help by appointment. For information, call (714) 892-7711 ext. 51132.

## Tutorial/Learning Center

Students who are experiencing academic difficulty in their courses at GWC should come to the Tutorial/Learning Center on the first floor of the library building. Learning facilitators will assess and recommend videos, workshops, and seminars that will help students succeed in their classes, and make a referral to a study group, a peer group tutoring session, or to an individual tutoring session. Through the center, the Tutoring Service Club coordinates "Bafa Bafa," a simulation game that heightens cultural sensitivity. (There is a small fee to play "Bafa Bafa." All other assistance in the Tutorial/Learning Center is free of charge.) For more information, visit the center or call (714) 895-8904.

## Student Computer Center

The Learning Resources Student Computer Center (LRSCC) located in Library 141 is open to all students who register in a non-credit class (Learning Skills 920) and pay a material fee. Students may register for the class anytime during the semester. Access to the Internet, e-mail, and Office 97 is currently available. Assistance is available to help students during all open hours. For more information and current hours, come to the Center or call (714) 892-7711 ext. 50111.

## Writing Center

The Writing Center is available to all Golden West College students who wish to develop and improve their writing skills. A wide variety of services are offered, including independent study courses (English 024-039, English 097, and ESL 024-068), individual consultation with English faculty and graduate tutors, workshops on topics ranging from punctuation to research papers, and exercises designed to correct specific writing problems. For information on these services, come to the Writing Center (Library 120) or call (714) 895-8386.

## VETERANS SERVICES

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

### Eligibility

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

- Served at least two years with honorable discharge, and

- Had \$100 per month deducted from their military pay for educational benefits during the first 12 months of active duty.

Selected Reserve participants may be eligible under Chapter 106.

## Veterans Administration Requirements for Receiving Veterans Benefits

1. In order to claim benefits, a veteran or eligible person must have, as an educational objective, "an (a) Associate in Arts Degree or (b) Baccalaureate Degree." If, after consulting the college catalog or the schedule of classes a person wishing to file for veterans benefits is still unsure of his/her goals or major, arrangements should be made for a counseling appointment.
2. In order to insure continuity of benefits, satisfactory progress must be made toward the stated major.
3. Attendance in enrolled classes is expected at all times.
4. After each registration, the person receiving veterans benefits must notify the Veterans Clerk of any program changes, i.e., complete withdrawal from college, adjustment of units, courses added and dropped, etc.
5. Those with 30 or more units of college work completed and who wish to apply for benefits must have program approval. Contact the Veterans Clerk for proper procedure.
6. Veterans with fewer than 30 units must submit transcripts for all previous college work to Golden West College within four weeks after the semester begins.

### Unit Load to Qualify for GI Bill:

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

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

## PUBLIC SAFETY

Authorization is granted to Golden West College Public Safety from the West Orange County Municipal Court to issue parking citations within the confines of the Golden West College campus. These parking and traffic rules and regulations will be in effect 24 hours a day.

Section	Regulations	Bail
401	No parking is allowed in any area that does not clearly have marked stalls.	\$17.00
402	Vehicles parking within a stall shall not overlap the lines that designate the stall.	\$17.00
403	No persons shall park or leave standing a vehicle on any roadway, landscaped area, driveway, road or field without prior approval of the Public Safety Department.	\$17.00
404	Motorized cycles and bicycles must be parked in designated motorcycle and bicycle parking areas.	\$17.00
405	No vehicle shall be backed into diagonal parking stalls.	\$27.00
406	No person shall park or leave standing a motor vehicle blocking traffic lanes on any campus roadway or parking lot.	\$27.00
407A	No person shall park or leave standing any vehicle in any area where the curb is painted RED and/or is marked "No Parking".	\$27.00
407B	When signs or markings prohibiting and/or limiting parking are erected or placed upon any street, road, or area, no person shall park or leave standing any vehicle upon such street, road, or area in violation of any such sign or marking.	\$27.00

408	RESERVED FOR FUTURE USE	NA
409	No person shall park in any area marked in blue and identified as "Handicapped Parking" unless a valid handicapped placard/license plate/permit is properly displayed on or within the vehicle.	\$42.00
410	Except as otherwise noted in these regulations, no person shall park in an area posted or marked "STAFF" unless a valid annual, semester, or temporary STAFF parking permit is properly displayed on or within the vehicle.	\$17.00
411	No person shall park any vehicle in any manner or fashion so as to create a traffic hazard.	\$17.00
412	No person shall park on campus without a valid parking permit that is properly displayed either on the left rear bumper or hung from the rear view mirror.	\$17.00
413	Failure to activate coin operated meter or obtain an appropriately displayed time stamped hourly parking permit.	\$17.00

Complete copies of the Parking Regulations can be obtained from the office of Public Safety.

# ADMISSIONS, REGISTRATION AND MATRICULATION

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

## ADMISSIONS ELIGIBILITY

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

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

**NOTE:** Students who have not completed the 10th grade may be eligible to enroll in certain advanced Academic or Vocational courses not available at their high schools. Permission of the Director of Admissions and Records or designee, the parent, and the high school principal/designee is required.

## MATRICULATION

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

### Who Participates

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

### Golden West College Agrees To Provide:

#### Step 1. — ADMISSION:

The application is required for admission to the college. Official transcripts from high school and any college or university attended should be sent or brought to the Admissions Office prior to registration.

#### Step 2. — ASSESSMENT:

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

#### Step 3. — ADVISEMENT:

Students should make appointments for an Academic Advisement Session by turning in the Request Form in the Counseling Office. The Counselor's Clearance Form is distributed in the session. Space is limited. Students who have completed more than 15 units at any college and/or need more information may call (714) 895-8119.

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

1. Permit to Register
2. Placement Test Scores
3. Counselor's Clearance Form
4. Verification of Prerequisites

### The Student Agrees To:

- Express at least a broad educational intent at the time of registration.
- Participate in counseling and advisement to develop a student educational plan.
- Follow prerequisites and corequisites.
- Declare a specific educational goal (e.g., A.A. degree, transfer, vocational certificate) by the time 15 units are completed.
- Attend class, complete assignments, and maintain progress toward an educational goal.
- Gather information and seek support services as needed.

- Accept the responsibility for the consequences of their educational decisions.

### Exemptions

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

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

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

### Student Rights and Responsibilities

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

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

# RESIDENCE REQUIREMENTS

## California Residence

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

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

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

## Nonresident Students

The following conditions are applicable regarding nonresident fees:

1. Students who are not residents of California as of the day immediately preceding the first day of the semester or summer session will be required to pay a nonresident tuition fee.
2. Active military personnel are exempt from nonresident tuition fees provided they are in California for a purpose other than attending a state supported institution of higher education.
3. Dependents of active military personnel are granted a one-year exemption from paying the nonresident tuition fee. The one-year period begins on the date the dependent enters California. After the exemption period has ended, dependents will be charged nonresident tuition unless they have met the residency intent and durational requirements

for a one-year period prior to the residency determination date.

4. Minors (under 18 years of age and not married) will be required to pay the nonresident tuition if their parents or legal guardians reside outside the state even though such minors may have lived in California for one year or more.
5. Students who are financially dependent on their parents or legal guardians will be required to pay nonresident tuition if their parents or legal guardians reside outside the state even though such students may have lived in California for one year or more.
6. Alien students holding visas which preclude them from establishing residency in California may be restricted in their enrollment at Golden West College and will have to pay nonresident tuition. In addition, alien students with visas who are citizens of another country are required to pay an additional per unit capital outlay fee. See the class schedule for the amount of the fee.

## International Students on Student Visas

Golden West College is authorized under Federal law to enroll non-immigrant alien students. The college works in close cooperation with the U.S. Office of Immigration and Naturalization. Foreign students are urged to acquaint themselves thoroughly with the rules of the Immigration Service prior to applying for admission. Since Golden West College does not offer special programs for foreign students, a primary requisite for admission is mastery of the English language. Foreign students who wish to apply for admission under a student visa should apply to the Admissions Office for special forms and instructions. All papers must be on file according to the schedule described below:

1. Foreign students are admitted for both the fall and spring semesters, and are encouraged to apply as early as possible. The admissions cycle for the fall semester begins on October 1 and for the spring semester on April 1. Application requirements for admission must be completed by the following dates:  
Fall Semester (June 15)  
Spring Semester (November 15)
2. An application for admission must be completed and filed with the Admissions Office. Application forms can be obtained by writing to the Admissions Office.

3. Evidence of academic achievement to the level of American high school graduation. Transcripts of the original records must be accompanied by a notarized English translation of each.
4. The applicant must demonstrate sufficient knowledge of the English language to be able to profit from instruction. A score of 500 on the TOEFL Examination (Test of English as a Foreign Language) will be required.
5. The applicant must present satisfactory statements concerning his academic background and experiences. A statement of financial responsibility must be included.
6. Foreign students are required to purchase health insurance prior to registration. Proof of such health insurance must be presented before permission to register will be granted.
7. Foreign students will be permitted to attend Golden West College for a maximum of 5 semesters. Continuous enrollment in 12 or more units and the completion of 24 units during each academic year will be required.
8. A foreign student will not be admitted as a transfer from another American college unless he/she has completed 24 units with a "C" average or above in courses acceptable for an Associate in Arts or B.A. degree and has passed the TOEFL Test with a score of 500 or better or completed English 100 (Freshman Composition) with a "C" or above.
9. Foreign students who are graduates of an American high school may be accepted conditionally (without taking the TOEFL Exam) if they have completed one year (two semesters) of regular senior English Composition or a semester of junior and one semester of senior Composition courses with a minimum grade of "C" in each course.
10. Foreign students will be subject to nonresident tuition while attending Golden West College. Tuition fees are payable at the time of registration.

## Students Holding Visas Other Than Student Visas

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

An alien who is precluded from establishing domicile in the United States shall not be classified as a resident unless and until he or she has been granted a change in status by the Immigration and Naturalization Service to a classification which permits establishing domicile and has met all other applicable residency requirements. Aliens considered to be non-residents are required to pay the nonresident tuition charge.

## EXPENSES AND FEES

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

**Enrollment Fee:** \$12 per unit

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

**Material Fees:** In accordance with regulations of the Board of Governors of the California Community Colleges, Title 5, California Administrative Code, Section 59400 et seq., the Coast Community College District shall provide free of charge to students all instructional materials, except for the following materials which the student may purchase from the District at cost or may provide through his or her own means.

1. **Optional Instructional Materials.** Materials used to enhance the student's learning experience in the classroom, but that are not essential to the completion of course objectives.
2. **Required Instructional Materials.** Materials required to complete the objectives of the course and that are tangible property of continuing value outside the classroom which the student will retain as his or her own property.

The District shall have the discretion to either charge or not charge a fee for instructional materials of the types indicated above. Such fees will cover actual District costs. Students may choose to provide the materials by their own means in lieu of paying the fee.

**Student Health Service Fee:** \$11 per semester for fall and spring; \$8 for summer session. This is a mandated fee unless the student presents a waiver. Those eligible for a waiver are:

1. Recipients of BOGG - A, B or C awards. For further information, call (714) 895-8394.
2. Students who depend solely on prayer for healing in accordance with the teachings of a bona fide religious sect, denomination, or

organization. For further information, call (714) 895-8121.

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

**Parking:** \$20 per semester. A current Golden West College Parking permit is required to park a vehicle in campus parking lots. Permits may be purchased while registering at Admissions & Records or at the Golden West College Bookstore during normal operating hours. The permit must be clearly displayed on the left rear bumper or hung from the inside rear view mirror so as to be clearly visible. Mechanical permit dispenser machines are available in each parking lot for parking by the day. Temporary one-day or short-term permits are available from the Public Safety department. 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 Courts. These citations, if ignored, will affect future vehicle registration privileges.

**College Service Charge:** \$10 per semester. This charge underwrites many student services, classes and programs. It is not mandatory; however, the College Administration and the Student Council expect students to support the College by paying the College Services charge. \$1.25 of each \$10 goes to student loans and scholarships. Information about specific programs funded by this charge and requests for waiver of the College Services charge are available (at posted hours) in the Student Activities Office during the period between the date class schedules are mailed and the end of telephonic registration. Waivers must be secured in advance and submitted at the time of a student's payment of fees.

### **Student Photo I.D. Card: \$2.50 (Replacement Charge)**

All students are required to have a Student Photo I.D. card for use in the Bookstore, Library, and for other transactions with the college. Students will receive a validation sticker upon each semester of enrollment. Students who lose their card are required to purchase a new one.

**Textbooks:** Textbooks, manuals and other supplies are the responsibility of the student, and cost approximately \$200 to \$250 per semester. Required items are available at the campus Bookstore. Check with the Bookstore for refund, exchange and buyback policies.

**Nonresident:** The nonresident tuition fee is \$125 per unit. Fee is subject to yearly revisions.

**Capital Outlay Fee:** \$9 per unit for students who are citizens and residents of a foreign country.

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

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

Fines are charged for reserve materials returned late at the rate of 25 cents per hour up to \$5. There is no grace period for overdue reserve items.

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

## Refund Policy

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

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

**NOTE:** There is a fifteen (15) working-day waiting period for refunds when original payment of fees was made by check, unless the student shows proof of the cancelled check. Students requesting refunds during non-registration periods must file a Refund Entitlement Form in the Admissions and Records Office. This process takes four to six weeks. Also, students entitled to a refund as a result of a withdrawal from a class by telephone must formally request the refund in writing or in person in the Admissions and Records Office.

## GENERAL ADMISSIONS INFORMATION

### Admissions Steps

**Step 1. Admissions Application:** New students and returning students who have been absent for at least one semester must obtain an application packet from the Admissions Office after April 1 for the fall semester and/or summer session, and after October 1 for the spring semester.

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

**Step 2.** Upon return of the completed application materials, the Admissions Office will determine the student's admission status and direct the student to the assessment and orientation/advisement activities that must be completed prior to registration.

**Step 3. Basic Skills Assessment:** Assessment in English, mathematics, reading and study skills is recommended for all students and REQUIRED for new students prior to enrollment (see exemptions). Assessment may also be used to meet prerequisites for certain courses. To complete the assessment process, students take placement tests in English/Reading and Mathematics. The results of these tests are then used to assist the student in making appropriate course selections. A schedule of the testing sessions is available in the Admissions Office.

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

- A score of 3, 4 or 5 on the Advanced Placement Examination in English Composition, or

- A passing score on the California State University English Equivalency Examination, or
- Completion of a college course equivalent to Golden West College's English 010 or higher with a "C" grade or better.

Students may waive the Mathematics placement test by presenting official evidence to the Assessment Center of the completion of a college course equivalent to Golden West College's Mathematics 010, Elementary Algebra, or higher, with a grade of "C" or better.

**Step 4. Orientation/Academic Advisement:** Upon completion of the assessment process, new students (see exemptions) are expected to attend an orientation/advisement session. The sessions, which last about two hours, are designed to acquaint the student with the many programs and support services available at the college and to assist the student in selecting his/her first semester courses. A schedule of these sessions is available in the Admissions Office.

**Step 5. Appointment to Register:** Upon completion of Steps 1-4, each student will be issued an appointment time to register. This is the time the student will actually enroll in classes and pay fees. Appointments will be issued to students in the order in which they complete the admissions process.

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

### Registration

**Telephone Registration:** Telephone registration is by appointment and begins approximately 6 weeks before the first day of classes and continues for three weeks. Any student who completes the admissions process prior to the beginning of telephone registration is eligible to use this registration method.

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

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

registration deadlines. Students should be aware that missing the first class meeting or meetings may severely affect their chances to succeed in the course. Students entering classes late are responsible for making up missed work.

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

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

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

## ADMISSION INFORMATION PERTINENT TO THE NURSING PROGRAM

1. No applicant shall be admitted who has not met the academic, physical, health and immunization requirements for the Nursing Program.
2. No applicant who is presently under treatment for substance abuse, or who has been under such treatment within six months of the date of his or her application, shall be admitted to the Nursing Program.
3. No applicant for admission to the Nursing Program shall be admitted to the program unless he or she can perform specified manipulative and/or sensory functions, as follows:
  - a. Be able to hear well enough (average of 30 decibel for both ears) to respond to calls for help from individuals remote from the location of the student.
  - b. Be able to safely maneuver the equipment used to administer medications orally and intramuscularly and be able to see and hear well enough to monitor indications on the instruments regarding the medications being administered.

- c. Be able to start effective cardiopulmonary resuscitation.
  - d. Be able to maneuver a totally helpless adult to the side of a bed and to turn and position the patient.
  - e. Be able to physically maneuver and support a helpless adult.
  - f. Be able to see well enough to observe critical symptomatology; have sufficient manipulative ability to record such symptomatology in writing.
  - g. Be able to maneuver well enough to physically protect himself or herself from possible injury caused by emotionally disturbed or mentally retarded patients.
  - h. Have sufficient physical mobility to respond rapidly to situations involving the health and safety of patients.
4. No applicant for admission to the Nursing Program shall be admitted to the program unless he or she appears to be free from any physical, behavioral, emotional or mental condition that would adversely affect his or 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 or she is not free from such a physical, behavioral, emotional or mental condition, the Program Director shall refer the determination to the Nursing Admission/Retention Committee, which shall, as soon as possible, arrange for such applicant to be examined by either a licensed physician and/or surgeon, or by a licensed clinical psychologist who has a doctoral degree in psychology and at least five years of post-graduate experience in diagnosis and treatment of emotional and mental disorders. After receiving the report from the licensed physician and/or surgeon or licensed clinical psychologist, the Nursing Admission/Retention Committee shall determine if the Program Director's denial of admittance was based upon reasonable grounds. If so, the applicant's admission shall be denied. If not, the applicant shall be admitted. If the applicant wishes to dispute the matter further, he or she shall appeal the determination to the President of the College, who shall review the matter and make a final determination in the matter.

The above conditions also apply to students who are currently enrolled in the Nursing Program. Maintenance of good health—physical, behavioral and emotional—is essential for continuation, and the criteria and conditions explained above are operative throughout the student's time in the program.

## **Transfer Credit and Credit by Examination for Applicants with Previous Nursing Education**

Applicants with previous nursing education in an approved school of nursing (RN) may apply for transfer credit and/or credit by examination.

### **General Policy:**

A student may challenge any Golden West College nursing course and in order to do so must meet the following Nursing Program entrance requirements:

1. Acceptance as a regular student at Golden West College.
2. Graduation from an accredited high school or the equivalent.
3. Completion of 12 college units with GPA of at least 2.0.
4. Qualifying test scores on the college placement test in English and Math.
5. Evidence of physical and emotional fitness by medical examination.

### **Transfer Credit:**

Credit for nursing courses taken at an accredited school of nursing (RN) will be granted upon the following conditions:

1. Candidates must qualify for admission as listed above.
2. Candidates must be recommended by the program director of the previous school of nursing.
3. Course work must have been completed within the last three years.
4. Credit will be given for nursing courses comparable to those offered at Golden West College.
5. Credit for general education courses will be granted according to the college policy.
6. A minimum of one academic semester must be spent in the Golden West College Core Nursing Program.

## **Non-Graduate Option**

According to regulations of the California Board of Registered Nursing, it is possible to take the licensing examination upon completion of the approved curriculum for the Golden West College Nursing Program, even if the graduation requirements (Humanities elective, PE and Algebra) have not been completed. Students who elect this option will not be grad-

uates of an accredited program and may not be eligible for licensure in other states, even if the graduation requirements are met at a later date.

## **ASSOCIATE DEGREE NURSING (R.N.) ADMISSION PROCEDURES**

The nursing application filing period for the fall semester class is from the first day of the spring semester through the last working day in February.

The filing period for the spring semester class is from the first day of the fall semester through the last working day in September.

The following minimum academic and other requirements must be met by prescribed deadlines by all applicants to become eligible candidates. (Refer to the current application at the Impacted Program Desk in the Administration Building for the deadlines.)

## **Minimum Application Requirements**

(Check the current application at the Impacted Program desk in Admissions for deadlines and additional requirements.)

1. Attendance at a nursing orientation.
2. Evidence of the following:
  - a. High school graduate or equivalency.
  - b. Competency in Mathematics as demonstrated by:
    1. Completion of the Golden West College Math Competency Test\* with a qualifying score for Mathematics 030 or above.

**OR**

    2. Completion of intermediate (2nd year) Algebra in high school with a "C" grade or better.

**OR**

    3. Completion of a college level Mathematics class equivalent to 010, Elementary Algebra, with a "C" grade or higher.



c. Competency in English composition as demonstrated by:

- 1. Completion of the Golden West College English Placement Test\* with a qualifying score in English 100 or successful completion of English 010 with a "C" grade or higher.

OR

- 2. Completion of English 100 with a "C" grade or higher.

NOTE: Item (c.1.) above satisfies the requirement for entering the program; item (c.2.) is required to complete the Nursing Program.

\*THESE TESTS MAY BE TAKEN ONE TIME ONLY. Contact the Assessment Center for information and to schedule an appointment to take the required tests.

- 3. Official transcripts from the last high school and each college attended (or currently enrolled in) must be filed at the Golden West College Admissions Office.

NOTE: All foreign transcripts must be translated by an official agency prior to application to the Health Professions Programs. This is required to evaluate equivalency of both high school education and college courses.

- 4. Completion of at least two of the following courses, or equivalent, with a "C" grade or higher prior to application. The third class must be in progress at the time of application:

- a. Anatomy - Biology 170
b. Microbiology - Biology 210
c. Physiology - Biology 175

NOTE: If the science classes were taken more than five years ago, candidates must see the Health Professions counselor to determine if the course must be repeated.

Selection Procedures

(for students whose application was initially submitted by February 27, 1998)

Students will be eligible to apply for the Nursing Program as soon as the minimum requirements have been completed. Eligible applicants who have met the minimum requirements will be selected for the program on the basis of the initial semester of application in which they were eligible. In the event that more applicants are eligible than space permits in the program, first time eligible applicants will receive a priority number on a random basis.

Non-selected applicants will retain their initial priority number when applying for future semesters provided they apply each semester until selected.

Selection Procedures

(for students whose application is initially submitted after February 27, 1998)

Students will be eligible to apply for the Nursing Program as soon as the minimum requirements have been completed. Eligible applicants who have met the minimum requirements will be selected for the program. Half of those students accepted each semester for entry will be taken directly from the list in the order in which they qualified for placement. Half of the students accepted will be chosen by the Scholastic Point System. First time applicants will receive a priority number on a random basis. Non-selected applicants will retain their initial priority placement when applying in future semesters provided they reapply each semester until selected.

Admission Requirements

The Scholastic Point System is a numerical ranking based upon courses completed and grades earned. No points will be counted until all prerequisite Science Courses are completed. It is important that all grades for courses taken at other colleges be verified by submission of official transcripts to the Golden West College Office of Admission and Records.

Points are totaled for letter grades in the following courses as follows: A=10 points, B=7 points, and C=4 points:

- Biology 170 Anatomy (4 units)
Biology 175 Human Physiology (4 units)
Biology 200 Pharmacology - Medications and Drugs (3 units)
Biology 210 General Microbiology (5 units)

An additional 5 points will be awarded for the following classes completed with a grade of "C" or better:

- Speech Communication 108 Introduction to Communication (3 units), 110 Public Speaking (3 units), or 112 Small Group Dynamics (3 units)

(Point credit will be awarded for only one speech course)

- English 100 Freshman Composition (3 units)

- Psychology 160 Human Growth and Development (3 units)
Sociology 100 Introduction to Sociology (3 units)
Humanities 3 unit Course of student's selection from Area C of Associate in Arts Degree Option II Requirements found in GWC Catalog (credit awarded for one class only)

An additional 2 points will be added for each of the following courses that has been completed with a grade of "C" or better:

- Biology 160 Physiology and Disease Mechanisms (3 units)
Chemistry 110 Introductory Chemistry (5 units)
College 100 Becoming a Successful Student (3 units)

Critical Thinking course: credit for one of the following:

- English 110 Critical Thinking, Reading, and Writing through Literature
Interdisciplinary Studies 105 Critical Reasoning (3 units)
Philosophy 115 Introduction to Logic (3 units)
Philosophy 116 Reasoning in Writing (3 units)
Speech 220 Essentials of Argumentation (3 units)

- Math 030 Intermediate Algebra (4 units)
Math 100 (or above)
Nursing 009 Introduction to Nursing (3 units)

- Psychology 100 Introductory Psychology (3 units)

Speech 108/110/112 not already credited for 5 points (see above)

- Speech 171 Assertive Communication Skills (1.5 units)

Foreign language courses equivalent to two years of college language in the same language 180 - 285 level

- Math 009 Medication Calculations for Nurses (1 unit)

Only grades received in courses listed above will be used to calculate the student's ranking. Students selected on the Scholastic Point System will be admitted from highest ranking to lowest.

In the event that there is a tie in total points, the tie will be broken by ranking of tied students by GPA achieved in the ADN Degree required courses. If a second tie is achieved, the students will be ranked by random selection.

Students are not eligible for consideration for the Scholastic Point System until all three Science prerequisites have been completed and grades recorded by Admissions and Records.

Fall grades are included in point totals for the following fall admissions. Spring and summer grades are included in point totals for the following spring admissions.

## Program Requirements

Applicants who are selected must meet the following requirements:

1. **Physical Examination:** The Health Professions Division Office will provide information about the required physical examination, immunizations and fees. The results of this required physical examination must indicate appropriate physical and emotional health standards for the program.
2. Proof of a current (within the last year) CPR card - Level C.
3. **Malpractice Insurance:** The Health Professions Division Office will provide information about the required insurance and fee.
4. **Uniforms/Accessories:** The Health Professions Division Office will provide information about the required uniform/accessories.

**NOTE:** Student is responsible for any expense incurred in meeting the above requirements.

# NURSING CAREER LADDER (ADN) ADMISSION PROCEDURES

## Admission Requirements

This one-year option is designed specifically for California Licensed Vocational Nurses. The following minimum requirements must be met by all applicants in order to become eligible candidates.

## Minimum Application Requirements

(Check the current application at the Impacted Program desk in Admissions for deadlines and additional requirements.)

1. Attendance at a nursing orientation.
  2. Evidence of the following:
    - a. Proof of California VN Licensure
    - b. Competency in Mathematics as demonstrated by:
      1. Completion of the Golden West College Math Competency Test\* with a qualifying score for Mathematics 030 or above.

**OR**

    - 2. Completion of intermediate (2nd year) algebra in high school with a "C" grade or better.

**OR**

  - 3. Completion of a college level Mathematics class equivalent to Mathematics 010, Elementary Algebra, with a "C" grade or higher.
- c. Competency in English composition as demonstrated by:
  1. Completion of the Golden West College English Placement Test\* with a qualifying score in English 100 or successful completion of English 010 with a "C" grade or higher.

**OR**

- 2. Completion of English 100 with a "C" grade or higher.

**NOTE:** Item (c.1.) above satisfies the requirement for entering the program; item (c.2.) is required to complete the Nursing Program.

**\*THESE TESTS MAY BE TAKEN ONE TIME ONLY.** Contact the Assessment Center for information and to schedule an appointment to take the required tests.

3. Completion of the following required courses or equivalents\* with a grade of "C" or better by the application deadline (Biology 170, Anatomy, Biology 200 and Pharmacology are waived based on applicant's prior education and clinical experience):
    - a. Biology 210 (Microbiology)
    - b. Biology 175 (Physiology)
    - c. Psychology 160 (Human Growth & Development)

After successful completion of "a", "b", and "c" above, then class "d" must be completed prior to joining 3rd semester Nursing (N020).

  - d. Nursing 190 (Bridge Class)
- \*NOTE:** Course equivalences for courses taken at other accredited colleges will be determined by Impacted Programs Desk or Counselor.
4. Official transcripts of all accredited college or university coursework must be filed at the Golden West College Admissions Office.

## Selection Procedure

1. All eligible applicants who have completed the four basic courses listed above prior to the application deadline with a grade of "C" or better, who filed and were not selected during the previous application period, will be eligible to fill up to 50 percent of the spaces, provided they have completed all of the other course requirements listed below by the current application deadline. Selections will be made in order of the random rank from the previous year's eligibility list.
2. The remaining spaces will be allocated to eligible applicants who completed the minimum four basic courses by the application deadline. Random selection will be used.

The following courses must also be taken to complete the degree requirements. Additional classes taken from the following list prior to application will be considered in the selection process:

- English 100
- Mathematics (see note under 2.b. above)
- Sociology 100
- Speech Communication 108, 110 or 112
- Humanities (3-unit course)
- Physical Education or Dance

## Program Requirements

Applicants who are selected must meet the following requirements:

1. **Physical Examination:** The Health Professions Division Office will provide information about the required physical examination, immunizations and fees. The results of this required physical examination must indicate appropriate physical and emotional health standards for the program.
2. Proof of a current (within the last year) CPR card - Level C.
3. **Malpractice Insurance:** The Health Professions Division Office will provide information about the required insurance and fee.
4. **Uniforms/Accessories:** The Health Professions Division Office will provide information about the required uniform/accessories.

**NOTE:** Student is responsible for any expense incurred in meeting the above requirements.

## Note for Licensed Vocational Nurses and Psychiatric Technicians

Applicants who hold a current California Vocational Nurse or Psychiatric Technician license, or the equivalent, may qualify for the California Registered Nurse licensure examination without completing the entire Associate in Arts Degree Nursing Program outlined above. LVNs may elect to take a non-degree program consisting of not more than 30 units in nursing and related science courses. Licensed PTs may challenge theory and clinical portions of the Nursing Program when they believe they already have the required knowledge and skills. For more information, contact the Health Professions Counselor.

## Associate in Arts Degree Program for Currently Licensed Vocational Nurses

This program is designed to recognize previous educational preparation and fulfill the requirements of a vocational major for the Associate in Arts degree. The credit will be awarded upon completion of the general education requirements listed in this catalog, a minimum of 12 units earned at Golden West College, and possession of a current, valid California Vocational Nurse License. For those eligible, 23 units of credit will be awarded.

## Associate in Arts Degree Program For Currently Licensed Registered Nurses

This program is designed to meet the needs of registered nurses desiring to earn college credit for previous educational preparation and to enrich their backgrounds through general education courses to fulfill the requirements for an Associate in Arts degree. Credit for previous nursing education will be commensurate with the numbers of nursing course credits required in the basic Associate in Arts degree program for registered nursing at Golden West College (40 units). The credit will be awarded upon completion of general education requirements listed in this catalog, a minimum of 12 units earned at Golden West College, and possession of a current, valid California Registered Nurse License.

## Continuing Education For Vocational and Registered Nursing

Golden West College offers a variety of California Board of Registered Nursing and Board of Vocational Nurse and Psychiatric Technician Examiners approved courses for Continuing Education in Nursing credit. Some of these courses are general education classes carrying academic credit which may apply toward an Associate in Arts degree. Others carry only Continuing Education credit for nursing licensure. Nurses desiring information relative to current offerings should check with the Golden West College Health Professions Division office.

Golden West College is designated as a provider of Continuing Education for Registered Nurses by the Board of Registered Nursing. The Provider Number is 00622.

## STUDY LOAD

College work is measured in terms of the "credit unit." In a recitation-lecture course, a college unit is normally defined as one hour of lecture and two hours of homework per week. In the laboratory, three hours in the classroom per week with no outside work constitute one unit of credit.

The credit value assigned to a course is not determined by the number of class meetings per week, but by the number of hours of work required of the student.

No student will be permitted to carry more than 19 units during Fall/Spring semesters and 9 units during the Summer session without permission from the Director of Admissions and Records/designee.

## ATTENDANCE

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

It is very important that students attend the first class meeting of every class in which they are registered, since a full period of instruction will begin the first day of the semester. Instructors may drop students who miss the first class meeting to make room for students who wish to enroll.

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

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

It is the student's responsibility to drop classes they are no longer attending. Please see College withdrawal policy.

## CLASSIFICATION OF STUDENTS

Students are classified as follows:

**Freshman:** A student who has completed fewer than 30 units.

**Sophomore:** A student who has completed 30 or more units.

**Part-time Student:** A student enrolled in fewer than 12 units.

**Full-time Student:** A student enrolled in 12 or more units.

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

## GRADING

Student performance in courses is indicated by one of 10 grades. Grades which carry point value, and which are used in determining the grade point average (GPA), are as follows:

- A – Excellent  
4 grade points per unit
- B – Good  
3 grade points per unit
- C – Satisfactory  
2 grade points per unit
- D – Passing, less than satisfactory  
1 grade point per unit
- F – Failing  
0 grade points per unit

The following grades are not part of the GPA computation:

- CR – Credit, at least satisfactory  
Unit credit granted
- NC – Non-Credit, less than satisfactory or failing  
No units granted
- W – Withdrawal . . . . . No units granted
- I – Incomplete . . . . . No units granted
- IP – In Progress . . . . . No units granted
- NG – Non-Graded . . . . . No units granted
- RD – Report Delayed . . . . . No units granted

## CR (Credit), NC (Non-Credit)

These grading symbols are used in two types of courses:

### 1. Optional credit/no credit or grade classes.

In these courses, students will elect to receive either a traditional letter grade of “A” through “F”, or Credit/Non-Credit for the course. This choice must be made within the first five (5) weeks of the fall and spring semesters, the first two (2) weeks of the summer session, and within 30% of the course in short-term courses (four-, five-, nine-week classes, etc.)

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

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

Students are advised to read the following statements before deciding to pursue a course on a graded (“A” to “F”) or Credit/Non-Credit basis.

- A grade of “Credit” or “Non-Credit” does not affect a student’s grade point average at Golden West College.
- “NC”, “W”, and “I” grades are utilized by Golden West College in the determination of academic probation and disqualification. (Refer to college regulations concerning “Probation/Disqualification.”)
- Courses taken at Golden West College to remedy an admissions deficiency for the University of California due to poor or incomplete high school preparation are not acceptable if completed on a “credit” basis.
- Students required to complete 56 units of course work with a grade point average of 2.4 prior to transfer to a University of California campus, such as Irvine, must complete at least 42 of these units on a graded (“A” through “F”) basis.
- Some universities may specify that courses required for a major be completed on a standard grade basis (“A” through “F”).
- Some universities specify that courses taken to satisfy general education breadth requirements be completed on a standard grade basis (“A” through “F”).
- Some institutions limit the number of units completed on a “credit” basis which are accepted toward the bachelor’s degree.

- Students planning to apply to competitive admissions programs such as the health professions are usually advised to complete the specified preparation on a graded basis (“A” through “F”).

## W (Withdrawal)

Withdrawal is not an automatic process. The student is responsible for officially withdrawing, through the Admissions and Records Office, to avoid receiving “F” or “NC” (non-credit) grades.

Upon entering Golden West College, the student assumes the responsibility of completing each course in which he/she is registered. A college student is expected to attend all sessions of the classes in which he/she is enrolled. An instructor may drop a student for excessive absences when the instructor determines that, due to absences, the student may not successfully complete the course. Students who miss the first meeting of the class may also be dropped. After a student has been dropped from the class for unexcused absences, appeal for reinstatement will be considered only under extenuating circumstances.

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

### 1. Early Withdrawal

Classes will not appear on a transcript (a “W” will not be assigned) when a student officially withdraws during the first four weeks of the fall and spring semesters, during the first two weeks of an eight-week summer session, and through the first 30% of the total hours for a short-term\* class.

### 2. Other Withdrawals

#### a. Semester and Summer Session Classes

A “W” will appear on a transcript for each regular session class from which a student officially withdraws between the first day of the fifth week and the last day of the fourteenth week for fall and spring semesters, and between the first day of the third week and the last day of the sixth week for an eight-week summer session.

#### b. Short-Term\* Classes

A “W” will appear on a transcript for each short-term\* class from which a student officially withdraws after the class has been in progress more than 30%, but not more than 75% of the total hours the class is scheduled to meet.

\* A short-term class is one that is scheduled for less than a full semester during the fall and spring or for less than eight weeks during the summer.

## I (Incomplete)

An incomplete grade (I) may be assigned when the course is not completed for unforeseen, emergency and justifiable reasons, with permission from the instructor, and the student intends to complete the work after the end of the term. The condition for the removal of the "I" shall be stated by the instructor as well as the grade assigned in lieu of its removal in a written record available to the student at the Admissions and Records Office.

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

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

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

## IP (In Progress)

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

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

## NG (Non-Graded)

The NG symbol is assigned to non-graded courses.

## RD (Report Delayed)

The RD symbol is assigned by the Registrar only. It is used when there is a delay in reporting the grade of a student due to circumstances beyond the control of the student. It is a temporary notation to be replaced by a permanent grade as soon as possible. The RD symbol is

not used in calculating units attempted or grade point averages.

## Grade Challenge Policy

A student who has been assigned a final grade which he/she believes to be incorrect may file a Grade Challenge Petition form obtained from the Office of Admissions and Records. All grade challenges must be made by the student, in writing, within two years after the end of the semester in which the grade in question was assigned. Grade challenges filed after the two-year deadline will be reviewed for recording errors only to ensure that the student's grade on the instructor's roster is, in fact, the grade that appears on the transcript.

## Examinations

Final examinations are required in all courses, except physical education. Normally final examinations are given the last week of class. No student will be excused from these examinations. Students must be in attendance at Golden West College for the entire semester and must take the final examination to receive credit.

## COURSE REPETITION POLICY

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

1. Courses designated A-B, A-C, etc., may be repeated for credit; however, they may not be taken concurrently. Courses with A-B, A-C, or A-D designations may be taken for credit according to the following schedule:

A-B designation:  
may be taken twice for credit.

A-C designation:  
may be taken three times for credit.

A-D designation:  
may be taken four times for credit.

2. Golden West College courses in which a substandard grade (D, F and/or NC) was received. Students who wish to repeat a course in which a substandard grade was earned may retake the course at any college in the Coast Community College District (OCC, GWC, CCC). Students who choose to repeat the course at Orange Coast College or Coastline Community College should consult the GWC Admissions and Records

Office or GWC Counseling Office to ensure the course is equivalent to the course being repeated. Students who repeat a course at Golden West College in which a substandard grade was earned may do so only one time, except upon appeal for extenuating circumstances. Appeal forms are available in the Admissions and Records Office.

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.

Upon completion of the repeated course, the student must file a "Petition to change the grade of a repeated course" in the Admissions and Records Office. The student's academic transcript shall then be annotated reflecting exclusion of such courses for purposes of grade point calculation and for all considerations associated with the awarding of certificates and degrees. However, previously recorded course work shall neither be removed or otherwise obliterated from the permanent record.

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

## SCHOLARSHIP STANDARDS

### 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 grade point average in a minimum of 48 units in courses evaluated with letter grades.\*

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

Eligibility is based on completing 12 or more graded college units, with a cumulative GPA of 3.0 or better. Membership is renewable each semester. Chapter dues and grade verification are required. Permanent membership is awarded to students completing 60 units, with two semesters of membership, and a cumulative GPA of 3.25 or better. Permanent members receive recognition on their GWC transcript and diploma and at the state level. All graduating members may wear a gold stole at the GWC graduation ceremony.

The Sigma Pi Chapter at Golden West College recognizes academic achievement and promotes scholarship eligibility and transferability to four-year institutions. Active AGS members practice leadership and organizational skills, initiate service programs for the campus and community, and develop networking, and interpersonal communication skills. All AGS members are encouraged to apply for GWC general scholarships. Application forms are available in January from the Financial Aid Office.

For detailed membership requirements, benefits and scholarship information, contact an AGS Advisor through the GWC Student Activities Office.

## Policy on Probation

A student shall be placed on probation whenever he or she meets one of the two conditions listed below:

### 1. Academic Probation

Has attempted at least 12 semester units at Golden West College and

- a. has a grade point average of less than 2.0 in the most recent semester completed, or
- b. has a cumulative grade point average of less than 2.0 in all units attempted.

### 2. Progress Probation

Has attempted at least 12 semester units at Golden West College and the percentage of

units in which the student has been enrolled for which entries of "W", "I" and "NC" are recorded reaches or exceeds 50 percent.

A student on probation at Golden West College, Orange Coast College or Coastline College shall be on probation at any District college. All probationary students shall be notified of their status and counseling services will be made available.

Title 5, Sections 55754, 55755

## Policy on Disqualification

A student at Golden West College who is on academic or progress probation shall be disqualified whenever he or she meets one of the two conditions listed below:

### 1. Academic Disqualification

Any student on academic probation for two consecutive semesters shall be academically disqualified. However, any student on academic probation whose most recent semester grade point average equals or exceeds 2.0, or whose cumulative grade point average equals or exceeds 2.0, shall not be disqualified but shall be continued on academic probation.

### 2. Progress Disqualification

Any student who is on progress probation for two consecutive semesters shall be disqualified for lack of satisfactory progress. However, any student on progress probation whose most recent semester work indicates fewer than 50 percent units of "W", "I" and "NC" shall not be disqualified but shall be continued on lack of progress probation.

**Appeal for Reinstatement:** When notified of his or her disqualified status, a student will also be informed about appeal procedures and the availability of counseling and other appropriate services.

If circumstances warrant, exceptions may be made and reinstatement granted at the discretion of, and under the conditions established by, the Probation and Disqualification Review Committee.

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 alleviate past substandard academic performance of a student when such work is not reflective of his/her 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 an individual's 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 a college or colleges in the Coast Community College District with a minimum cumulative grade point average of at least 2.0 subsequent to the course work to be disregarded.
  - b. At least two years 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, even satisfactory units be disregarded, except those courses required 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 remain legible on the student's permanent record ensuring a true and complete academic history.

If another accredited college has acted to remove previous course work from Certificate of Achievement, Associate in Arts or Bachelor Degree consideration, such action shall be honored in terms of that institution's policy. Units disregarded by another institution shall be deducted from the thirty semester units maximum of course work eligible for alleviation at Golden West College.

Students requesting removal of previous course work for certificate or degree consideration shall file a petition at the Admissions and Records Office. The petition shall outline the semesters of course work to be disregarded and shall include evidence verifying (1) that work completed during this period is substandard, and (2) the expiration of at least two years since the end of the last term to be excluded.

The Administrative Dean of Student Support Services or his/her designee shall act to approve the petition and make the proper annotation on the student's permanent record upon verification of the conditions set forth herein.

## Awarding of Credit

Golden West College recognizes work taken at other accredited colleges and for experiences outside of the traditional classroom setting. Accordingly, college credit is awarded in the following areas:

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

**A MAXIMUM OF 40 UNITS IN THE FOLLOWING CATEGORIES WILL BE AWARDED.** Students will be mailed an evaluation after the required documents have been submitted. Awarded credit is not transferable to other colleges and universities; it is subject to the individual policies of the respective institutions.

2. **Credit by Examination:** Students who are currently enrolled in at least one course (other than the course to be challenged) and who have completed 12 units at Golden West College with a 2.0 GPA in all college units attempted are eligible to seek

"credit by examination" in a maximum of two courses. A grade of passing or failure will be awarded and the course will be identified as a "Credit by Examination" on the transcript.

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

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

4. **Advanced Placement Credit:** Golden West College will award up to six units of credit for each Advanced Placement Examination passed with a score of three units or higher. College credit will be given for purposes of general education certification.

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

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

Duplicate credit will not be awarded in the same area for both the Advanced Placement Exam and the CLEP subject exams. In order to receive credit, students must request official test results from the testing service to be mailed to Golden West

College. Credits are posted to transcripts upon completion of all other graduation requirements.

**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.

6. **English Equivalency Test:** Students who pass the State University English Equivalency Test are awarded course and unit credit for English 100 and English 110. Credits are posted to transcripts upon completion of all other graduation requirements. Copies of the official test results must be requested from the testing service by the student and forwarded to the Admissions and Records Office.

7. **Professional Secretarial Examination:** Up to 30 units of specific course credit may be awarded for the following certificate holders: Certified Professional Secretary, Professional Legal Secretary, Certified Medical Assistant and Administrative. Credits are posted to transcripts upon completion of all other graduation requirements. Students may pick up the request form in the Admissions and Records Office.

8. **Licensure Credit for Registered Nurses:** Forty units may be awarded for holders of valid California Registered Nursing Licenses. Credits are posted to transcripts upon completion of all other graduation requirements. Students must show a copy of their current California License to the Graduation Clerk in the Admissions and Records Office in order to be eligible for this credit.

9. **Licensure Credit for Vocational Nurses:** Twenty-three 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 show a copy of their current California license to the Graduation Clerk in the Admissions and Records Office in order to be eligible for this credit.

10. **Special Topics:** Special Topics are specialized studies or projects that are especially designed by instructors and students to enrich the learning experience. The decision to offer a Special Topic is at the discretion of each instructor. In order to be eligible for a Special Topic, a student must have completed previously at Golden West College two courses in the same discipline with a minimum grade of “B” in each course. Students request petitions in the Admissions and Records Office.

By arrangement with an instructor and with the approval of the Division Dean, students may study special topics in any discipline in the curriculum. Credits may be earned in: Special Topics 099A-D, non-transfer level, or Special Topics 299A-D, transfer level. The deadline for registration in Special Topics courses is Friday of the eighth week of instruction of the semester; the completed petition form must be filed in the Admissions and Records Office by that date. Special Topics are listed on the transcript by title and discipline, e.g., Special Topics 299-AD History.

11. **Individualized Study:** For courses listed in this catalog, a student may prefer to take the course through Individualized Study because of special circumstances. This privilege is available only to students who have completed 12 units of course work at Golden West College with a GPA of 2.0 in all units attempted. Students request petitions in the Admissions and Records Office. This petition must be approved by the instructor who will supervise the individualized study, as well as by the Vice President of Instruction & Student Services. Individualized Study petitions must be filed in the Admissions and Records Office during the first eight weeks of classes.

## High School Diploma

Golden West College does not award a high school diploma. In consultation with a local high school district, students may be able to take class work at Golden West College to count toward their high school diploma. For more information, students should contact the office of the high school district in which they live.

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

**NOTE:** Students may attend Golden West College without a high school diploma if they are 18 years old and can profit from college work.

## Student Records

**Active Records:** All requests for changes to a student’s current class program or information on file should be made through the Admissions and Records Office. Included are “adds” to program, “withdrawal from class,” “credit/no credit” requests, and “name and address changes.” The student must present the appropriate class program for all adds and drops.

**Transcripts:** Transcripts of academic work taken at Golden West College will be sent to any college or university upon request of the student. Two transcripts and/or verifications will be provided free of charge. For each additional transcript or verification, there is a charge of \$3. Students may request “rush” (next day service) for a \$5 fee per transcript or verification. **This fee is subject to change.** In accordance with Education Code provision 72237, transcripts may be withheld from students, or former students, who have not returned Library materials or paid required college fees.

**Cumulative Folders:** The Admissions and Records Office maintains a cumulative folder on each student who has records sent to the College. The folder, containing copies of high school and college transcripts, and other relevant academic information, such as records of military service and other awarded credit, is available to the student.

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

**Student Picture Identification:** Students may be required to furnish picture identification in order to participate in certain classes and activities. All students are expected to have a Golden West College Photo I.D. Card.

## Academic Reports to High Schools

Golden West College sends academic reports of former high school students who graduated in the last five years to high schools within the Coast Community College District. The purpose is to assist the high schools in academic research. The reports include the I.D. number, classes, grades, grade point average, and major. Any student who prefers to have his/her name deleted from such reports should contact the secretary to the Administrative Dean of Student Support Services.

## COURSE NUMBERING SYSTEM

Each course bearing unit credit may be used in one or more of the following ways:

1. As a measure of developing basic academic skills.
2. As a requisite to the Associate in Arts degree, or
3. As applicable either to the Associate in Arts degree or to an occupational certificate program, or
4. As a lower division course transferable to a four-year college or university.

Courses at Golden West College are numbered according to their basic purposes. However, categories listed below are general in nature, and the student is cautioned not to assume either that a course is better merely because its number falls into a particular group, or that its usefulness is limited to only one purpose.

Courses numbered 001-099 were created to help students develop occupational skills, to give students what they need to know for employment, to provide basic skills, as well as to provide meaningful general electives courses in two-year Associate in Arts degree programs.



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

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

Interested students should consult a counselor to determine which occupational majors are offered for bachelor's degrees at local four-year colleges.

Courses numbered 100-299 transfer to the state university and college system. Contact the Counseling Center for courses that transfer to the University of California and selected private institutions.

**NOTE:**

- 001-099 are usually basic skills courses
- 100-199 are usually first-year courses
- 200-299 are usually second-year courses

The primary purpose of courses numbered 800 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.

## Prerequisites/ Corequisites/Advisories

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

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

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

## Prerequisite Courses

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

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

## Prerequisite/Corequisite Challenge

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

1. A prerequisite/corequisite is not reasonably available;
2. The student believes the prerequisite/corequisite was established in violation of regulation or in violation of the District-approved processes;
3. The student believes the prerequisite/corequisite is discriminatory or being applied in a discriminatory manner; or
4. The student has the documented knowledge or ability to succeed in the course without meeting the prerequisite/corequisite.

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

# ASSOCIATE IN ARTS DEGREE AND CERTIFICATE OF ACHIEVEMENT

## Application Procedures

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

Graduation Period	Filing Period
Summer 1999	June 4 - July 30
Fall 1999	August 30 - December 3
Spring 2000	January 31 - April 10

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

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

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

# AUDITING OF COURSES

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

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

## Fees

Enrollment fees are subject to change by the State Legislature.

- 1. A fee of \$15 per semester unit will be charged except as noted in #2 below.
- 2. Students enrolled in ten or more semester units of credit classes shall not be charged a fee to audit three or fewer units; they will be charged for units in excess of three at the rate of \$15 per unit.
- 3. Students will be eligible to apply for a refund provided they formally withdraw within the first two weeks of the term.

## Registration Procedures

- 1. File a written petition in the Admissions and Records Office requesting permission to audit a course and stating the reason for the request.
- 2. Priority in class enrollment shall be given to students who take the course for credit. Audit petitions will be approved after the first day of the class if the class remains open.
- 3. Final determination to permit a student to audit a course will be made by the Administrative Dean of Student Support Services or his or her designee.

## Student Responsibilities

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

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

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

# GOLDEN WEST COLLEGE ASSOCIATE IN ARTS DEGREE

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

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

**Option II** is designed specifically for students intending to transfer to the California State University System. Students who complete this option will satisfy requirements for the A.A. degree and complete the maximum, lower-division general education units allowed by the 22 California State University campuses.

**Option III** is designed primarily for students who intend to transfer to the University of California, or who are unsure if they will transfer to a UC or CSU campus. Students who complete this option will satisfy requirements for the A.A. degree and complete the Intersegmental General Education Transfer Curriculum (IGETC) by which all lower division general education units required by the 22 California State University campuses and the 9 campuses of the University of California (except Eleanor Roosevelt and Revelle at UCSD) are met. A major is not required for Options II or III. Option III may not be advisable for some majors at certain CSU and UC campuses. Students should consult a GWC counselor to make sure this is their best AA degree option.

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

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

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

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

# ASSOCIATE IN ARTS DEGREE REQUIREMENTS

## OPTION I (CAREER FOCUS)

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

**Note:** A specific graduation curriculum approved for nursing majors leading to an Associate in Arts Degree is found in the course information section of this 1999-2000 catalog under Nursing.

### 1. General Requirements:

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

### 2. Major Requirements:

*(Select one of the following)*

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

OR

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

OR

**Area of Concentration:** Completion of at least 18 units selected from one of the following broad areas of study.

Business  
Communication  
Criminal Justice  
Health Science  
Humanities  
Fine and Applied Arts  
Mathematics and Science  
Physical Education and Health  
Social Sciences  
Technology

### 3. General Education Requirements:

Completion of Areas A through E.

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

#### AREA A: Communication In The English Language And Critical Thinking:

Completion of 3 units from each group:

**Group 1:** English 110; Speech 100, 108, 110, 112, 130, 220; Philosophy 115, 116; Interdisciplinary Studies 105

**Group 2:** English 100; Business 126 (or Management 126), Business 127 (or Management 127), Journalism 125, 180

**Group 3:** A second course from Groups 1, 2, or 3 units from any of the following:  
Any computer course:  
Business 125; English 119, 194, 195, 280

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

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

**Group 1:** Anthropology 120, 121  
Astronomy 100, 100L, 150  
Biology 100, 104 and 104L, 110, 112, 120, 140, 155, 170, 175, 176 and 176L, 180, 185, 190, 210  
Chemistry 110, 130, 180  
Geography 180  
Geology 100, 105  
Physical Science 100  
Physics 110, 111, 112, 113, 120, 130, 135, 185

**Group 2:** Mathematics competency - Must satisfy one of the following:

1. A Math Competency Test placement recommendation of Geometry (Math 020), Intermediate Algebra (Math 030) or a higher Math course.
2. Completion of intermediate (2nd year) algebra in high school with a "C" grade or better.
3. Completion of one college course in mathematics (Mathematics 010-290) OR Technical Mathematics 045.

*Continued*

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

Complete at least three units from the following:

Anthropology 100, 135, 136, 150, 180  
Arabic 180, 185  
Art 100, 105, 106, 107, 116, 121A-B, 125A-B,  
142A-B, 144A-B, 150A-D, 152A-D  
Chinese 180, 185  
Dance 100A-D, 110A-B, 120A-D, 125A-D  
English 070, 071, 110, 112, 114, 115, 120,  
125, 150, 155, 160, 165, 170, 171, 280, 281,  
282, 290, 295  
French 180, 185, 280, 285, 290  
German 180, 185, 280, 285  
History 120, 124, 130, 136, 150, 160, 180, 185,  
190, 195,  
Humanities 100, 101, 103, 108, 110, 120, 122,  
130, 132, 135, 137, 140, 145, 160  
Interdisciplinary Studies 110, 120, 124, 130,  
133, 160, 175  
Italian 180, 185, 280, 285  
Journalism 160  
Music 101, 103, 108, 136, 165, 185  
Philosophy 101, 102, 103, 105, 106, 107, 109,  
110, 111, 120  
Photography 125, 150  
Russian 180, 185A-B, 280  
Sign 180A-B, 185, 280, 285  
Social Science 124, 134, 135, 136, 180  
Sociology 134  
Spanish 110, 180, 185, 280, 285, 290  
Speech Communication 175, 205  
Theater Arts 100, 101, 104, 105, 106, 108, 109,  
120A-D, 130, 131, 142A-D, 151, 171A-D,  
175, 176, 177, 178  
TV Prod & Oper 101  
Vietnamese 180, 185, 280, 285

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

Complete at least three units from the following:

Anthropology 100, 130, 135, 136, 150, 180  
Economics 110, 120, 180, 285  
Geography 100, 104, 195  
History 110, 120, 125, 130, 136, 150, 160, 165,  
170, 175, 180, 185, 190, 195  
Interdisciplinary Studies 105, 110, 120, 130,  
133, 160, 175, 180  
Political Science 101, 110, 130, 180, 185  
Psychology 060, 100, 110, 150, 160,  
165, 185, 250  
Social Science 134, 135, 136, 180  
Sociology 100, 110, 133, 134, 150

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

Complete at least three units from the following:

Business 121; Counseling 100, 102, 103, 104,  
199A-D; College 100; Dance (any); Ecology  
100; Health Education 100, 104, 107, 110, 120,  
125; Marketing 121; Physical Education (any);  
Psychology 110, 165, 250; Speech  
Communication 175, 215

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

The above degree requirements apply to students entering Fall, 1999 semester. Students who enrolled prior to Fall, 1991 and who have maintained continuous attendance at Golden West College, have the option of completing under the former degree requirement. However, no student may graduate under degree requirements contained in the 1972 or earlier catalog.

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

+All Golden West College courses numbered between 001-299 except the following:

ESL 001A-D, 002A-D, 003A-D, 004A-D,  
006, 007, 011, 013, 021, 022, 023,  
024A-B, 025A-B, 026A-B, 027A-B,  
028A-D, 031, 032, 033, 038A-D, 041, 042,  
043, 048A-D, 051, 052, 053, 058A-D,  
061, 062, 063, 068A-D, 071, 073  
English 009, 030A-B, 031, 032, 034A-B,  
036A-B, 037A-B, 038A-B, 039A-B,  
059, 065, 097, 098  
Learning Skills 005, 920  
Library 010  
Mathematics 001A-D, 005, 008  
Speech Communication 011, 012A-B, 015,  
020A-B, 025A-B, 027, 030, 090A-B

# ASSOCIATE IN ARTS DEGREE REQUIREMENTS

## OPTION II (LIBERAL ARTS - CSU)

**Option II** is designed specifically for students intending to transfer to the California State University System. Students who complete this option will satisfy requirements for the A.A. degree and complete the maximum, lower-division general education units allowed by the 22 California State University campuses.

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

### 1. General Requirements:

Completion of 60 units of acceptable college work<sup>+</sup> of which at least 56 units must be transferable to the CSU system (courses numbered 100-299) with an overall grade point average of 2.0.

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

### 2. Major/General Education Requirements:

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

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

A grade of "C" or better is required for:

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

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

#### AREA A: Communication In The English Language And Critical Thinking:

Nine units - One course from each group below:

**Group 1:** Speech Communication 100, 108, 110, 112

**Group 2:** English 100

**Group 3:** English 110 (if taken Fall '93 or later)  
Interdisciplinary Studies 105  
Philosophy 115, 116  
Speech Communication 220

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

Nine units - At least one course each from Group 1-4.

**Group 1: Physical Science**  
Astronomy 100, 100L\*, 150\*  
Biology 176, 176L\*  
Chemistry 110\*, 130\*, 180\*  
Geography 180  
Geology 100\*, 105  
Physical Science 100\*  
Physics 110, 111\*, 112, 113\*, 120\*, 130\*, 135\*, 185\*

**Group 2: Life Science**  
Anthropology 120  
Biology 100\*, 104, 104L\*, 110\*, 112\*, 120\*, 140\*, 155\*, 170\*, 175\*, 180\*, 185\*, 190\*, 210\*  
Psychology 250

**Group 3: Laboratory Courses**  
Any course identified by \* in Groups 1 and 2 above

**Group 4: Mathematics**  
Mathematics 100, 104, 115, 120, 130, 150, 160, 170, 180, 185, 230, 280, 285, 290

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

Nine units - At least one course from each group.

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

**Group 1: Arts (Art, Dance, Music, Theater)**  
Art 100, 105, 106, 107\*, 111, 116\*, 121A-B\*, 125A-B\*, 142A-B\*, 144A-B\*, 150A-D\*, 152A-D\*  
Dance 100A-D\*, 110A-B\*, 120A-D\*, 125A-D\*  
Humanities 100, 101, 103, 108, 110, 111, 120, 130, 132, 135, 137\*, 140, 145  
Music 101, 103, 105A-B\*, 108, 109A-D\*, 110A-D\*, 115, 120A-D\*, 132A-D\*, 136, 141A-B\*, 142A-B\*, 145A-B\*, 158A-D\*, 185, 210A-B\*  
Photography 125\*, 150\*  
Theater Arts 100, 101, 102, 104\*, 105\*, 106\*, 108, 109\*, 120A-D, 130\*, 131\*, 142A-D\*, 151\*, 171A-D\*, 175\*, 176\*, 177\*, 178\*  
TV Prod & Oper 101

*Continued*

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

Chinese 180, 185  
English 110, 112, 114, 150, 155, 160, 165, 170, 171, 180, 280, 281, 282, 290, 295  
French 180, 185, 280, 285, 290  
German 180, 185, 280, 285  
History 120, 125, 150, 180, 185, 190, 195  
Humanities 160, 170  
Interdisciplinary Studies 110, 120, 133, 175  
Italian 180, 185, 280, 285  
Journalism 160  
Philosophy 101, 102, 103, 105, 106, 107, 109, 110, 111, 120  
Russian 180, 185A-B, 280  
Sign Language 180A-B, 185, 280, 285  
Spanish 180, 185, 280, 285, 290  
Speech Communication 175, 205  
Vietnamese 280, 285

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

Nine units - With at least one course from three different groups.

**Group 0: Sociology and Criminology**

Criminal Justice 140  
Social Science 133  
Sociology 100, 110, 133, 150

**Group 1: Anthropology**

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

**Group 2: Economics**

Economics 110, 120, 180, 285  
History 110

**Group 3: Ethnic Studies**

Anthropology 135, 136, 180  
History 125, 136, 150, 190, 195  
Social Science 133, 134, 135, 136, 180  
Sociology 133, 134  
Spanish 290  
Speech Communication 175

**Group 4: Gender Studies**

History 165

**Group 5: Geography**

Geography 100, 104, 195

**Group 6: History**

History 110, 120, 124, 125, 130, 150, 160, 165, 170, 175, 180, 185, 190, 195  
Interdisciplinary Studies 120, 124, 130, 160  
Social Science 160

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

Anthropology 135, 180  
History 120, 160  
Interdisciplinary Studies 120, 133, 160  
Psychology 185  
Social Science 135, 180

**Group 8: Political Science**

Political Science 110, 120, 130, 180, 185

**Group 9: Psychology**

Psychology 100, 150, 160, 250

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

Three units - From the following courses:

College 100; Ecology 100; Health Education 100, 107; Physical Education 103 and one of the following courses: Physical Education 105A-D, 108A-D, 109A-D, 111A-D, 115A-D, 129A-D, 131A-D, 134A-D, 150A-D, 154A-D, 158A-D, 166A-D, 173A-D, 176A-D, 186A-D, 196A-D, 198A-D; Psychology 110, 165; Speech Communication 185, 215

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

The above degree requirements apply to students entering Fall, 1999 semester. Students who enrolled prior to Fall, 1991 and who have maintained continuous attendance at Golden West College, have the option of completing under the former degree requirement. However, no student may graduate under degree requirements contained in the 1972 or earlier catalog.

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

+All Golden West College courses numbered between 001-299 except the following:

ESL 001A-D, 002A-D, 003A-D, 004A-D, 005, 006, 007, 011, 013, 021, 022, 023, 024A-B, 025A-B, 026A-B, 027A-B, 028A-D, 031, 032, 033, 038A-D, 041, 042, 043, 048A-D, 051, 052, 053, 058A-D, 061, 062, 063, 068A-D, 071, 073  
English 009, 030A-B, 031, 032, 034A-B, 036A-B, 037A-B, 038A-B, 039A-B, 059, 065, 097, 098  
Learning Skills 005, 920  
Library 010  
Mathematics 001A-D, 005, 008  
Speech Communication 011, 012A-B, 015, 020AB, 025A-B, 027, 030, 090A-B

# ASSOCIATE IN ARTS DEGREE REQUIREMENTS

## OPTION III (LIBERAL ARTS - UC/CSU)

**Option III** is designed primarily for students who intend to transfer to the University of California, or who are unsure if they will transfer to a UC or CSU campus. Students who complete this option with a grade of “C” or better in each course, will satisfy requirements for the A.A. degree and complete the Intersegmental General Education Transfer Curriculum (IGETC) by which all lower division general education units required by the 22 California State University campuses and the 9 campuses of the University of California (except Eleanor Roosevelt and Revelle at UCSD) are met. Option III may not be advisable for some majors at certain CSU and UC campuses. Students should consult a GWC counselor to make sure this is their best AA degree option.

### AREA 1: English Communication:

CSU: Complete all three groups.

UC: Complete Group A and Group B.

**Group A: English Composition**  
English 100

**Group B: Critical Thinking-  
English Composition**  
English 110 or Philosophy 116

**Group C: Oral Communication  
(CSU ONLY)**  
Speech Communication 110

### AREA 2: Mathematical Concepts And Quantitative Reasoning:

**One course, 3 - 5 units:**

Mathematics 115\*, 130, 150, 160, 170\*, 180\*, 185\*, 230, 280, 285, 290

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

### AREA 3: Arts And Humanities:

Three courses, with at least one from Group A and one from Group B for a total of 9 units.

**Group A: Arts**

Art 100, 105, 106

Humanities 100, 103, 108, 110, 120, 122, 130, 132, 135\*, 170

Music 101, 103, 108, 165

Theater Arts 100, 101, 102, 105, 108

### Group B: Humanities

Anthropology 135

Chinese 280

English 112, 114, 150, 155, 160, 165, 170, 171, 180, 290, 295

French 280, 285, 290

German 280, 285

History 110, 120, 124, 125, 150, 160, 165, 170#, 175#, 180, 185, 190, 195

Interdisciplinary Studies 120, 124, 160

Italian 185, 280, 285

Philosophy 101, 102, 103, 105, 106,

107, 109, 110, 111, 120

Social Science 135, 136

Spanish 280, 285, 290

Vietnamese 280, 285

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

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

### AREA 4: Social And Behavioral Sciences:

Three courses, from at least two disciplines, for a total of 9 units.

Anthropology 100, 130, 136, 150, 180; Economics 110, 120, 180, 285; Geography 100, 104, 195; History 136; Political Science 110, 130, 180#, 185; Psychology 100, 150, 160, 185, 250; Social Science 133, 134, 136, 180; Sociology 100, 133, 134, 150; Speech Communication 175

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

### AREA 5: Physical And Biological Sciences:

Two courses, with one from Group A and one from Group B, for a total of 7 - 9 units. One of the courses must include a lab.

**Group A: Physical Science**

Astronomy 100, 100L, 130, 140

Chemistry 110\*, 130\*, 180, 185

Geography 180

Geology 100, 105

Physical Science 100\*

Physics 110\*, 111\*, 112\*, 113\*, 120\*, 125\*, 130\*, 135\*, 185\*, 280\*, 285\*, 290

**Group B: Biological Science**

Anthropology 120

Biology 100\*, 104, 104L, 110, 155\*,

170\*, 175\*, 176, 176L, 180, 185,

190, 210\*

Psychology 250

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

Underlining designates courses with a laboratory.

### AREA 6: Language Other Than English (UC ONLY):

1. Complete two years of high school foreign language with grades of “C” or better (high school transcripts must be on file at GWC)

or

2. Earn a minimum score of 550 on an appropriate College Board Achievement Test (test results must be on file at GWC)

or

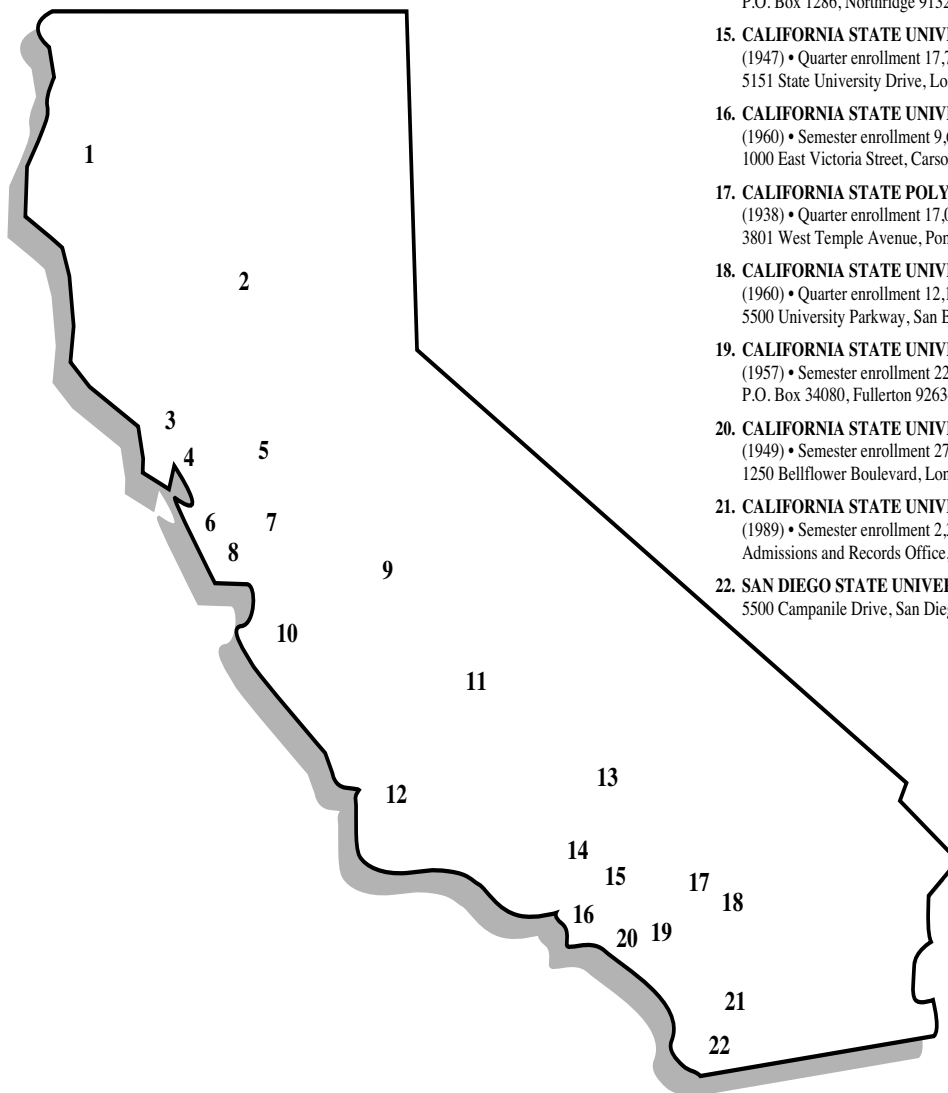
3. Complete at least one language other than English course at GWC numbered 180. Courses numbered above 180 may be used to validate the requirement.



# THE CALIFORNIA STATE UNIVERSITY

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

8. **SAN JOSE STATE UNIVERSITY** (1857) • Semester enrollment 27,057  
One Washington Square, San Jose 95192-0009 • (408) 924-2000
9. **CALIFORNIA STATE UNIVERSITY, STANISLAUS** (1957) • 4-1-4 enrollment 5,857  
801 West Monte Vista Avenue, Turlock 95380 • (209) 667-3151
10. **CALIFORNIA STATE UNIVERSITY, MONTEREY BAY**  
(1995) • Tri-semester enrollment  
915 Hilby Ave., #28, Seaside 93955 • (408) 393-3338
11. **CALIFORNIA STATE UNIVERSITY, FRESNO** (1911) • Semester enrollment 17,956  
5150 North Maple Avenue, Fresno 93740-0057 • (209) 278-2261
12. **CALIFORNIA POLYTECHNIC STATE UNIVERSITY, SAN LUIS OBISPO**  
(1901) • Quarter enrollment 15,449  
San Luis Obispo 93407 • (805) 756-2311
13. **CALIFORNIA STATE UNIVERSITY, BAKERSFIELD**  
(1965) • Quarter enrollment 5,276  
9001 Stockdale Highway, Bakersfield 93311-1099 • (805) 664-3036
14. **CALIFORNIA STATE UNIVERSITY, NORTHRIDGE**  
(1958) • Semester enrollment 27,282  
P.O. Box 1286, Northridge 91328-1286 • (818) 885-3700
15. **CALIFORNIA STATE UNIVERSITY, LOS ANGELES**  
(1947) • Quarter enrollment 17,788  
5151 State University Drive, Los Angeles 90032-8530 • (213) 343-3901
16. **CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS**  
(1960) • Semester enrollment 9,671  
1000 East Victoria Street, Carson 90747 • (310) 516-3696
17. **CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA**  
(1938) • Quarter enrollment 17,050  
3801 West Temple Avenue, Pomona 91768-4003 • (909) 869-2000
18. **CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO**  
(1960) • Quarter enrollment 12,121  
5500 University Parkway, San Bernardino 92407-2397 • (909) 880-5200
19. **CALIFORNIA STATE UNIVERSITY, FULLERTON**  
(1957) • Semester enrollment 22,565  
P.O. Box 34080, Fullerton 92634-9480 • (714) 773-2300
20. **CALIFORNIA STATE UNIVERSITY, LONG BEACH**  
(1949) • Semester enrollment 27,073  
1250 Bellflower Boulevard, Long Beach 90804-0106 • (310) 985-5471
21. **CALIFORNIA STATE UNIVERSITY, SAN MARCOS**  
(1989) • Semester enrollment 2,372  
Admissions and Records Office, San Marcos 92096-0001 • (619) 752-4800
22. **SAN DIEGO STATE UNIVERSITY** (1897) • Semester enrollment 28,131  
5500 Campanile Drive, San Diego 92182-7455 • (619) 594-6871



# TRANSFER REQUIREMENTS

## REQUIREMENTS FOR STUDENTS TRANSFERRING

The freshman and sophomore years of a university program can be completed at Golden West College. The following types of classes should be completed if possible before students transfer.

- 1. Lower division courses for the major.** These should be completed in the freshman and sophomore years. They provide background and preparation so that students are ready to concentrate on the students major beginning in the junior year. See the department headings for specific transfer major requirements in the following pages.
- 2. General education requirements.** (Sometimes called "Breadth Requirements.") These are the courses required of everyone to obtain a degree regardless of major. They are designed to make the student a "broadly educated" person.
- 3. Electives.** These are courses of the students' choice. After completing No. 1 and No. 2 above, the student must take enough "elective" courses to bring the total of all course work to 60-70 transferable units.
- 4. Removal of any subject or grade deficiencies incurred in high school.** Anyone who is unable to enroll in a four-year college or university because of low grades or course deficiencies may remedy these problems while attending Golden West College.

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

The following pages list transfer requirements for those schools to which Golden West College students most often transfer. If the college the student is interested in is not listed, he/she should make an appointment with a counselor who can provide this information. It is a good idea to obtain a catalog from the college of their choice beforehand and bring it with them to the counseling appointment.

**NOTE:** Four year colleges and universities often make changes in their requirements for majors and general education. The requirements and course equivalences listed in this catalog were updated at the time of publication. Students are encouraged to visit the campuses they are considering for transfer and to discuss current requirements with an academic adviser.

## CALIFORNIA STATE UNIVERSITY ADMISSION REQUIREMENTS

Each campus accepts applications until capacities are reached. Some campuses accept applications up to a month prior to the opening day of the term. Many campuses will close individual programs earlier. Applications for admission and information about campuses accepting applications in a particular major area are available in the Transfer Center.

### Eligibility For Transfer

**Lower Division Transfer Requirements** — If you have completed fewer than 56 transferable semester (84 quarter) units, you will qualify for admission if you have a grade point average of 2.0 (C) or better in all transferable units attempted, are in good standing at the last college or university attended, and meet the admission requirements for first-time freshmen, i.e., you have completed with a grade of C or better each of the courses in the comprehensive pattern of college preparatory subject requirements and have a qualifiable eligibility index. If you did not complete all the subject requirements in high school, appropriate college courses may be used to make up the missing subjects. Nonresidents must meet the eligibility index for nonresidents.

**Upper Division Transfer Requirements** — If you have completed at least 56 transferable semester (84 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, you may become eligible one of two ways:

1. You have completed at least 30 semester (45 quarter) units of college courses with a grade of C or better in each course to be selected from courses in English, arts and humanities, social science, science and mathematics at a level at least equivalent to courses that meet general education requirements. The 30 semester (45 quarter) units must include all of the general education requirements in communication in the English language (at least 9 semester or 12 quarter units to include written communication, oral communication, and critical thinking) and mathematics (at least 3 semester or 4 quarter units) or, if completing the Intersegmental General Education Transfer Curriculum, English communication (at least 9 semester or 12 quarter units in English composition, oral communication, and critical thinking) and the requirement in mathematics (at least 3 semester or 4 quarter units).
2. You have completed all subject requirements required for first-time freshmen. If you did not complete all the subject requirements in high school, appropriate college courses may be used to make up the missing subjects.

For upper division transfers seeking admission to the fall term 2000 or later, the second option will not be available to establish eligibility for admission. All applicants with 56 or more transferable semester (84 quarter) units will be required to have completed at least 30 semester units of courses at a level equivalent to courses that meet general education requirements. The 30 semester units must include all the general education requirements in communication in English language (3 courses) and at least the three semester units (typically 1 course) required in mathematics.

Applicants who graduated from high school in 1987 or earlier who have not completed the subject requirements in (1) and (2) above should contact the admission office at the campus to which they plan to submit an application for admission to inquire about alternative admission programs

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

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

Some majors, such as business administration, computer science and engineering may be impacted at some campuses, i.e., more applications are received during the first month of the 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 first month of the filing period. To be considered in impacted programs at two or more campuses, applications must be filed to each. Information about screening criteria is available in the Counseling Office.

## UNIVERSITY OF CALIFORNIA ADMISSION REQUIREMENTS

Community college students who were eligible for admission to the University of California at the time of high school graduation are eligible for admission to a University of California campus if they have maintained a 2.0 grade point average in all UC acceptable courses attempted. Note: Current college freshman eligibility requirements are based on meeting subject requirement, scholarship requirement, and examination requirement. For a description of these requirements and any exceptions to them, refer to the **UC Undergraduate Application Packet**.

Students who were not eligible for admission to the University of California at the time of high school graduation must meet certain conditions in order to become eligible for admission. Students who were ineligible due to low scholarship will be required to establish an overall grade-point average of 2.4 or better in 60 transferable semester units, as well as completing college courses in most of the subjects in which they were deficient.

**NOTE:** Instead of "making up" courses not completed in high school, students can complete:

1. Two transferable college courses (3 semester or 4-5 quarter units each) in English Composition;
2. One transferable college course (3 semester or 4-5 quarter units) in Mathematical Concepts and Quantitative Reasoning; and
3. 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.

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

## INDEPENDENT COLLEGES AND UNIVERSITIES ADMISSION REQUIREMENTS

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

### General Education Transfer Requirements

.....  
 All college degrees require the completion of certain courses that make up what are called general education or breadth requirements. The following pages list these requirements for those schools to which Golden West College students most often transfer. If the college the student is interested in is not listed, he/she should make an appointment with a counselor who can provide this information. It is a good idea for students to obtain a catalog from the college of their choice beforehand and bring it with them to the counseling appointment.

## CALIFORNIA STATE UNIVERSITY GENERAL EDUCATION REQUIREMENTS

### What Is Certification?

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

CSU certification is automatic for students who complete the requirements and submit a petition for the GWC, Option II, AA Degree. All other students must request certification from

the GWC Records Office when the request for sending their final transcript to the CSU campus is made.

### What Courses Can Be Certified?

Courses taken at any fully accredited U.S. college or university may be certified. Courses taken at a California Community College or a California State University must be applied to the subject area in which they are listed by the school at which they were taken. For example, if a Psychology 100 course is taken at Cypress College where it is listed in Area E, it will be certified in Area E. **Also, courses can only be certified if they were on the college's CSU approved list at the time they were taken by the student.** Courses taken at other accredited colleges and/or universities can be certified if they meet the criteria established by the California State University. The decision to certify these courses is made by the Golden West College faculty.

### What Courses Are Best To Take?

For a complete list of CSU general education courses, please refer to the Associate in Arts Degree requirements (option II) in this catalog.

In order to be eligible for admission to the CSU system, students who were not eligible based on high school performance must complete **56 transferable units** to include the following:

1. All of Area A, with at least a "C" in each course.
2. Area B, Group #4 (Mathematics), with at least a "C".
3. Thirty units of coursework from Areas A through D with at least a "C" in each course.

Students who complete all of the requirements in Areas A through E are considered to be fully certified by the community college. **It should be pointed out that in addition to the community college coursework at least three more general education courses must be completed in the junior/senior years at the CSU campus.**

## UNIVERSITY OF CALIFORNIA GENERAL EDUCATION REQUIREMENTS

### Intersegmental General Education Transfer Curriculum (IGETC)

The IGETC is a pattern of courses that community college students can use to satisfy lower division general education requirements at any CSU or UC campus. The IGETC provides an option to the California State University General Education Requirements and replaces the University of California Transfer Core Curriculum.

Completion of IGETC will permit a student to transfer from a community college to a campus in either the California State University or the University of California system (except Revelle and Eleanor Roosevelt at UCSD) without the need, after transfer, to take additional lower-division, general education courses to satisfy campus general education requirements. It should be noted that all CSU schools require at least nine additional units of junior/senior level general education courses for the baccalaureate degree. Also, students should be aware that individual colleges at particular campuses, e.g., Engineering at UCLA, may require general education courses that are not specified by IGETC.

Completion of the IGETC is not a requirement for transfer to a CSU or UC, nor is it the only way to fulfill the lower-division, general education requirements of the CSU or UC prior to transfer. Students may find it advantageous to take courses fulfilling CSU's general education requirements or those of a particular UC campus.

All courses must be completed with grades of "C" or better.

**The Intersegmental General Education Transfer Curriculum (IGETC) must be completed in its entirety before transferring or students will be subject to the general education requirements of the campus to which they transfer.**

### What Is Certification?

Courses taken at the community college may be used to satisfy general education requirements for graduation from University of California (UC) schools. 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.

### What Courses Can Be Certified?

Courses taken at any fully accredited U.S. college or university may be certified by GWC. 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.** Coursework from all other fully accredited colleges and universities will be placed in the same area in which the subject is listed in the GWC pattern. Courses taken at 4-year schools in California or at out-of-state 2-year or 4-year schools must be equivalent to courses offered at GWC. The decision to certify these courses is made by the Golden West College faculty. Courses completed at colleges and universities outside the U.S.A. are not acceptable except for certification of competence in a language other than English.

### How Do I Get My Courses Certified?

**Certification is automatic for students who complete the requirements and submit a petition for the GWC, Option III, AA Degree. All other students must request certification from the GWC Records Office when the request for sending their final transcript is made.** In order to complete the certification process, official transcripts of all colleges attended must be on file in the Records Office. If high school foreign language courses are being used to satisfy the UC Language Other Than English requirement (Area 6), official copies of high school transcripts must also be on file. If examinations, e.g., Advanced Placement, are used to meet IGETC requirements, official results must likewise be on file.

# UNIVERSITY OF CALIFORNIA, IRVINE

**NOTE:** Transfer students may elect to meet as graduation requirements those in effect at the time of transfer to UCI, those subsequently established, or those in effect at the time of entering a previous collegiate institution, provided that entry was not more than four years prior to the time of transfer to UCI.

Courses listed below are approved by UCI for a specific academic year. A course will not be counted by the university unless it was on their approved list during the year when it was taken by the student.

## I — Writing - Lower Division Requirement

### Two courses from:

English 100, 110, Philosophy 116

(Once a student enrolls at UCI, the student can take only UCI courses to satisfy the lower-division writing requirement.)

## II — Natural Sciences

### Two courses from:

Astronomy 100/100L, (or 100/150), 130, 140; Biology 176/176L; Geology 100, 105<sup>+</sup>; Physics 110<sup>+</sup>/111<sup>+</sup>, 112<sup>+</sup>/113<sup>+</sup>

### OR

### Two courses from:

Biology 100<sup>+</sup>, 104, 112, 155<sup>+</sup>, 170<sup>+</sup>, 175<sup>+</sup>, 176, 180, 185, 190, 210

<sup>+</sup>UC credit limits may apply; see Golden West Counselor.

### OR

### A two course sequence from:

Chemistry 180, 185; Physics 120<sup>+</sup> and 125<sup>+</sup> or 130<sup>+</sup> and 135<sup>+</sup> or 185<sup>+</sup> and (280<sup>+</sup> or 285<sup>+</sup>)

<sup>+</sup>UC credit limits may apply; see Golden West Counselor.

**III — Social and Behavioral Sciences -** An introductory course in each of two disciplines, or an introductory course followed by a second course in that discipline. Introductory course marked by\*.

Anthropology 100\*, 120\*, 130\*, 150; Economics 110, 120, 180\*, 285\*; Geography 100, 104, 180\*, 195; Political Science 110, 180\*, 185; Psychology 100\*, 150, 160, 185, 250; Social Science 133, 134\*; Sociology 100\*, 133;

<sup>+</sup>UC credit limits may apply; see Golden West Counselor.

## IV — Humanistic Inquiry

### Two courses from one discipline:

Art 105, 106; English 112, 150, 155, 160, 165, 170, 171, 180, 290, 295; History 110, 120, 124, 125, 130, 150, 160, 170, 175, 180, 185, 190, 195; Humanities 100, 110; Philosophy 101, 102, 103, 105, 106, 120

**V — Mathematics and Symbolic Systems** (For students who begin college Fall, 1992 and thereafter.)

### Two semesters of Mathematics:

Mathematics 180<sup>+</sup> and 185 or 160 (or 150 or 230)

### OR

Philosophy 115 and 130

<sup>+</sup>UC credit limits may apply; see Golden West Counselor.

## VI — Language Other Than English

**Three semesters of college level study in a language other than English.**

Foreign Language 280

## VII — Multicultural and International/ Global Studies

**One course from multicultural studies and one course from international/global issues.**

**NOTE:** In completion of Breadth Category VII, students may use courses which are also being used in fulfillment of other breadth categories.

### Multicultural Studies:

#### One course from:

Anthropology 136, 150; History 136, 165; Humanities 140; Music 136; Social Science 133, 134, 136; Sociology 133, 134

### AND

### International/Global Issues:

#### One course from:

Anthropology 100, 135, 180; Art 105, 106, 111; History 120, 124, 125, 150, 160, 190, 195; Humanities 100, 103, 110, 111; Interdisciplinary Studies 120, 124, 160, 180; Music 103; Philosophy 110; Political Science 110, 185; Social Science 135, 180; Spanish 290

## NOTES:

1. In satisfying the above requirements, a student may count toward breadth no more than a year of work taken within the discipline of the major.
2. **Biological Science Majors** may not use Art or Humanities courses to satisfy Area IV.
3. Students who transfer from a community college and who have met the general breadth requirements of any campus of the University of California prior to transfer will also be regarded as having met the UCI lower division breadth requirement.

# UNIVERSITY OF CALIFORNIA, LOS ANGELES

**NOTE:** Articulation with UCLA was incomplete at printing. Students should consult the GWC Transfer Center for current information.

## Breadth Requirements: College of Letters and Sciences

**NOTE:** UC transfer students should also see UC transfer admission requirements.

### Basic Proficiency Levels Required: English Composition:

**One course from:**  
English 100, 110 with a grade of "C" or better or AP score of 4 or 5.

### Quantitative Reasoning:

**One course from:**  
Computer Science 129, 160; Mathematics 115, 130, 150, 160, 170, 180, 185 with a grade of "C" or better or a Math SAT score of 600 or a CEEB Math score of 550.

### Foreign Language:

**All students entering Fall, 1988 and thereafter:**  
Foreign Language 185 or AP score of 3 or above in French, German or Spanish.

## General Education Requirements

A total of 32 semester units in general education are required for graduation. Courses from the major are not applicable.

### Physical and Life Sciences

#### Physical Science:

3 courses\* (at least one with lab) or 8 semester units

Astronomy 100, 100L, 160 (with 100); Biology 176, 176L; Chemistry 110, 130, 180, 185; Geography 180, 181 (with 180 only); Geology 100, 105, 185; Mathematics 130, 150, 180, 185; Physical Science 100; Physics 120, 125, 130, 135, 185, 280, 285

#### Life Science:

3 courses\*\* (at least one with lab) or 8 semester units

Anthropology 120, 121; Biology 100, 104, 104L, 155, 170, 175, 176, 176L, 180, 185, 190, 210; Geography 195; Psychology 190

\*For Physical Science majors only one course is required.

\*\*For Life Science majors only one course is required.

#### Social Sciences:

Four courses, two from each group:

**NOTE:** History majors are not required to fulfill (1), and Social Analysis majors are not required to fulfill (2).

#### 1. Historical Analysis:

History 125, 150, 165, 170, 175, 180, 185, 190, 195

#### 2. Social Analysis:

Anthropology 100, 130, 180; Economics 120 (or History 110), 180, 285; Geography 100, 185; Political Science 110, 180, 185; Psychology 100; Social Science 134; Sociology 100, 133

#### Humanities:

Four courses, one from Literature. No more than two from any other subgroup:

**NOTE:** Humanities majors are required to take one literature course and one course from another group for a total of two courses.

#### Arts:

Art 100, 103, 104, 105, 106, 111; Music 101, 103, 165; Theater Arts 100, 101; \*Humanities 100\*, 103\*, 110\*, 111\*, 114, 120\*, 130\*, 135, 170

#### Culture & Civilization:

Anthropology 135, 150, 160; English 114; French 290; History 120; Social Science 136; Spanish 290

#### Language & Linguistics:

One Language course 280 or higher

#### Literature:

English 112, 150, 155, 160, 165, 170, 171, 290, 295

#### Philosophy:

Philosophy 101, 102, 103, 105, 109, 120

\*Cross-listed with Art, Music, Theater

#### American History and Institutions:

Students who have successfully completed a year's course in American history or American government, or a one-year combination of both, in high school with an average grade of B or better, have met this requirement. All others should consult a counselor.

# UNIVERSITY OF CALIFORNIA, SAN DIEGO

**NOTE:** Articulation with UCSD was incomplete at time of printing. Students should see a Golden West College Counselor for current information.

**Students may choose** any of the 5 colleges that make up the UCSD campuses. Majors are identical and all are offered in all colleges. The only academic difference lies in the general education requirements which are shown below. These are not admission requirements but are recommended prior to transfer. **Transfer students may not use IGETC in lieu of campus specific requirements at Revelle or Eleanor Roosevelt Colleges.**

## MUIR COLLEGE

### Writing:

One course in English Composition is recommended before transfer: English 100. Upon transfer to UCSD, students will be required to take Muir 40 and 50. There are no courses equivalent to MCWP 40 and MCWP 50. However, if students have taken two transferable composition courses beyond the Subject A course, they may elect to take a challenge exam to satisfy the MCWP 40 requirement.

### U.S. Cultural Diversity Requirement:

Effective Fall, 1995, transfer students must complete by graduation one 3 semester unit or one 4 quarter unit course that treats some aspect of the diversity of the culture of the United States. There are several ways to meet this requirement either before or after transferring. If appropriate, one course from the humanities, fine arts, or social science general education sequences, or one of the courses for the major or optional minor, or one of the 18 upper division 4 quarter unit courses are required for graduation.

### SECTION A

**A two semester course sequence in two of the three following areas:**

#### Humanities:

Two semester course sequence from one department to be chosen from:

English 150 and 155, 160 and 165, 170 and 171, 290 and 295; History 180 and 185; Philosophy 101-102-103 (any two), 105-106

**Fine Arts:**

Two semester course sequence from one department to be chosen from:

Art 104-105-106 (any two)

Music 101, 103, 165 (any two), 136 and 185

Theater Arts 100, 101, 102 (any two)

**Foreign Language:**

Two consecutive courses in a foreign language.

Take a language other than your native tongue, starting at whatever level you are prepared to enter, to be selected from:

Chinese 180 and 185; French 180 and 185, 280 and 285; German 180 and 185, 280 and 285; Italian 180 and 185, 280 and 285; Russian 180 and 185AB, 280; Spanish 180 and 185, 280 and 285

**SECTION B**

**A two semester course sequence in Social Science and another two course sequence in either Mathematical Science or Natural Science.**

**Social Science:**

A two semester course sequence from the same department to be chosen from:

Anthropology 100 and 150, 120 and 130; Economics 180 and 285; History 170 and 175; Political Science 180 and 185; Psychology 100 and 185; Sociology 100 and 150

**Mathematical Science:**

Two semester course sequence of calculus to be chosen from:

Mathematics 180 and 185, 280-285-290 (any two)

**OR****Natural Science:**

Two semester course sequence from one subject area to be chosen from:

Biology [100 or 180] 190-210 (any two), 155-170-175 (any two); Chemistry 180-185 (any two), 220-225; Physics 185-280-285 (any two)

**Upper-Division Requirement:**

Upon transferring to UCSD, a minimum of 18 upper-division courses are required for graduation.

**REVELLE COLLEGE****Humanities:**

Two semesters of composition and two semesters of humanities to be chosen from:

**Composition:**

English 100 and 110

**Humanities:**

English 150, 155, 160, 165, 170, 171, 180, 290, 295; French 290; History 180, 185; Philosophy 101, 102, 103, 105, 106, 120

**Natural Science:**

Four semester courses in the physical and biological sciences. Three semester courses must be chosen and should include both Physics and Chemistry. One Biology course required. (Laboratory courses may be required depending on your major.)

Biology 180; Chemistry (130 may be used by students with no high school chemistry), 180, 185; Physics 185, 280, 285

**Foreign Language:**

0-3 semester courses. Transfer students must either take the proficiency examination or pass a 4th quarter class at UCSD to satisfy the requirement. Completion of third semester course of language is recommended as preparation for the exam. Native speakers of a language other than English may satisfy the requirement of passing proficiency in any foreign language. (i.e., they must pass a proficiency exam in their native language.)

Chinese 180, 185, 280; French 180, 185, 280, 285; German 180, 185, 280, 285; Italian 180, 185, 280, 285; Russian 180, 185AB, 280; Spanish 180, 185, 280, 285

**Mathematics:**

Two semester courses in calculus are required.

Mathematics 180, 185, 280, 285, 290

**Social Science:**

Two semester courses, one must be in the area of American Cultures (identified by \*).

Anthropology 100, 120, 130, 150\*, 180\*; Economics 180, 285; History 170, 175; Political Science 110, 130, 180, 185; Psychology 100, 150, 185; Social Science 134\*, 136\*; Sociology 100, 133\*, 150

**Fine Arts:**

Any transferable course in Art, Music, Drama/Theatre regardless of units.

**THURGOOD  
MARSHALL COLLEGE  
(FORMERLY THIRD COLLEGE)****Writing:**

One course must be completed before transfer to UCSD: English 100. Students will be required to take additional writing as part of the Dimensions of Culture core sequence.

**Dimensions of Culture:**

Upon transfer, students must complete Dimensions of Culture 2 and 3. Can be taken at UCSD only.

**Natural Science:**

Two courses required: one course from a Life Science and one from a Physical Science.

**1. Life Science:**

Biology 100, 175, 180, 210

**2. Physical Science:**

Astronomy 100; Chemistry 110, 130, 180, 185; Physics 120, 125, 185, 280, 285

**Mathematics/Statistics/Logic:**

Two courses required: Two in Mathematics/Statistics or one in Mathematics/Statistics and one in Computing.

**1. Computing:**

Computer Science 129, 140, 145, 160, 180, 188

**2. Mathematics:**

Mathematics 130, 170, 180, 185, 230, 280, 285

**3. Statistics/Logic:**

Mathematics 160

**Humanities & Culture:**

Two courses required: One in Ethnic Studies and one in Third World Studies.

**1. Ethnic Studies:**

May be taken upon transfer.

**2. Third World Studies:**

History 120, 125, 150, 160; Spanish 290

**Fine Arts:**

One course required. Art 100, 104, 105, 106, 111; Music 101, 103, 136, 165, 185; Theater Arts 100, 101

**Disciplinary Breadth:**

Four courses required. Complete two semester or two quarter courses from the same subject area which are non-contiguous to the major field of study. The two remaining courses must be completed at UCSD at the upper-division level.

**Overlap:**

May not use the same course(s) to clear more than one requirement.

**Foreign Language:**

Chinese 180, 185; French 180, 185, 280, 285; German 180, 185, 280, 285; Italian 180, 185, 280, 285; Russian 180, 185AB, 280; Spanish 180, 185, 280, 285

**Humanities/Fine Arts:**

Art 100, 104, 105, 106, 111; English 150, 155, 160, 165, 170, 171, 180, 290, 295; History 110, 120, 125, 130, 150, 160, 170, 175, 180, 185, 190, 195; Music 101, 103, 136, 165, 185; Philosophy 101, 102, 103, 105, 106, 107, 120; Theater Arts 100, 101

**Natural Sciences/Mathematics/Computing:**

Biology 100, 175, 180, 210; Chemistry 110, 130, 180, 185; Computer Science 129, 140, 145, 160, 165, 180, 188; Mathematics 130, 160, 170, 180, 185, 230, 280, 285; Physics 120, 125, 185, 280, 285

**Social Sciences:**

Anthropology 100, 120, 130, 150, 180; Economics 180, 285; Political Science 110, 130, 180, 185; Psychology 100, 150, 185; Social Science 134, 136; Sociology 100, 133, 150

**WARREN COLLEGE****Writing:**

Two courses required. English 100 and 110 or 280.

**Ethics & Society:**

One course to be taken only at UCSD.

**Cultural Diversity in U.S. Society:**

One course required to be selected from one of the following areas:

Anthropology 150, 180; History 165; Social Science 134, 136; Sociology 133

**Formal Skills:**

Two courses to be chosen from: Computer Science 129, 140, 145, 160, 180, 188 or Philosophy 115

**OR**

Mathematics 160, 180, 185, 280, 285, 290

**Programs of Concentration:**

For majors leading to the Bachelor of Arts degree or Bachelor of Science degree in Arts and Science two non-contiguous programs of concentration are required in addition to the major. Each program consists of at least 6 courses, with at least 3 upper-division courses. At least two courses for each program of concentration must be taken at UCSD. Numerous programs are offered in the three basic discipline areas: Humanities/Fine Arts, Social Sciences, and Natural Science/Mathematics/Engineering. Each of the two required programs must come from a different discipline area and both must come from areas different from that of the major. (That is, the two programs must be non-contiguous to the major and non-contiguous to each other.)

**OR****For B.S. Degree Programs in Engineering, Two Non-Contiguous Area Studies:**

For majors leading to the Bachelor of Science degree in Engineering, two non-contiguous area studies are required in addition to the major. Each area study consists of at least 3 courses, with at least one course in upper-division. The one upper-division course required for each area of study must be taken at UCSD.

For students who have completed their lower-division general education requirement at an accredited four-year college and for students who have completed a system-wide or campus-wide approved core curriculum in a California community college prior to entering UCSD, all the above requirements are replaced by two upper-division courses non-contiguous to the discipline area of the major. All other transfer students must complete the same general education requirements above.

**NOTE:** "Non-contiguous" means that a subject must be from a category different from that of the major. Discipline categories are: Humanities/Fine Arts, Social Sciences, and Natural Science/Mathematics and Engineering.

**ELEANOR ROOSEVELT COLLEGE**  
**(FORMERLY FIFTH COLLEGE)****Writing:**

Two courses in English Composition recommended before transfer: English 100 and 110.

**The Making of The Modern World:**

Upon transferring to UCSD, students will be required to take 3 quarters of the Making of the Modern World sequence. If two English composition courses have been completed, students may choose any 3 MMW courses. Students who have not met their freshman writing requirements must complete MMW 2 and 3 as part of their 3 course MMW requirement. Can be taken at UCSD only.

**Foreign Language:**

One year of the same foreign language starting at whatever level the student is prepared to enter.

Chinese 180, 185; French 180, 185, 280, 285; German 180, 185, 280, 285; Italian 180, 185, 280, 285; Russian 180, 185AB, 280; Spanish 180, 185, 280, 285

**Fine Arts:**

Two semester courses. One of the two courses must include non-western content: This course is indicated by a "#" sign. If there is no course with non-western content, an additional course must be taken after transfer to UCSD.

Art 100, 104, 105, 106, 111#; Music 101, 103, 136, 165, 185; Theater Arts 100, 101

**Mathematics, Computer Science, Statistics, Logic:**

**Two semester courses chosen from any of the following:**

**Mathematics:**

Mathematics 130, 170, 180, 185, 280, 285, 290

**Computer Science:**

Computer Science 129, 140, 145, 160, 180, 188

**Statistics:**

Mathematics 160

**Logic:**

Philosophy 115, 130



### Natural Science:

Two semester courses chosen from Astronomy, Biology, Chemistry, Geology, Physics, or Oceanography. No more than one course in Biology.

Astronomy 100; Biology 100, 104, 175, 176, 180, 185, 190, 210; Chemistry 130, 180, 185; Geology 100; Physics 120, 125, 185, 280, 285

### Upper Division Requirement:

Upon transfer to UCSD, two (2) upper-division courses in one geographical region of the world will be required. A minimum of fifteen upper-division courses are required for graduation; at least one of these must include significant writing.



The following is a list of Golden West College courses which can be used to satisfy the UCSB general education requirements for the College of Letters and Science, B.A.. **This is only a partial list of those courses which will transfer to the University of California.** This list does not give details of transfer credit limitations. See a counselor regarding any credit limitations. It is not necessary to complete all GE requirements prior to transfer. This is not an admissions requirement.

Completion of the Intersegmental General Education Transfer Curriculum (IGETC), or the general education/breadth requirements for another UC campus prior to enrollment at UCSB will satisfy the entire UCSB general education requirement. However, students who do not complete those alternative programs in their entirety will be required to fulfill the entire UCSB program.

### Please read the following information:

Courses used to satisfy general education requirements may simultaneously satisfy applicable major requirements.

Courses used to satisfy Ethnicity, American History and Institutions, Non-Western Culture, and Quantitative Relationships requirements may simultaneously apply to Areas C through G of general education.

Foreign Language requirement may also be satisfied in one of the following ways:

1. The completion in high school of the third year of a foreign language with at least a C average in the third year.
2. A foreign language SAT II score of 500 or higher.
3. An Advanced Placement Examination in foreign language, passed with a score of 3, 4 or 5.
4. The completion in college of foreign language quarter course 3 or semester course 2.

**NOTE:** Students who satisfy the foreign language requirement in this manner will be required to complete 4 additional overall and L&S units. See the General Catalog for details.

5. Pass a non-credit placement examination at UCSB after transfer.

American History and Institutions requirement may also be satisfied in one of the following ways:

1. After transfer, passing a non-credit exam in this subject offered by the UCSB Department of History the first week of each quarter.
2. A score of 3 or higher on the Advanced Placement Examination in American History or American Government.

### Non-Western Culture:

This requirement is considered satisfied if a student transfers with fewer than 4 omissions in Areas D, E, F and G. Courses such as cultural anthropology, North American Indians, Eastern religions and Eastern philosophy satisfy this requirement. Courses that focus on the art, culture, history, literature, music, or politics of non-Western peoples will also apply. Courses must be at least 3 semester units.

### Quantitative Relationships:

This requirement is considered satisfied if Area C is entirely completed prior to transfer. Otherwise, courses in calculus, statistics, astronomy with lab, chemistry with lab, physics with lab, or physical geology with lab will apply.

### Writing Requirement:

This requirement is considered satisfied if Areas D, E, F and G are fulfilled upon transfer to UCSB. Otherwise, the number of courses needed is determined by the number of omissions in these areas. Transfer courses do not apply, but the requirement is reduced for transfer students, at the time of admission, to the number of omissions in subject areas D through G.

### AREA A — English Reading and Composition

#### Two courses required:

English 100 and 110

### AREA B — Foreign Language

#### One course required:

Chinese 185; French 185; German 185; Italian 185; Russian 185B; Spanish 185

### AREA C — Science, Mathematics, and Technology

#### Two courses required:

Astronomy 100; Biology 100, 104, 155, 170, 175, 180, 185, 190; Business Data Processing 129, 170; Chemistry 130, 180; Computer Science 129, 140, 145, 170; Geography 180; Geology 100, 105; Math 130, 160, 180; Physics 110, 112, 120, 185

### AREA D — Social Sciences

#### Two courses required:

Anthropology 100, 130, 136, 150, 180; Economics 110, 180, 285; Geography 100, 185; History 110, 136, 165, 170, 175; Political Science 110, 180, 185; Psychology 100, 150, 160; Social Science 134, 136; Sociology 100

### AREA E — Civilization and Thought

#### One two-course sequence required:

History 180, 185

### AREA F — The Arts

#### Two courses required for BA, one for BS (not required for BM, BFA degrees):

Art 100, 104, 105, 106, 111; Humanities 100, 103, 108, 110, 111, 114, 120, 130, 132, 135, 140, 145, 165; Music 101, 103, 108, 136, 165, 185; Theatre 100, 101, 102

### AREA G — Literature

#### Two courses required for BA, one for BS, BM, BFM degrees:

English 114, 150, 155, 160, 165, 180, 290, 295

#### Ethnicity Requirement:

#### One course required:

Anthropology 136, 150, 180; Social Science 134, 136; Sociology 133, 134

#### American History and Institutions Requirement:

#### One course required:

Anthropology 136, 150; Criminal Justice 140; Economics 110, 120; English 150, 155; History 110, 133, 136, 140, 165, 170, 175; Political Science 130, 180; Social Science 133, 134, 136; Sociology 133, 150

# UNIVERSITY OF CALIFORNIA, BERKELEY

The College of Letters & Science requires transfer students to fulfill two sets of requirements: 1. Essential Skills 2. Seven Course Breadth

## 1. Essential Skills

There are three essential skills requirements: Reading and Composition, Quantitative Reasoning, and Foreign Language. All courses used to satisfy these requirements must be taken for a letter grade.

### Reading and Composition (R&C):

This requirement is satisfied at Berkeley with a grade of C- or better in two or more designated courses from a list of reading and composition courses.

Incoming transfer students can also satisfy this requirement by scoring:

- 5 on the Advanced Placement Exam in English Literature & Composition

The first half of this requirement can be satisfied by scoring:

- 4 on the Advanced Placement Exam in English Literature & Composition
- 4 or 5 on the Advanced Placement Exam in English Language & Literature

Transfer students must fulfill this requirement with one of the options mentioned above, or take equivalent coursework as listed below:

English 100 plus any one of the following:

English 110, 150, 155, 160, 165, 290, 295;

### Foreign Language (FL):

Incoming transfer students can also fulfill this requirement by scoring:

- C- or higher in the third year of a high school foreign language
- 550 on the Foreign Language Achievement Test (SAT II Foreign Language Subject Exam)
- 3, 4, or 5 on the Foreign Language Advanced Placement Exam
- A, B, or C on the General Certificate "A" or "O" Level Foreign Language Exam

Transfer students should fulfill this requirement with one of the options mentioned above, or take equivalent course work as listed below:

Completing a course at Golden West College in one of the languages listed below at the 185 (or higher) level:

Chinese, French, German, Italian, Russian, Spanish

### Quantitative Reasoning (QR):

(May be completed in one of the following ways)

- By achieving a minimum score of 600 in the Mathematics section of the SAT I.
- By achieving a minimum score of 550 in the SAT II test in Mathematics (Level I or Level II).
- By achieving a score of 3 or better in the CEEB Advanced Placement examination in Mathematics (Calculus AB or BC).
- By achieving a score of 3 or better in the CEEB Advanced Placement test in Computer Science AB.
- By completing the General Certificate "A" Level Mathematics Exam with an A, B, or C.

By completing one course from the following with a grade of "C" or better:

Computer Science 129, 140, 145, 147, 150, 160, 180, 188; Mathematics 130, 150, 160, 170, 180, 185, 230, 280, 285, 290

## 2. Seven Course Breadth

This breadth requirement is required of all junior transfer admits to L&S beginning Fall 1996.

### Guidelines:

- requirements have to be met with coursework, not Advanced Placement credit
- courses may be taken for a Grade (C- or better) or Passed/Not Passed (with a P, if P = C- or better)
- courses must carry a minimum of 2 units
- courses from one's major department may be used
- not more than 2 courses offered by the same department may be used
- courses used for breadth credit may not be used to meet Essential Skills (R&C, QR and FL) requirements

The seven courses must be distributed among the following areas of study:

### Arts and Literature:

Art 100, 104, 105, 106, 110, 111; Dance 165; English 110, 112, 114, 150, 155, 160, 165, 170, 171, 180, 290, 295; Humanities 100, 103, 110, 111, 114 (Art 104), 120, 122, 130, 135, 140, 145, 165, 170

### Biological Sciences:

Anthropology 120; Biology 100, 104, 110, 112, 120, 155, 170, 175, 176, 180, 185, 190, 210; Psychology 250

### Historical Studies:

History 110, 120, 130, 140, 150, 160, 165, 170, 175, 180, 185, 190, 195; Interdisciplinary Studies 160; Social Science 136

### International Studies:

Anthropology 100, 180; Geography 100, 185; History 120, 150, 160, 180, 185, 190, 195; Philosophy 109, 110; Interdisciplinary Studies 160; Political Science 110, 185; Sociology 112

### Philosophy and Values:

Humanities 170; Interdisciplinary Studies 105, 133, 175; Philosophy 101, 102, 103, 105, 106, 107, 109, 110, 111, 115, 116, 120

### Physical Science:

Astronomy 100, 130, 140; Chemistry 110, 130, 180, 185; Geography 180; Geology 100, 105; Physical Science 100; Physics 110, 112, 120, 125, 185, 280, 285, 290

### Social and Behavioral Sciences:

Anthropology 100, 130, 135, 150, 180; Economics 110, 120, 180, 285; Geography 100, 150, 185, 195; Interdisciplinary Studies 105; Political Science 110, 120, 130, 180, 185; Psychology 100, 150, 160, 165, 185, 250; Social Science 134, 136; Sociology 100, 112, 133, 150

## INDEPENDENT CALIFORNIA COLLEGES AND UNIVERSITIES

There are numerous accredited independent colleges and universities in California providing a host of options at undergraduate, graduate and professional levels for students planning to continue their education beyond Golden West College. Admissions policies vary widely from one school to another but virtually all institutions give full credit for courses designated for transfer by the community college. A good rule to follow for independent colleges as well as for out-of-state institutions is to expect full credit for courses which are parallel in scope and content to courses offered for credit to lower division "native" students at those institutions. Articulation agreements for a number of independent institutions are on file in the Transfer Center.

Independent colleges are flexible in admission policies and in awarding credit. They invite interested students to make an appointment with their Office of Admissions in order to discuss transfer opportunities on a personal basis.

Articulation agreements have been established with the following colleges.

## CHAPMAN UNIVERSITY

**NOTE:** Articulation with Chapman University was incomplete at printing. Students should consult the GWC Transfer Center for current information.

Students who are considering transferring to Chapman should follow the CSU Transfer Pattern as outlined in the Golden West College catalog.

Chapman University will accept a maximum of 70 CSU/UC transferrable units. If students have completed full CSU certification, Chapman will waive its general education requirements with the exception of its common requirements — Cross Cultural, Writing Across The Curriculum, Junior Writing Proficiency Exam, and Senior Project (when applicable). If partial certification in one or more area(s) has been completed, Chapman will accept that work.

## UNIVERSITY OF SOUTHERN CALIFORNIA

Effective Fall, 1997, the University of Southern California implemented a new general education program, requiring six courses from integrated categories. The new requirements are designed to provide a foundational liberal arts curriculum for students in all undergraduate programs of study. All majors will have the same general education requirements. The new requirements were phased in according to the following schedule. **Transfer students who begin college anywhere Fall 1997 or later, or who enter USC Fall 2000 or later, must satisfy the new USC G.E. requirements.**

### The New USC General Education Program

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Six courses, one from each of the six categories identified by Roman Numerals are required. Courses from categories IV and VI must be taken at USC, they cannot be transferred in from the community college. In addition to courses in the six categories there are requirements in writing, diversity, and for some majors, foreign language. **Students should consult their GWC counselor or Transfer Center staff for list of GWC courses that satisfy categories I, II, III, V, and other requirements.**

- I. Cultures and Civilizations I
- II. Cultures and Civilizations II
- III. Scientific Principles
- IV. Investigations in Science and Technology
- V. Studies in Literature, Thought, and Arts
- VI. Social Issues

# CAREER CERTIFICATE PROGRAMS TRANSFER MAJORS COURSE INFORMATION

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## Career Certificate Programs

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

In order to earn a Certificate of Achievement, all major courses and special requirements when indicated must be completed with a minimum grade of "C" in each course, unless otherwise stated. Upon completion of an application, the student is awarded the certificate after completion of the courses, and the completion of at least 12 units at Golden West College.

### Accounting

- Accounting Data Entry Specialist Option
- Staff Accountant Option

### Architectural Technology

### Art-Visual Communication

- Graphic Design and Production Option

### Automotive Collision Repair

- Automotive Refinishing Technician Option

### Automotive Technology

- Automotive Technology Specialties Option
- Diesel Mechanic Option

### Cosmetology

- Esthetician Option

### Criminal Justice

- Law Enforcement Option

### Drafting Technology

- Computer Aided Drafting Option
- Technical Drafting Option

### Engineering Technology

- Control Systems Technician Option

### Environmental Technology

### Floral Design and Shop Management

### Interpreting for Deaf People

### Management

- General Management Option
- Human Resources Management Option
- Marketing Management Option
- Mini/Micro Computer
  - Management Application Option
- Sales Management Option
- Small Business Management Option

### Music: Commercial Music/Recording Arts

- Commercial Performance Option
- Arranger-Composer Option
- Piano Teaching Option
- Recording Arts Option
- Retail Music Option
- Songwriting Option

### Nursing

- Career Ladder Option Associate Degree Program Option (Nursing)

### Office Administration

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

### Real Estate

### Retailing

### Television Production and Operations

- General Production Option
- Program Development/Scripting Option
- Producing and Directing Option

### Written Communications

- Communications Generalist Option
- Journalism Option
- Public Relations Option
- Technical Communication Option (*May not be offered 1999-2000*)

## Certificates of Specialization

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### Business Data Processing

- Computer Literacy
- Computer Operating Environment
- Desktop Presentations —  
Printed & Visual Media Speciality
- Microcomputer Applications —  
IBM Emphasis
- Microcomputer Applications —  
Macintosh Emphasis
- Programming Language

### Office Administration

- Computer Applications
- Microsoft Office
- Office Communication
- Windows
- Word Processing

## Preparation for Entry Into Other Professional Programs\*

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- Chiropractic
- Dentistry
- Law
- Medicine
- Optometry
- Pharmacy
- Veterinary Medicine

\*Normally a B.A. Degree must be acquired before being accepted by a school that offers these programs.

## Transfer Courses

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

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

## Transfer Majors

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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. The following pages list these courses for majors commonly available at the universities to which Golden West College students are most likely to transfer.

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

- |                          |                                  |
|--------------------------|----------------------------------|
| Advertising              | Marine Biology                   |
| Anthropology             | Mathematics                      |
| Architectural Technology | Music                            |
| Art                      | Nursing                          |
| Biology                  | Nutrition and Dietetics          |
| Business Administration  | Oceanography                     |
| Chemistry                | Philosophy                       |
| Communications           | Physical Education               |
| Computer Science         | Physical Therapy                 |
| Criminal Justice         | Physics                          |
| Dance                    | Political Science                |
| Economics                | Pre-Chiropractic                 |
| Engineering              | Pre-Dentistry                    |
| Engineering Technology   | Pre-Law                          |
| English                  | Pre-Medicine                     |
| Environmental Technology | Pre-Optometry                    |
| Film and Television      | Pre-Pharmacy                     |
| Foreign Language         | Pre-Veterinary Medicine          |
| Forestry                 | Psychology                       |
| Geography                | Public Relations                 |
| Geology                  | Social Welfare                   |
| Graphic Design           | Sociology                        |
| History                  | Speech Communication & Pathology |
| Industrial Arts          | Teaching                         |
| Industrial Technology    | Television                       |
| Journalism               | Theater Arts                     |
|                          | Wildlife Management              |
|                          | Women's Studies                  |

## California Articulation Numbers (CAN)

The California Articulation Number (CAN) System identifies some of the transferable, lower division, introductory, preparatory courses commonly taught within each academic discipline on college campuses.

The system assures students that CAN courses on one participating campus will be accepted “in lieu of” the comparable CAN course on another participating campus. Example: CAN ECON 2, Economics 285 at Golden West College will be acceptable for CAN ECON 2, Economics 202 at CSU Long Beach.

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

CAN AJ	2	Criminal Justice 140	CAN FREN SEQ	B	French 280 + 285
CAN AJ	4	Criminal Justice 141 or 142	CAN GEOG	2	Geography 180
CAN AJ	6	Criminal Justice 144	CAN GEOG	4	Geography 104
CAN ANTH	2	Anthropology 120	CAN GEOL	2	Geology 100
CAN ANTH	4	Anthropology 100	CAN GERM	2	German 180
CAN ANTH	6	Anthropology 130	CAN GERM	8	German 280
CAN ART	2	Art 105	CAN GERM SEQ	A	German 180 + 185
CAN ART	4	Art 106	CAN GERM SEQ	B	German 280 + 285
CAN ART	6	Art 121A	CAN GOVT	2	Political Science 180
CAN ART	8	Art 116	CAN HEC	12	Sociology 110
CAN ART	10	Art 130A	CAN HIST	2	History 180
CAN ART	12	Art 142A	CAN HIST	4	History 185
CAN ART	14	Art 107	CAN HIST	8	History 170
CAN ART	16	Art 109	CAN HIST	10	History 175
CAN ART	18	Photography 150	CAN HIST	14	History 190
CAN ART	20	Art 150 A or B or C or D	CAN HIST	16	History 195
CAN ART SEQ	A	Art 105 + 106	CAN HIST SEQ	A	History 180 + 185
CAN BIOL	2	Biology 180	CAN HIST SEQ	B	History 170 + 175
CAN BIOL	4	Biology 185	CAN HIST SEQ	C	History 190 + 195
CAN BIOL	6	Biology 190	CAN ITAL SEQ	A	Italian 180 + 185
CAN BIOL	10	Biology 170	CAN ITAL SEQ	B	Italian 280 + 285
CAN BIOL	12	Biology 175	CAN JOUR	4	Humanities 160
CAN BIOL	14	Biology 210	CAN MATH	2	Mathematics 100
CAN BIOL SEQ	A	Biology 180+, 185+, 190	CAN MATH	4	Mathematics 104
CAN BIOL SEQ	B	Biology 170 + 175	CAN MATH	8	Mathematics 120
CAN BUS	2	Accounting 101	CAN MATH	12	Mathematics 150
CAN BUS	4	Accounting 102	CAN MATH	16	Mathematics 170
CAN BUS	6	Computer Sci 130	CAN MATH	18	Mathematics 180
CAN BUS	8	Business 110	CAN MATH	20	Mathematics 185
CAN BUS	12	Business 108	CAN MATH	22	Mathematics 280
CAN BUS SEQ	A	Accounting 101 + 102	CAN MATH	24	Mathematics 285
CAN CHEM	2	Chemistry 180	CAN MATH	26	Mathematics 290
CAN CHEM	4	Chemistry 185	CAN MATH	34	Mathematics 130
CAN CHEM	6	Chemistry 110	CAN MATH SEQ	B	Mathematics 180 + 185
CAN CHEM SEQ	A	Chemistry 180 + 185	CAN MATH SEQ	C	Mathematics 180 + 185 + 280
CAN CHIN SEQ	A	Chinese 180 + 185	CAN MUS	2	Music 116
CAN CSCI	4	Computer Sci 160	CAN MUS	4	Music 216
CAN CSCI	8	Computer Sci 170	CAN PHIL	2	Philosophy 101
CAN CSCI	12	Computer Sci 129	CAN PHIL	4	Philosophy 120
CAN CSCI	16	Computer Sci 145	CAN PHIL	6	Philosophy 115
CAN CSCI	18	Computer Sci 190	CAN PHIL	8	Philosophy 102
CAN DRAM	6	Theater 130	CAN PHYS SEQ	A	Physics 120 + 125
CAN DRAM	8	Theater 106	CAN PHYS SEQ	B	Physics 185 + 280 + 285
CAN DRAM	10	Theater 176	CAN PHYS	8	Physics 185
CAN DRAM	20	Theater 188	CAN PHYS	12	Physics 280
CAN ECON	2	Economics 285	CAN PSY	2	Psychology 100
CAN ECON	4	Economics 180	CAN PSY	8	Psychology 185
CAN ENGL	2	English 100	CAN RUS SEQ	A	Russian 180 + 185AB
CAN ENGL	4	English 110	CAN SOC	2	Sociology 100
CAN ENGL	6	English 280	CAN SOC	4	Sociology 150
CAN ENGL	8	English 290	CAN SPAN	2	Spanish 180
CAN ENGL	10	English 295	CAN SPAN	4	Spanish 185
CAN ENGL	14	English 150	CAN SPAN	8	Spanish 280
CAN ENGL	16	English 155	CAN SPAN	10	Spanish 285
CAN ENGL SEQ	A	English 100 + 110	CAN SPAN SEQ	A	Spanish 180 + 185
CAN ENGL SEQ	B	English 290 + 295	CAN SPAN SEQ	B	Spanish 280 + 285
CAN ENGL SEQ	C	English 150 + 155	CAN SPCH	4	Speech Comm 110
CAN ENGR	2	Drafting 100	CAN SPCH	6	Speech Comm 220
CAN FREN	2	French 180	CAN SPCH	8	Speech Comm 100
CAN FREN	4	French 185	CAN STAT	2	Mathematics 160
CAN FREN	8	French 280			
CAN FREN	10	French 285			
CAN FREN SEQ	A	French 180 + 185			

# ACCOUNTING

## TRANSFER INFORMATION

Refer to BUSINESS for Business Administration Transfer Information.

## CERTIFICATES OF ACHIEVEMENT

### Accounting Data Entry Specialist Option

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

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

Required Courses		Units
<b>Semesters 1 and 2</b>		
Accounting 100**	Accounting Elements	4
Accounting 101	Financial Accounting	4
Business 061	Machine Calculation	1
Business 100	Introduction To Business	3
Accounting 110	Payroll Accounting & Taxation	2
Accounting 130	Computerized Accounting	3
<b>Semesters 3 and 4</b>		
Business 062	Machine Calculation, Adv	1
Bus D P 130/ Comp Sci 130	Survey Of Business Data Proc	4
<b>OR</b>		
Computer Science 101	Computer Literacy	3
Business 127/ Management 127	Management Communication	3
		24-25

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

Accounting 102	Managerial Accounting	4
Business 108	Legal Environ of Business	3
<b>OR</b>		
Business 110	Business Law	3
Management 152	Small Bus Ownership & Mgmt	3
Co-Op 093A-D	Work Experience	3

\*\*May be waived if student demonstrates proficiency.

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

### Staff Accountant Option

This certificate option prepares the student for an entry level in an accounting office.

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

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

Required Courses		Units
<b>Semesters 1 and 2</b>		
Accounting 100**	Accounting Elements	4
Accounting 101	Financial Accounting	4
Business 061	Machine Calculation	1
Accounting 110	Payroll Accounting & Taxation	2
Accounting 113/ Business 113	Business Income Tax	3
Accounting 130	Computerized Accounting	3
Business 126	Business Communication	3
<b>Semesters 3 and 4</b>		
Accounting 102	Managerial Accounting	4
Accounting 210	Cost Accounting	3
		27

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

Co-Op 091A-D - 094A-C	Work Experience	1-12
Business 108	Legal Environ of Business	3
<b>OR</b>		
Business 110	Business Law	3
Comp/O A 182	Excel for Windows	1.5
Management 152	Small Bus Ownership & Mgmt	3

\*\*May be waived if student demonstrates proficiency.

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

## COURSES

### **ACCOUNTING 100 — 4 Units** **Accounting Elements**

A beginning course in practical accounting as applied to merchandising firms, professional individuals and to personal service operations. Students become familiar with practical accounting procedures by completing weekly assignments based on lectures and text readings. Successful completion of this course is strongly recommended before enrolling in Accounting 101. Five hours lecture a week. Letter grade only.

### **ACCOUNTING 101 — 4 Units** **Financial Accounting**

An introductory study of financial accounting theory and practice. The basic accounting cycle is introduced, along with its application to service and merchandising operations. The corporate form of business is stressed. The course content includes explanation and preparation of accounting forms, entries and financial statements, including the Income Statement, and Balance Sheet. A computerized practice set is prepared by each student. Five hours lecture a week. Letter grade only. *Transfer Credit: CSU; UC. (CAN BUS 2)*

### **ACCOUNTING 102 — 4 Units** **Managerial Accounting**

An advanced study of accounting information, including financial accounting information, used by managers in making decisions that affect the operations of a business. The course provides an introduction to cost concepts and terms, budgeting, responsibility accounting, statement analysis, capital budgeting, decision making and other management related topics. Some problems will be prepared by students on computers. Five hours lecture a week. Letter grade only. *Transfer Credit: CSU; UC. (CAN BUS 4)*

### **ACCOUNTING 110 — 2 Units** **Payroll Accounting and Taxation**

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. Two hours lecture a week. Letter grade only. *Transfer Credit: CSU.*

### **ACCOUNTING 111 — 3 Units** **Income Tax - Federal** (Same as Business 111)

A review of the theory and application of federal income tax regulations. The course explains the preparation of federal personal income tax returns with minor emphasis on individual returns. Actual forms are used when appropriate. Three hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU.*

### **ACCOUNTING 113 — 3 Units**

#### **Business Income Tax**

(Same as Business 113)

Completion of Business 111 or Accounting 111 suggested but not required.

Study of Federal Income Tax as it relates to small businesses, including recent and proposed tax changes. Three hours lecture a week. Optional credit/no credit or grade. This course may not be offered each semester.

*Transfer Credit: CSU.*

### **ACCOUNTING 130 — 3 Units**

#### **Computerized Accounting**

Reinforcement of the concepts and principles of Accounting 101 using a computerized accounting program. Students work weekly in a hands-on computer environment to learn the usefulness of the computer in performing accounting tasks. Two hours lecture, three hours non-lecture a week. Letter grade only. *Transfer Credit: CSU.*

### **ACCOUNTING 210 — 3 Units**

#### **Cost Accounting**

A study of accounting concepts and principles as they apply to the needs of business. The course includes the determination of costs for manufacturing firms, the study of job-order and process cost accounting, the analysis of costs and decision making. Three hours lecture a week. Letter grade only.

This course may not be offered each semester. *Transfer Credit: CSU.*

### **ACCOUNTING 211 — 3 Units**

#### **Accounting, Intermediate**

A review of expansion of fundamental accounting theory as covered in Accounting 101 and 102. Special emphasis is given to subjects of high contemporary interest, including postulates and current accounting opinions of the Accounting Principles Board. Three hours lecture a week. Letter grade only. This course may not be offered each semester. *Transfer Credit: CSU.*

## **Administration of Justice**

Refer to CRIMINAL JUSTICE for Transfer Information, Certificate of Achievement information and Course information.

## **Advertising**

Refer to WRITTEN COMMUNICATION for Transfer information.



# ANTHROPOLOGY

## THE PROGRAM

Training in anthropology will prepare one for any career that involves working on the interface between two cultures. Specialized preparation in this subject can lead to some of the world's most interesting work—the study of existing life-ways, archeological excavation and interpretation, primate behavior, and social research into economics, politics, law, religion, art and music.

## TRANSFER INFORMATION

The following course information has been edited for catalog publication purposes and may not accurately reflect recent changes or total course requirements for particular programs or schools. For complete, current, official articulation information, students are urged to see their GWC counselor or Transfer Center staff.

### California State University, Long Beach:

Anthropology 100, 120, 130; Mathematics 160

#### Recommended:

Biology 100; Geology 100; Psychology 100; Sociology 100

### California State University, Dominguez Hills:

(Two options are available, see GWC counselor for details.)

Anthropology 100, 120, OR 130

### California State University, Fullerton:

Anthropology 100, 120, 130

(Anthropology 100, 120 and 130 are basic introductions to the major sub-fields of anthropology)

### University of California, Irvine:

Anthropology 100 and (120 or 130); Computer Science 129, 130; Mathematics 180 and 185\*

#### Two additional courses from:

Anthropology 135, 150, 160 (120 or 130 if not taken above)

\*Students who plan to take a second year of Calculus at UCI are advised to take Math 2C at UCI.

### California State University, Los Angeles:

Anthropology 100, 120, 130; Biology 155, 180, 185, 190; Chemistry 180, 185; Mathematics 180, 185; Physics 120, 125

#### Plus one course from:

Anthropology 135, 150, 180

## COURSES

### ANTHROPOLOGY 100 — 3 Units

#### Introduction to Cultural Anthropology

An introduction to a broad comparative study of human society and human culture within contemporary and historical settings. This course considers the similarities and differences among human societies on a world-wide basis. Studies of large societies, as well as small, less complex cultures are included. Three hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC. (CAN ANTH 4)*

### ANTHROPOLOGY 120 — 3 Units

#### Introduction to Physical Anthropology

An inquiry into the biological nature of man, heredity, and the principles of evolutionary change; methods of analysis and interpretation; evidence for the development of prehistoric humans; biological variation among modern humans; the concepts of race. Three hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC. (CAN ANTH 2)*

### ANTHROPOLOGY 121 — 1 Unit

#### Physical Anthropology Laboratory

Methods of analysis and interpretation in physical anthropology. Techniques employed in genetics, osteology, primatology and human paleontology. Analytic and interpretive techniques will include experimental sampling and design (scientific method), descriptive and inferential statistics, taxonomy, anthropometry and forensic medicine. Three hours non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*

### ANTHROPOLOGY 130 — 3 Units

#### Introduction to Archaeology

An introduction to the field of archaeology emphasizing a broad survey of world prehistory; the nature of culture change; contemporary issues. Techniques of data collection, analysis and interpretation are also considered. Three hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC. (CAN ANTH 6)*

**ANTHROPOLOGY 131A-B — 2 Units**  
**Archaeology Field Work and Laboratory**

Two units of credit requires attendance and participation from 9:00 a.m. to 3:00 p.m. on Saturdays during the semester, textbook readings/exams and a comprehensive field journal documenting field operations as executed. Six hours nonlecture. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*

**ANTHROPOLOGY 135 — 3 Units**  
**Vietnamese Culture**

(Same as Social Science 135)

An analysis of major factors and elements of Vietnamese culture, past and present. The impact of American culture on Vietnamese American life and traditions. Three hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*

**ANTHROPOLOGY 136 — 3 Units**  
**History and Culture of the Chicano American**

(Same as History 136 and Social Science 136)

A study of the Mexican-American people and the influence of U.S. institutions on Chicano life. The course will survey the history, varying philosophies, artistic and literary achievements, sociological and psychological perspectives of Chicanos. Three hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*

**ANTHROPOLOGY 150 — 3 Units**  
**Indians of North America**

An examination of native American Indian cultures and their environments. The class will examine the major culture areas of Native North America in an attempt to analyze the mechanisms and causation of culture change and adaptation. The class will review the subsistence, religion, art, social organization and environment of specific case studies and relate the data to theoretical models. Three hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*

**ANTHROPOLOGY 180 — 3 Units**  
**American & Asian Perspectives: Southeast Asian Cultures**  
(Same as Social Science 180)

A study of the history and cultures of Southeast Asia with particular emphasis on Indochina (Vietnam, Laos, Cambodia), and the Philippines. Patterns of Southeast Asian immigration and adaptation/adjustment to American life will also be examined. Three hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*

# ARCHITECTURAL TECHNOLOGY

## THE PROGRAM

Architectural Technology offers career opportunities in many related design fields. The two-year program is primarily designed to prepare the student professionally for employment as an architectural drafter or technician. The first year introduces basic skills development and knowledge of materials and construction. The second year offers detailed expansion of knowledge which includes many phases of commercial design and project development.

## TRANSFER INFORMATION

The course information given below has been edited for catalog publication purposes and may not accurately reflect recent changes or total course requirements for particular programs or schools. For complete, current, official articulation information, students are urged to see their GWC counselor or Transfer Center staff.

GWC offers the following courses which are appropriate for some of the lower-division requirements for this major. Some of these courses will also satisfy certain General Education requirements.

Work in Architectural Technology courses numbered 100-299 is transferable to CSU for admission purposes and units, subject to portfolio evaluation, may be applicable to the Degree. Courses marked \* are acceptable equivalents for specific courses at the University.

Students should try to complete all of the CSU approved General Education Certification pattern (39 units) at Golden West.

## California State Polytechnic University, Pomona:

### Architecture:

Architectural Technology 100A-B, 120, 125, 130, 135, 140, 145, 150, 155, 160, 161, 170, 175, 185, 190; English 110; History 175; Mathematics 120; Physics 120; Political Science 180; Sociology 100 or Anthropology 100 or Economics 180; Speech Communication 220 or Interdisciplinary Studies 105 or Philosophy 115 or 116

### Landscape Architecture:

Art 116; Biology 100; Chemistry 110 (or 130); English 110; History 175; Mathematics 120

### Urban Planning:

Economics 180; English 110; Mathematics 160

## California Polytechnic State University, San Luis Obispo:

### Architecture:

Architectural Technology 100A-B, 120, 125, 130\*, 135\*, 140\*, 145, 150, 155, 160, 161, 170, 175, 185\*, 190; Art 116; Mathematics 180, 185 (Mathematics 280 is recommended for Physics 285); Physics 185, 285

### Architectural Engineering:

Architectural Technology 100A-B, 120, 125, 130\*, 135\*, 140\*, 145, 150, 155, 160, 161, 170, 175, 185\*, 190; Chemistry 180; Geology 100 or 105; Mathematics 180, 185, 280, 285; Physics 185, 280, 285

### City and Regional Planning:

Architectural Technology 100A-B, 185\*; Economics 180, 285; Geology 100 or 105; Mathematics 115, 160

### Construction Management:

Accounting 101; Architectural Technology 100A-B, 120, 130\*, 140\*, 185\*, 190; Business 110; Geology 100 or 105; Mathematics 150, 160, 180, 185 (Mathematics 280 recommended for Physics 285); Physics 185, 285

### Landscape Architecture:

Architectural Technology 100A-B, 185\*; Biology 180, 190; Mathematics 160, 170

**NOTE:** California Polytechnic University, San Luis Obispo and Pomona, University of Southern California, Southern California Institute of Architecture and University of California at Berkeley are transfer schools of architecture in California offering bachelor-degree programs in architecture. Transferability of Golden West architectural courses may be determined through evaluation of the student's portfolio and transcript by the selected college or university.

Students wanting more information concerning these transfer programs should see GWC counselor for this major.

# CERTIFICATE OF ACHIEVEMENT

Architectural Technology offers career opportunities in many related fields. The two-year program is primarily designed to prepare the student professionally for employment as an architectural drafter or technician. The first year introduces basic skill development and knowledge of materials. The second year offers detailed expansion of knowledge which includes many phases of commercial design and project development. The curriculum is also transferable, subject to portfolio evaluation, to various schools of architecture in universities. See architecture instructors for current details.

The Architectural Technology program is designed to begin each fall semester. Students wishing to deviate from this plan must have the consent of instructor prior to registration in the program.

This program is open to students who plan to take architectural technology courses during the day. Students must complete all courses and must include a minimum of 8 units in work experience.

## Architectural Technology

Required Courses		Units
<b>First Year</b>		
<b>Fall Semester 1</b>		
Architect 120	Materials/Principles Of Con	2
Architect 130	Architect Rendering: Perspective & Shade/Shadows	2
Architect 140	Architect Drafting: Wood Frame Residence	5
<b>Suggested Elective:</b>		
Architect 070A	Architectural Technology Lab	1
Drafting 050	AUTOCAD, Intro	3
<b>Spring Semester 2</b>		
Architect 125	Basic Architectural Design	2
Architect 135	Architect Rendering: Color Presentation	2
Architect 145	Architect Drafting: 2 Story Con Block Multi-Family	5
Architect 160	CAD For Architect: AUTOCAD	3
<b>Suggested Electives:</b>		
Architect 075A	Architectural Technology Lab	1
Architect 190A	Architectural Model Building	2
Co-Op 091A-D	Work Experience or Equivalent	1-4
Drafting 050	AUTOCAD, Intro	3
<b>Second Year</b>		
<b>Semester 3</b>		
Architect 150	Architect Drafting: Brick & Steel	3
Architect 170	Architect Design: Commercial	2
Architect 185	Intro To The Profession	2
Co-Op 091A-D	Work Experience or Equivalent	2
<b>Suggested Electives:</b>		
Architect 070B	Architectural Technology Lab	1
Architect 161	AUTOCAD Lab	1
Drafting 051	AUTOCAD, Inter	3

<b>Semester 4</b>		
Architect 155	Architect Drafting: Con Tilt-Wall	3
Architect 175	Architect Design: Industrial	2
Architect 190A-B	Model Building	2
Co-Op 091A-D	Work Experience or Equivalent	2

<b>Suggested Electives:</b>		
Architect 075B	Architectural Technology Lab	1
Architect 161	AUTOCAD Lab	1

SUGGESTED ELECTIVES: The following courses are specifically selected to enhance the Architectural Technology curriculum. The suggested sequences are listed above but may vary slightly with each student's own education plans or needs.

Architect 020A-B	Basic Architectural Drafting	3
Architect 070A-B	Architectural Technology Lab	1
Architect 075A-B	Architectural Technology Lab	1
Architect 100A-B	Intro Architect Graphics and Drafting	1.5
Architect 161	AUTOCAD Lab	1
Architect 190A-B	Architectural Model Building	2
Co-Op 091A-D	Work Experience or Equivalent	1-4
Drafting 050	AUTOCAD, Intro	3
Drafting 082/Art 082	Basic Airbrush	2
Art 116	Drawing 1	3
Photography 150	Fundamentals Of Photography	3
Drafting 051	AUTOCAD, Inter	3

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

## COURSES

### ARCHITECTURAL TECHNOLOGY 010 — 3 Units Architectural Blueprint Reading

Blueprint reading, specifications and basic codes limited to residential and small commercial buildings. Letter grade only. Three hours a week. This course may not be offered each semester.

### ARCHITECTURAL TECHNOLOGY 020A-B — 3 Units Residential Architecture

Preparation of a set of plans for a home, including floor plan, foundation plot plan, elevations, perspectives and details necessary for the issuance of a building permit. Uniform Building Code, State Housing Act, building terminology. Two hours lecture, four hours non-lecture a week. Letter grade only.

### ARCHITECTURAL TECHNOLOGY 050 — 2 Units Home Remodeling

A study of current trends, materials and techniques in home remodeling. Students will design an addition or remodel for their own home. Students will trace the building stages from design to building permit. The course will include units on planning, drawing preparation, codes, materials, tools and construction. Two hours lecture a week. Optional credit/no credit or grade.

**ARCHITECTURAL TECHNOLOGY 070A-B — 1 Unit**  
**Architectural Technology Laboratory**

Students enrolled in Architecture 070A must be concurrently enrolled in one of the following: Architecture 020A-B or 120 or 130 or 140. Students enrolled in Architecture 070B must be concurrently enrolled in one of the following: Architecture 150 or 160A-B or 170 or 185.

This course is designed for first year architectural students to supplement the Architectural Technology classes where more laboratory work is desired in specific classes. The student will perform exercises which will be illustrated in one of the first year architectural classes. Three hours non-lecture a week. Optional credit/no credit or grade.

**ARCHITECTURAL TECHNOLOGY 075A-B — 1 Unit**  
**Architectural Technology Laboratory**

Students enrolled in Architecture 075A must be concurrently enrolled in one of the following: Architecture 020A-B or 100A-B or 125 or 135 or 145. Students enrolled in Architecture 075B must be concurrently enrolled in one of the following: Architecture 155 or 160A-B or 175 or 190.

For second year architectural students, this course is designed to supplement the Architectural Technology classes where more laboratory work is desired in specific classes. The student will perform exercises which will be illustrated in one of the second year architectural classes. Three hours non-lecture a week. Optional credit/no credit or grade.

**ARCHITECTURAL TECHNOLOGY 100A-B — 1.5 Units**  
**Introduction to Architectural Graphics and Drafting**

This introductory course is for students interested in a career in architecture, i.e., basic graphic skills for environmental design, architecture, urban planning, landscape architecture, interior design or other related design professions. The course surveys the roles of architects: emphasis is placed on the study of architectural lettering, line value, architectural terminology and the use of drawing tools, equipment and drafting supplies for architecturally related design professions. Students draw construction plans for a house and also learn the methods of reproducing drawings. One hour lecture, two hours non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU.*

**ARCHITECTURAL TECHNOLOGY 120 — 2 Units**  
**Materials/Principles of Construction**

Corequisite: Architectural Technology 130 and 140.

The course is designed to give actual building experience to the architectural drafting student, relating to residential construction. Emphasis is on foundation systems, wall framing, roof framing systems and shop drawings. Study includes the Uniform Building Code, application of building materials and relationship of factory-built housing. One hour lecture, three hours non-lecture a week. Letter grade only. This course offered Fall Semester only. *Transfer Credit: CSU.*

**ARCHITECTURAL TECHNOLOGY 125 — 2 Units**  
**Basic Architecture Design**

Prerequisite: Completion of Architectural Technology 130 and 140.

Corequisite: Architectural Technology 135 and 145.

Study of visual design phenomena as applied to elementary composition dealing with line, area, color, texture, etc. Introduction to study models as used in 3-dimensional design. Involvement includes both individual and

design team participation. Students will develop design presentation skill through currently used mediums. One hour lecture, three hours non-lecture a week. Letter grade only. This course offered Spring Semester only. *Transfer Credit: CSU; UC.*

**ARCHITECTURAL TECHNOLOGY 130 — 2 Units**  
**Architectural Rendering: Perspective and Shade/Shadows**

Corequisite: Architectural Technology 120 and 140.

The first of a two-semester series, dealing with basic techniques used in architectural graphic communication. Introduction to orthographic, isometric, mechanical perspective and shade and shadows. Final sections of semester work used to introduce color theory and rendering skills used in Architectural Technology 135. One hour lecture, three hours non-lecture a week. Letter grade only. This course offered Fall Semester only. *Transfer Credit: CSU; UC.*

**ARCHITECTURAL TECHNOLOGY 135 — 2 Units**  
**Architectural Rendering: Color Presentation**

Prerequisite: Completion of Architectural Technology 130.

Corequisite: Architectural Technology 125 and 145.

This course is a continuation of Architectural Technology 130. Application and production of architectural presentations using a variety of drawing media. Includes color and use of rendering skills and materials used in the profession. Advanced experiences introduced in Architectural Technology 130. Exploratory skills development for employment or transfer requiring rendering experiences. One hour lecture, three hours non-lecture a week. Letter grade only. This course offered Spring Semester only. *Transfer Credit: CSU.*

**ARCHITECTURAL TECHNOLOGY 140 — 5 Units**  
**Architectural Drafting: Wood Frame Residence**

Corequisite: Architectural Technology 120 and 130.

A basic course with a concentration of drafting skills as they apply to working drawings for a single story, wood frame dwelling. Emphasis is placed on lettering, linework, dimensioning, and the use of architectural symbols and conventions. Study includes the Uniform Building Code, materials, products and equipment used in residential construction. Two hours lecture, six hours non-lecture a week. Letter grade only. This course offered Fall Semester only. *Transfer Credit: CSU.*

**ARCHITECTURAL TECHNOLOGY 145 — 5 Units**  
**Architectural Drafting: Two-Story Concrete Block Multi-Family**

Prerequisite: Completion of Architectural Technology 140.

Corequisite: Architectural Technology 125 and 135.

This course is a continuation of Architectural Technology 140. The course deals with a two story concrete masonry condominium building. Emphasis is on schematic layout, stairways and relationship of working drawings. Study includes the Uniform Building code, materials, products and methods used in concrete masonry construction. Two hours lecture, six hours non-lecture a week. Letter grade only. This course offered Spring Semester only. *Transfer Credit: CSU.*

*Continued*

**ARCHITECTURAL TECHNOLOGY 150 — 3 Units**  
**Brick and Steel Construction**

Prerequisite: Completion of Architectural Technology 145.  
Corequisite: Architectural Technology 170.

An advanced course dealing with the principles of architectural drafting as applied to a commercial two-story building constructed of brick and steel. Emphasis is placed on code requirements as applied to site development, off-street parking and group occupancy. Study includes principles and methods of construction, field trips and rendering presentations. Two hours lecture, three hours non-lecture a week. Letter grade only. This course offered Fall Semester only. *Transfer Credit: CSU.*

**ARCHITECTURAL TECHNOLOGY 155 — 3 Units**  
**Concrete Tilt-Wall Construction**

Prerequisite: Completion of Architectural Technology 150 and 170.  
Corequisite: Architectural Technology 175.

An advanced course dealing with the principles of architectural drafting as applied to commercial concrete tilt wall structures. Emphasis is placed on code requirements as applied to site development, off-street parking, and construction techniques. Rendering and delineation for project presentations is also required. Study includes field trips, on-site surveying, topo maps, study models, products and methods of concrete construction. Two hours lecture, three hours non-lecture a week. Letter grade only. This course offered Spring Semester only. *Transfer Credit: CSU.*

**ARCHITECTURAL TECHNOLOGY 160 — 3 Units**  
**Introduction to Computer-Assisted Drafting  
for Architecture (AUTOCAD)**

Prerequisite: Completion of Architectural Technology 100 or 140.

An introductory course in computer-assisted drafting for architecture. A study of the organization, components, and concepts of CAD and its applications in the architectural profession. Includes use of IBM "AUTOCAD" software for architectural drafting and design drawings. Two hours lecture, two hour non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU.*

**ARCHITECTURAL TECHNOLOGY 161 — 1 Unit**  
**AUTOCAD Computer Lab**

Prerequisite: Completion of Architectural Technology 160.

A course of the basic principles of computer-assisted drafting for architecture. A study of the organization, components and concepts of CAD and its application in architectural profession. Includes use of IBM "AUTOCAD" software for architectural drafting and design drawings. Three hours non-lecture per week. Optional credit/no credit or grade. *Transfer Credit: CSU.*

**ARCHITECTURAL TECHNOLOGY 170 — 2 Units**  
**Architectural Design, Commercial Office Building**

Prerequisite: Completion of Architectural Technology 125 and 135.  
Corequisite: Architectural Technology 150.

The development of students graphic communication skills for presentation of conceptual ideas, analysis and design concepts of architectural forms and structure organization as applied to the design of a commercial office building. Each student will prepare a multi-board design package and study model of their own solution. One hour lecture, three hours non-lecture per week. Letter grade only. *Transfer Credit: CSU.*

**ARCHITECTURAL TECHNOLOGY 175 — 2 Units**  
**Architectural Design, Industrial Building**

Prerequisite: Completion of Architectural Technology 150 and 170.  
Corequisite: Architectural Technology 155.

Architectural design experiences and assignments dealing with concepts pertaining to physical and architectural relationship of the environment (climate and geophysical forces to project design of an industrial building). Also a continuing development of student graphic communication skills for presentation of conceptual analysis of architectural form and structural organization. Each student will prepare a multi-board design package and study model of their solution. One hour lecture, three hours non-lecture per week. Letter grade only. *Transfer Credit: CSU.*

**ARCHITECTURAL TECHNOLOGY 185 — 2 Units**  
**Introduction to the Profession**

Corequisite: Architectural Technology 150 and 170.

Familiarization with the professional fields of architecture, consulting engineering and city planning. Introduction to an exploration of the design process through guest speakers from the profession. Knowledge of prevalent philosophies within the profession as related to the design process. Two hours lecture a week. Letter grade only. This course offered Fall Semester only. *Transfer Credit: CSU.*

**ARCHITECTURAL TECHNOLOGY 190A-B — 2 Units**  
**Architectural Model Building**

Prerequisite: Completion of Architectural Technology 100 or 140.

An introductory course in precision scale model building for architecture. Students will become familiar with current tools, materials, methods and professional standards used in industry for model construction. Students will construct a 3-D study model. First year students should take 190A. Second year students should take 190B. One-hour lecture and three hours non-lecture a week. Letter grade only. *Transfer Credit: CSU.*

# ART

## TRANSFER INFORMATION

The course information given below has been edited for catalog publication purposes and may not accurately reflect recent changes or total course requirements for particular programs or schools. For complete, current, official articulation information, students are urged to see their GWC counselor or Transfer Center staff.

*Lower division major courses:*

### California State University, Long Beach:

#### Bachelor Of Fine Arts:

Nine options (see GWC Art counselor for details). General requirements for all options:

1. Meet entrance requirements of the university.
2. Provide transcripts of all college work to the Art Department. This is in addition to the transcripts provided the Office of Admissions.
3. Submit a portfolio of creative work to the Art Department.

**The Bachelor Of Fine Arts Degree, Graphic Design Option**, is officially impacted. Student wishing to pursue this option will be subject to the following supplemental screening criteria:

1. Obtain a Design Department questionnaire and return it within the specified deadline.
2. Submit, also by the specified deadline, a complete set of transcripts for all college-level work.
3. Submit a portfolio of creative work by the stated deadline for formal review by the faculty in this specialization.
4. Have earned a 3.0 grade point average or better in at least 15 units of Design/Art which must include Art 116.

#### Additional required courses:

Art 105, 106, 107, 109, 115, 116, 118, 130

#### Bachelor Of Arts In Art

##### General Art Option:

##### Required lower-division courses:

Art 105, 106, 107, 109, 116, 118, (or 141), 130

##### Art History Option:

##### Required lower-division courses:

Art 105, 106, 107, 116; History 180, 185

##### Plus one course from:

Art 109, 118, 130AD, 142AB

##### Art Education Option:

##### Required lower-division courses:

Art 105, 106, 107, 109, 116, 118, 121A-B, 122A-B, 130

### California State University, Fullerton<sup>1</sup>:

#### Bachelor Of Arts In Art

##### Art History Concentration:

Art 105, 106

6 units of Art Studio Courses

9 units of electives in Art, Anthropology, Literature, Music, Philosophy, Theater Art.

##### General Studio Concentration:

Art 105, 106, 107, 109, 116, 118A-B, 130A-D

##### Plus six more units from:

Design, printmaking, creative photography, sculpture, ceramics, crafts, drawing and painting

##### Teaching Concentration:

Art 105, 106, 107, 109, 116, 118A-B, 130A-D, 131A-B, 144A-B

#### Bachelor Of Fine Arts In Art:

Students pursuing this degree must complete 12 units of studio art courses (Art 107, 109, 116, 130A-D) with "B" or better grades. All options also require the following courses: Art 105, 106.

#### Graphic Design requires Art 115 and 118A-B.

There are nine concentrations within this degree. Students should see the GWC Art counselor for details about the options available and additional required courses specific to each option.

### University of California, Irvine:

#### Studio Emphasis:

Art 105, 106

#### Four courses in at least 3 different media from:

Art 116, 117, 121A-B, 122A-B, 130A-B, 131A-B, 142A-B, 143A-B

#### Art History Emphasis:

Art 105, 106; English 100, 110

#### Plus: One course from each group:

1. English 150, 155, 160, 165, 290, 295
2. History 180, 185, 190, 195
3. Philosophy 101, 102, 103, 105

#### Plus: A language other than English through 285.

**NOTE:** Courses numbered with A-B or A-D designators can count as two courses when taken twice.

### Art Center College of Design<sup>1</sup>:

Art 107, 109, 115, 116, 118, 119, 120 (For portfolio preparation)

See GWC counselor for this major for specific general education requirements.

Art 101 recommended first semester.

<sup>1</sup>Articulation incomplete at printing. Courses listed may be used as guidelines.

*Continued*

## CERTIFICATE OF ACHIEVEMENT

### Art – Visual Communication Graphic Design and Production Option

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

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

Required Courses		Units
<b>First Year</b>		
Art 101	The Business Of Art	2
Art 107	Two Dimensional Design	3
Art 116	Drawing I	3
Photography 150	Fundamentals of Photography	3
Art 115	Lettering & Typography	2
Art 120	Rendering I	2
<b>Second Year</b>		
Art 170	Graphic Design Processes	2
Art 176A-B/ Bus D P 176A-B	Desktop Publishing	3
Art 177A-B/ Bus D P 177A-B	Graphic Design On The Computer	3
		23

#### RECOMMENDED ELECTIVES:

Art 109	Three Dimensional Design	3
Art 114A-B	Calligraphy I	2
Art 117	Drawing II	3
Art 118	Life Drawing I	3
Art 130A-D	Painting I	1-3
Art 150A-D	Introduction To Printmaking	3
Art 152A-D	Silkscreen Printmaking	3
Art 175A-D	Cartooning	2
Co-Op 091A-D - 096A-C	Work Experience	1-4
Art 082/Drafting 082	Basic Airbrush	2
Photography 151A-B	Color Photography	3
Photography 154A-B	Creative Photographer	3
Photography 155A-B	Creative Darkroom	3

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

## COURSES

Students should be aware that incidental costs for materials in all art courses can be as low as \$20 in a lettering course or as high as \$75 in a sculpture course, though purchases may be made over the 18-week semester as needs arise. Expenses in all classes can be held to a minimum for those students willing to be guided by faculty as to where and how to secure less expensive or useful, discardable materials.

### ART 050A-D — 1 Unit Introduction to Commercial Silkscreen

An introduction to the basic techniques and processes in commercial screen printing. The course will cover printing on fabric (tee shirts, hats, aprons, etc.) and on glass and other sign materials. Two hours lecture, four hours non-lecture a week. Optional credit/no credit or grade. A six-week course.

### ART 082 — 2 Units

#### Basic Airbrush (Same as Drafting 082)

This course introduces basic airbrush art techniques currently used in technical illustration, architectural rendering, graphic arts, photography and specialty auto painting. Airbrushes are provided along with instruction in care and maintenance of equipment. One and one-half hours lecture and one and one-half hours laboratory a week. Optional credit/no credit or grade.

### ART 084 — 2 Units Airbrush, Advanced (Same as Drafting 084)

Students will receive instruction in airbrush techniques, exploration opportunities in using airbrush to solve various art problems relating to technical illustration and architectural technology, photography, graphic arts and specialty auto painting. One and one-half hours lecture, one and one-half hours laboratory a week. Optional credit/no credit or grade.

### ART 100 — 3 Units Introduction to Art (Same as Humanities 102)

An introductory course for both the general interest and art major student. A survey of the nature and role of the visual arts in society. Art theory, art practices and an overview of art history will be covered. The medias of art will also be explored. Three hours lecture a week and required field trips. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*

### ART 101 — 2 Units The Business of Art

An exploration of various career opportunities in the visual arts concerning current employment conditions. Learn how to make career choices in a variety of specific interest areas. The general career tracks studied are advertising, graphic design, photography, fine arts, and computer graphics. There will also be specific information on how to run an art business, both as a consultant or as an employee. In class lectures on time management, billing techniques, proposal preparation, interviewing procedures, project and tax records, portfolio assembling, self promotional activities, and other art business practices will be presented. This is a necessary class to complete the other side of an art career, the business side. Two hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU.*



**ART 102A-D — 1.5 Units**  
**Art Museum and Gallery Field Studies**  
(Same as Humanities 116A-D)

A course for both the general interest student and art major concentrating on major art collections and travel exhibitions presented at Southern California museums and galleries. Students will learn to critically view, evaluate and appreciate works of fine art. Study assignments involve readings, lectures, field trips, exhibition critiques and projects. Two hours lecture, three hours non-lecture a week. Optional credit/no credit or grade. A nine-week course. *Transfer Credit: CSU.*

**ART 104 — 3 Units**  
**History of Modern Art**  
(Same as Humanities 114)

A survey of the history of modern art, beginning at 1900 and concluding with contemporary art of today. Painting, sculpture, printmaking, architecture, photography, video, and ceramics are studied as an integral part of cultural patterns and developments in twentieth century art. The course will include illustrated lectures, readings, and field trips to current exhibitions. Three hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*

**ART 105 — 3 Units**  
**History and Appreciation of Art**  
(Same as Humanities 100)

A survey of prehistoric art to the Renaissance period stressing the basic principles and history of art demonstrated in painting, sculpture, and architecture. Illustrated lectures, reading, and museum reports. Study assignments involve at least one visit to the Los Angeles County Art Museum and assigned slide viewing in the Multi-Media Center. Three hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC. (CAN ART 2)*

**ART 106 — 3 Units**  
**History and Appreciation of Art**  
(Same as Humanities 110)

A survey of the history of art beginning with the Italian Renaissance and concluding with modern art. Painting, sculpture, and architecture are studied as an integral part of cultural patterns and developments. Illustrated lectures, reading, and field trips to current exhibitions. Study assignments involve at least one visit to a major art museum and assigned slide viewing in the Multi-Media Center. Three hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC. (CAN ART 4)*

**ART 107 — 3 Units**  
**Two Dimensional Design**

A basic course in the application and appreciation of the art principles and art elements as they relate to two dimensional design. Selected problems using line, color, shape, value, and texture. Required for art majors. Two hours lecture, four hours non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC credit limitations. See counselor. (CAN ART 14)*

**ART 108 — 2 Units**  
**Applied Color Theory**

Investigates the application of color concepts and theory from an artistic and scientific approach. The class will be structured to include the development and articulation of various chromatic perceptions and phenomena. Recommended for art majors and certificate program. Two hours lecture, two hours non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU credit limitations. See counselor.*

**ART 109 — 3 Units**  
**Three Dimensional Design**

A basic course in three dimensional design developing knowledges, skills, appreciation and aesthetic judgment. A series of problems shall necessitate the exploration and comprehension of the visual elements and principles. Required of art majors. Two hours lecture, four hours non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC credit limitations. See counselor. (CAN ART 16)*

**ART 110 — 2 Units**  
**Applied Design**

An exploratory course using the principles and elements of design as applied to commercial uses. Students will design projects dealings with both two and three dimensional areas of commercial design such as textile, product, package, print, interior, and display design. Two hours lecture, two hours non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU.*

**ART 111 — 3 Units**  
**Asian Art**  
(Same as Humanities 111)

A survey of Asian Art treating significant artistic epochs of India, China, and Japan from ca. 2500 B.C. to ca. 1850 A.D. Illustrated lectures, readings, and one report based on a visit to a local museum. Three hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*

**ART 114A-B — 2 Units**  
**Calligraphy I**

Techniques and application of calligraphic lettering using pen and ink with emphasis on basic alphabets. Demonstration, lectures and studio work. Two hours lecture, two hours non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU.*

**ART 115 — 2 Units**  
**Lettering and Typography**

A study of the selection and use of type in the commercial art environment. With a look at the history of terms and the order of functions, this exploration of typography is taught in the Mac computer lab using primarily the Adobe Illustrator application to select and place type in graphic design projects. Since nearly all advertising and graphic layouts require the use of type or the creation of lettering, this class is recommended for all art majors and required for all graphic design majors. Projects reflect real world applications in preparation for professional decision making in preparing camera ready art. Two hours lecture, two hours non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU.*

**ART 116 — 3 Units****Drawing I**

Beginning drawing of natural and man-made forms from observation and imagination. Experimentation with media processes and composition. Students will develop perceptual skills. Required of art majors. Two hours lecture, four hours non-lecture a week plus three hours assigned independent study. Optional credit/no credit or grade. *Transfer Credit: CSU; UC credit limitations. See counselor. (CAN ART 8)*

**ART 117 — 3 Units****Drawing II**

A continuing of drawing skills and techniques begun in Art 116. Emphasis on developing the student's own style and interest. Projects will be related to the individual student's needs as much as possible. More time is allotted for drawing on location and experimentation with various media. Two hours lecture, four hours non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC credit limitations. See counselor.*

**ART 118A-B — 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. Two hours lecture, four hours non-lecture a week plus three hours assigned independent study. Optional credit/no credit or grade. *Transfer Credit: CSU; UC credit limitations. See counselor.*

**ART 119A-B — 3 Units****Life Drawing II**

Continuing observation and drawing of the human form to help create broader revelations and attitudes concerning drawing and the self. Two hours lecture, four hours non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC credit limitations. See counselor.*

**ART 120 — 2 Units****Rendering I**

A study in the use of pencil or ink drawings to evolve proposed sketches into completed renderings. These renderings are the basis for client approval or project clarification. The work is done as representational art to solve graphic visual needs in preparation for the final camera ready illustration. The class explores line art techniques, layout and composition, and useful art materials. Drawing skills are practiced in a variety of general studies and selected subjects. Class assignments are given on class handouts to include all reference material and suggested line art techniques. This class is required of all design majors and recommended for all art majors. Two hours lecture, two hours non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU.*

**ART 121A-B — 3 Units****Ceramics I**

Introduction to handbuilding techniques in the design, forming, glazing, and firing of ceramic materials. Two hours lecture, four hours non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC credit limitations. See counselor. (CAN ART 6)*

**ART 122A-B — 3 Units****Ceramics II**

Introduction to the potter's wheel with emphasis on design problems of ceramic materials. Continued work with handbuilding, clay, glazes, and firing processes. Two hours lecture, four hours non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC credit limitations. See counselor.*

**ART 124 — 2 Units****Raku Pottery**

A western adaptation of Japanese firing of tea ceremony pots. Bright colors and metallic lustres result. Students assist in firing. One hour lecture, three hours non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC credit limitations. See counselor.*

**ART 125A-B — 2 Units****Introduction to Drawing and Painting**

A course for the non-art major. This course offers both a survey and introduction to the basic skills, theory and mediums of drawing and painting. The class will use pencil, charcoal and conte as well as painting media. One hour lecture, two hours non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC credit limitations. See counselor.*

**ART 126A-B — 1 Unit****Introductory Workshop in Drawing and Painting**

An introductory workshop for the non-art major in the basic skills, theory, and mediums of drawing and painting. The class will use pencil, charcoal, conte, as well as painting media. Two hours lecture, four hours non-lecture a week. Optional credit/no credit or grade. A four-week course. *Transfer Credit: CSU.*

**ART 130A-D — 1-3 Units****Painting I**

A basic study in the fundamentals of composition and painting techniques using a variety of painting media and materials (acrylics, oils). Emphasis on development of painting skills and appreciation through painting experience, library reference, demonstration and lecture. Two hours lecture, four hours non-lecture a week. Optional credit/no credit or grade. Nine or eighteen weeks. *Transfer Credit: CSU; UC credit limitations. See counselor. (CAN ART 10)*

**ART 131A-B — 3 Units****Painting II**

Advanced course with emphasis on creative and interpretive expression. Development and exploration of painting skills related to 20th century painting. Painting media will include oils and acrylics. Two hours lecture, four hours non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC credit limitations. See counselor.*

**ART 132A-D — 3 Units****Watercolor I**

Prerequisite: Completion of Art 116.

A course in developing skills and creative application of transparent watercolor techniques and methods using a variety of subject matter. Paintings will be done in the studio and on location. Two hours lecture, four hours non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC credit limitations. See counselor.*

**ART 133A-C — 1 Unit**  
**Watercolor Workshop**

A short course concentrating on developing skills and techniques in transparent watercolor. Emphasis is on methods of wet-into-wet, dry brush, wash and glaze, calligraphy, textures and experimentation. Subject matter includes still life, abstraction, figure, but mainly landscapes. Two hours lecture, two hours non-lecture a week. Optional credit/no credit or grade. A nine-week course. *Transfer Credit: CSU; UC credit limitations. See counselor.*

**ART 134A-D — 3 Units**  
**Watercolor II**

Prerequisite: Completion of Art 132A-D.

Course in continuing to develop skills using transparent watercolor media. Emphasis is on application of basic techniques and methods in more complex projects. Paintings will be done in the studio and on location using a variety of subject matter including multi-cultural. Two hours lecture, four hours nonlecture a week. *Optional credit/no credit or grade. Transfer Credit: CSU; UC.*

**ART 140A-D — 3 Units**  
**Beginning Life Painting**

This is a beginning course in figure paintings. Emphasis will vary from a portrait approach to nude studies. A thorough explanation of color theory and painting methods will be given. Mediums include oils and acrylics. Two hours lecture, four hours non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC credit limitations. See counselor.*

**ART 141A-B — 3 Units**  
**Life Sculpture**

Exploration of sculptural materials and concepts, with instruction in techniques of direct molding, and build up techniques. Figurative source for sculpturing. Clay must be furnished by student, purchased from GWC Bookstore. Two hours lecture and demonstration, four hours non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC credit limitations. See counselor.*

**ART 142A-B — 3 Units**  
**Sculpture**

Exploration of a variety of sculptural materials — experiences with aggregate materials (plaster, soft stone carving) and clay. Class stresses Twentieth Century abstract art concepts. Students will supply all materials and will be responsible for attending field trips. Two hours lecture, four hours non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC credit limitations. See counselor. (CAN ART 12)*

**ART 143A-B — 3 Units**  
**Advanced Sculpture Workshop**

Exploration of a variety of sculptural materials— experiences with plaster and cement, clay. Class stresses Twentieth Century abstract art concepts. Students will supply all materials and will be responsible for attending field trips. Two hours lecture, four hours non-lecture per week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*

**ART 144A-B — 2 Units**  
**Introduction to Mixed Media**

Exploration in wood, clay, metal, leather and related craft materials. The course explores craft techniques as well as how to plan a good design for various crafts that are skillfully made and express the individual's creativeness. One hour lecture, three hours non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU.*

**ART 145A-B — 2 Units**  
**Gallery and Exhibition Design**

Gallery and exhibition design — the processes, materials, and design concepts as they relate to the operation of a gallery. Experience and emphasis on problems involve in planning and preparing exhibits, bulletin boards, wall cases and art portfolio. Recommended for art majors. Two hours lecture and two hours non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU.*

**ART 150A-D — 3 Units**  
**Introduction to Printmaking**

An exploratory course designed to introduce and give studio experience in etching and relief printmaking. This course will include etching, aquatinting, photo etching, woodcuts, callagraph printmaking, and multi-color printmaking. Two hours lecture, four hours non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC credit limitations. See counselor. (CAN ART 20)*

**ART 152A-D — 3 Units**  
**Silkscreen Printmaking**

An exploratory course designed to introduce and give studio experience in lithography and silkscreen printmaking. This course will include stone and plate lithography, basic silkscreen printing and photo silkscreen, and multi-color printmaking. Two hours lecture, four hours non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC credit limitations. See counselor.*

**ART 154A-C — 2 Units**  
**Printmaking Workshop**

A course in a variety of experimental printmaking techniques: monoprintmaking, callagraphs, photo printmaking, embossing, relief and others. The course also offers the student with some background in printmaking the option of concentrating in one or two areas of printmaking. One hour lecture, three hours non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC credit limitations. See counselor.*

**ART 160A-D — 3 Units**  
**Jewelry Design**

This course will present an exploration and examination of design, materials, and processes as they apply to jewelry. Metal fabrication and casting will be explored, in addition to non-metal materials. Lecture, lab, demonstration. Two hours lecture, four hours non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU.*

**ART 166 — 1 Unit**  
**Introduction to Papermaking**

A course concerned with the study of past methods of making paper around the world, with emphasis placed on using this information to develop methods of making paper in the home and studio workshop. Students will make art works from the paper they have made employing molds, lamination, and other methods. Two hours lecture, two hours non-lecture a week. Optional credit/no credit or grade. A nine-week course. *Transfer Credit: CSU.*

**ART 170 — 2 Units**  
**Graphic Design Processes**

Introduction to visual communication through the use of graphic design principles and the subsequent assembling of necessary components. These components are type, illustrations, photographs, logos, and other symbols used to create print layouts or electronic images. The class is taught in the Mac computer lab using Adobe Illustrator and Photoshop software to create and assemble graphic design projects. Assignments mirror real world visual needs to give the student experience in decision making. The identification and use of graphic design principles is the important function of this class. The use and practice of the computer in preparing layouts is a secondary skill offered in this course. Required of all graphic design majors. Recommended for anyone using the computer to perform desktop publishing functions. Two hours lecture, two hours non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU.*

**ART 171 — 2 Units**  
**Advanced Graphic Design**

Advanced exploration of visual problem solving in commercial art. Emphasis on conceptual planning and presentation techniques using the computer for actual production. Assignments are based on portfolio preparation and student career goals. Class taught in the Mac computer lab using a variety of software. Required of all graphic design majors. Two hours lecture, two hours non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU.*

**ART 173 — 2 Units**  
**Graphics for Television**  
(Same as Television Production and Operations 106)

Introduction to the preparation of graphic arts for television. Emphasis upon planning and requesting of graphic needs by the producer and the design and production of graphics. Course covers on-air graphics, computer graphic concepts, set design, special effects, animation concepts, and development of promotional materials. Two hours lecture and two hours non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU.*

**ART 174 — 1.5 Units**  
**Perspective Drawing**

An introduction to visual perception principles, emphasizing mechanical and freehand methods of measurement as they relate to proportion and the development of volume. One hour lecture, two hours non-lecture per week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*

**ART 175A-D — 2 Units**  
**Cartooning**

A study of cartoon illustration and all its uses in the commercial art field. From print advertising and editorial art, through film or computer animation, this course emphasizes the development of characters and the creation

of personalities. There is, in this course, a review and practice of basic drawing techniques to create human, animal or object cartoons. There is also a series of projects in a variety of cartoon illustration outlets such as greeting cards, book illustrations, story boards, game layouts, packaging, etc. Along with the work with humorous, exaggerated, or satirical drawings, this class will also explore computer animation, special effects and multi media applications. Two hours lecture, two hours non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU.*

**ART 176A-B — 3 Units**  
**Introduction to Desktop Publishing**  
(Same as Business Data Processing 176A-B)

An introduction to the world of desktop publishing using personal computers. The student will learn how to select computer and software for IBM PC, Macintosh and similar systems which allow desktop publishing. The student shall experience layout, design, typesetting, and integrated software packages which allow desktop publishing for advertising, newsletters and other areas. Two hours lecture and two hours non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU.*

**ART 177A-B — 3 Units**  
**Computer Graphic Design Portfolio Studio**  
(Same as Business Data Processing 177A-B)

A cumulative course to put together a variety of computer graphic skills to prepare useful portfolio pieces. This class will use the knowledge and experience of a variety of graphic classes to complete projects to be used in job acquisition. Here, the results of art and technical knowledge will be arranged for that all important entry level portfolio. With the creation of 18 pieces, the student will prepare the work the professional world will use to assess job placement. Two hours lecture and two hours non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU.*

**ART 180A-D — 1 Unit**  
**Stained Glass**

A basic course exploring the medium of stained glass, for art and architectural decoration from concept through application. To establish an appreciation of the art elements and principles involved in the design, development and techniques of stained glass. The student will work with leaded copper foil, and glass cutting techniques in the most practical and creative way. One hour lecture, three hours non-lecture a week. Optional credit/no credit or grade. A nine-week course. *Transfer Credit: CSU.*

**ART 186A-B — 1 Unit**  
**Introduction to Jewelry**

This course will present an exploration and examination of design, materials, and processes as they apply to jewelry. Metal fabrication and casting will be employed, in addition to non-metal materials. Two hours lecture, four hours non-lecture a week. Optional credit/no credit or grade. A six-week course. *Transfer Credit: CSU.*

**ART 187A-B — 1 Unit**  
**Sketching**

A studio course to develop skills in sketching and composition. The class will meet on location and in the studio. A variety of media will be used in learning composition, perspective, value, and light as they relate to the environment. Two hours lecture, two hours non-lecture a week. Optional credit/no credit or grade. A six-week course. *Transfer Credit: CSU.*

*Continued*

**ART 214A-B — 2 Units**  
**Calligraphy II**

Continuing studies in calligraphy from selections of historical and contemporary alphabets. Lecture, lab, demonstration, field trips, speakers. Two hours lecture, two hours non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU.*

**ART 220 — 2 Units**  
**Rendering II**

An introduction to realistic painting techniques with emphasis on commercial subject matter. Mediums covered include watercolor, gouache, acrylic, and mixed mediums. Required for graphic design majors. Two hours lecture, two hours non-lecture a week. Optional credit/no credit or grade. A eighteen-week course. *Transfer Credit: CSU.*

**Art – Visual Communication**

Refer to ART for Certificate of Achievement information.

# ASTRONOMY

## THE PROGRAM

Astronomy and its related discipline, astrophysics, are the scientific disciplines in which we collect, correlate and attempt to interpret information pertinent to our entire observable universe. This involves the study of planets, stars and star systems, galaxies and clusters of galaxies as well as the universe itself.

## COURSES

**ASTRONOMY 100 — 3 Units**  
**Introduction to Astronomy**

An introduction to the models and nomenclature of modern Astronomy. This includes the solar system, the Milky Way, and the universe. The historical perspective is emphasized. A survey of the methods of astronomical observation is also presented. Three hours lecture a week. Letter grade only. *Transfer Credit: CSU; UC.*

**ASTRONOMY 100L — 1 Unit**  
**Elementary Astronomy Laboratory**

Prerequisite: Completion of Mathematics 030 or appropriate score on the Math Placement Assessment.  
Corequisite: Astronomy 100.

An introduction to a cross section of the concepts and models used by astronomers to elucidate the nature of planets, stars, and galaxies. The practical application of methods involving the analysis of electromagnetic radiation will be emphasized. Three non-lecture hours a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*

**ASTRONOMY 130 — 3 Units**  
**Final Stellar States**

Prerequisite: Completion of Mathematics 030 or appropriate score on the Math Placement Assessment.

This course presents an overview of the various final stellar state models involving white dwarfs, neutron stars, and black holes. This also includes an analysis of the modern theories concerning gravity, nuclear models, and supernova phenomena. Three hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*

**ASTRONOMY 140 — 3 Units**  
**Cosmology**

Prerequisite: Completion of Mathematics 030 or appropriate score on the Math Placement Assessment.

This course examines the scientific models which deal with the overall structure and evolution of the universe. This includes a historical look at the development of cosmological models as well as an analysis of the modern observations and theories of gravity and relativity, normal and unusual galaxies, the various controversies in cosmology, relativistic evolutionary models, Friedmann Universes, and cosmogony. Three hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*

**ASTRONOMY 150 — 2 Units**  
**Observational Astronomy**

Prerequisite: Completion of Mathematics 010.  
Corequisite: Astronomy 100.

An introduction to modern instrumentation and observing techniques of astronomy. This includes the operation of telescopes, constellation studies, the use of star charts and catalogs, astrophotography, and observations of the moon, the sun, planets, stars, nebulae, and galaxies. Exercises to demonstrate both the handling of data and the principles underlying astronomical equipment and techniques will be included. One hour lecture, three hours non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*

# AUTOMOTIVE COLLISION REPAIR

## THE PROGRAM

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

## CERTIFICATE OF ACHIEVEMENT

### Automotive Collision Repair

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

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

Required Courses for Certificate		Units
<b>Semester 1</b>		
Auto Collision Repair 051	Beginning Body and Fender Repair	5
<b>Semester 2</b>		
Auto Collision Repair 052A-C	Advanced Body and Frame Repair	6
<b>Semester 3</b>		
Auto Collision Repair 052A-C	Advanced Body and Frame Repair	6
<b>Semester 4</b>		
Auto Collision Repair 052A-C	Advanced Body and Frame Repair	6
		23

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

### Automotive Refinishing Technician Option

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

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

Required Courses for Certificate		Units
<b>Semester 1</b>		
Auto Collision Repair 070A-D	Automotive Refinishing	3.0
<b>Semester 2</b>		
Auto Collision Repair 070A-D	Automotive Refinishing	3.0
<b>Semester 3</b>		
Auto Collision Repair 070A-D	Automotive Refinishing	3.0
Auto Collision Repair 054A-D	Body and Fender Repair	3.0
<b>OR</b>		
Auto Collision Repair 051	Beginning Body Fender Repair	5.0
<b>Semester 4</b>		
Auto Collision Repair 070A-D	Automotive Refinishing	3.0
Auto Collision Repair 080	Collision Damage Estimating	3.0
		18

RECOMMENDED ELECTIVE: The following courses were specifically selected to enhance the Automotive Refinishing Technician Option curriculum.

Co-Op 091A-D	Work Experience or Equivalent	1-4
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Vocational Information regarding careers in this field is available in the office of Counseling and Guidance.

## COURSES

Students must furnish their own basic set of hand tools, eye protective devices, protective clothing and project related materials for the following courses:

### AUTOMOTIVE COLLISION REPAIR 051 — 5 Units Beginning Body and Fender Repair

Fundamental operations of auto sheet metal straightening. Development of basic welding, soldering and body unit replacement. Properties of materials used in preparation for spot and overall painting. Three hours lecture, six hours non-lecture a week. Letter grade only.

**AUTOMOTIVE COLLISION REPAIR 052A-C — 6 Units**  
**Advanced Body and Frame Repair**

Prerequisite: Completion of Automotive Collision Repair 051.

A continuation of basic skill development in sheet metal repair, shop experience in the repair of damaged units from wrecked autos. Specialized techniques such as metal shrinking and leading. Two hours lecture, twelve hours non-lecture a week. Letter grade only.

**AUTOMOTIVE COLLISION REPAIR 054A-D — 3.5 Units**  
**Auto Body Collision Repair**

This course covers fundamental operations and applications used for repairing sheet metal damage on automotive collision projects. Students will develop skills in the proper use of hand tools, oxygen, acetylene and metal inert gas (mig) welding equipment. Safe shop procedures are emphasized. Also included are properties of materials used in the repair of metals and preparation for painting. Two hours lecture, five hours non-lecture a week. Optional credit/no credit or grade.

**AUTOMOTIVE COLLISION REPAIR 055A-D — 3.5 Units**  
**Customizing and Restoration**

This course includes fundamental operations and applications of metal repair used for customizing and restoring automotive vehicles. Two hours lecture, five hours non-lecture a week. Optional credit/no credit or grade.

**AUTOMOTIVE COLLISION REPAIR 070A-D — 3 Units**  
**Automotive Refinishing**

A course for the beginning auto painter. There will be no body work done in this class. All cars will have had the body work done before painting class work will begin. Students will learn to prepare bare metal, old paint, and primer where necessary, and will repaint body sections or parts. They will learn how to clean spray guns and maintain equipment. Two hours lecture, four hours non-lecture a week. Letter grade only.

**AUTOMOTIVE COLLISION REPAIR 080 — 3 Units**  
**Collision Damage Estimating**

A course for the individual with interest in collision repair. The student will learn fundamentals of collision theory, damage reparability, usage of flat rate and parts manuals, and trade nomenclature. The student will inspect collision damage on vehicles and prepare written estimates for the repair and restoration of the damaged areas. Three hours lecture a week. Optional credit/no credit or grade.

**Diesel Mechanic Option**

Refer to DIESEL TECHNOLOGY for Certificate of Achievement information.

# AUTOMOTIVE TECHNOLOGY

## THE PROGRAM

The program is designed to provide the student with the fundamental skills and information used by the automotive repair technician. Instruction is directed toward preparing the student to diagnose, repair, and service modern automobiles and light duty trucks. Employment opportunities exist for trained technicians at municipal and privately owned repair facilities throughout the world. Classes are conducted in suitably equipped instructional facilities.

## CERTIFICATES OF ACHIEVEMENT

### **Automotive Technology (Daytime Program)**

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

It is recommended that the student complete Auto Tech 008, 010, 012, and 021 before enrolling in Auto Tech 014 or 043.

Required Courses	Units
Auto Tech 008      Brakes, Suspension, and Steering	8
Auto Tech 010      Engine Repair	8
Auto Tech 012      Automatic/Manual Drive Train and Axles	8
Auto Tech 014      Engine Performance	8
Auto Tech 021 (1-2)    Electrical/Electronic Systems	4
Auto Tech 043 (1-2)    Electronic Fuel Injection	4
	40

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

Auto Tech 027 (1-4)    Heating and Air Conditioning	3
Auto Tech 040      Automatic/Manual Drive Train & Axles	4
Auto Tech 045      BAR Clean Air Car (CACC)	6

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

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## Automotive Technology (Evening Program)

This program is designed to provide the theory and current shop practices for students pursuing a career in the automotive fields. Upon completion of the required courses listed below with a grade point average of 2.0 or above, the student will be eligible for the Automotive Specialities Certificate. Students will be responsible for the purchase of textbooks, a recommended set of basic hand tools, protective clothing, eye protective devices and project related materials.

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

Required Courses	Units
Auto Tech 020 (1-2) Brakes, Suspension, and Steering	3
Auto Tech 021 (1-2) Electrical/Electronic Systems	4
Auto Tech 023 Engine Performance	4
Auto Tech 027 (1-4) Heating and Air Conditioning	3
Auto Tech 031 Automatic/Manual Drive Train & Axles - Part I	3
Auto Tech 034 (1-4) Automatic/Manual Drive Train & Axles - Part II	2
Auto Tech 043 (1-4) Electronic Fuel Injection	4
	<hr/> 19

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

Auto Tech 045 Clean Air Car (CAC)	6
Auto Collision Repair 054A-D Body and Fender Repair	3

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

## COURSES

### AUTOMOTIVE TECHNOLOGY 008 — 8 Units Brakes, Suspension, and Steering

A course in skills and techniques with related information on the repair and replacement of brakes, shock absorbers, suspension and steering components. Also includes use of the brake drum lathe and disc motor reconditioning, front-end alignment, tire repair, wheel balancing, power steering and steering service. Training for the State brake license is also included. Students are required to provide their own set of basic hand tools, work clothing and safety equipment. Seven and one-half hours lecture, seven and one-half hours non-lecture a week. Letter grade only.

### AUTOMOTIVE TECHNOLOGY 010 — 8 Units Engine Repair

A vocational course of study designed to provide the student with the knowledge and skills necessary to perform minor and major service on late model passenger car gasoline powered engines. Instruction is given in engine diagnosis, removal, disassembly, inspection, assembly and installation techniques. Students are required to provide their own set of basic hand tools, work clothing and safety equipment. Seven and one-half hours lecture, seven and one-half hours non-lecture a week. Letter grade only.

### AUTOMOTIVE TECHNOLOGY 012 — 8 Units Automatic/Manual Drive Train and Axles

A complete course in basic principles and overhaul of the modern automotive transmission basic 400, 350, torque-flight, C-6 and C-4 powerglides and imports. Students are required to provide their own set of basic hand tools, work clothing and safety equipment. Seven and one-half hours lecture, seven and one-half hours non-lecture a week. Letter grade only.

### AUTOMOTIVE TECHNOLOGY 014 — 8 Units Engine Performance

A comprehensive course of study dealing with the diagnosis and repair of the following systems as they relate to engine performance: engine mechanical testing, ignition systems, fuel injected and carbureted fuel performance. Step by step diagnostic techniques will be stressed using test instruments and equipment presently used by industry technicians. Students are required to provide their own set of basic hand tools, work clothing and safety equipment. Seven and one-half hours lecture, seven and one-half hours non-lecture a week. Letter grade only.

### AUTOMOTIVE TECHNOLOGY 020 (1-2) — 3 Units Brakes, Suspension and Steering

Course will include theory, operation, maintenance, repair procedures and problem diagnosis for tire and wheel concerns, automotive braking systems and suspension systems. 4-wheel computerized alignment equipment will be used for instruction in wheel alignment. This course will prepare the student for the Automotive Service Excellence. Brakes and Suspension and Steering examinations. Three hours lecture a week. Letter grade only.

### AUTOMOTIVE TECHNOLOGY 021 (1-2) — 4 Units Electrical/Electronic Systems

A Vocational course of study designed to provide the student with an understanding of electrical/electronic terms, electrical circuit concepts, failure diagnosis and repair techniques used by the automotive repair technician. Classroom instruction and hands-on training is provided on how to use electrical wiring diagrams, component locators, digital multimeters, digital storage oscilloscopes and specialized automotive test equipment. Students are required to provide their own basic set of hand tools, work clothing and safety equipment. Three and one-half hours lecture and three and one-half hours non-lecture a week. Letter grade only.

### AUTOMOTIVE TECHNOLOGY 023 — 4 Units Engine Performance

A vocational course in the theory, operation, maintenance, diagnosis and repair of automotive ignition and fuel systems and their effects upon engine performance. Students are required to provide their own basic set of hand tools, work clothing and safety equipment. Three hours lecture and three hours non-lecture a week. Letter grade only.

### AUTOMOTIVE TECHNOLOGY 027 (1-2) — 3 Units Heating and Air Conditioning

A vocational course of study which covers the theory, operation, maintenance, diagnosis and repair of automotive heating and air conditioning systems. Included will be cooling systems, air conditioning servicing, component replacement, manual heaters, manual air conditioners and automatic systems. R134/R12 recovery and recycling techniques are included in this course of study. Students are required to provide their own basic set of hand tools, work clothing and safety equipment. Two and one-half hours lecture and one hour non-lecture a week. Letter grade only.



**AUTOMOTIVE TECHNOLOGY 031 — 3 Units**  
**Automatic/Manual Drive Train and Axles — Part I**

Basic Principles and hydraulics of Turbo 400, 350, Powerglide, C-6, C-4 and Torqueflight. Operating theory of all automatic transmissions. Students are required to provide their own basic set of hand tools, work clothing and safety equipment. Three hours lecture a week. Letter grade only.

**AUTOMOTIVE TECHNOLOGY 034 (1-4) — 2 Units**  
**Automatic/Manual Drive Train and Axles — Part II**

Basic rebuilding and overhaul in the laboratory of Turbo 350, 400, Powerglide, C-4, C-6 and Torqueflight transmissions. Students are required to provide their own set of basic hand tools, work clothing and safety equipment. One and one-half hours lecture, one and one-half hours non-lecture a week. Letter grade only.

**AUTOMOTIVE TECHNOLOGY 040 — 4 Units**  
**Automatic/Manual Drive Train and Axles**

A course in basic principles and overhaul of the modern automotive transmission. Basic 400, 350, Torqueflight, C-6, C-4, Powerglide and imports. Students are required to provide their own basic set of hand tools, work clothing and safety equipment. Six hours lecture and six hours non-lecture a week. Letter grade only.

**AUTOMOTIVE TECHNOLOGY 043 (1-2) — 4 Units**  
**Electronic Fuel Injection**

Principles of operation, maintenance, failure diagnosis, and repair of passenger car and light truck gasoline fuel injection systems. Diagnostic techniques and tools are demonstrated on popular domestic and import gasoline fuel injection systems. Four hours lecture, two hours non-lecture a week. Letter grade only.

**AUTOMOTIVE TECHNOLOGY 045 — 2.5 Units**  
**BAR Clean Air Car (CACC)**

Prospective students must complete an application verifying a minimum of one year work experience or education in Engine Performance and Electricity/Electronics required per Bureau of Automotive Repair (BAR) requirements.

This Clean Air Car Course (CACC) includes coverage of emission testing areas related to BAR 90 (Bureau of Automotive Repair). Successful completion of this course must occur before submitting an application to become a licensed "Advanced Emission Specialist" by the California Bureau of Automotive Repair. Students are advised that automotive engine performance, electrical and fuel system management topics are not included. Five hours lecture and one hour non-lecture a week. A nine-week course. Letter grade only.

**AUTOMOTIVE TECHNOLOGY 047A-B — 1 Unit**  
**BAR Advanced Emission/Update Training Course**

This course is designed for advanced students and licensed California smog technicians. It covers advanced diagnostic and service procedures needed to test and service automotive emissions systems. Use of high technology equipment is included to assist students with learning how to analyze vehicle tailpipe emissions and perform necessary service procedures to bring vehicle tailpipe emissions to acceptable standards. Successful completion of this course is needed prior to student technician's renewal or new application toward attainment of the California EA (Advanced Emission Specialist) Smog Technician license. Four hours lecture and four hours non-lecture a week. Credit/no credit only.

# BIOLOGY

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## THE PROGRAM

Study in biology leads to a wide range of careers upon the attainment of the baccalaureate degree. Many students prepare for entry into graduate or professional schools upon graduation; programs in dentistry, medicine, nursing, pharmacy, field biology, parks service, fish and game positions and similar professions depend upon emphasis in biological sciences and ecology. Careers are found in teaching, research, government service.

## TRANSFER INFORMATION

The course information given below has been edited for catalog publication purposes and may not accurately reflect recent changes or total course requirements for particular programs or schools. For complete, current, official articulation information, students are urged to see their GWC counselor or Transfer Center staff.

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## Biology

Lower division major courses:

### California State University, Long Beach:

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Biology 180, 185, 190; Chemistry 180, 185; Mathematics 180; Physics 120, 125

For other Biology options at CSULB see a GWC counselor.

### California State University, Fullerton:

.....  
Biology 180, 185, 190; Chemistry 180, 185, 220\*, 225\*; Mathematics 130 or 180; Physics 120, 125

\*Course credit only; no upper division unit credit awarded.

### University of California, Irvine:

.....  
Biology 180, 185, 190; Chemistry 180, 185, 220, 225; Mathematics 180, 185 (or 160); Physics 185, 280

### University of California, Los Angeles:

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Biology 155, 180, 185, 190; Chemistry 180, 185, 220, 225; Mathematics 180, 185; Physics 185, 280, 285

### Oceanography Or Marine Biology

Most colleges recommend a student major in one of the physical or biological sciences as an undergraduate, then specialize in Oceanography or Marine Biology in graduate school.

Major requirements for upper division standing at:

### California State University, Long Beach:

#### Marine Biology:

.....  
Biology 104/104L, 180, 185, 190; Chemistry 180, 185; Mathematics 180, 185; Physics 120, 125

### California State University, Fullerton:

.....  
This emphasis is included within the biology major.

### Humboldt State University:

#### Oceanography:

.....  
Biology 180; Chemistry 180, 185; Geology 100; Mathematics 160, 180, 185, 280; Physics 185, 280

One year of French, German or Russian strongly recommended.

## COURSES

### BIOLOGY 100 — 4 Units

#### Introduction to Biology

A survey course emphasizing basic concepts of plant, animal, human ecology, population, evolution and genetics. This course is specifically designed for non-science majors and is recommended to meet the general education breadth requirements. Lectures, demonstrations and laboratories are integrated into a learning system of three hours lecture, three hours non-lecture a week. Letter grade only. *Transfer Credit: CSU; UC credit limitations. See counselor.*

### BIOLOGY 104 — 3 Units

#### Marine Life

A study of the marine environment, interaction of species, populations and communities. A survey of marine plants and animals through invertebrates, fish, reptiles, birds and mammals. Three hours lecture a week. Letter grade only. *Transfer Credit: CSU; UC credit limitations. See counselor.*

### BIOLOGY 104L — 1 Unit

#### Marine Life Laboratory

Prerequisite: Concurrent enrollment in or completion of Biology 104.

A course in many of the basic principles of the life sciences taking its examples from the sea. The ecological relationship between humans and the sea is emphasized. This course is designed for non-science majors and is recommended to meet the general education breadth requirements, or the natural science requirement with Biology 104. Three hours nonlecture a week. Letter grade only. *Transfer Credit: CSU; UC.*

### BIOLOGY 110 — 3 Units

#### Ecology and Field Biology

A survey course that integrates lectures, laboratory experiences and field trips to emphasize the natural environments of Southern California. This course is recommended to meet the laboratory requirement for an associate in arts degree. Two hours lecture, three hours non-lecture a week. Letter grade only.

*Transfer Credit: CSU; UC.*

### BIOLOGY 112 — 4 Units

#### Global Ecological Studies

A study of global ecological topics with emphasis on regionally unique ecosystems. Topics include human ecology and its impact upon habitat. Organism field studies include adaptations, symbiosis, identification, morphology, reproduction, and distribution. Three hours lecture, three hours non-lecture per week. Letter grade only. *Transfer Credit: CSU; UC.*

### BIOLOGY 120 — 3 Units

#### Man and Disease

An introduction to the human anatomy, physiology and kinds of diseases which affect humans. Disease will be studied from historical and contemporary points of view, with particular reference to causes, means of transmission, normal and abnormal functioning of the body. Two hours lecture, three hours non-lecture a week. Letter grade only.

*Transfer Credit: CSU; UC.*

**BIOLOGY 130 — 3 Units**  
**Food, Microbes and People**

Foods using microscopic species such as bacteria, yeasts, and molds will be discussed and produced in laboratory sessions. The food production methods explored include bacterial fermentations yielding yogurt, cheese and sauerkraut; yeast fermentations and molds used in cheeses. Edible algae and mushrooms will be studied, and algae as sources of gums and thickeners will be tested. Techniques for safe food handling are emphasized in order to avoid food infections and food poisonings. Modern uses of microbial species to make vitamins, enzymes, and a direct food will be discussed. Genetically altered plants, animals, and microbial species will be explored for their present and future role in the human food supply. Two hours lecture, three hours non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU.*

**BIOLOGY 140 — 3 Units**  
**Fundamentals of Microbiology**

The principles of microbiology and the study of bacteria, viruses, protozoa, fungi and rickettsia are considered. This course covers the growth, reproduction, cultivation and isolation of microorganisms. Aspects of microbiology important in health, sanitation, food processing and selected medical science fields are included. Laboratory experience relevant to class content will be provided including culture techniques and identification of microorganisms. Emphasis is placed on medical and health applications of laboratory skills. Two hours lecture, four hours non-lecture a week. Letter grade only. *Transfer Credit: CSU.*

**BIOLOGY 155 — 4 Units**  
**Introduction to Anatomy and Physiology**

The elements of human structure and function are described and related. Topics explored are: the body system, cell structure and function, the maintenance of physiological balance and equilibrium (e.g., fluid and electrolytes, blood pressure, acid base levels), and the physiology of nutrition and exercise. Designed for non-science majors (including some para-medical majors) and is recommended to meet the general education breadth requirement. Three hours lecture, three hours non-lecture a week. Letter grade only. *Transfer Credit: CSU; UC credit limitations. See counselor.*

**BIOLOGY 160 — 3 Units**  
**Physiology and Disease Mechanisms**

Prerequisite: Completion of Biology 175.

This course will discuss and utilize the principles of physiology to analyze the symptoms and signs of disease. Among the subjects to be studied are cardiovascular disease, respiratory disease, renal diseases; also disorders of genetics, reproduction, and the endocrine system. Three hours lecture a week. Letter grade only. *Transfer Credit: CSU.*

**BIOLOGY 170 — 4 Units**  
**Anatomy**

High school biology recommended.

A course in basic human anatomy, covering the major body systems and including topics of both gross and microstructure of the organ systems. Designed for paramedical biology majors (nursing, x-ray technicians) and physical education majors. Will not satisfy transfer requirements for biological science majors. Two hours lecture, six hours laboratory a week. Letter grade only. *Transfer Credit: CSU; UC credit limitations. See counselor. (CAN BIOL 10)*

**BIOLOGY 175 — 4 Units**  
**Human Physiology**

Prerequisite: Completion of Biology 170.

This course covers physiological function of the basic systems of the human body. Emphasis will be on integration of body systems and the inter-relationships for maintaining body homeostasis. Designed for paramedical biology majors (nursing, x-ray technicians, etc.) and physical education majors. Will not satisfy transfer requirements for biology majors. Three hours lecture, three hours laboratory a week. Letter grade only. *Transfer Credit: CSU; UC credit limitations. See counselor. (CAN BIOL 12)*

**BIOLOGY 176 — 3 Units**  
**Basic Oceanography**

This course in the basic principles of the life and physical sciences takes its examples from the sea. Topics covered include: the geology, geography and chemistry of the sea; the physics of winds, currents, waves and tides; economic resources of the sea; human impact on the ecology of the sea. 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 176L. Three hours lecture a week. Letter grade only. *Transfer Credit: CSU; UC.*

**BIOLOGY 176L — 1 Unit**  
**Basic Oceanography Laboratory**

Concurrent enrollment in or completion of Biology 176 required.

A combination of laboratory and field experiences designed to give hands-on familiarity with oceanography tools and techniques. Three hours laboratory a week. Letter grade only. *Transfer Credit: CSU; UC.*

**BIOLOGY 177 — 3 Units**  
**Marine Mammals**

The biology and natural history of marine mammals with special emphasis given to the species common to California. Anatomical and physiological adaptations, behavior, communication, intelligence, folklore and mythology of marine mammals. Three hours lecture a week. Letter grade only. *Transfer Credit: CSU; UC.*

### **BIOLOGY 180 — 4 Units**

#### **Principles of Biology**

Prerequisite: Completion of Chemistry 130 or a year of high school chemistry.

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: evolution, cell theory, genetics, and ecology. Three hours lecture and three hours laboratory a week. Letter grade only. *Transfer Credit: CSU; UC. (CAN BIOL 2)*

### **BIOLOGY 185 — 4 Units**

#### **Principles of Zoology**

Prerequisite: Completion of Biology 180.

The principles of animal biology; the ecological and taxonomical survey of animal groups with emphasis on the anatomy and physiology of representative invertebrates and vertebrates. Two hours lecture, six hours laboratory a week. Letter grade only. *Transfer Credit: CSU; UC. (CAN BIOL 4)*

### **BIOLOGY 190 — 4 Units**

#### **General Botany**

Prerequisite: Completion of Biology 180.

This course includes basic elements of plants taxonomy, morphology, physiology and genetics. Biology 190 is designed for science majors including biology, forestry and wildlife management. Course content includes a study of the major plant structures, such as roots, stems, leaves, flowers, plant physiology, photosynthesis and modifications. Primary elements of taxonomy, including speciation, will be introduced. Two hours lecture, six hours laboratory a week. Letter grade only. *Transfer Credit: CSU; UC. (CAN BIOL 6)*

### **BIOLOGY 200 — 3 Units**

#### **Pharmacology — Medications and Drugs**

Prerequisite: Completion of Biology 175.

Basic principles of pharmacology; classification of drugs, methods and routes of administration, distribution, absorption, excretion; desired and toxic effects; indication and contraindication for use. Three hours lecture a week. Letter grade only. *Transfer Credit: CSU.*

### **BIOLOGY 210 — 5 Units**

#### **General Microbiology**

Prerequisite: Completion of Biology 100 or one year of high school biology.

This course will consider the fundamental concepts of general microbiology including: (1) discussion of procaryotic and eucaryotic cells, their structural organization and special features, chemical and physical; (2) discussion of cellular metabolism and genetics; (3) the impact of microorganisms on human health; (4) immunology and serology in understanding human disease and wellness; (5) host-parasite relationships; (6) the ecological roles in nature of microorganisms; (7) their use in recombining DNA technology; (8) growth and cultivation of microorganisms; (9) control of the growth of microorganisms by chemical and physical means. The microorganisms studied in this course include bacteria, fungi, algae, protozoa and viruses. Laboratory skills developed by students are microscopy, staining techniques, techniques for the cultivation of microorganisms, and aseptic techniques. The aseptic techniques are a valuable skill for those persons who plan a career in a health-related field or in research. Three hours lecture, six hours laboratory a week. Letter grade only. *Transfer Credit: CSU; CU. (CAN BIOL 14)*

# **BUSINESS**

## **THE PROGRAM**

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

## **TRANSFER INFORMATION**

The course information listed has been edited for catalog publication purposes and may not accurately reflect recent changes or total course requirements for particular programs or schools. For complete, current, official articulation information, students are urged to see their GWC counselor or Transfer Center staff.

## **Business Administration**

Business Administration is a crowded major at many universities and officially "impacted" at some CSU campuses.

For latest program information, please contact a GWC Business counselor for this major.

*Lower division major courses:*

## **California State University, Long Beach:**

The following courses are core requirements for the B.S. degree for all options in Business Administration:

Accounting 101, 102; Business 110; Computer Science 130; Mathematics 130\*, 150\*; Philosophy 115, 120\*\*; Economics 180\*, 285

\*Mathematics course prerequisites required.

\*\*Accounting majors take 120, MIS majors take 115.

## California State University, Fullerton<sup>1</sup>

### Core requirements for all Business Administration Concentrations for the B.A. Degree:

Accounting 101<sup>+</sup>, 102<sup>+</sup>, 130<sup>+</sup>; Business 108, 127<sup>\*\*</sup>; Computer Science 130; Economics 180, 285; Mathematics 130\* or 180\*

### One of the following:

Anthropology 100 or Geography 100 or Psychology 100 or Sociology 100

### Management Information Systems Majors:

Add Business Data Processing 170

<sup>+</sup>Students must complete all courses prior to transfer.

\*Mathematics course prerequisites required.

\*\*Must be taken after English 100 and for a letter grade.

<sup>1</sup>Articulation incomplete at printing. Courses listed may be used as guidelines.

## California State University, Dominguez Hills<sup>1</sup>

### Core requirements for all Business Administration concentrations for the B.S. Degree:

Accounting 101, 102; Business 110; Business Data Processing 130; Economics 180, 285; English 100, 110; Mathematics 150 or 160\*

### Computer Information Systems Majors:

Add Business Data Processing 170

\*Recommended Mathematics course not required.

Recommended that Accounting 101 and 102 be completed at GWC or both at CSUDH.

<sup>1</sup>Articulation incomplete at printing. Courses listed may be used as guidelines.

## California Polytechnic University, Pomona or San Luis Obispo:

Course requirements, both major and general education, vary by department and speciality at these two schools. See a GWC Business counselor for current information.

## San Diego State University:

The Business Administration program at SDSU is very popular and officially impacted. For current information on admission requirements and recommended courses please consult a GWC Business counselor.

## Chapman University:

Accounting 101, 102; Business 110; Computer Science 130; Economics 180, 285; Mathematics 130\*, 170

Management Science Majors should include Business Data Processing 170

\*Mathematics course prerequisites required.

## University of California, Riverside:

Accounting 101, 102; Business 100<sup>+</sup>; Computer Science 130; Economics 180, 285; Mathematics 160, 180\*, 185\*, 290\*

**NOTE:** Students should complete the Intersegmental General Education Transfer Curriculum (IGETC) prior to transferring.

<sup>+</sup>No transfer units, subject credit only.

\*Mathematics course prerequisites required.

## CERTIFICATE OF ACHIEVEMENT

Refer to Accounting, Management, Office Administration, Real Estate, Retailing, for Certificate of Achievement information.

## COURSES

(See also Accounting, Business Data Processing, Business/ Office Administration, Computer/Office Applications, Computer Science, Management, Marketing, and Real Estate)

### BUSINESS 050 — 3 Units

#### Business Mathematics

Review of math with business and financial applications, including discounts, payroll computations, simple and compound interest, markup, taxes, insurance, depreciation inventory valuation methods, I.R.A.'s, Savings and Loan, banking, and use of algebraic principles in business. Optional credit/no credit or grade.

### BUSINESS 061 — 1 Unit

#### Machine Calculation

A course designed to allow the student practice in using an electronic calculator in the solving of business problems. Optional credit/no credit or grade.

### BUSINESS 062 — 1 Unit

#### Machine Calculation, Advanced

Advisory: Business 061 or equivalent.

Additional practice in the use of the electronic calculator in the solving of advanced business problems. Optional credit/no credit or grade.

### BUSINESS 100 — 3 Units

#### Introduction to Business

A basic background for the various fields of business. Fundamental vocational information; guidance information; exploration of management, production, marketing and finance in business; consideration of specialized areas of business planning, organizing, staffing, directing and control. Exposure to business in small — medium — large organizations. Three hours lecture a week. Letter grade only. *Transfer Credit: CSU; UC.*

**BUSINESS 103 — 3 Units****Public Relations**

(Same as Marketing 103)

Study and application of principles of effective public relations. Class provides overview of the basic components of effective public relations techniques and practices, involving areas such as community, employee, and company relations. Students learn how to work with news media, plan a public relations campaign, write PR releases, and a career planning in public relations. Three hours lecture a week. Optional credit/no credit or grade. This course may not be offered each semester. *Transfer Credit: CSU.*

**BUSINESS 108 — 3 Units****Legal Environment of Business**

This course provides an introduction to principles of law which influence and reflect the ethical, social and political environments in which modern business operates with emphasis given to the federal and state judicial system, constitutional law, administrative law, torts, crimes, contracts, product liability, business organizations, agency, employment law, antitrust law, securities regulation, environmental law, and international law. Three hours lecture a week. Letter grade only. *Transfer Credit: CSU; UC credit limitations. See counselor. (CAN BUS 12)*

**BUSINESS 110 — 3 Units****Business Law**

An introduction into the legal environment in which businesses and individuals operate. Emphasis is placed on: Courts and their jurisdiction, legal procedure, torts, warranties, product liability, contract and remedies, agency, and employment. Three hours lecture a week. Letter grade only. *Transfer Credit: CSU; UC credit limitations. See counselor. (CAN BUS 8)*

**BUSINESS 111 — 3 Units****Income Tax - Federal**

(Same as Accounting 111)

A review of the theory and application of federal income tax regulations. The course explains the preparation of federal personal income tax returns with minor emphasis on individual returns. Actual forms are used when appropriate. Three hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU.*

**BUSINESS 112 — 3 Units****Real Estate Legal Aspects**

(Same as Real Estate 120)

An introduction into law dealing with the ownership and use of real estate in California. Emphasis will be placed on the problems commonly encountered in the purchase, sale, lease of real estate, and the rights and liabilities of the parties. Three hours lecture a week. Letter grade only. This course may not be offered each semester. *Transfer Credit: CSU.*

**BUSINESS 113 — 3 Units****Business Income Tax**

(Same as Accounting 113)

Completion of Business 111 or Accounting 111 suggested but not required. Study of Federal Income Tax as it relates to small businesses, including recent and proposed tax changes. Three hours lecture a week. Optional credit/no credit or grade. This course may not be offered each semester. *Transfer Credit: CSU.*

**BUSINESS 121 — 3 Units****Personal Finance**

(Same as Marketing 121)

An introductory course in financial affairs involving management of expenditures. The course includes the budgeting process, using consumer loans and credit, savings on taxes, decisions on transportation and home buying, insurance planning, investments, financial planning, career planning, retirement and estate transfer decisions. Three hours lecture a week. Letter grade only. *Transfer Credit: CSU.*

**BUSINESS 125 — 3 Units****Business English**

A review and reinforcement of basic grammar, punctuation, vocabulary, proofreading skills, spelling, word division, capitalization, sentence construction, and dictionary usage. Emphasis on more effective communications by providing an accurate knowledge and precise application of standard English in both verbal and written professional communications. Three hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU.*

**BUSINESS 126 — 3 Units****Business Communication**

(Same as Management 126)

Students must possess a good-to-excellent command of the English language and an ability to construct well-written sentences and paragraphs to successfully complete this course. Knowledge of keyboarding and word processing helpful. Instruction and practice in solving business problems through written communication skills. Emphases will be placed on the communication process, correspondence composition, and informal report writing. Three hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU.*

**BUSINESS 127 — 3 Units****Management Communication**

(Same as Management 127)

Students must possess a good-to-excellent command of the English language (both oral and written) to successfully complete this course. Knowledge of keyboarding and word processing helpful. Instruction and practice in solving business problems through both oral and written communication skills. Emphases will be placed on effectively composing correspondence, preparing and delivering oral presentations, conducting interviews and meetings, and researching and writing a formal business report. Three hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU.*

**Business Administration**

Refer to BUSINESS for Transfer Information.

# BUSINESS DATA PROCESSING

## THE PROGRAM

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

1. Survey and Computer Literacy.
2. Computer Applications such as spreadsheets, graphics, databases, and desktop publishing.
3. Programming languages such as BASIC, C, COBOL, FORTRAN, and Pascal.
4. Operating systems including networking.

Courses are presented in a lecture-scheduled lab format. Students can upgrade skills for job enhancements and earn certificates. In addition, student can use courses in the program for A.A. degree and transfer purposes.

## TRANSFER INFORMATION

Refer to BUSINESS for Business Administration Transfer Information.

## CERTIFICATE OF ACHIEVEMENT

Refer to ACCOUNTING and MANAGEMENT for Mini-Micro Computer Application certificate option.

## CERTIFICATES OF SPECIALIZATION

### Computer Literacy

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

Required Courses		Units
Comp Sci 101	Computer Literacy	3
<b>RECOMMENDED ELECTIVES: (Select 2)</b>		
Bus D P 040	Macintosh Workshop	0.5
Bus D P 050	Macintosh MicroSoft Works	3
Bus D P 110	Intro to Macintosh Computers	3
Bus D P 128/ Comp Sci 128	Microcomputers for Business	4
<b>OR</b>		
Bus D P 130/ Comp Sci 130	Survey of Business Data Proc	4
Bus D P 137	Computer Graphics	1
Bus D P 171	Excel, The Power Spreadsheet	3
Bus D P 172	Using Lotus 1-2-3	2
		4.5-12.5

### Desktop Presentations - Printed & Visual Media Speciality

This certificate of specialization is designed to provide a broad exposure to the student who desires knowledge in the desktop publishing field.

Required Courses		Units
Bus D P 110	Intro to Macintosh Computers	3
Bus D P 135A-B	Adv Graphics on The Macintosh	3
Bus D P 176A-B/ Art 176A-B	Intro to Desktop Publishing	3
Bus D P 177A-B/ Art 177A-B	Graphic Design on the Computer	3
Art 107	Two Dimensional Design	3
Art 115	Lettering & Typography	2
		17

### RECOMMENDED FOR BREADTH:

Art 170	Graphic Design	2
Bus D P 137	Computer Graphics	1
Bus D P 138	Business Presentation Graphics	3
Bus D P 040	Macintosh Workshop	0.5

Art courses 107, 115, 170 must be taken in sequence.

### Computer Operating Environment

This certificate of specialization is designed to provide the student with a background in computer operating environments. The student will work with a single-user system and Local Area Networks (LAN).

Required Courses		Units
Bus D P 128/ Comp Sci 128	Microcomputers for Business	4
<b>OR</b>		
Bus D P 130/ Comp Sci 130	Survey of Business Data Proc	4
Bus D P 187-1/ Comp Sci 187-1	DOS Management	2
Bus D P 184/ Comp Sci 184	Data Comm & Use of Local Area Networks	3
<b>RECOMMENDED ELECTIVES: (Select 1)</b>		
Bus D P 170/ Comp Sci 170	Computer Programming - COBOL	4
Comp Sci 145	Computer Programming in C	4
Comp Sci 160	Adv FORTRAN Programming	3
Comp Sci 188*	Data Structures - Adv PASCAL	4
		15

\*Strongly recommended for transfer students and professional programmers

*Continued*

**RECOMMENDED BUT NOT REQUIRED:**

Bus D P 129/ Comp Sci 129	PASCAL Programming	4
Bus D P 181/ Comp Sci 181	Advanced Microsoft BASIC	4
Comp Sci 140	FORTTRAN Programming	3
Bus D P 180/ Comp Sci 180	Programming - BASIC	4
Bus D P 110	Intro to Macintosh Computers	3
Math 030	Intermediate Algebra	4

**Microcomputer Applications  
IBM Emphasis**

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This certificate of specialization is designed to provide the student with background in computer applications, using the IBM operating system environment.

Required Courses		Units
Bus D P 128/ Comp Sci 128	Microcomputers for Business	4
<b>OR</b>		
Bus D P 130/ Comp Sci 130	Survey of Business Data Proc	4
Bus D P 172	Using Lotus 1-2-3	2
Art 176A-B/ Bus D P 176A-B	Intro to Desktop Publishing	3
Bus D P 184/ Comp Sci 184	Data Comm & Use of Local Area Network	3
Bus D P 187-1/ Comp Sci 187-1	DOS Management	2
<b>AND</b>		
Bus D P 187-2/ Comp Sci 187-2	Hard Disk Management	2
		-----
		16

**RECOMMENDED BUT NOT REQUIRED FOR ADDITIONAL BREADTH:**

Bus D P 134	Building a Database	4
Bus D P 179	Computerized Investing	2
Accounting 130	Computerized Accounting	3

**Microcomputer Applications  
Macintosh Emphasis**

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This certificate of specialization is designed to provide the student with background in computer applications, using the Macintosh operating system environment.

Required Courses		Units
Bus D P 050	Macintosh MicroSoft Works	1.5
Bus D P 110	Intro to Macintosh Computers	3
Bus D P 128/ Comp Sci 128	Microcomputers for Business	4
<b>OR</b>		
Bus D P 130/ Comp Sci 130	Survey of Business Data Proc	4
Bus D P 138	Business Presentation Graphics	3
Bus D P 171	Excel, The Power Spreadsheet	3
Bus D P 176A-B/ Art 176A-B	Intro to Desktop Publishing	3
		-----
		17.5

**RECOMMENDED FOR ADDITIONAL BREADTH:**

Bus D P 135A-B	Adv Graphics on the Macintosh	3
Bus D P 137	Computer Graphics	1
Bus D P 179	Computerized Investing	2.5

**Programming Languages**

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This certificate of specialization is designed to provide the student with background in computer programming. The student will work with either a single-user system or Local Area Network (LAN).

Required Courses		Units
Bus D P 129/ Comp Sci 129	PASCAL Programming	4
Bus D P 180/ Comp Sci 180	Programming - BASIC	4
<b>RECOMMENDED ELECTIVES: (Select 2)</b>		
Bus D P 170/ Comp Sci 170	Computer Programming - COBOL	4
Bus D P 182/ Comp Sci 182	Windows Program Using Visual Basic	4
Comp Sci 140	FORTTRAN Programming	3
Comp Sci 145	Computer Programming in C	3
Comp Sci 160	Adv FORTRAN Programming	3
Comp Sci 188*	Data Structures - Adv PASCAL	4
Comp Sci 190	Object Oriented Programming With C++	4

\*Strongly recommended for transfer student and professional programmers.

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### RECOMMENDED BUT NOT REQUIRED:

Bus D P 110	Intro to Macintosh Computers	3
Bus D P 128/ Comp Sci 128	Microcomputers for Business	4
<b>OR</b>		
Bus D P 130/ Comp Sci 130	Survey of Business Data Proc	4
Bus D P 184/ Comp Sci 184	Data Comm & Use of Local Area Network	3
Bus D P 187-1/ Comp Sci 187-1	DOS Management	2
Bus D P 187-2/ Comp Sci 187-2	Hard Disk Management	2
Math 030	Intermediate Algebra	4
Math 230*	Discrete Math	4

\*Recommended for University transfer students

## COURSES

### **BUSINESS DATA PROCESSING 020 — 0.5 to 3 Units** **Computers and Productivity Software**

A brief overview of computing, where we started, where we are, the terminology, and exposure to the use of software based applications for business. This course is designed for on-site training for business and industry to be offered, as needed, in modules of 0.5 unit, 2 units, and 3 units. Optional credit/no credit or grade.

### **BUSINESS DATA PROCESSING 032 — 3 Units** **Animation on the Macintosh**

VideoWorks II on the Macintosh is an animation software that allows the user to create pictures, movement, and add sound to demonstrate business productivity activities. Two hours lecture and two hours non-lecture a week. Optional credit/no credit or grade.

### **BUSINESS DATA PROCESSING 040 — 0.5 Unit** **Macintosh Workshop**

The Macintosh workshop teaches students to consider the various ways in which the computer can assist them as a tool in communication and in text and graphics formatting. The students will be introduced to fundamental operations, word processing, computer graphics, the electronic spreadsheet, data bases and networking. Optional credit/no credit or grade. A nine-hour course.

### **BUSINESS DATA PROCESSING 050 — 3 Units** **MicroSoft Works on the Macintosh**

MicroSoft Works offers students an opportunity to survey the basic computer applications including an integrated program that includes word processing, spreadsheets, and a database. Two hours lecture and two hours non-lecture a week. Optional credit/no credit or grade.

### **BUSINESS DATA PROCESSING 060 — 1.5 Units** **Exploring Macintosh Computer**

Students will be exposed to the fundamentals of the Macintosh computer such as the fundamental operation, word processing, computer graphics, and electronic mail programs. Two hours lecture, two and one-half hours non-lecture per week. Optional credit/no credit or grade. An eight-week course.

### **BUSINESS DATA PROCESSING 101 — 2 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. One hour lecture, two hours laboratory a week. Optional credit/no credit or grade. *Transfer Credit: CSU.*

### **BUSINESS DATA PROCESSING 105 — 1 Unit** **Using Spreadsheets and Data Bases**

This course will focus on the nature of pre-packaged software which allows the user to build a data base for information storage and retrieval. In addition, students will learn how a spreadsheet is used for such applications as budgeting and forecasting. Demonstration software will be utilized. One hour lecture, one hour laboratory a week. Optional credit/no credit or grade. A nine-week course. *Transfer Credit: CSU.*

### **BUSINESS DATA PROCESSING 110 — 3 Units** **Introduction to Macintosh Computers**

An introductory course in the fundamental operations of the Macintosh computer system. The student will be introduced to certain applications in graphics, word processing, spreadsheets, data bases, hypercard, and business computer programs. Two hours lecture, two hours laboratory a week. Optional credit/no credit or grade. *Transfer Credit: CSU.*

### **BUSINESS DATA PROCESSING 113 — 3 Units** **Management Information Systems**

Computerized data processing and management techniques will be discussed and applied to diverse business problems. Emphasis will be placed on the integration of electronic data processing systems with modern management systems and techniques. Three hours lecture a week. Letter grade only. *Transfer Credit: CSU.*

### **BUSINESS DATA PROCESSING 128 — 4 Units** **Microcomputers for Business** (Same as Computer Science 128)

Specific emphasis is placed on the use of application software to solve business-oriented user needs. The course will acquaint students with the latest developments in micro-computer technology in order to make an intelligent selection of the microcomputer best suited for their needs. Three hours lecture, four hours laboratory a week. Optional credit/no credit or grade. *Transfer Credit: CSU.*

### **BUSINESS DATA PROCESSING 129 — 4 Units**

#### **Introduction to Pascal**

(Same as Computer Science 129)

Any computer programming course experience recommended.

Introduction to computer programming methodology using Pascal. Top-Down design. Consideration of programs as organizing both algorithm and data (standard data types and data structures, including arrays and records). Structured programming with standard control structures (sequence and nesting of if-then, if-then-else, case, while, for, functions, and procedures [iterative and recursive]). Documentation. Applications chosen from business, industry, and typical computer science/data processing problems. This course is intended for transfer students or students interested in careers in the computer field. Uses a modern Pascal compiler, such as Turbo 5.5. Three hours lecture, four hours laboratory a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC. (CAN CSCI 12)*

### **BUSINESS DATA PROCESSING 130 — 4 Units**

#### **Survey of Business Data Processing**

(Same as Computer Science 130)

A survey of data processing with emphasis on business applications in a computer environment. The student will be introduced to information systems concepts, operating systems, computer application software, such as word processing, spreadsheets, database and some BASIC programming. The student will complete projects in a micro-computing environment. Three hours lecture, four hours laboratory a week. Optional credit/no credit or grade. *Transfer Credit: CSU.*

### **BUSINESS DATA PROCESSING 131 — 2 Units**

#### **Minicomputer Operations for Business**

Students will gain an understanding of minicomputer operations including system commands and use of business application software. Lab work will be completed in a "hands-on" environment on a terminal connected to the minicomputer. One hour lecture, three hours laboratory a week. Optional credit/no credit or grade. *Transfer Credit: CSU.*

### **BUSINESS DATA PROCESSING 133 — 1 Unit**

#### **Spreadsheet Analysis**

Exposure to the terminology associated with a spreadsheet. Spreadsheet hands-on exposure will occur in the laboratory. Exploration of the spreadsheet and its commands for calculations will be presented. One hour lecture, two hours laboratory a week. Optional credit/no credit or grade. A nine-week course. *Transfer Credit: CSU.*

### **BUSINESS DATA PROCESSING 134 — 4 Units**

#### **Building a Database**

Students will learn the fundamentals of building a data base on a micro-computer system. Current software packages will be utilized such as dBase III Plus. The data base environment will also be discussed in detail. Three hours lecture, three hours laboratory a week. Optional credit/no credit or grade. *Transfer Credit: CSU.*

### **BUSINESS DATA PROCESSING 135A-B — 3 Units**

#### **Advanced Graphics on the Macintosh**

Adobe Illustrator is the basic computer graphic program in the commercial art field. It is required by most design firms to produce art, lettering, layout and design. The mastery of this basic program also leads to the learning and use of many other computer graphic programs. This class introduces

*Continued*

and uses all the basic elements of the Illustrator program. Then, in a series of projects, the student will practice and gain confidence in the use of the computer in general and in creating with the Illustrator program in particular. There will also be instruction in using a scanner through the Photoshop program to bring existing art into the Illustrator creative area. Two hours lecture and two hours non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU.*

### **BUSINESS DATA PROCESSING 136 — 4 Units**

#### **Adobe Illustrator**

Students will learn the fundamentals of computer graphics in business, advertising and design on a microcomputer. Current software packages, graphics hardware and graphics programming instructions will be explored and mastered. Three hours lecture, three hours laboratory a week. Optional credit/no credit or grade. *Transfer Credit: CSU.*

### **BUSINESS DATA PROCESSING 137 — 1 Unit**

#### **Computer Graphics**

Students will learn the fundamentals of computer graphics in business. Coverage will include art/graphics use for advertising, design and presentations, as well as personal use. Current software packages and graphics hardware will be used. Optional credit/no credit or grade. An eighteen-hour course. *Transfer Credit: CSU.*

### **BUSINESS DATA PROCESSING 138 — 3 Units**

#### **Business Presentation Graphics**

Business Graphic Presentation software was designed to make slides or transparencies from scanned images or other electronically generated graphics and text. They can be designed as presentations in black and white or in color. Optional credit/no credit or grade. *Transfer Credit: CSU.*

### **BUSINESS DATA PROCESSING 170 — 4 Units**

#### **Computer Programming — COBOL**

(Same as Computer Science 170)

An introductory course in the COBOL (Common Business Oriented Language) computing language. Designed to provide a study of the organization, components and concepts of COBOL, and its application as a programming tool in business and industry. Includes the writing and testing of COBOL programs from a business application standpoint. Three hours lecture, three hours laboratory a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC. (CAN CSCI 8)*

### **BUSINESS DATA PROCESSING 171 — 3 Units**

#### **Excel: The Power Spreadsheet**

Introduction to Microsoft Excel, a powerful software package that integrates spreadsheets, databases, and charts. Students will also use powerful command and function macros. These skills can be used outside the classroom in other hands-on environments. Two hours lecture, three hours non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU.*

### **BUSINESS DATA PROCESSING 172 — 2 Units**

#### **Using Lotus 1-2-3 Software**

Introduction to Lotus 1-2-3 as an integrated software package which has spreadsheet, graphics and data base features. The state-of-the-art level of sophistication allows students to develop business-oriented projects. These skills can be used outside the classroom in other hands-on environments. One hour lecture, three hours non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU.*

### **BUSINESS DATA PROCESSING 173 — 2 Units**

#### **Advanced Lotus 1-2-3**

Exploration and mastery of advanced features of Lotus 1-2-3. Depth of instruction includes advanced @ functions, advanced worksheet and range commands, advanced data base commands and advanced macro concepts/commands and subroutines. One hour lecture and two hours non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU.*

### **BUSINESS DATA PROCESSING 176A-B — 3 Units**

#### **Introduction to DeskTop Publishing**

(Same as Art 176A-B)

An introduction to the world of desktop publishing using personal computers. The student will learn how to select computer and software for IBM-PC, MacIntosh and similar systems which allow desk top publishing. The student shall experience layout, design, typesetting, and integrated software packages which allow desk top publishing for advertising, newsletters and other areas. Two hours lecture, two hours non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU.*

### **BUSINESS DATA PROCESSING 177A-B — 3 Units**

#### **Computer Graphic Design Portfolio Studio**

(Same as Art 177A-B)

A cumulative course to put together a variety of computer graphic skills to prepare useful portfolio pieces. This class will use the knowledge and experience of a variety of graphic classes to complete projects to be used in job acquisition. Here, the results of art and technical knowledge will be arranged for that all important entry level portfolio. With the creation of 18 pieces, the student will prepare the work the professional world will use to assess job placement. Two hours lecture and two hours non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU.*

### **BUSINESS DATA PROCESSING 179 — 2.5 Units**

#### **Computerized Investing**

Introduction to the use of your personal computer to aid you in investing in stocks, bonds, options, and other investments. The student will develop the skill to build and manage a portfolio using the personal computer. In a hands-on environment, the student will learn how to chart stocks, receive and analyze stock and option quotes, and do the necessary research to be a successful investor using a microcomputer. Two hours lecture, two hours non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU.*

### **BUSINESS DATA PROCESSING 180 — 4 Units**

#### **BASIC Programming**

(Same as Computer Science 180)

This is not a survey course. Some students may wish to consider a survey course such as Business Data Processing 130.

Formal introduction to computer programming methodology using modern BASIC interpreters or compilers (e.g., QuickBASIC, IBM Microsoft, or Microsoft BASIC). Top-Down programming design. Structured programming with standard control structures (sequence and nesting of if-then, if-then-else, case, while, for, subroutines). Documentation, screen input/output and printer design. Numeric, string, and logic processing. Array and file data structures. Applications chosen from business, industry, and typical computer science/data processing problems. This is not a survey course. It is intended for transfer students or students interested in careers in the

field. Generally, students who wish to take Pascal, FORTRAN, C, COBOL, or other programming courses should take this course first. Three hours lecture, four hours laboratory a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC credit limitations. See counselor.*

### **BUSINESS DATA PROCESSING 182 — 4 Units**

#### **Windows Programming Using Visual Tools**

(Same as Computer Science 182)

Visual Basic is a powerful software development environment which has rapidly become an industry standard for developing full-featured applications in business environments. The power of Visual Basic comes from its "visual" development tools in addition to its ability to utilize components from other Microsoft products such as Word, Excel, and Access. The course will cover such topics as VB controls, forms, projects, event and error handling, data types, graphics, arrays and records, files processing, and modularization. Other topics such as DDE, OLE, MDI, and Help Systems may be covered based on time availability in each particular class. Designed primarily for students with working knowledge of Windows and previous programming experience. Three hours lecture, four hours non-lecture a week. Optional credit/no credit or grade. *Transfer: CSU; UC.*

### **BUSINESS DATA PROCESSING 184 — 3 Units**

#### **Data Communications & Use of Local Area Networks**

(Same as Computer Science 184)

The student will develop the skills to integrate the use of personal micro-computers and telecommunications in the business world. The course will include the use of modems, and current microcomputer systems. Emphasis will be placed on how to develop and use software for data communications, and to develop an understanding of the structure of a communication system. Two hours lecture, three hours non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU.*

### **BUSINESS DATA PROCESSING 187-1 — 2 Units**

#### **DOS Management**

(Same as Computer Science 187-1)

Principles of operating systems, illustrated with current version of IBM PC-DOS (MS-DOS). General principles of modern operating systems. Theoretical understanding and practical skills using PC-DOS (MS-DOS). One hour lecture and three hours non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU.*

### **BUSINESS DATA PROCESSING 187-2 — 2 Units**

#### **Hard Disk Management**

(Same as Computer Science 187-2)

Operating systems, illustrated with current version of IBM PC-DOS (MS-DOS), general principles of modern operating systems reviewed, and software kernel and utilities. Theoretical understanding and practical skills using PC-DOS (MS-DOS). Comparison of UNIX, CPM, mainframe OS, Macintosh Finder. Disk management, memory usage, and CPU management. One hour lecture and three hours non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU.*

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# BUSINESS/OFFICE ADMINISTRATION

## THE PROGRAM

Courses in this area provide instruction for those interested in office occupations. Emphasis is placed on learning skills such as keyboarding, shorthand, proofreading, and filing and records management which are necessary for working in today's modern office environment. Areas of specialization include entry-level, general office, legal secretarial assistant, and administrative assistant.

## TRANSFER INFORMATION

Refer to BUSINESS for Business Administration Transfer Information.

## CERTIFICATES OF ACHIEVEMENT

Refer to Computer/Office Applications for additional information on Certificates of Achievement and/or Specialization.

### Entry Level Option

With this certificate, you will quickly be able to prepare yourself for beginning employment in office, clerical, or receptionist work. You will learn the basic office skills used in entry-level positions in any type of business, professional, educational, or industrial office. You may receive a certificate by completing the following courses.

Required Courses		Units
Bus/Ofc Admin 102*	Computer Keyboarding, Intro	3
Bus/Ofc Admin 108	Correspondence Keyboarding	1
Business 125**	Business English	3
Business 061/062	Machine Calculation, Intro & Adv	1, 1
Bus/Ofc Admin 015	Filing & Records Management	3
Bus/Ofc Admin 009A-D	Computer Keyboarding Speed & Accuracy	1
Bus/Ofc Admin 030	Office Procedures	3
Comp/O A 164	Computers, Intro	1.5
Comp/O A 160/161	WORD for Windows, Intro & Int	1.5, 1.5
		20.5

\*Or students may enroll in Bus/Ofc Admin 103, 104, and 105 for 1 unit each.

\*\*Students who have completed English 100 may take Business 126 in place of Business 125.

**RECOMMENDED ELECTIVES:** Students are encouraged to select elective courses from among the required courses listed for the advanced office administration certificates which include Administrative Assistant and Legal Secretary/Assistant and from the required courses listed for the Word Processing certificate.

### General Office Option

As a General Office graduate, you will be employable for general, clerical, receptionist, or office work. You will be qualified to work in any type of business, professional, educational, or industrial office. Your specialized duties may include processing clients, visitors, and telephone callers; providing accurate business documents; working with bookkeeping and records management; and using computer applications. Students may receive a certificate by completing the following courses.

It is suggested that courses be taken in the order they are listed. However, courses may be taken in any order provided advisories have been met. New students should initially take basic courses in computer keyboarding to bring competency up to 45 words a minute and if unfamiliar with computers, take Introduction to Computers (C/OA 164).

Required Courses		Units
Bus/Ofc Admin 107*	Computer Keyboarding, Int	3
Business 125**	Business English	3
Bus/Ofc Admin 015	Filing & Records Management	3
Accounting 100	Accounting Elements	4
Business 061	Machine Calculation, Intro	1
Business 062	Machine Calculation, Adv	1
Bus/Ofc Admin 030	Office Procedures	3
Bus/Ofc Admin 025	Proofreading Skills	2
Comp/O A 182	Excel for Windows, Intro	1.5
Comp/O A 187	Access for Windows	1.5

#### PLUS THREE UNITS IN SOFTWARE APPLICATIONS:

Comp/O A 116	PowerPoint for Windows	0.3
Comp/O A 141	PowerPoint for Windows	1.5
Comp/O A 150	Windows 95/98, Intro	1.5
Comp/O A 151	Windows 95/98, Int	1.5
Comp/O A 160	WORD for Windows, Intro	1.5
Comp/O A 161	WORD for Windows, Int	1.5
Comp/O A 162	WORD for Windows, Adv: Desktop Publishing	1.5
Comp/O A 164	Computers, Intro	1.5
Comp/O A 175	Microsoft Office 97	3
Comp/O A 183	Excel for Windows, Int	1.5
Comp/O A 188	Access for Windows, Int	1.5
Comp/O A 191	Internet for Office Professionals	1.5
		26

Continued

\*Or students may enroll in Bus/Ofc Admin 108, 109, and 110 for 1 unit each.

\*\*Students who have completed English 100 may take Business 126 in place of Business 125.

**RECOMMENDED ELECTIVES:** Students desiring additional employment skills or seeking elective classes in order to complete the units required for an Associate in Arts degree should consult class listings under Business, Business/Office Administration, Business Data Processing, Computer/Office Applications, Computer Science, Management, and Work Experience or contact the GWC counselor for this area.

## Administrative Assistant Option

As an Administrative Assistant graduate, you will be prepared for eventual entrance into top-level secretarial positions to work closely with management in any type of business, professional, educational, or industrial office. Specialized duties will include assisting management; preparing reports; gathering data; scheduling executive meetings, itineraries, and appointments; planning conferences; using computer applications; and supervising other clerical personnel. Students may receive a certificate by completing the following courses.

It is suggested that courses be taken in the order they are listed. However, courses may be taken in any order provided advisories have been met. New students should initially take basic courses in computer keyboarding to bring competency up to 45 words a minute and if unfamiliar with computers, take Introduction to Computers (C/OA 164).

Required Courses	Units
Business 125*	3
Bus/Ofc Admin 107	3
Bus/Ofc Admin 015	3
Bus/Ofc Admin 025	2
Bus/Ofc Admin 121, 122, 123**	1,1,1
<b>OR</b>	
Bus/Ofc Admin 020	3
Comp/O A 160	1.5
Comp/O A 182	1.5
Comp/O A 187	1.5
Bus/Ofc Admin 030	3
Comp/O A 191	1.5
<b>PLUS ANY THREE UNITS IN SOFTWARE APPLICATIONS:</b>	
Comp/O A 141	1.5
Comp/O A 150	1.5
Comp/O A 151	1.5
Comp/O A 161	1.5
Comp/O A 162	1.5
Comp/O A 164	1.5
Comp/O A 175	3
Comp/O A 183	1.5
Comp/O A 188	1.5
	26

\*Students who have completed English 100 may take Business 126 in place of Business 125.

\*\*Or students may enroll in Bus/Ofc Admin 120 for 4 units.

**RECOMMENDED ELECTIVES:** Students desiring additional employment skills or seeking elective classes in order to complete the units required for an Associate in Arts degree should consult class listings under Business, Business/Office Administration, Business Data Processing, Computer/Office Applications, Computer Science, Management, and Work Experience or contact the GWC counselor for this area.

## Bachelor's Degree Program

Students who wish to continue their education at a four-year college or university should consult with the GWC counselor for this area to establish a program consisting of transferable required and elective courses.

## Office Management Option

This curriculum is designed for students seeking managerial and supervisory careers in business, industry, and government. The program is well suited for students who are working and wish to move into management positions in their present jobs.

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

Required Courses	Units
Management 110	3
Management 100	3
<b>OR</b>	
Accounting 101	4
Bus D P 113	3
<b>OR</b>	
Bus D P 130/ Comp Sci 130	4
<b>OR</b>	
Bus D P 180/ Comp Sci 180	4
Business 127/ Mgmt 127	3
<b>OR</b>	
Business 126/ Mgmt 126	3
Management 114	3
Management 115	3
Management 116	3
	21-23

*Continued*

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

Accounting 102	Managerial Accounting	4
Bus/Ofc Admin 015	Filing & Records Management	3
Business 110	Business Law	3
<b>OR</b>		
Business 108	Legal Environments of Business	3
Comp/O A 191	Internet for Office Professionals	1.5
Co-Op 091A-D - 094A-C	Work Experience	1-12
Mathematics 160	Introduction to Statistics	4

### **Certified Secretary Professional Secretary Certificate Holders Option**

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

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

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

Students who successfully complete the Certified Professional Secretary examination will be awarded credit in the following courses:

<b>Required Courses</b>	<b>Units</b>
Accounting 100	Accounting Elements 4
<b>OR</b>	
Accounting 101	Financial Accounting 4
<b>OR</b>	
Management 100	Managerial Accounting 3
Business 110	Business Law 3
Business 115	Business Law 3
Business 126/ Mgmt 126	Business Communication Skills 3
Management 110	Elements of Management 3
Management 111	Human Resource Management 3
Bus/Ofc Admin 025	Proofreading Skills 2
Bus/Ofc Admin 075	Admin Secretarial Procedures 4

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

Accounting 211	Intermediate Accounting	3
Accounting 212	Intermediate Accounting	3
Business 100	Introduction to Business	3
Business 109	Introduction to Law	3
Business 122	Business Economics	3
Business 125	Business English	3
Business 127/ Mgmt 127	Mgmt Communication	3
Bus D P 130/ Comp Sci 130	Survey of Business Data Proc	4
Management 116	Office Management	3
Bus/Ofc Admin 015	Filing & Records Management	3
Bus/Ofc Admin 103, 104, 105*	Computer Keyboarding, Intro	1,1,1
<b>AND/OR</b>		
Bus/Ofc Admin 108, 109, 110*	Computer Keyboarding, Int	1,1,1
Bus/Ofc Admin 125	Shorthand Dictation	4
<b>AND/OR</b>		
Bus/Ofc Admin 130	Shorthand Transcription	4
Comp/O A 141	PowerPoint for Windows	1.5
Comp/O A 150	Windows 95/98, Intro	1.5
Comp/O A 151	Windows 95/98, Int	1.5
Comp/O A 154	Windows NT Workstation, Intro	1.5
Comp/O A 160	WORD for Windows, Intro	1.5
Comp/O A 161	WORD for Windows, Int	1.5
Comp/O A 162	WORD for Windows, Adv: Desktop Publishing	1.5
Comp/O A 164	Computers, Intro	1.5
Comp/O A 175	Microsoft Office 97	3
Comp/O A 182	Excel for Windows, Intro	1.5
Comp/O A 183	Excel for Windows, Int	1.5
Comp/O A 187	Access for Windows, Intro	1.5
Comp/O A 188	Access for Windows, Int	1.5
Comp/O A 191	Internet for Office Professionals	1.5
		<u>30</u>

\*Or students may select Bus/Ofc Admin 102 or 107 for 3 units each.

### **Bachelor's Degree Program**

Students who wish to continue their education at a four-year college or university should consult with the GWC counselor for this area to establish a program consisting of transferable required and elective courses.

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## Certified Secretary Professional Legal Secretary Certificate Holders Option

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

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

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

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

Required Courses		Units
Accounting 100	Accounting Elements	4
<b>OR</b>		
Accounting 101	Financial Accounting	4
Business 110	Business Law	3
Business 115	Business Law	3
Business 126/ Mgmt 126	Business Communication	3
Management 110	Elements of Management	3

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

Business 109	Introduction to Law	3
Business 125	Business English	3
Bus/Ofc Admin 015	Filing & Records Management	3
Bus/Ofc Admin 025	Proofreading Skills	2
Comp/O A 141	PowerPoint for Windows	1.5
Comp/O A 150	Windows 95/98, Intro	1.5
Comp/O A 151	Windows 95/98, Int	1.5
Comp/O A 160	WORD for Windows, Intro	1.5
Comp/O A 161	WORD for Windows, Int	1.5
Comp/O A 162	WORD for Windows, Adv: Desktop Publishing	1.5
Comp/O A 164	Computers, Intro	1.5
Comp/O A 175	Microsoft Office 97	3
Comp/O A 178	Microsoft Office 95	3
Comp/O A 179A-D	Computer Application Projects	1
Comp/O A 182	Excel for Windows, Intro	1.5
Comp/O A 183	Excel for Windows, Int	1.5
Comp/O A 187	Access for Windows, Intro	1.5
Comp/O A 188	Access for Windows, Int	1.5
Comp/O A 191	Internet for Office Professionals	1.5
		<hr/> 30

Continued

## Bachelor's Degree Program

Students who wish to continue their education at a four-year college or university should consult with the GWC counselor for this area to establish a program consisting of transferable required and elective courses.

## Certified Secretary Medical Assistant - Administrative Certificate Holders Option

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

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

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

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

Required Courses		Units
Accounting 100	Accounting Elements	4
<b>OR</b>		
Accounting 101	Financial Accounting	4
Business 126/ Mgmt 126	Business Communication Skills	3
Bus/Ofc Admin 015	Filing & Records Management	3
Bus/Ofc Admin 025	Proofreading Skills	2
Bus/Ofc Admin 030	Office Procedures	3
Bus/Ofc Admin 075	Admin Secretarial Procedures	4
Bus/Ofc Admin 107	Computer Keyboarding, Int	3
Management 110	Elements of Management	3

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

Bus/Ofc Admin 103, 104, 105*	Computer Keyboarding, Intro	1,1,1
Bus/Ofc Admin 120**	Shorthand Principles	4
<b>AND/OR</b>		
Bus/Ofc Admin 125	Shorthand Dictation	4
<b>AND/OR</b>		
Bus/Ofc Admin 130	Shorthand Transcription	4
Comp/O A 141	PowerPoint for Windows	1.5
Comp/O A 150	Windows 95/98, Intro	1.5
Comp/O A 151	Windows 95/98, Int	1.5
Comp/O A 160	WORD for Windows, Intro	1.5
Comp/O A 161	WORD for Windows, Int	1.5

Continued

**Certified Secretary Medical Assistant — Administrative Certificate Holders Option - continued**

Comp/O A 162	WORD for Windows, Adv: Desktop Publishing	1.5
Comp/O A 164	Computers, Intro	1.5
Comp/O A 175	Microsoft Office 97	3
Comp/O A 182	Excel for Windows, Intro	1.5
Comp/O A 183	Excel for Windows, Int	1.5
Comp/O A 187	Access for Windows, Intro	1.5
Comp/O A 188	Access for Windows, Int	1.5
Comp/O A 191	Internet for Office Professionals	1.5
		30

\*Or students may select Bus/Ofc Admin 102 for 3 units.

\*\*Or students may select Bus/Ofc Admin 121, 122, 123, and 124 for 1 unit each.

**Bachelor's Degree Program**

Students who wish to continue their education at a four-year college or university should consult with the GWC counselor for this area to establish a program consisting of transferable required and elective courses.

**Legal Secretary/Assistant**

With the completion of this certificate, you will be employable in the court system, in a law office, or in a legal department of business or industry. Your specialized duties will include processing legal papers and documents by using your knowledge of legal terminology and procedures. Students may receive a certificate by completing the courses listed below.

It is suggested that courses be taken in the order they are listed. However, courses may be taken in any order provided advisories have been met. New students should initially take basic courses in keyboarding to bring competency up to 45 words a minute and if unfamiliar with computers, take Introduction to Computers (C/OA 164). (If shorthand is desired, basic courses in shorthand should be taken to bring competency up to 80 words a minute.)

Required Courses		Units
Accounting 100	Accounting Elements	4
Bus/Ofc Admin 015	Filing & Records Management	3
Business 110	Business Law	3
<b>OR</b>		
Business 108	Legal Environment of Business	3
Bus/Ofc Admin 025	Proofreading Skills	2
Bus/Ofc Admin 125*	Shorthand Dictation	4
<b>OR</b>		
Bus/Ofc Admin 107	Computer Keyboarding, Int	3
Legal Assistant 127**	Legal Procedures 1	3
Legal Assistant 128**	Legal Procedures 2	3

*Continued*

**PLUS ANY FOUR OR MORE UNITS IN SOFTWARE APPLICATIONS:**

Comp/O A 141	PowerPoint for Windows	1.5
Comp/O A 150	Windows 95/98, Intro	1.5
Comp/O A 151	Windows 95/98, Int	1.5
Comp/O A 160	WORD for Windows, Intro	1.5
Comp/O A 161	WORD for Windows, Int	1.5
Comp/O A 162	WORD for Windows, Adv: Desktop Publishing	1.5
Comp/O A 164	Computers, Intro	1.5
Comp/O A 175	Microsoft Office 97	3
Comp/O A 182	Excel for Windows, Intro	1.5
Comp/O A 183	Excel for Windows, Int	1.5
Comp/O A 187	Access for Windows, Intro	1.5
Comp/O A 188	Access for Windows, Int	1.5
Comp/O A 191	Internet for Office Professionals	1.5
		25-26

\*Shorthand is an option. If shorthand is taken, only two units of Software Applications are required for the certificate.

\*\*These courses are Coastline College courses.

RECOMMENDED ELECTIVES: Students desiring additional employment skills or seeking elective classes in order to complete the units required for an Associate in Arts degree should consult class listings under Business, Business/Office Administration, Business Data Processing, Computer/Office Applications, Computer Science, Management, and Work Experience or contact the GWC counselor for this area.

**Bachelor's Degree Program**

Students who wish to continue their education at a four-year college or university should consult with the GWC counselor for this area to establish a program consisting of transferable required and elective courses.



# CERTIFICATE OF SPECIALIZATION

## Office Communications

This certificate of specialization is designed to provide the student with basic communication skills necessary in today's office environment.

Required Courses		Units
Bus/Ofc Admin 108	Correspondence Computer Keyboarding	1
Bus/Ofc Admin 110	Manuscript Computer Keyboarding	1
Business 125	Business English	3
Bus/Ofc Admin 025	Proofreading Skills	2

### PLUS ANY THREE UNITS IN SOFTWARE APPLICATIONS:

Comp/O A 160	WORD for Windows, Intro	1.5
Comp/O A 161	WORD for Windows, Int	1.5
Comp/O A 162	WORD for Windows, Adv: Desktop Publishing	1.5
Comp/O A 164	Computers, Intro	1.5
Comp/O A 191	Internet for Office Professionals	1.5
		10

## COURSES

### BUSINESS/OFFICE ADMINISTRATION 003 — 0.5 Unit Basic Letter Writing Skills

This course briefly reviews basic grammar, punctuation, capitalization, and spelling skills necessary in good business communication. Basic principles of word selection and sentence construction are also covered. Letter organization for good news, routine, and bad news letters will be discussed. Basic letter formats will also be reviewed. Credit/no credit only. A total of nine hours. This course may not be offered each semester.

### BUSINESS/OFFICE ADMINISTRATION 005 — 0.1 Unit Telephone Techniques

Improper telephone contacts can result in the loss of business or a sale. This course introduces the dynamics of telephone personality for business and professional use. Credit/no credit only. Three hours total. This course may not be offered each semester.

### BUSINESS/OFFICE ADMINISTRATION 009A-D — 1 Unit Computer Keyboarding Speed and Accuracy Development

Advisory: Completion of Bus/Office Administration 103 or equivalent.

A review of all computer keyboard reaches using "touch" techniques and a presentation of skill development methods and prescriptive drills for increasing speed and controlling accuracy. Includes numerous 5-minute timed proficiency tests to prepare the student for "pre-employment" testing. Credit/no credit only.

### BUSINESS/OFFICE ADMINISTRATION 015 — 3 Units Filing & Records Management

An introduction to the field of records management for both manual and automated records systems. Emphasis will be placed on the efficient control of business records including the principles governing storage, requisition, retrieval, charge out, transfer, and retention or disposal. The student will complete a job simulation practice set covering alphabetic, subject, numeric, and geographic methods of filing. Three hours lecture a week. Optional credit/no credit or grade.

### BUSINESS/OFFICE ADMINISTRATION 016 — 2 Units Shorthand Review

Students should have completed one or more semesters of Gregg shorthand or equivalent experience.

This course provides an intensive review of Gregg shorthand theory for those who wish to build dictation confidence and speed prior to enrolling in more advanced shorthand courses. The course includes 60 to 80 words a minute dictation takes and basic transcription practice. Credit/no credit only.

### BUSINESS/OFFICE ADMINISTRATION 019A-C — 1 - 3 Units Shorthand Projects

Basic shorthand skill recommended.

This course provides an opportunity for specialized and specific shorthand practice which is outside or beyond the scope of Business/Office Administration 016, 120, 125, or 130. An individualized practice plan will be developed for each student using the facilities and resources available in the Office Skills Center. This class is equivalent to approximately 36 hours/unit. Credit/no credit only.

### BUSINESS/OFFICE ADMINISTRATION 020 — 3 Units Alphabetic Shorthand

Students should have completed Bus/Office Administration 102 or 103 or 104 or 105 or have a keyboarding speed of 20 words a minute.

Individualized instruction of principles of alphabetic shorthand theory presented by audiotape. Alphabetic shorthand is an all-longhand, abbreviated writing system for persons wishing to take class notes, field notes, etc. This shorthand system can also be typed and is suitable for police officers, journalists, etc., who need to take notes quickly for report writing. Credit/no credit only.

### BUSINESS/OFFICE ADMINISTRATION 025 — 2 Units Proofreading Skills

Students should have completed Bus/Office Administration 102 or 103 or 104 or 105 or have a keyboarding speed of 20 words a minute. Business 125 recommended.

This course is designed to develop or improve proofreading skill for business or personal use. Includes units in proper use of the dictionary, proofreading for typographical errors, and proofreading for effective communication. Also includes exercises in proofreading for errors in spelling, word division, format, capitalization, expression of numbers, punctuation, grammatical construction, and word usage. Optional credit/no credit or grade.

**BUSINESS/OFFICE ADMINISTRATION 030 — 3 Units****Office Procedures**

Students should have a keyboarding speed of 35 words a minute or have completed Bus/Office Administration 103.

This course is designed to prepare a student for an entry-level position as a receptionist, office clerk, or secretary. Basic office procedures in use in today's business offices 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. Three hours lecture a week. Optional credit/no credit or grade. This course offered fall semester only.

**BUSINESS/OFFICE ADMINISTRATION 075 — 4 Units****Administrative Secretarial Procedures**

It is recommended that the student have completed 15 units of Business/Office Administration and Computer/Office Application courses or equivalent office experience before taking this course.

This course is designed to prepare the student for employment as a secretary in any type of business office. Specialized "in-basket" practice is given in the knowledge and skills which will prepare the student for eventual entrance into top-level secretarial positions and for working closely with management. Familiarity with a general business vocabulary is emphasized. Topics will include travel arrangements, payroll and tax duties, investment records, mail processing, and supervision of details of meetings. Four hours lecture a week. Optional credit/no credit or grade. This course may not be offered each semester.

**BUSINESS/OFFICE ADMINISTRATION 078A-D — 3 Units****Certified Professional Secretary, Part 1**

This course is designed for students and/or secretaries who are preparing to take the Certified Professional Secretary exam. Others who may not be planning to take the CPS exam but who wish to study the topics covered in class in order to increase or update their knowledge may also benefit from this class. Topics reviewed will include three of the following: Behavioral Science in Business, Business Law, Economics and Management, Accounting, Office Administration and Communications, or Office Technology. Three hours lecture a week. Optional credit/no credit or grade. This course may not be offered each semester.

**BUSINESS/OFFICE ADMINISTRATION 078-1A-D — 1 Unit****CPS: Behavioral Science in Business, Part A**

This course is designed for students and/or secretaries who are preparing to take the Certified Professional Secretary exam. Others who may not be planning to take the CPS exam but who wish to study the topics covered in order to increase or update their knowledge may also benefit from this class. Topic reviewed is Behavioral Science in Business. Three hours lecture a week. Optional credit/no credit or grade. A six-week course. This course may not be offered each semester.

**BUSINESS/OFFICE ADMINISTRATION 078-2A-D — 1 Unit****CPS: Business Law, Part B**

This course is designed for students and/or secretaries who are preparing to take the Certified Professional Secretary exam. Others who may not be planning to take the CPS exam but who wish to study the topics covered in order to increase or update their knowledge may also benefit from this class. Topic reviewed is Business Law. Three hours lecture a week. Optional credit/no credit or grade. A six-week course. This course may not be offered each semester.

**BUSINESS/OFFICE ADMINISTRATION 078-3A-D — 1 Unit****CPS: Economics and Management, Part C**

This course is designed for students and/or secretaries who are preparing to take the Certified Professional Secretary exam. Others who may not be planning to take the CPS exam but who wish to study the topics covered in order to increase or update their knowledge may also benefit from this class. Topics reviewed are Economics and Management. Three hours lecture a week. Optional credit/no credit or grade. A six-week course. This course may not be offered each semester.

**BUSINESS/OFFICE ADMINISTRATION 079A-D — 3 Units****Certified Professional Secretary, Part 2**

This course is designed for students and/or secretaries who are preparing to take the Certified Professional Secretary exam. Others who may not be planning to take the CPS exam but who wish to study the topics covered in order to increase or update their knowledge may also benefit from this class. Topics reviewed will include the three topics not covered in Bus/Office Administration 078A-D: Behavioral Science in Business, Business Law, Economics and Management, Accounting, Office Administration and Communications, or Office Technology. Three hours lecture a week. Optional credit/no credit or grade. This course may not be offered each semester.

**BUSINESS/OFFICE ADMINISTRATION 079-1A-D — 1 Unit****CPS: Accounting, Part D**

This course is designed for students and/or secretaries who are preparing to take the Certified Professional Secretary exam. Others who may not be planning to take the CPS exam but who wish to study the topics covered in order to increase or update their knowledge may also benefit from this class. Topic reviewed is Accounting. Three hours lecture a week. Optional credit/no credit or grade. A six-week course. This course may not be offered each semester.

**BUSINESS/OFFICE ADMINISTRATION 079-2A-D — 1 Unit****CPS: Office Administration and Communications, Part E**

This course is designed for students and/or secretaries who are preparing to take the Certified Professional Secretary exam. Others who may not be planning to take the CPS exam but who wish to study the topics covered in order to increase or update their knowledge may also benefit from this class. Topics reviewed are Office Administration and Communication. Three hours lecture a week. Optional credit/no credit or grade. A six-week course. This course may not be offered each semester.

**BUSINESS/OFFICE ADMINISTRATION 079-3A-D — 1 Unit****CPS: Office Technology, Part F**

This course is designed for students and/or secretaries who are preparing to take the Certified Professional Secretary exam. Others who may not be planning to take the CPS exam but who wish to study the topics covered in order to increase or update their knowledge may also benefit from this class. Topic reviewed is Office Technology. Three hours lecture a week. Optional credit/no credit or grade. A six-week course. This course may not be offered each semester.

**BUSINESS/OFFICE ADMINISTRATION 102 — 3 Units  
Computer Keyboarding, Introduction, Parts 1, 2 and 3**

*This course is the same as Bus/Office Administration 103, 104, and 105.*

A basic computer keyboard presentation using “touch” techniques and an introduction to table preparation, letter formatting, memos, and manuscript report preparation including endnotes and footnotes. Optional credit/no credit or grade. *Transfer Credit: CSU.*

**BUSINESS/OFFICE ADMINISTRATION 103 — 1 Unit  
Computer Keyboarding, Introduction, Part 1**

*This course is the same as the first third of Bus/Office Administration 102.*

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. Optional credit/no credit or grade. *Transfer Credit: CSU.*

**BUSINESS/OFFICE ADMINISTRATION 104 — 1 Unit  
Computer Keyboarding, Introduction, Part 2**

Advisory: Completion of Bus/Office Administration 103 or equivalent. *This course is the same as the middle third of Bus/Office Administration 102.*

A review of all computer keyboarding reaches; “touch” techniques; letter formatting; and report, memo, and table preparation. Optional credit/no credit or grade. *Transfer Credit: CSU.*

**BUSINESS/OFFICE ADMINISTRATION 105 — 1 Unit  
Computer Keyboarding, Introduction, Part 3**

Advisory: Completion of Bus/Office Administration 104 or equivalent. *This course is the same as the last third of Bus/Office Administration 102.*

A review of all computer keyboarding reaches, “touch” techniques, table preparation, letter formatting, memo preparation, and manuscript report preparation including endnotes and footnotes. Optional credit/no credit or grade. *Transfer Credit: CSU.*

**BUSINESS/OFFICE ADMINISTRATION 107 — 3 Units  
Computer Keyboarding, Intermediate**

Advisory: Completion of Bus/Office Administration 102 or 105. *This course is the same as Bus/Office Administration 108, 109, and 110.*

Development of production computer keyboarding skills to include business letter styles, tables, business forms, and manuscript reports as well as further development of speed and accuracy skills. The student will learn some basic word processing concepts to make keyboarding tasks quick and easy. Optional credit/no credit or grade. *Transfer Credit: CSU.*

**BUSINESS/OFFICE ADMINISTRATION 108 — 1 Unit****Correspondence Computer Keyboarding**

Advisory: Completion of Bus/Office Administration 102 or 105. *This course is the same as the first third of Bus/Office Administration 107.*

Development of production computer keyboarding skills to include a variety of business communications as well as further development of speed and accuracy skills. Emphasis will be placed on letter styles and letters with special features. The student will learn some basic word processing concepts to make keyboarding quick and easy. Optional credit/no credit or grade. *Transfer Credit: CSU.*

**BUSINESS/OFFICE ADMINISTRATION 109 — 1 Unit  
Tables and Business Forms Computer Keyboarding**

Advisory: Completion of Bus/Office Administration 102 or 105. *This course is the same as the middle third of Bus/Office Administration 107.*

Development of production computer keyboarding skills to include memos, tables, and business forms as well as further development of speed and accuracy skills. The student will learn some basic word processing concepts to make keyboarding tasks quick and easy. Optional credit/no credit or grade. *Transfer Credit: CSU.*

**BUSINESS/OFFICE ADMINISTRATION 110 — 1 Unit  
Manuscript Report Computer Keyboarding**

Advisory: Completion of Bus/Office Administration 102 or 105. *This course is the same as the last third of Bus/Office Administration 107.*

Development of production computer keyboarding skills to include manuscript reports as well as further development of speed and accuracy skills. The student will learn some basic word processing concepts to make keyboarding tasks quick and easy. Optional credit/no credit or grade. *Transfer Credit: CSU.*

**BUSINESS/OFFICE ADMINISTRATION 120 — 4 Units  
Gregg Shorthand Principles**

*This course is the same as Bus/Office Administration 121, 122, 123 and 124.* Students should have completed Bus/Office Administration 102 or 103 or 104 or 105 or have a keyboarding speed of 20 words a minute.

Individualized instruction of principles of Gregg shorthand theory presented by videotape permitting the student to progress at his/her own rate. Emphasis is placed on the shorthand writing principles (theory), with introduction to dictation and transcription practice. Optional credit/no credit or grade.

**BUSINESS/OFFICE ADMINISTRATION 121 — 1 Unit  
Gregg Shorthand Principles, Part I**

*This course is the same as the first quarter of Bus/Office Administration 120.* Students should have completed Bus/Office Administration 102 or 103 or 104 or 105 or have a keyboarding speed of 20 words a minute.

Individualized instruction of principles of Gregg shorthand theory presented by videotape permitting the student to progress at his/her own rate. Emphasis is placed on the shorthand writing principles (theory), with introduction to dictation and transcription practice. Credit/no credit only.

**BUSINESS/OFFICE ADMINISTRATION 122 — 1 Unit**  
**Gregg Shorthand Principles, Part II**

*This course is the same as the second quarter of Bus/Office Administration 120. Students should have completed Bus/Office Administration 121.*

Individualized instruction of principles of Gregg shorthand theory presented by videotape permitting the student to progress at his/her own rate. Emphasis is placed on the shorthand writing principles (theory), with introduction to dictation and transcription practice. Optional credit/no credit or grade.

**BUSINESS/OFFICE ADMINISTRATION 123 — 1 Unit**  
**Gregg Shorthand Principles, Part III**

*This course is the same as the third quarter of Bus/Office Administration 120. Students should have completed Bus/Office Administration 122.*

Individualized instruction of principles of Gregg shorthand theory presented by videotape permitting the student to progress at his/her own rate. Emphasis is placed on the shorthand writing principles (theory), with introduction to dictation and transcription practice. Optional credit/no credit or grade.

**BUSINESS/OFFICE ADMINISTRATION 124 — 1 Unit**  
**Gregg Shorthand Principles, Part IV**

*This course is the same as the fourth quarter of Bus/Office Administration 120. Students should have completed Bus/Office Administration 123.*

Individualized instruction of principles of Gregg shorthand theory presented by videotape permitting the student to progress at his/her own rate. Emphasis is placed on the shorthand writing principles (theory), with introduction to dictation and transcription practice. Optional credit/no credit or grade.

**BUSINESS/OFFICE ADMINISTRATION 125 — 4 Units**  
**Shorthand Dictation**

Students should have completed Bus/Office Administration 120 or 124 or equivalent, which can be any shorthand system, and should have completed Bus/Office Administration 107 or 108 or 109 or 110 or have a keyboarding speed of 40 words a minute. Business 125 recommended.

An individualized course designed to combine the skills of shorthand, typing, and English grammar in the process of dictation and keyboard transcription. Emphasis is placed on building shorthand speed and expanding vocabulary through intensive practice and shortcutting techniques. Dictation begins at 50 words a minute. Optional credit/no credit or grade.

**BUSINESS/OFFICE ADMINISTRATION 130 — 4 Units**  
**Shorthand Transcription**

Students should have completed Bus/Office Administration 125 or 129 or equivalent and Bus/Office Administration 107 or 108 or 109 or 110 or have a keyboarding speed of 45 words a minute.

An individualized course designed to meet the vocational needs of students who desire to achieve high-level marketable skills in shorthand dictation and transcription. Emphasis is on transcription of mailable letters and development of transcription speed. Dictation begins at 70 words a minute. Training includes exercises in proofreading, editing, and correct format of business documents. Optional credit/no credit or grade.

**BUSINESS/OFFICE ADMINISTRATION 900 — 0 Units**  
**Skills Practicum**

This course provides an opportunity for specialized practice in one or more office skills. Through this practice the student will be able to work toward developing greater confidence, competence, and skill proficiency using the facilities and resources of the Office Skills Center to complete course requirements. (Not applicable to A.A. degree.)

# CHEMISTRY

## THE PROGRAM

The program offerings in chemistry cover the entire set of classes necessary for the first and second years of college. Opportunities for chemists are found in industry, government and the field of education. Chemists are currently employed in aerospace industry, pharmaceutical companies and in many small, diverse companies that use chemical processes.

## TRANSFER INFORMATION

The course information given below has been edited for catalog publication purposes and may not accurately reflect recent changes or total course requirements for particular programs or schools. For complete, current, official articulation information, students are urged to see their GWC counselor or Transfer Center staff.

*Lower division major courses:*

### California State University, Long Beach:

This major has several options. See GWC Counselor for details.

#### B.S. Degree:

Biology 180; Chemistry 180, 185; Mathematics 180, 185, 280; Physics 185, 280, 285

### California State University, Fullerton:

Chemistry 180, 185, 220\*, 225\*; Mathematics 180, 185, 280, 285, 290; Physics 185, 280, 285, 290

\*No unit credit for upper division courses.

### University of California, Irvine:

Chemistry 180, 185, 220, 225; Mathematics 180, 185; Physics 185, 280

#### Plus:

Four additional 4 or 5 unit courses in Biology, Engineering, Mathematics, Physics, or Computer Science. Courses in Basic Physics, Pre-Physics, or Pre-Calculus are not acceptable.

#### Recommended:

Mathematics 280, 285, 290

### University of California, Los Angeles:

#### B.S. Degree:

Chemistry 180, 185, 220\*, 225\*; Mathematics 180, 185, 280, 285, 290; Physics 185, 280, 285

**NOTE:** Admission to this major is dependent upon completion of certain courses prior to enrollment at UCLA. See GWC counselor for this major for more information.

\*No unit credit for upper division courses.

## COURSES

### CHEMISTRY 110 — 5 Units

#### Introductory Chemistry

Prerequisite: Completion of Mathematics 010 or appropriate score on the Math Placement Assessment.

An introduction to some of the basic principles of inorganic, organic and biochemistry. Lectures, demonstrations and laboratories are integrated into a learning system equivalent to three hours lecture, four hours lecture-laboratory a week. Letter grade only. Not intended for students planning to take Chemistry 180. *Transfer Credit: CSU; UC credit limitations.*

*See counselor. (CAN CHEM 6)*

### CHEMISTRY 130 — 4 Units

#### Introduction to Chemical Principles

Prerequisite: Completion of Mathematics 030 or appropriate score on the Math Placement Assessment.

An introduction to the principles and calculations of chemistry. Practice in basic laboratory techniques. Designed specifically for students planning to take Chemistry 180. Four hours lecture, three hours laboratory a week. Letter grade only. *Transfer Credit: CSU; UC credit limitations.*

*See counselor.*

### CHEMISTRY 180 — 5 Units

#### General Chemistry

Prerequisite: Completion of Chemistry 130 with a minimum grade of "C" and Mathematics 030 or appropriate score on the Math Placement Assessment.

A basic course in the principles of chemistry with special emphasis on chemical calculations and structure. Four hours lecture, six hours laboratory a week. Letter grade only. *Transfer Credit: CSU; UC. (CAN CHEM 2)*

### **CHEMISTRY 185 — 5 Units**

#### **General Chemistry**

Prerequisite: Completion of Chemistry 180 with minimum grade of "C".

A basic course in the principles of chemistry with special emphasis upon solution chemistry, chemical equilibrium and quantitative relationships. Four hours lecture, six hours laboratory a week. Letter grade only. *Transfer Credit: CSU; UC. (CAN CHEM 4)*

### **CHEMISTRY 220 — 5 Units**

#### **Organic Chemistry**

Prerequisite: Completion of Chemistry 185 with minimum grade of "C".

A study of the compounds of carbon and their reactions with emphasis upon structure/reactivity relationships and mechanisms. The laboratory emphasizes standard organic techniques for synthesis and spectroscopic methods for identification. Three hours lecture, six hours laboratory a week. Letter grade only. Offered fall semester only. *Transfer Credit: CSU; UC.*

### **CHEMISTRY 225 — 5 Units**

#### **Organic Chemistry**

Prerequisite: Chemistry 220 with minimum grade of "C".

A continuation of Chemistry 220 with continued emphasis on structure/reactivity relationships and mechanisms. Includes part II of the acyl family, amides, aromatic compounds, photochemistry, polymer chemistry and chemistry related to biological systems. Laboratory includes reaction and workup design, analysis of an unknown mixture. The laboratory work includes multistep synthesis. Three hours lecture, six hours laboratory a week. Letter grade only. Offered spring semester only. *Transfer Credit: CSU; UC.*

# CHINESE

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## TRANSFER INFORMATION

Refer to FOREIGN LANGUAGE for Transfer Information.

## COURSES

### **CHINESE 180 — 5 Units**

#### **Elementary Chinese**

Fundamentals of Chinese grammar, reading, writing and speaking simple Chinese. Native speakers are eligible for Chinese 180 only by permission of instructor. Five hours lecture a week, one hour non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC. (CHINESE 180 + 185 = CAN CHIN SEQ A)*

### **CHINESE 185 — 5 Units**

#### **Elementary Chinese**

Prerequisite: Completion of one semester of Chinese or equivalent proficiency.

This course represents further language training in both oral and written Chinese language. It emphasizes more intensive practice on the written style of the language as well as on the spoken language. It stresses the daily usage of the language. Five hours lecture, one hour non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC. (CHINESE 180 + 185 = CAN CHIN SEQ A)*

### **CHINESE 280 — 4 Units**

#### **Chinese, Intermediate**

Prerequisite: Completion of Chinese 185 or equivalent proficiency.

This course offers Chinese vocabulary, dialogues, reading, writing and translation of simple stories and essays. Emphasis on grammar, composition, and conversation. An additional 150 characters to the 100 from Chinese 185. The Mandarin dialect will be emphasized with minor attention given to the Cantonese and Shanghai dialects. Four hours lecture per week. Optional credit/no credit or grade. *Transfer Credit: CSU.*

# COLLEGE

## THE PROGRAM

This area gives you the keys to success at Golden West College and four year colleges.

## COURSE

### COLLEGE 100 — 3 Units Becoming A Successful Student

Advisory: Completion of English 010.

This performance-oriented course is designed to increase success in college. Students will develop their own success plan through self-evaluation and by learning and applying specific techniques and resources. Topics that will be covered include attitude and personal commitment, goal setting, problem solving and decision making, time management, college resources, study methods, library use. Three hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU.*

## Communications

Refer to WRITTEN COMMUNICATION for Transfer and Certificate of Achievement information and SPEECH COMMUNICATION for Course information.

# COMPUTER/OFFICE APPLICATIONS

## THE PROGRAM

Courses in this area provide instruction for those interested in using current computer applications in today's automated office environment. Emphasis is placed on attaining skills in computer office applications and software integration.

## TRANSFER INFORMATION

Refer to BUSINESS/OFFICE ADMINISTRATION for additional information on Certificate of Achievement and/or Specialization.

## CERTIFICATES OF ACHIEVEMENT

Refer to BUSINESS for Business Administration Transfer Information.

### Computer Office Applications Option

Office workers are increasingly required to use computer software application programs for word processing, spreadsheets, and data bases and to understand the use of Windows.

It is suggested that courses be taken in the order they are listed. However, courses may be taken in any order provided advisories have been met. New students who are unfamiliar with computers should initially take Introduction to Computers (C/OA 164).

Required Courses		Units
Bus/Ofc Admin 103	Computer Keyboarding, Intro	1
<b>OR</b>		
Bus/Ofc Admin 009A-D	Computer Keyboarding Speed and Accuracy	1

*Continued*

**Computer Office Applications Option- continued**

Business 125*	Business English	3
Business 050	Business Math	3
<b>OR</b>		
Business 061 and 062	Machine Calculation	1,1
Bus/Ofc Admin 015	Filing & Records Management	3
Bus/Ofc Admin 025	Proofreading Skills	2
Comp/O A 141	PowerPoint for Windows	1.5
Comp/O A 150	Windows 95/98, Intro	1.5
Comp/O A 160	WORD for Windows, Intro	1.5
Comp/O A 182	Excel for Windows, Intro	1.5
Comp/O A 187	Access for Windows, Intro	1.5
Comp/O A 191	Internet for Office Professionals	1.5

**PLUS ANY THREE UNITS IN SOFTWARE APPLICATIONS:**

Comp/O A 151	Windows 95/98, Int	1.5
Comp/O A 161	WORD for Windows, Int	1.5
Comp/O A 162	WORD for Windows, Adv.: Desktop Publishing	1.5
Comp/O A 164	Computers, Intro	1.5
Comp/O A 175	Microsoft Office 97	3
Comp/O A 183	Excel for Windows, Int	1.5
Comp/O A 188	Access for Windows, Int	1.5

23-24

\*Students who have completed English 100 may take Business 126 in place of Business 125.

RECOMMENDED ELECTIVES: Students desiring additional employment skills or seeking elective classes in order to complete the units required for an Associate in Arts degree should consult class listings under Business, Business/Office Administration, Business Data Processing, Computer/Office Applications, Computer Science, Management, and Work Experience or contact the GWC counselor for this area.

**Bachelor's Degree Program**

Students who wish to continue their education at a four-year college or university should consult with the GWC counselor for this area to establish a program consisting of transferable required and elective courses.

**Word Processing Option**

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This curriculum is designed for those students who are preparing for an office occupation primarily using word processing computer applications. Students may receive a certificate by completing the following courses.

It is suggested that courses be taken in the order they are listed. However, courses may be taken in any order provided advisories have been met. New students should initially take basic courses in computer keyboarding to bring competency up to 45 words a minute and if unfamiliar with computers, take Introduction to Computers (C/OA 164).

**Required Courses**

**Units**

Bus/Ofc Admin 107*	Computer Keyboarding, Int	3
Business 125**	Business English	3
Bus/Ofc Admin 015	Filing & Records Management	3
Bus/Ofc Admin 025	Proofreading Skills	2
Bus/Ofc Admin 030	Office Procedures	3
Comp/O A 150	Windows 95/98, Intro	1.5
Comp/O A 160	WORD for Windows, Intro	1.5
Comp/O A 161	WORD for Windows, Int	1.5
Comp/O A 162	WORD for Windows, Adv.: Desktop Publishing	1.5
Comp/O A 191	Internet for Office Professionals	1.5

**PLUS ANY THREE OR MORE UNITS IN SOFTWARE APPLICATIONS:**

Comp/O A 141	PowerPoint for Windows	1.5
Comp/O A 151	Windows 95/98, Int	1.0
Comp/O A 164	Computers, Intro	1.5
Comp/O A 175	Microsoft Office 97	3
Comp/O A 182	Excel for Windows, Intro	1.5
Comp/O A 183	Excel for Windows, Int	1.5
Comp/O A 187	Access for Windows, Intro	1.5
Comp/O A 188	Access for Windows, Int	1.5

24.5

\*Or students may enroll in Bus/Ofc Admin 108, 109, and 110 for 1 unit each.

\*\*Students who have completed English 100 may take Business 126 in place of Business 125.

RECOMMENDED ELECTIVES: Students desiring additional employment skills or seeking elective classes in order to complete the units required for an Associate in Arts degree should consult class listings under Business, Business/Office Administration, Business Data Processing, Computer/Office Applications, Computer Science, Management, and Work Experience or contact the GWC counselor for this area.



## CERTIFICATE OF SPECIALIZATION

### Word Processing Software

This certificate of specialization is designed to provide the student with a background in using different word processing software programs on IBM computers.

Required Courses	Units
Bus/Ofc Admin 102      Computer Keyboarding Intro, Parts 1, 2, & 3	1
Comp/O A 164          Computers, Intro	1.5
Comp/O A 160          WORD for Windows, Intro	1.5
Comp/O A 161          WORD for Windows, Int	1.5
Comp/O A 162          WORD for Windows, Adv: Desktop Publishing	1.5
	9

#### RECOMMENDED:

Business 125          Business English	3
Bus/Ofc Admin 025      Proofreading Skills	2

### Microsoft Office

This certificate of specialization is designed to provide the student with a background in using the Microsoft Office Suite.

Required Courses	Units
Bus/Ofc Admin 103      Computer Keyboarding, Intro, Part 1	1
Bus/Ofc Admin 104      Computer Keyboarding, Intro, Part 2	1
Comp/O A 150          Windows 95/98, Intro	1.5
Comp/O A 160          WORD for Windows, Intro	1.5
Comp/O A 182          Excel for Windows, Intro	1.5
Comp/O A 187          Access for Windows, Intro	1.5
Comp/O A 141          PowerPoint for Windows	1.5
Comp/O A 175          Microsoft Office 97	3.0
	12.5

\*This class should be taken **after** completion of the other required courses.

## Software Applications

This certificate of specialization is designed to provide the student with a working knowledge of the most frequently used computer application programs and the Windows Environment.

Required Courses		Units
Bus/Ofc Admin 103	Computer Keyboarding, Intro, Part 1	1
Bus/Ofc Admin 104	Computer Keyboarding, Intro, Part 2	1
Comp/O A 150	Windows 95/98, Intro	1.5
Comp/O A 160	WORD for Windows, Intro	1.5
Comp/O A 182	Excel for Windows, Intro	1.5
Comp/O A 187	Access for Windows, Intro	1.5
<b>PLUS ANY SOFTWARE APPLICATION CLASS LISTED BELOW:</b>		
Comp/O A 141	PowerPoint for Windows	1.5
Comp/O A 164	Computer Concepts, Intro: Software Applications	1.5
Comp/O A 186	QuickBooks Pro	1.5
Comp/O A 191	Internet for Office Professionals	1.5
		9.5

## COURSES

### COMPUTER/OFFICE APPLICATIONS 012 — 0.3 Unit Computers for Writing

Basic computer keyboarding skills recommended.

Hands-on experience using word processing software as a tool to input, revise, format, and print writing assignments. Six hours lecture, six hours non-lecture total. Credit/no credit only. This course may not be offered each semester.

### COMPUTER/OFFICE APPLICATIONS 040A-D — 1 Unit Computer Office Applications Lab

Corequisite: Concurrent enrollment in a Computer/Office Applications course.

This course provides an opportunity for additional hands-on computer time for students concurrently enrolled in a Computer/Office Applications course. Through this practice the student will be able to work toward developing greater confidence, competence, and skill proficiency in using Windows software. A thirty-six hour course. Credit/no credit only.

### COMPUTER/OFFICE APPLICATIONS 116 — 0.3 Unit Microsoft PowerPoint for Windows

Learn to use Microsoft PowerPoint for Windows to create, illustrate, format, and revise graphic images. Designed primarily for students with prior Microsoft Windows computer experience who desire a quick introduction to PowerPoint or who are using PowerPoint on the job. A twelve-hour course. Credit/no credit only. *Transfer Credit: CSU.*

**COMPUTER/OFFICE APPLICATIONS 127 — 0.2-0.3 Units**  
**Introduction to Microsoft Outlook**

Introduction to Microsoft Outlook program for computerized messaging and schedule management. Prior knowledge of computer recommended. Credit/no credit only. *Transfer Credit: CSU.*

**COMPUTER/OFFICE APPLICATIONS 141 — 1.5 Units**  
**PowerPoint for Windows, Introduction**

Learn to use Microsoft PowerPoint for Windows to create professional presentations including slides, handouts, and speaker's notes. Use clip art, WordArt, color, etc., for special effects in presentation. Designed for students who wish an in-depth introduction to PowerPoint presentation software. Previous Windows computer experience would be helpful. One hour lecture, four hours non-lecture per week. Optional credit/no credit or grade. A nine-week course. *Transfer Credit: CSU.*

**COMPUTER/OFFICE APPLICATIONS 150 — 1.5 Units**  
**Windows 95/98, Introduction**

Introduction to Microsoft Windows 95 and 98 operating systems. Hands-on experience to manage folders and files with Windows Explorer and My Computer, use Windows Accessories and launch multiple applications. One hour lecture, four hours non-lecture per week. Optional credit/no credit or grade. A nine-week course. *Transfer Credit: CSU.*

**COMPUTER/OFFICE APPLICATIONS 151 — 1.5 Units**  
**Windows 95/98, Intermediate**

Advisory: Completion of Computer/Office Applications 150.

Intermediate level of Microsoft Windows 95 and 98 operating systems. Hands-on experience to take control of your computer using the Control Panel, Task Bar, the Clipboard, Multimedia Settings, HyperTerminal, and Networking. One hour lecture, four hours non-lecture a week. Optional credit/no credit or grade. A nine-week course. *Transfer Credit: CSU.*

**COMPUTER/OFFICE APPLICATIONS 154 — 1.5 Units**  
**Windows NT Workstation, Introduction**

Advisory: Completion of Computer/Office Applications 150.

Hands-on experience using Microsoft Windows NT Workstation operating system, emphasizing My Computer, NT Explorer, finding files and folders, file management, launching programs, and using the accessories. One hour lecture, four hours non-lecture per week. Optional credit/no credit or grade. A nine-week course. *Transfer Credit: CSU.*

**COMPUTER OFFICE APPLICATIONS 160 — 1.5 Units**  
**WORD for Windows, Introduction**

Some keyboarding experience would be helpful.

Introduction to Microsoft WORD for Windows word processing program. One hour lecture, four hours non-lecture per week. Optional credit/no credit or grade. A nine-week course. *Transfer Credit: CSU.*

**COMPUTER OFFICE APPLICATIONS 161 — 1.5 Units**  
**WORD for Windows, Intermediate**

Advisory: Completion of Computer/Office Applications 160 or equivalent.

Hands-on experience using the advanced features of WORD for Windows. One hour lecture, four hours non-lecture per week. Optional credit/no credit or grade. A nine-week course. *Transfer Credit: CSU.*

**COMPUTER/OFFICE APPLICATIONS 162 — 1 Unit**  
**Word, Advanced: Desktop Publishing 162**

Advisory: Completion of Computer/Office Applications 161.

Hands-on training using the desktop publishing features of MS Word for Windows. Four hours non-lecture per week. Optional credit/no credit or grade. A nine-week course. *Transfer Credit: CSU.*

**COMPUTER/OFFICE APPLICATIONS 164 — 1.5 Units**  
**Introduction to Computers**

Basic introduction to computer usage and terminology with hands-on use of software applications. One hour lecture and four hours non-lecture per week. Optional credit/no credit or grade. A nine-week course. *Transfer Credit: CSU.*

**COMPUTER/OFFICE APPLICATIONS 167 — 1.5 Units**  
**WordPerfect for Windows, Introduction**

Keyboarding experience would be helpful.

Introduction to WordPerfect for Windows word processing software program. One hour lecture, four hours non-lecture per week. Optional credit/no credit or grade. A nine-week course. *Transfer Credit: CSU.*

**COMPUTER/OFFICE APPLICATIONS 168 — 1.5 Units**  
**WordPerfect for Windows, Advanced**

Advisory: Completion of Computer/Office Applications 167 or equivalent.

Hands-on experience using the advanced features of WordPerfect for Windows. One hour lecture, four hours non-lecture a week. Optional credit/no credit or grade. A nine-week course. *Transfer Credit: CSU.*

**COMPUTER/OFFICE APPLICATIONS 175 — 3 Units****Microsoft Office 97**

Advisory: Completion of Computer/Office Applications 160 AND Computer/Office Applications 150 OR Computer/Office Applications 182.

Hands-on experience using Microsoft Office 97 to learn Word, Excel, Access, and PowerPoint on the PC. One hour lecture, four hours non-lecture per week. Optional credit/no credit or grade. *Transfer Credit: CSU.*

**COMPUTER/OFFICE APPLICATIONS 178 — 3 Units****Microsoft Office 95**

Advisory: Completion of Computer/Office Applications 167 OR Computer/Office Applications 160 AND Computer/Office Applications 182 OR Computer/Office Applications 159 OR Computer/Office Applications 150.

Hands-on experience using Microsoft Office 95 to learn Word, Excel, Access and PowerPoint on the microcomputer. Basic keyboarding skills recommended. One hour lecture, four hours non-lecture per week. Optional credit/no credit or grade. *Transfer Credit: CSU.*

**COMPUTER/OFFICE APPLICATIONS 179A-D — 1 Unit****Computer Application Projects**

Advisory: Completion of a Computer/Office Applications advanced computer application course or equivalent.

Advanced computer applications simulating on-the-job projects or to review or upgrade knowledge of software program. Four hours non-lecture a week. Optional credit/no credit or grade. A nine-week course.

**COMPUTER/OFFICE APPLICATIONS 182 — 1.5 Units****Excel for Windows, Introduction**

Some prior computer knowledge would be helpful.

Introduction to Excel for Windows. Creating and formatting spreadsheets created with the Excel program in the Windows environment. One hour lecture, four hours non-lecture a week. Optional credit/no credit or grade. A nine-week course. *Transfer Credit: CSU.*

**COMPUTER/OFFICE APPLICATIONS 183 — 1.5 Units****Excel for Windows, Intermediate**

Advisory: Completion of Computer/Office Applications 182 or equivalent.

Introduction to additional topics and features in Excel for Windows. This class is a combination lecture and hands-on lab course. Student should have basic knowledge of Excel for Windows. One hour lecture, four hours non-lecture a week. Optional credit/no credit or grade. A nine-week course. *Transfer Credit: CSU.*

**COMPUTER/OFFICE APPLICATIONS 186 — 1.5 Units****QuickBooks Pro**

QuickBooks Pro is designed for individuals, business entrepreneurs, and home-based businesses, who wish to control their finances, investments, and other money matters. Entrepreneurs will be able to produce payroll documents and checks. One hour lecture, four hours non-lecture per week. Optional credit/no credit or grade. A nine-week course.

*Transfer Credit: CSU.*

**COMPUTER/OFFICE APPLICATIONS 187 — 1.5 Units****Microsoft Access for Windows, Introduction**

Learn to use Microsoft Access for Windows to enter, retrieve, update, and report information in an organized and efficient manner. Designed primarily for students with basic keyboarding skills and prior Microsoft Windows computer experience. One hour lecture, four hours non-lecture per week. Optional credit/no credit or grade. A nine-week course.

*Transfer Credit: CSU.*

**COMPUTER/OFFICE APPLICATIONS 188 — 1.5 Units****Microsoft Access for Windows, Intermediate**

Learn more advanced features of Microsoft Access for Windows including how to create and edit reports and forms and publish them to the Web; enhance forms with OLE (Object Linking and Embedding) fields, hyperlinks, and subforms; and create an applications system using macros, VBA (Visual Basic for Applications), and the switchboard manager. Designed primarily for students with basic Access knowledge. One hour lecture, four hours non-lecture per week. Optional credit/no credit or grade. A nine-week course. *Transfer Credit: CSU.*

**COMPUTER/OFFICE APPLICATIONS 191 — 1.5 Units****Internet for Office Professionals**

Advisory: Completion of Computer/Office Applications 150.

Hands-on experience designed for office professionals using the Internet. Emphasis includes using the Internet, e-mail, job listings, browsing the World Wide Web, locating government and business information, using office management resources, downloading information and software, and researching products and services. One hour lecture, four hours non-lecture per week. Optional credit/no credit or grade. A nine-week course. *Transfer Credit: CSU.*

# COMPUTER SCIENCE

## THE PROGRAM

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

Survey and Computer Literacy; Computer Applications such as spreadsheets, graphics, databases, and desktop publishing; Programming languages such as C, COBOL, FORTRAN, and Pascal.; Operating systems including networking.

Courses are presented in a lecture-scheduled lab format. Students can upgrade skills for job enhancements and earn certificates. In addition, student can use courses in the program for A.A. degree and transfer purposes.

## TRANSFER INFORMATION

The course information given below has been edited for catalog publication purposes and may not accurately reflect recent changes or total course requirements for particular programs or schools. For complete, current, official articulation information, students are urged to see their GWC counselor or Transfer Center staff.

### Business Administration

Refer to BUSINESS for Business Administration Transfer Information.

### Computer Science

Lower division major courses:

### California State University, Long Beach:

Computer Science 189; Engineering Technology 120; English 110; Mathematics 180, 185, 230, 280, 290; Physics 185, 280

#### Recommended:

Computer Science 129, 180, 188

**NOTE:** Computer Science options also available under Business Administration and Electrical Engineering.

### California State University, Fullerton:

Biology 100 or 180; Computer Science 188\* or 189, 190 or 175; Mathematics 180, 185, 230; Physics 185, 280 (or Chemistry 180, 185) or Geology 100

#### Recommended:

Computer Science 145; English 110

**NOTE:** See GWC counselor for this major for up-to-date requirements.

\*Computer Science 129, 180 are prerequisites for 188.

### University of California, Irvine:

Computer Science 188, 189, 190 or 175; Mathematics 180, 185, 230; English 100 and 110 or Philosophy 116

### California State Polytechnic University, Pomona:

Biology 100; Chemistry 180; Mathematics 180, 185, 230, 280, 285, 290; Physics 185, 280

#### Recommended:

Computer Science 175

### Chapman University:

#### B.S. Degree:

Computer Science 129, 188; Engineering Technology 125; Mathematics 180, 185, 230, 280, 290

## CERTIFICATE OF ACHIEVEMENT

Refer to ACCOUNTING and MANAGEMENT for Certificate of Achievement information.

## COURSES

### COMPUTER SCIENCE 101 — 3 Units

#### Computer Literacy

This course is designed to provide students with a brief overview of computing concepts and terminology. It will acquaint the student with the social implications of pervasive computer technology in our society. A good course for the student who wants a first experience in computing. Two hour lecture and two hours non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU.*

### COMPUTER SCIENCE 128 — 4 Units

#### Microcomputers for Business

(Same as Business Data Processing 128)

Specific emphasis is placed on the use of application software to solve business-oriented user needs. The course will acquaint students with the latest developments in computer microtechnology in order to make an intelligent selection of the microcomputer best suited for their needs. Three hours lecture, four hours laboratory a week. Optional credit/no credit or grade. *Transfer Credit: CSU.*

### **COMPUTER SCIENCE 129 — 4 Units**

#### **Introduction to Pascal**

(Same as Business Data Processing 129)

This course may be required for transferring Engineering/Math/Science Majors. Introduction to computer programming methodology using Pascal. Top-Down design. Consideration of programs as organizing both algorithm and data (standard data types and data structures, including arrays and records). Structured programming with standard control structure (sequence and nesting of if-then, if-then-else, case, while, for, functions, and procedures {iterative and recursive}). Documentation. Applications chosen from business, industry, and typical computer science/data processing problems. This course is intended for transfer students or students interested in careers in the computer field. Uses a modern Pascal compiler, such as Turbo 5.5. Three hours lecture, four hours laboratory a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC. (CAN CSCI 12)*

### **COMPUTER SCIENCE 130 — 4 Units**

#### **Survey of Business Data Processing**

(Same as Business Data Processing 130)

A survey of data processing with emphasis on business applications in a computer environment. The student will be introduced to information systems concepts, operating systems, computer application software, such as word processing, spreadsheets, database and some BASIC programming. The student will complete projects using a microcomputing environment. Three hours lecture, four hours laboratory a week. Optional credit/no credit or grade. *Transfer Credit: CSU. (CAN BUS 6)*

### **COMPUTER SCIENCE 140 — 3 Units**

#### **FORTRAN Programming**

This course may be required for transferring Engineering/Math/Science Majors. Introduction to the basic principles of computer programming using the language FORTRAN. Emphasis will be placed on concepts, procedures, flowcharting of the task, coding and data structures as applied to numeric and non-numeric business-related tasks. Two hours lecture, two hours laboratory a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*

### **COMPUTER SCIENCE 145 — 4 Units**

#### **Computer Programming in C Language**

This course may be required for transferring Engineering/Math/Science Majors. Study of structured programming and systematic software development using the C language. Various datatypes, Arrays, pointers, structures and functions will be used to implement data tables, string functions, and interface algorithms. Three hours lecture, four hours non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC. (CAN CSCI 16)*

### **COMPUTER SCIENCE 160 — 3 Units**

#### **Advanced FORTRAN**

This course may be required for transferring Engineering/Math/Science Majors. This course is designed for students who have completed an introductory course in FORTRAN. Topics include: arrays, function, sub-programs, logical expressions, alpha-numeric data, double precision, sequential files, direct-access files, additional FORTRAN statements, and advanced programming concepts. Two hours lecture, two hours laboratory a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC. (CAN CSCI 4)*

### **COMPUTER SCIENCE 170 — 4 Units**

#### **Computer Programming — COBOL**

(Same as Business Data Processing 170)

An introductory course in the COBOL (Common Business Oriented Language) computing language. Designed to provide a study of the organization, components, and concepts of COBOL and its application as a programming tool in business and industry. Includes the writing and testing of COBOL programs from a business application standpoint. Three hours lecture, three hours laboratory a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC. (CAN CSCI 8)*

### **COMPUTER SCIENCE 175 — 4 Units**

#### **Introduction to Programming with C++**

Advisory: Completion of Computer Science 130 or equivalent.

This course will cover the fundamentals of software development using the C++ Language. The process of software development will be discussed to include: designing, writing the source code, compiling, linking, executing, and debugging. Data types, arithmetic/logical expressions, pointers, debugging, looping, branching, and modularization, classes and objects, static and dynamic memory allocation will be discussed and practiced in class projects. Four hours lecture, four hours non-lecture per week. Optional credit/no credit or grade. *Transfer Credit: CSU.*

### **COMPUTER SCIENCE 180 — 4 Units**

#### **BASIC Programming**

(Same as Business Data Processing 180)

This is not a survey course. Some students may wish to consider a survey course such as Computer Science 130.

This course may be required for transferring Engineering/Math/Science Majors. Formal introduction to computer programming methodology using modern BASIC interpreters or compilers (E.g., QuickBASIC, IBM-Microsoft, or Microsoft BASIC). Top-Down programming design. Structured programming with standard control structures (sequence and nesting of if-then, if-then-else, case, while, for, subroutines). Documentation, screen input/ output and printer design. Numeric, string, and logic processing. Array and file data structures. Applications chosen from business, industry, and typical computer science/data processing problems. This is not a survey course. It is intended for transfer students or students interested in careers in the field. Generally, students who wish to take Pascal, FORTRAN, C, COBOL, or other programming courses should take this course first. Three hours lecture, four hours laboratory a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC credit limitations. See counselor. (CAN CSCI 6)*

**COMPUTER SCIENCE 182 — 4 Units**  
**Windows Programming Using Visual Tools**  
(Same as Business Data Processing 182)

Visual Basic is a powerful software development environment which has rapidly become an industry standard for developing full-featured applications in business environments. The power of Visual Basic comes from its “visual” development tools in addition to its ability to utilize components from other Microsoft products such as Word, Excel, and Access. The course will cover such topics as VB controls, forms, projects, event and error handling, data types, graphics, arrays and records, files processing, and modularization. Other topics such as DDE, OLE, MDI, and Help Systems may be covered based on time availability in each particular class. Designed primarily for students with working knowledge of Windows and previous programming experience. Three hours lecture, four hours non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*

**COMPUTER SCIENCE 184 — 3 Units**  
**Data Communications & Use of Local Area Networks**  
(Same as Business Data Processing 184)

The student will develop the skills to integrate the use of personal microcomputers and telecommunications in the business world. The course will include the use of modems, and current microcomputer systems. Emphasis will be placed on how to develop and use software for data communications, and to develop an understanding of the structure of a communication system. Two hours lecture, three hours non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU.*

**COMPUTER SCIENCE 185 — 3 Units**  
**World Wide Web**

Advisory: Successful completion of Computer Science 130 or equivalent. Discussions will include: the history, present status, and future trends of global communications via the Internet; network topologies and communication protocols; and Internet servers (World Wide Web, gopher, etc.). Student will search the Internet’s cyberspace, create HTML (HyperText Markup Language) pages, learn Visual Basic Scripting and Java Scripting, understand e-mail, Gopher, File Transfer Protocol, and various other internet related tools and utilities. Two hours lecture and two hours non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU.*

**COMPUTER SCIENCE 187-1 — 2 Units**  
**DOS Management**  
(Same as Business Data Processing 187-1)

Principles of operating systems, illustrated with current version of IBM PC-DOS (MS-DOS). General principles of modern operating systems. Theoretical understanding and practical skills using PC-DOS (MS-DOS). One hour lecture and three hours non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU.*

**COMPUTER SCIENCE 187-2 — 2 Units**  
**Hard Disk Management**  
(Same as Business Data Processing 187-2)

Operating systems, illustrated with current version of IBM PC-DOS (MS-DOS), general principles of modern operating systems reviewed, and software kernel and utilities. Theoretical understanding and practical skills using PC-DOS (MS-DOS). Comparison of UNIX, CPM, mainframe OS, Macintosh Finder. Disk management, memory usage, and CPU management. One hour lecture and three hours non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU.*

**COMPUTER SCIENCE 188 — 4 Units**  
**Data Structures/Advanced Pascal**

Advanced Pascal. Transfer level course in the concepts of data structures. Language independent concept of Abstract Data Types (ADTs). Implementation of typical data structures (e.g. arrays, sets, queues, stacks, linked lists, binary trees, AVL trees, graphs, strings) used in software applications. Design and implementation of Recursion, Sorting, and Searching algorithms. Consideration issues related to the Language, OS/Hardware, and Time/Space/Coding efficiency. Discussion of Turbo Pascal Units. Uses a modern compiler like Turbo Pascal 6.0. Three hours lecture and four hour non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*

**COMPUTER SCIENCE 189 — 4 Units**  
**Data Structures with C++**

Advisory: Completion of Computer Science 175 or equivalent.

Advanced programming techniques and Object Oriented Programming principles in C++ will be exploited in learning the concepts of data structures. Student will gain theoretical and hands-on experience with the implementation of typical data structures (e.g., arrays, queues, stacks, linked-lists, trees, hashing, and graphs) used in programming applications. Principles of recursion, sorting, searching, optimization, classes, objects inheritance, and polymorphism will be explored and practiced. Three hours lecture, three hours non-lecture per week. Optional credit/no credit or grade. *Transfer Credit: CSU.*

**COMPUTER SCIENCE 190 — 4 Units**  
**Object Oriented Programming with C++**

Object Oriented Programming (OOP) is the programming methodology of choice in the 1990s. It is a programming style that captures the behavior of the real world in a way that hides detailed implementation. The ultimate goal of C++ is to provide a language for the professional programmer that can be used to develop OOP software without sacrificing C’s efficiency or portability. This course will cover C++ as a stand-alone language to include encapsulation, object construction and destruction, iterators and containers, exceptions, inheritance, and polymorphism. The OOP features of C++ will be practiced by implementing stacks, queues, lists, trees and string classes. The concept of Templates will be used to implement reusable sorting and searching algorithms may be covered based on time availability in each particular class. Designed primarily for students with previous experience in a structured programming language such as C or Pascal. Three hours lecture, four hours non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*

### **COMPUTER SCIENCE 192 — 4 Units** **Windows Programming with MFC**

Advisory: Successful completion of Computer Science 190 or equivalent.

This course will cover the fundamentals of developing applications for Microsoft Windows using Visual C++ and Microsoft Foundation Classes (MFC). Various C++ development tools and controls will be covered to include: Visual Workbench; AppWizard; AppStudio; Class Wizard; mouse and keyboard handling; dialogs; menus; graphics; and visual objects. Study of Collection Classes, Standard Template Library (STL), Object Linking and Embedding (OLE), Windows Registry, Single and Multiple Document Interface (SDI/MDI), Data Archival, Help file implementation, and Open DataBase Connectivity (ODBC). Three hours lecture and four hours non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU.*

### **COMPUTER SCIENCE 195 — 4 Units** **Client-Server Application Development**

Advisory: Successful completion of Computer Science 182 or equivalent.

This course will cover the fundamentals of Client-Server application development. Two- and Three-tier client-server software development topologies will be discussed and practiced through assignments. Structured Query Language (SQL) will be used in conjunction with Visual Basic to study and create client-server applications using SQL data engines and Windows front-end programs. Three hours lecture and four hours non-lecture a week. Optional credit/no credit or grade.

### **COMPUTER SCIENCE 196 — 4 Units** **Programming the Web**

Advisory: Completion of Computer Science 185 and a semester course in a structured programming.

Study the principles of Global Networking on Transmission Control Protocol/Internet Protocol (TCP/IP) networks as they relate to Internet, Intranets and Extranets. Learn the strengths and weaknesses of the various WWW programming languages and technologies to include Java, ActiveX, Active Server Pages, Visual Basic Scripts, Java Scripts, Applets, Plug-ins, Perl and various methods for creating Common Gateway Interface programs. Create database-driven Web applications using Open DataBase Connectivity data sources. Three hours lecture, three hours non-lecture per week. Optional credit/no credit or grade. *Transfer Credit: CSU.*

### **COMPUTER SCIENCE 197 — 4 Units** **Operating Systems with Windows**

Advisory: Successful completion of Computer Science 130 or equivalent.

This course will cover the basic operational principles of multi-tasking, multi-threading operating systems using the Microsoft Windows 95 and Windows NT platforms. Class discussions and lab projects will include operating system internals; resource sharing; networking protocols; security features; client/server facilities; error trapping and reporting; user management and auditing; storage management; memory management; and OS Services. Three hours lecture and four hours non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU.*

# COOPERATIVE WORK EXPERIENCE

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## THE PROGRAM

Cooperative work experience offers students the opportunity to earn elective units of credit for learning experiences identified in their job. The job should relate to the student's college major/career goal and may be paid or volunteer on campus or off campus. Veterans should contact the VA Clerk prior to enrolling in Cooperative Work Experience to determine eligibility for VA educational benefits. Up to six units of Cooperative Work Experience course work is transferrable to CSU Fullerton and Long Beach.

## COURSES

### **COOPERATIVE WORK EXPERIENCE 089A-D — 1 Unit** **Personal Career Seminar**

This Career Seminar is designed for employed Cooperative Work Experience students who wish to gain higher levels of occupational competence. Students will complete a job portfolio. Topics will be explored that expressly relate to actual work experience learning, activities and issues. Veterans may utilize this course to obtain V.A. educational benefits for the related Cooperative Work Experience credit. This course may not be offered every semester.

### **COOPERATIVE WORK EXPERIENCE 091A-D - 096A-B — 1-6 Units**

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 on their job. Employment must relate to the students educational or career goals. The learning value will be identified through the use of job related objectives. *Transfer Credit: CSU Fullerton, Long Beach, 6 units maximum.*

# COSMETOLOGY

## THE PROGRAM

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

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

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

**FULL-TIME DAY PROGRAM**

Refer to the Schedule of Classes for hours

**HALF-TIME EVENING PROGRAM**

Refer to the Schedule of Classes for hours

**MANICURING**

Refer to the Schedule of Classes for hours

**ESTHETICIAN**

Refer to the Schedule of Classes for hours

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

## PROGRAM REQUIREMENTS

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

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

## CERTIFICATE OF ACHIEVEMENT

### Manicuring

This program may not be offered each semester.

Students interested in Manicuring should enroll in Cosmetology 070.

**Approximate Costs**

(Kit — \$145); (Book — \$25); (Uniform — \$75)

### Cosmetology

**Students With Previous Hours**

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

**Approximate Material Costs**

(Kit — \$700); (Books — \$40); (Uniform & Shoes — \$75)

**Required Courses**

**Units**

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

### Esthetician Option

This one-semester program is designed to prepare the student for a career in skin care. The student will learn bone structure, chemistry of products, skin analysis, use of packs and masks, electric modalities, corrected makeup, and correct use of products. This program, with a total of 600 hours of training, is required to qualify for the license through the State Board of Cosmetology. The program is a one-semester daytime program. Students will attend school five days a week for eight hours a day.

**Approximate Costs**

(Kit — \$475); (Books — \$40); (Uniforms and Shoes — \$75)

**Required Course**

**Units**

Cosmetology 077	Esthetician	16
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Vocational Information regarding careers in this field is available in the office of Counseling and Guidance.



## COURSES

### **COSMETOLOGY 001 — 2 Units**

#### **Related Theory, Freshman Level I**

Concurrent enrollment in Cosmetology 002 required. For beginning cosmetology students only.

Course in cosmetology that acquaints the beginning student with basic scientific theory in anatomy, chemistry, physiology of hair and nails, bacteriology, sterilization, cytology, mycology, and California State Board rules and regulations. Five hours lecture a week. Letter grade only. A nine-week course.

### **COSMETOLOGY 002 — 6 Units**

#### **Cosmetology, Freshman Level I**

Concurrent enrollment in Cosmetology 001 required.

A beginning course in cosmetology which acquaints the student with basic principles of wet-hair dressing, hair cutting, hair tinting, manicuring, permanent waving, scalp and facial massage and makeup. Ten hours lecture, twenty-five hours laboratory a week. Letter grade only. A nine-week course.

### **COSMETOLOGY 003 — 2 Units**

#### **Related Theory, Intermediate Level II**

Prerequisite: Completion of Cosmetology 001 and 002. Concurrent enrollment in Cosmetology 004 required.

An intermediate course in cosmetology which acquaints the students with basic scientific theory in chemistry, physiology of hair and nails, bacteriology and sterilization as it relates to the practical manipulative skills. Five hours lecture a week. Letter grade only. A nine-week course.

### **COSMETOLOGY 004 — 6 Units**

#### **Cosmetology, Intermediate Level II**

Prerequisite: Completion of Cosmetology 001 and 002. Concurrent enrollment in Cosmetology 003 required.

An intermediate course in cosmetology where the students will continue the practice of hair cutting, styling and permanents on manikins and live models in order to perfect their skills. Ten hours lecture, twenty-five hours laboratory a week. Letter grade only. A nine-week course.

### **COSMETOLOGY 005 — 2 Units**

#### **Related Theory, Advanced Level III-A**

Prerequisite: Successful completion of Cosmetology 003 and 004. Concurrent enrollment in Cosmetology 006 required.

An advanced course in cosmetology that acquaints the student with basic scientific theory in anatomy; chemistry; physiology of hair and nails; sterilization and electricity as they apply to cosmetology; neurology; osteology; disorders of the skin, scalp and hair; and salon management. Five hours lecture a week. Letter grade only. A nine-week course.

### **COSMETOLOGY 006 — 6 Units**

#### **Cosmetology, Advanced Level III-A**

Prerequisite: Successful completion of Cosmetology 003 and 004. Concurrent enrollment in Cosmetology 005 required.

An advanced course in cosmetology in which the student engages in manipulative training and practices these manipulative skills on patrons from the community in a beauty salon atmosphere. Two hours lecture, thirty-three hours laboratory a week. Letter grade only. A nine-week course.

### **COSMETOLOGY 007 — 2 Units**

#### **Related Theory, Advanced Level III-B**

Prerequisite: Successful completion of Cosmetology 005 and 006. Concurrent enrollment in Cosmetology 008 required.

An advanced course in cosmetology that acquaints the student with basic scientific theory in anatomy; chemistry; physiology of hair and nails; sterilization and electricity as they apply to cosmetology; neurology; osteology; disorders of the skin, scalp and hair; and salon management. Five hours lecture a week. Letter grade only. A nine-week course.

### **COSMETOLOGY 008 — 6 Units**

#### **Cosmetology, Advanced Level III-B**

Prerequisite: Successful completion of Cosmetology 005 and 006. Concurrent enrollment in Cosmetology 007 required.

An advanced course in cosmetology in which the student engages in manipulative training and practices these manipulative skills on patrons from the community in a beauty salon atmosphere. Two hours lecture, thirty-three hours laboratory a week. Letter grade only. A nine-week course.

### **COSMETOLOGY 009 — 2 Units**

#### **Related Theory, Advanced Level III-C**

Prerequisite: Successful completion of Cosmetology 007 and 008. Concurrent enrollment in Cosmetology 010 required.

An advanced course in cosmetology that acquaints the student with basic scientific theory in anatomy; chemistry; physiology of hair and nails; sterilization and electricity as they apply to cosmetology; neurology; osteology; disorders of the skin, scalp and hair; and salon management. Five hours lecture a week. Letter grade only. A nine-week course.

### **COSMETOLOGY 010 — 6 Units**

#### **Cosmetology, Advanced Level III-C**

Prerequisite: Successful completion of Cosmetology 007 and 008. Concurrent enrollment in Cosmetology 009 required.

An advanced course in cosmetology in which the student engages in manipulative training and practices these manipulative skills on patrons from the community in a beauty salon atmosphere. Two hours lecture, thirty-three hours laboratory a week. Letter grade only. A nine-week course.

**COSMETOLOGY 042 — 8 Units****Applied Cosmetology**

For beginning students only.

An introductory course in Cosmetology for the beginning part-time student. Rules and regulations as they apply to the State Board and sterilization and sanitation procedures. This course will acquaint the student with the basic principles of wet-hair dressing, hair cutting, hair tinting, manicuring, permanent waving, scalp and facial massage, and makeup. Four hours lecture, twelve hours laboratory a week. Letter grade only. This course may not be offered each semester.

**COSMETOLOGY 043 — 8 Units****Applied Cosmetology**

Prerequisite: Cosmetology 042 or equivalent.

Continuation of Cosmetology 042 and physiology of skin, hair and nails. Four hours lecture, twelve hours laboratory a week. Letter grade only. This course may not be offered each semester.

**COSMETOLOGY 044A-D — 8 Units****Applied Cosmetology**

Prerequisite: Completion of Cosmetology 043 or equivalent.

Scientific theory in anatomy, chemistry, physiology of hair and nails, bacteriology and sterilization. Practice skills on patrons. Four hours lecture, twelve hours laboratory a week. Letter grade only. This course may not be offered each semester.

**COSMETOLOGY 070 — 8 Units****Manicuring**

This program is designed to prepare the student for a career in manicuring. The manicuring program provides the students with the skills and training to meet the requirements for the California State Board exam for manicurist. This is achieved through lecture and demonstrations and by practicing manipulative skills to include sculptured and wrapped nails in a salon atmosphere. Students receive a minimum of 350 hours of lecture and clinical experience. Eight hours lecture, thirty-two hours laboratory a week. Letter grade only. A nine-week course. This course may not be offered each semester.

**COSMETOLOGY 077 — 16 Units****Esthetician**

This one semester course/program is designed to prepare the student for a vocation in Esthetics. The students will be trained in skin analysis, massage techniques, hair removal, use of electrical modalities, as well as basic and corrective make-up. Students will practice their knowledge and skills on other students and clients in a salon atmosphere. Students enrolling in this program should be prepared to purchase a textbook and kit which costs approximately \$600.00. No transfers accepted from other programs. Ten hours lecture and thirty hours laboratory a week. Letter grade only.

# COUNSELING

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## COURSES

### **COUNSELING 100 — 1.5 Units** **Career Exploration and Planning**

A course designed to assist students in developing intelligent career decisions. Standardized assessments, discussions and assignments will enable the student to clarify values, interests, abilities and personality characteristics that fit with possible career options. Three hours lecture a week. Credit/no credit only. A nine-week course. *Transfer Credit: CSU.*

### **COUNSELING 102 — 1.5 Units** **Career Achievement Through Motivation**

A follow-up experience for those who have a firm career goal or recently completed a career planning course and now want to learn techniques to implement their career goals. Students will learn how to stay motivated and identify the necessary steps to successfully prepare and enter a specific career field. Three hours lecture a week. Credit/no credit only. A nine-week course. *Transfer Credit: CSU.*

### **COUNSELING 103 — 1 Unit** **Education Planning for Student Success**

This course is designed to assist students in taking charge of their educational experience. Students will receive important information about college programs and success services, academic policies and procedures, an exploration of higher education in California and educational planning. Each student will develop an individual education plan to meet their educational goals. Three hours lecture a week. Credit/no credit only. A six-week class. *Transfer Credit: CSU.*

### **COUNSELING 104 — 3 Units** **Career Planning and Motivation**

Not open to students enrolled in or completing Counseling 100 and 102. An extensive career planning course covering self-discovery through goal setting. Students will find careers that fit with their values, interests and personality by using assessments, discussions and assignments. Students will learn how to stay motivated and identify the necessary steps to successfully prepare and enter a specific career field. This course is the same as Counseling 100 and 102 combined, in a three-unit format. Three hours lecture per week. Letter grade only. *Transfer Credit: CSU.*

### **COUNSELING 125 — 4 Units** **Practicum in Peer Helping**

Additional training and development of effective peer helping skills through supervised volunteer service on campus. Class topics to include listening, helping, and referral strategies. Three hours lecture, three and one-half hours non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU.*

### **COUNSELING 199 A-D — 50-2.0 Units** **Counseling Topics**

Presentation, discussion and study of personal development issues. Topics may include employability skills, motivation, values clarification, decision making, self-esteem and current issues. Units will vary depending on topic and number of meetings scheduled. Intended for students wishing to deal with issues relating to their own personal development and/or helping others with these issues. Credit/no credit only. *Transfer Credit: CSU.*

# CRIMINAL JUSTICE

## TRANSFER INFORMATION

The course information given below has been edited for catalog publication purposes and may not accurately reflect recent changes or total course requirements for particular programs or schools. For complete, current, official articulation information, students are urged to see their GWC counselor or Transfer Center staff.

Lower division major courses:

### California State University, Long Beach:

Criminal Justice 140

Mathematics 160 recommended.

See GWC counselor for this major.

### California State University, Fullerton:

This is an upper division major at CSU, Fullerton. The Criminal Justice curriculum can accommodate any/all transferable lower-division course work of a related nature (Criminal Justice, Police Science, etc.). Prospective transfers are urged to contact the department office for particulars in room EC-622 or by telephone at (714) 773-2794.

### University of California, Irvine:

Program offered as specialization in Social Ecology

Psychology 100; Sociology 100; Mathematics 160

## CERTIFICATE OF ACHIEVEMENT

### Law Enforcement Option

This curriculum was developed with an Advisory Committee comprised of criminal justice administrators. Its purpose is to provide basic fundamentals for entry into any type of administration of justice agency. The curriculum leads to the Associate in Arts degree and/or a Certificate of Achievement in Criminal Justice. It also satisfies Commission on Peace Officer Standards and Training (POST) requirements for Part 1 of the Transition Program.

The Transition Program divides the Regular Basic Police Course (Criminal Justice 064) curriculum into two parts separated by a comprehensive examination. Part 1 is the component of instruction that focuses primarily on knowledge development and is presented in nine core courses. Upon successful completion of the nine core courses, students are eligible to take the POST Comprehensive Examination. Students who pass the examination are eligible to enroll in Part 2, the Skills Academy portion of the Transition Program. Part 2 of the Transition Program will not be available at Golden

West College but will be offered by other Academies in the area. POST Transition Courses are indicated below with a CP# in the list of required courses.

### Required Courses

#### Semester 1

Criminal Justice 140	Introduction to Criminal Justice	3
Criminal Justice 141	Criminal Law I	3
Electives or AA degree	General Education Courses	5-8

#### Semester 2

Criminal Justice 142	Criminal Law II	3
Criminal Justice 145	Exploring Contemporary Multi-Cultural Issues in Public Safety	3
Electives or AA degree	General Education Courses	5-8

#### Semester 3

Criminal Justice 146	Written and Verbal Communications Methods for Criminal Justice	3
Criminal Justice 143	Criminal Procedures	3
Electives or AA degree	General Education Courses	5-8

#### Semester 4

Criminal Justice 139	EMS - First Aid/CPR	3
Criminal Justice 144	Legal Aspects of Evidence	3
Criminal Justice 147	Special Issues in Criminal Justice	3
Electives or AA degree	General Education Courses	5-8

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

#### Beginning Courses:

Criminal Justice 036	Crime Scene Investigation	3
Criminal Justice 037	Narcotics Investigation	3
Criminal Justice 071	Arrest and Firearms	3.5
Criminal Justice 078A-D	Public Safety Dispatcher	4

#### Advanced Courses:

Criminal Justice 050A-D	Advanced Job Specific	.5
Criminal Justice 090	Specialized Investigators' Basic Course	9
Criminal Justice 091	Reserve Coordinators Course	1
Criminal Justice 138	Community Oriented Policing	3

## PROGRAM REQUIREMENTS

### Program Requirements

As a prerequisite for admittance to the Basic Academy Programs and the Specialized Investigators' Basic Course, 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 that an applicant is not free from such a physical, behavioral, emotional, or mental condition, the Program Director, with agreement of the Vice President of Instruction and Student Services, shall, as soon as possible, arrange for such 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 that reasonable grounds do not exist, the applicant will be admitted to the program. Applicants may appeal the denial of admission to the Administrative Dean, Student Support Services, on the grounds that they have met this prerequisite. Following the appeal to the Dean, applicants may make a final written appeal to the President of the college.

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

### Basic Course Programs

Criminal Justice 090 is a Basic Course. The following prerequisites and requirements are applicable to this course.

1. Completion of Criminal Justice 071 A-D (P.C. 832) within the past three years.
2. Students must possess a valid California Driver's License.
3. Students must not have any Federal or State Felony convictions.
4. 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.
5. 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.)
6. Students must successfully complete a P.O.S.T. prescribed reading and writing skills examination.

7. Students must participate in an oral interview to determine their suitability for the Specialized Investigators' Basic Course Program and potential for employment as a specialized investigator.
8. Students must pass a Traits Profile Assessment and be free from any physical, behavioral, emotional, or mental condition that would adversely affect their behavior so as to create an undue risk of harm to themselves, students, instructors, or other persons.
9. Student must execute an agreement assuming the risks of harm from participating in the course and releasing the District from any liability for such harm.
10. Agency affiliates are expected to meet the minimal standards prescribed by P.O.S.T.

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

### Academy Programs

Criminal Justice 064 is identified as a Basic Course Academy program. The following prerequisites and requirements are applicable to this course.

The following Academy entrance requirements will be verified through successful completion of Criminal Justice 054:

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

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

## COURSES

### **Criminal Justice 020-1 — 3 Units** **Introduction to Security**

This course is designed to teach the necessary components for understanding the field of security and private investigation. It presents ethical and legal issues, investigative methods and techniques, administrative issues, career opportunities and employment requirements. It explores the various computer and security systems used in the detection of criminal activity and research. Three hours lecture per week. Letter grade only

### **Criminal Justice 020-2 — 3 Units** **Criminal and Procedural Law for Security Personnel**

This course provides students with an overview of the concepts and terminology necessary to understand the criminal justice system. Students will explore legal principles, defenses, responsibilities, incapacities and criminal attempts. The student will learn and develop an appreciation for the California criminal court system. Students will explore the laws of arrest, case law, pleas, jurisdiction, pretrial motions, discovery, testimony and the trial. The student will learn to conduct an interview, write a comprehensive report, and examine liability, ethics and personal responsibility. Three hours lecture per week. Letter grade only

### **Criminal Justice 020-3 — 3 Units** **Retail/Corporate Security**

This course provides specialized training and the terminology necessary to work in the retail and/or corporate security profession. Both internal and external loss prevention practices will be examined. Topics include shoplifting, employee theft, administrative deficiencies and vendor theft. Students will learn the basic foundation of corporate and industrial security systems utilized in today's businesses. This includes internal security management, protective barriers, lighting, specialized protection, and state of the art security technology. Three hours lecture per week. Letter grade only

### **CRIMINAL JUSTICE 023 — 3 Units** **Juvenile Crime-Causation, Practices, Control**

Study of three major categories of children and juveniles: dependents — victims of child abuse and neglect, sexual exploitation, victims of unfit homes; pre-delinquents — runaways, throwaways, incorrigibles, intoxicating agents/drugs; delinquents — street gangs, prison gangs and assaultive crimes. Community based diversion programs are explained. Three hours lecture a week. Optional credit/no credit or grade.

### **CRIMINAL JUSTICE 025 — 3 Units** **Traffic Investigation**

Traffic law enforcement, regulations and control, fundamentals of traffic accident investigation and California Vehicle Code. Three hours lecture a week. Letter grade only.

### **CRIMINAL JUSTICE 036 — 3 Units** **Physical Evidence, Crime Scene Investigation, and Fingerprints**

This course is a comprehensive analysis of the multiple components of the forensic investigation process. Topics include: Awareness of Physical Evidence, Processing the Crime Scene, Reconstructing the Crime Scene, Special Evidence Handling, Fingerprints and Safety. Three hours lecture a week. Letter grade only.

### **CRIMINAL JUSTICE 037 — 3 Units** **Narcotics Investigation**

Investigation of narcotics and dangerous drug cases, identification of controlled substances and their effects on the user, enforcement procedures, legal aspects and informant development. Three hours lecture a week. Letter grade only.

### **CRIMINAL JUSTICE 046 — 3 Units** **Police Civilian Supervisory**

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. A sixty-four hour course. Credit/no credit only.

### **CRIMINAL JUSTICE 048A-D — 3 Units** **Marine Safety Course - Lifeguard I**

Prerequisite: Student must pass a job related physical agility test.

This course is designed to provide Ocean Lifeguard I training and certification. It includes basic rescue techniques, safety procedures, first aid, and communication methods. This course involves active participation in ocean swimming and training in existing environmental conditions. Forty-eight hours lecture and thirty-two hours non-lecture. Credit/no credit only.

### **CRIMINAL JUSTICE 050-1A-D — .25 - .50 Unit** **Community Oriented Police Training**

Prerequisite: Completion of Criminal Justice 064 or equivalent.

This course is designed to fulfill the Peace Officer Standards and Training requirements for continuing professional training for in-service officers. This section introduces continuing professional training in the area of community oriented policing. Credit/no credit only. A four or eight hour course.

### **CRIMINAL JUSTICE 050-2A-D — .25 - .50 Unit** **Tactical Training**

Prerequisite: Completion of Criminal Justice 064 or equivalent.

This course is designed to fulfill the Peace Officer Standards and Training requirements for continuing professional training for in-service officers. This section introduces continuing professional training in the area of tactical training. Credit/no credit only. A four or eight hour course.

### **CRIMINAL JUSTICE 050-3A-D — .25 - .50 Unit** **Legislative Mandates**

Prerequisite: Completion of Criminal Justice 064 or equivalent.

This course is designed to fulfill the Peace Officer Standards and Training requirements for continuing professional training for in-service officers. This section specifically pertains to those subject areas that are legislatively mandated by the Penal Code. Credit/no credit only. A four or eight hour course.

**CRIMINAL JUSTICE 050-4A-D — .25 - .50 Unit  
Firearms Training**

Prerequisite: Completion of Criminal Justice 064 or equivalent.

This course is designed to fulfill the Peace Officer Standards and Training requirements for continuing professional training for in-service officers. This section deals with firearms training, i.e. new weapons, new techniques, new procedures. Credit/no credit only. A four or eight hour course.

**CRIMINAL JUSTICE 050-5A-D — .25 - .50 Unit  
Arrest and Control Techniques**

Prerequisite: Completion of Criminal Justice 064 or equivalent.

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. Credit/no credit only. A four or eight hour course.

**CRIMINAL JUSTICE 050-6A-D — .25 - .50 Unit  
Impact Weapons Training**

Prerequisite: Completion of Criminal Justice 064 or equivalent.

This course is designed to fulfill the Peace Officer Standards and Training requirements for continuing professional training for in-service officers. This section deals with the use of straight stick and side handle batons. Credit/no credit only. A four or eight hour course.

**CRIMINAL JUSTICE 050-7A-D — .25 - .50 Unit  
EMS Requirements**

Prerequisite: Completion of Criminal Justice 064 or equivalent.

Continuing professional training for in-service officers that is intended to meet the new legislative mandated training requirements. This section teaches the most current EMS First Aid and CPR lifesaving techniques. Credit/no credit only. A four or eight hour course.

**CRIMINAL JUSTICE 050-8A-D — .25 - .50 Unit  
Legal/Penal Code Updates**

Prerequisite: Completion of Criminal Justice 064 or equivalent.

Continuing professional training for in-service officers that is intended to meet the new legislative mandated training requirements. This section deals with current and the newest Legal and Penal Code updates and laws pertaining to law enforcement requirements. Credit/no credit only. A four or eight hour course.

**CRIMINAL JUSTICE 050-9A-D — .25 - .50 Unit  
Health and Safety**

Prerequisite: Completion of Criminal Justice 064 or equivalent.

Continuing professional training for in-service officers that is intended to meet the new legislative mandated training requirements. This section introduces training in new laws and techniques pertaining to health and safety codes. Credit/no credit only. A four or eight hour course.

**CRIMINAL JUSTICE 050-10A-D — .25 - .50 Unit  
Investigative**

Prerequisite: Completion of Criminal Justice 064 or equivalent.

Continuing professional training for in-service officers that is intended to meet the new legislative mandated training requirements. This section deals with investigative procedures such as interrogation, interviewing and surveillance techniques. Credit/no credit only. A four or eight hour course.

**CRIMINAL JUSTICE 050-11A-D — .25 - .50 Unit  
Report Writing**

Prerequisite: Completion of Criminal Justice 064 or equivalent.

Continuing professional training for in-service officers that is intended to meet the new legislative mandated training requirements. This section deals with police report writing. Credit/no credit only. A four or eight hour course.

**CRIMINAL JUSTICE 050-12A-D — .25 - .50 Unit  
Hazardous Materials Training**

Prerequisite: Completion of Criminal Justice 064 or equivalent.

Continuing professional training for in-service officers that is intended to meet the new legislative mandated training requirements. This section deals with hazardous materials substances, indicators of hazardous materials situations and handling of hazardous materials incidents. Credit/no credit only. A four or eight hour course.

**CRIMINAL JUSTICE 050-13A-D — .25 - .50 Unit  
Chemical Agents**

Prerequisite: Completion of Criminal Justice 064 or equivalent.

Continuing professional training for in-service officers that is intended to meet the new legislative mandated training requirements. This section deals with chemical agents, i.e. Oleoresin Capsicum (Pepper Spray). Credit/no credit only. A one week course.

**Criminal Justice 053A-D — 1 Unit  
Specialized Investigators' Basic Course Orientation**

This course is designed to familiarize the student with the Specialized Investigators' Basic Course training program and provide an understanding of the mental, physical, academic, and legal requirements and commitments that must be considered. The comprehensive program will assess the suitability and employability of potential specialized investigator students. Students will be required to complete job-related tests to determine eligibility for the Specialized Investigators' Basic Course and a career as a state investigator. Ten hours lecture and two hours non-lecture. A two-week course. Credit/no credit only.

**CRIMINAL JUSTICE 054 — 2 Units  
Police Academy Orientation**

This course is designed to familiarize the student with the police academy training program and provide a better understanding of the requirements and commitments that must be considered. This comprehensive program will assess the suitability and employability of potential academy recruits. Students will be required to complete job-related tests in preparation for the police academy and a career as a police officer. Thirty hours lecture, ten hours non-lecture. Credit/no credit only. A four-week course.

**CRIMINAL JUSTICE 055 — 1 Unit**  
**Citizen's Academy**

This course is designed to provide an understanding of the police department's operation and the role of law enforcement in the community. It presents an overview of the police department's internal structure, its mission and philosophy, and its operations and services. One hour lecture and two hours non-lecture. Credit/no credit only. A ten-week course.

**CRIMINAL JUSTICE 056 — 2 Units**  
**Basic Traffic Accident**

Prerequisite: Completion of Criminal Justice 064 or equivalent.

In an age of increasing criminal and civil litigation, it is imperative that officers have the skills and knowledge to properly investigate and document traffic accidents. This course provides officers with the basic requirements for investigating a traffic accident and for completing a standard traffic accident report. Thirty-four hours lecture, six hours non-lecture a week. Credit/no credit only. A one-week course.

**CRIMINAL JUSTICE 064 — 18 Units**  
**Police Basic Course**

Prerequisite: Completion of Criminal Justice 054 or equivalent. (See Program Requirements)

Fundamentals of basic police training in compliance with minimum standards as established by the California Commission on Peace Officer Standards and Training (POST). Training will also include community oriented policing concepts, techniques and observation of application. Students will be graded and evaluated on academic accomplishment, physical skills, handgun proficiency, and demeanor. This 966 hour course is presented in intensive (full-time) and extended (part-time) formats. Letter grade only.

**CRIMINAL JUSTICE 066 — 2 Units**  
**Advanced Officer Training**

Prerequisite: Completion of Criminal Justice 064 or equivalent.

Field operations and tactics with emphasis on new technology. Recent legislation and court decisions. Introduction to administrative problems. Case preparation, report writing and follow-up investigation. Police-community relations, ethics and interpersonal communications. Credit/no credit only. Eight hours a day for forty hours.

**CRIMINAL JUSTICE 067A-D — 1.5 Units**  
**Advanced In-Service Training**

Prerequisite: Completion of Criminal Justice 064 or equivalent.

New laws and court decisions, arrest, search and seizure, changes in enforcement policy, new concepts in police technology, community relations, police ethics and integrity. Twenty-four hours lecture. Credit/no credit only.

**CRIMINAL JUSTICE 068 — 1 Unit**  
**Transitional Firearms Training**

Prerequisite: Completion of Criminal Justice 064 or equivalent.

This course is designed to train in-service personnel in the use of the semi-automatic pistol as they make a transition from the use of revolver duty weapons. The course will determine proficiency through hands-on demonstration and practical testing. Four hours lecture, twenty hours non-lecture. Credit/no credit only. A twenty-four hour course.

**CRIMINAL JUSTICE 070 — 4 Units**  
**Police Supervisory Course**

Prerequisite: Completion of Criminal Justice 064 or equivalent.

P.O.S.T. certified 80-hour course. Fundamentals of police supervision and management, including training, supervision and evaluation. Thirty-seven and one-half hours lecture, two and one-half hours non-lecture a week. Credit/no credit only. A two-week course.

**CRIMINAL JUSTICE 071A-D — 1.5 - 3.5 Units**  
**Arrest and Firearms**

Designed to satisfy the curriculum standards of the Commission of Peace Officer Standards and Training as required by Penal Code Section 832 for peace officers; includes laws of arrest, search and seizure, methods of arrest, discretionary decision making and where applicable firearms. Mandatory for all peace officers who do not possess a basic certificate awarded by the Commission on Peace Officer Standards and Training. Students should be prepared to pay a range and ammunition fees of approximately \$100.00. Forty hours lecture, thirty-two hours non lecture. Credit/no credit only.

**CRIMINAL JUSTICE 073A-D — 2 Units**  
**P.C. 832.2 School Peace Officer**

Course meets requirements of 832.2 PC concerning fundamental training issues for Peace Officers employed by K-12 schools and community colleges. Forty hours lecture. Credit/no credit only.

**CRIMINAL JUSTICE 075 — 2 Units**  
**Community Oriented Policing for In-Service Officers**

Prerequisite: Completion of Criminal Justice 064 or equivalent.

This course is designed to teach the underlying philosophy of Community Oriented Policing (COP) to in-service police officers. It emphasizes professional values, principles, ethics, positive intervention, communication, and problem solving skills. The focus is on pro-active rather than reactive policing. Optional credit/no credit or grade. A forty-hour course.

**CRIMINAL JUSTICE 076A-D — 2 Units**  
**Physical Training Instructor's Course**

Designed to train law enforcement recruit academy physical training instructors in instructing the POST required performance objectives in learning Domain #32. Thirty hours lecture, ten hours non-lecture. Credit/no credit only. A one-week course.

**CRIMINAL JUSTICE 077 — 1 Unit**  
**Long Rifle Marksmanship**

Prerequisite: Completion of Criminal Justice 092 or equivalent.

This course is designed to teach long rifle shooting techniques to police officers who have been assigned to their departments' SWAT team as a long rifle marksman. Eight hours lecture and twenty-four hours non-lecture. Credit/no credit only.



**CRIMINAL JUSTICE 077-1 — 1 Unit**  
**Advanced Sniper/Observer**

Prerequisite: Completion of Criminal Justice 077

This is an advanced Sniper/Observer course designed to induce stressful training conditions to exercise essential skills required of Law Enforcement Sniper/Observers in support of SWAT operations. Field craft, tactics and marksmanship skills are put to the test under stressful scenario based conditions. Eight hours lecture and sixteen hours non-lecture course. Credit/no credit only.

**CRIMINAL JUSTICE 078A-D — 4 Units**  
**Public Safety Dispatcher — Radio/Telecommunication**

Basic communication functions as they relate to the total departmental objectives. Emphasis placed on similarities and differences in police, fire, EMS and other emergency service telecommunications; the nature of service being provided and complexity of equipment being used. Includes new mandated requirements in Cultural Diversity, Gang Awareness, Hate Crimes as well as Resource & Referral Services. POST (Peace Officers Standard and Training) mandates that if a person does not obtain employment within a year of course completion date the course must be repeated. Thirty-six hours lecture and four hours non-lecture a week. Credit/no credit only. A three-week course. Also offered in a semester format.

**CRIMINAL JUSTICE 080 — 2 Units**  
**Communications Training Officer**

Prerequisite: Completion of Criminal Justice 078 and a 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. Credit/no credit only. A forty-hour course.

**CRIMINAL JUSTICE 082 — 1 Unit**  
**Advanced Long Rifle Course**

Prerequisite: Completion of Criminal Justice 077 or equivalent.

This course is designed to teach advanced long rifle shooting techniques to police officers who have been assigned to their departments' SWAT team as a long rifle marksman. Four hours lecture and twenty-two hours non-lecture. Credit/no credit only.

**CRIMINAL JUSTICE 084 — 0.5 Unit**  
**First Aid/CPR for Police Officers**

Prerequisite: Completion of Criminal Justice 064 or equivalent course.

Advanced training in techniques and application of Cardiopulmonary Resuscitation and First Aid for students who have previously completed basic CPR and First Aid. Twelve hours lecture a week. Credit/no credit only. A one-week course.

**CRIMINAL JUSTICE 088 — 4 Units**  
**Arrest/Control Impact Weapon Instructor**

Prerequisite: Completion of Criminal Justice 064 or equivalent.

This course of instruction is designed to prepare the experienced law enforcement officer to be an instructor in arrest and control techniques, impact weapons techniques, and carotid restraint techniques. Ten hours lecture, thirty hours non-lecture per week. Credit/no credit only. A two-week course.

**CRIMINAL JUSTICE 089-1 — 1.5 Units**  
**Tactical Repelling, Climbing and Obstacle Clearing Instructor Course**

Prerequisite: Successful completion of Criminal Justice 092.

This course is designed to teach the highly technical and tactical skills dealing with acute incidents encountered in critical law enforcement situations. Participant will gain understanding and demonstrate instructor presentation skills for the following: repelling, obstacle clearing and tactical ladder procedures, structure climbing procedures and in addition the proper safety procedures for the necessary equipment breakdown, safety inspection and safe storage. Twelve hours lecture and thirty-six hours non-lecture. Credit/no credit only.

**CRIMINAL JUSTICE 089 — .50 Unit**  
**Advanced Rapelling Modular**

Prerequisite: Completion of Criminal Justice 092.

This course is designed to prepare officers in advanced rapelling techniques. Three hours lecture and seven hours non-lecture. Credit/no credit only.

**CRIMINAL JUSTICE 090 — 9 Units**  
**Specialized Investigators' Basic Course**

Prerequisite: Completion of Criminal Justice 071A-D or equivalent and Criminal Justice 053A-D or equivalent. (See Program Requirements)

Fundamental police training. Basic knowledge and skills in compliance with minimum standards to meet requirements established by P.O.S.T. (Commission on Peace Officer Standards and Training) for persons serving as specialized investigators in the State of California and gives the student additional training to prepare a foundation for law enforcement commitment. Student will be graded and evaluated on academic accomplishments, physical skills, demeanor and appearance. Thirty-six hours lecture, four hours non-lecture a week. Letter grade only. A ten-week course.

**CRIMINAL JUSTICE 091 — 1 Unit**  
**Reserve Coordinators' Course**

Prerequisite: Completion of Criminal Justice 064 or equivalent.

This course is designed to address contemporary training needs of law enforcement reserve coordinators by providing new techniques for managing reserve peace officer organizations. Emphasis on new training standards for designated and non-designated level 1 reserve officers, new trends and legislation concerning reserve officers. Twenty-four hours lecture. Credit/no credit only. A three-day course.

**CRIMINAL JUSTICE 092 — 4 Units**  
**Special Weapons and Tactics Academy**

Prerequisite: Completion of Criminal Justice 064 or equivalent.

Concepts, planning, tactical operations, approach/entry/search techniques; use of chemical agents, weapons, rappelling and task-related physical activities. Forty hours lecture a week. Credit/no credit only. A two-week course.

**CRIMINAL JUSTICE 092-1 — 2 Units**  
**Tactical Commander**

Prerequisite: Successful completion of Criminal Justice 092.

This course is designed for supervisory and command level officers who have tactical responsibility. The course addresses the employment of SWAT teams, snipers, negotiators, containment, command posts, and other special operations, resources for barricaded suspects, hostage situations, counter-sniper and high risk service operations. A forty hour course. Credit/no credit only.

**CRIMINAL JUSTICE 092-2**  
**Basic MP-5 Sub-machine gun**

Prerequisite: Successful completion of Criminal Justice 092.

This course is designed to teach the necessary components for understanding the full use of the MP-5 sub-machine gun. It presents firearms safety and legal issues, history, development, assembly/disassembly, function, maintenance, proper stance, reload, malfunction and drug and armor drills, modes of fire, moving targets, firing on the move and live fire qualifications. A forty hour course. Credit/no credit only.

**CRIMINAL JUSTICE 093 — 0.3 Units**  
**Riot and Crowd Control**

Prerequisite: Completion of Criminal Justice 064 or equivalent.

Designed to train law enforcement individuals in riot and crowd control using most up-to-date and modern techniques. Will cover Arrest/Control techniques, platoon and squad formations and define roles of Incident Commander, platoon and squad leaders. Two hours lecture, six hours non-lecture. Credit/no credit only. An eight-hour course.

**CRIMINAL JUSTICE 094 — 1 Unit**  
**Incident Command System**

Prerequisite: Completion of Criminal Justice 064 or equivalent.

Technical training for law enforcement agency representatives to implement the Incident Command System uniformly within each agency. Credit/no credit only. A twenty-four hour course.

**CRIMINAL JUSTICE 095 — 1 Unit**  
**Gang Awareness Update**

Prerequisite: Completion of Criminal Justice 064 or equivalent.

This course is designed to familiarize the patrol officer with the characteristics and activities of gangs that are indigenous to Orange County. It provides an overview of gang dynamics, investigative techniques, officer safety, and current trends. Twenty-four hours lecture. Credit/no credit only. A three day course.

**CRIMINAL JUSTICE 096 — 4 Units**  
**Investigative and Trial Preparation**

Prerequisite: Successful completion of Criminal Justice 064 or equivalent.

This course is designed for the police officer who has been, or is about to be transferred to the investigative staff of a district attorney's office. Credit/no credit only. A two-week course.

**CRIMINAL JUSTICE 097 — 1.5 Units**  
**Advanced Officer Training**

Prerequisite: Completion of Criminal Justice 064 or equivalent.

Field operations and tactics with emphasis on new technology and concepts. Recent legislation and new court decisions. Introduction to administrative problems. Case preparation and report writing techniques with emphasis on follow-up investigations. Police- community relations, ethics, interpersonal communications, officer survival techniques, firearms update, arrest and control tactics, stress management, narcotics, and other new advances in the field of law enforcement. The course is certified by the Commission on Peace Officer Standards and Training. Twenty-eight hours lecture, four hours non-lecture a week. Credit/no credit only.

**CRIMINAL JUSTICE 127 — 3 Units**  
**Police Functions**

Offers the student various police tactics, including administrative, operational and individual, used when performing various law enforcement tasks. The primary focus is street-level encounters between the police and the public including domestic violence, sexual assaults, homicides — serial/mass murders. The class further explores police investigation of these crimes and direction/purpose of police investigations, interviews, and interrogations to maximize the police function's efficiency. Three hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU.*

**CRIMINAL JUSTICE 138 — 3 Units**  
**Community Oriented Policing**

This course is designed to teach the underlying philosophy of Community Oriented Policing. It emphasizes professional values, principles, ethics, positive intervention, communication, and problem solving skills. Its focus is on pro-active rather than reactive policing. Three hours lecture per week. Letter grade only. *Transfer Credit: CSU.*

**CRIMINAL JUSTICE 139 — 3 Units**  
**Emergency Medical Services - First Aid/CPR (CP9)**

This course is designed to teach EMS First Aid/CPR as required by the Emergency Medical Services Authority for law enforcement-public safety personnel. Three hours lecture a week. Letter grade only. *Transfer Credit: CSU.*

**CRIMINAL JUSTICE 140 — 3 Units**  
**Introduction to Criminal Justice (CPI)**

History and philosophy of criminal justice administration as it evolved in the United States; in-depth study of the justice system components; nature and extent of crime in America; concepts of crime causation. The roles and role expectations in theory and in reality of criminal justice personnel; system interrelationship with society, punishments and incarceration alternatives. Three hours lecture a week. Letter grade only. *Transfer Credit: CSU; UC. (CAN AJ 2)*

**CRIMINAL JUSTICE 141 — 3 Units****Criminal Law I (CP2)**

Historical development and philosophy of law, constitutional provisions, definitions, and classification of crimes. Explores defenses and preliminary crimes. Three hours lecture a week. Letter grade only.

*Transfer Credit: CSU; UC. (CANAJ 4)*

**CRIMINAL JUSTICE 142 — 3 Units****Criminal Law II (CP3)**

A continuation of Criminal Law I. Emphasizes general criminal statutes, crime against persons, crimes against property, crimes against children, sex crimes, crimes against the justice system, and weapons violations. Three hours lecture a week. Letter grade only. *Transfer Credit: CSU; UC. (CANAJ 4)*

**CRIMINAL JUSTICE 143 — 3 Units****Criminal Procedures (CP4)**

This course involves a comprehensive look at the origin, development, philosophy and legal basis of criminal procedures in California. Procedural statute law, case law and constitutional law governing laws of arrest; motions; rules of discovery; applicable rules of evidence; California court system; California grand jury system; pre-trial court procedures; adult trial procedures; juvenile trial procedures; sentencing; appellate process. Three hours lecture a week. Letter grade only. *Transfer Credit: CSU.*

**CRIMINAL JUSTICE 144 — 3 Units****Legal Aspects of Evidence (CP6)**

Origin, development, philosophy and legal basis of evidence; types and ways of presenting evidence; judicial decisions and statutory rules of evidence governing the admissibility of testimony, writings, and materials objects at a criminal trial; constitutional and procedural considerations affecting searches and seizures, admissions and confessions and methods of identification. Three hours lecture a week. Letter grade only. *Transfer Credit: CSU. (CANAJ 6)*

**CRIMINAL JUSTICE 145 — 3 Units****Exploring Contemporary Multi-Cultural Issues in Public Safety (CP7)**

This course covers issues of culture, ethnicity, race, prejudice, discrimination, hate crimes, victimization, stereotyping and the social forces that shape human values and attitudes. Explores demographic trends of minority groups, responses of minorities to the justice system, and the police response to sub-cultures. Three hours lecture a week. Letter grade only.

*Transfer Credit: CSU.*

**CRIMINAL JUSTICE 146 — 3 Units****Written and Verbal Communication Methods for Criminal Justice (CP5)**

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 notetaking, proper completion of felony and misdemeanor crime reports, memos and routine forms, and the presentation of testimony in court. Three hours lecture a week. Letter grade only.

*Transfer Credit: CSU.*

**CRIMINAL JUSTICE 147 — 3 Units****Special Issues in Criminal Justice (CP8)**

Special issues critical to effective law enforcement professionals in modern society. Topics will include police as professionals; defining and applying ethics, principles, and moral standards to law enforcement; police and the community correctly utilizing information systems in police work; and working effectively with persons with disabilities. Three hours lecture a week. Letter grade only. *Transfer Credit: CSU.*

# DANCE

## TRANSFER INFORMATION

The course information given below has been edited for catalog publication purposes and may not accurately reflect recent changes or total course requirements for particular programs or schools. For complete, current, official articulation information, students are urged to see their GWC counselor or Transfer Center staff.

### Lower division major courses:

The majority of colleges designate "Dance" as one option of a degree program in either Physical Education or Theater Arts. Audition is required for placement in almost all dance programs. Courses listed in this section are recommended for skill development. Most programs expect at least intermediate skills in Ballet, Jazz and Modern Dance, plus experience in dance production and choreography.

Students should refer to the catalog of the transfer institution for specific details and if necessary make an appointment for program advisement and assistance with the Golden West College counselor for this major.

### University of California, Irvine:

Audition is required for placement.

#### Lower Division Required Courses:

Dance 230A-B

#### Plus one from the following:

Dance 115A, 135A, 150A, 215A

### California State University, Fullerton:

A Bachelor of Arts in Dance is offered under the auspices of the School of the Arts, Theater, and Dance Department at CSUF. Entrance into the program requires no prior audition. Placement is achieved through interviews and successful completion of required classes. Students should take all Dance courses for a letter grade. The following courses are recommended as appropriate preparation for upper-division coursework.

#### Two units from each of the following:

Dance 100A-D, 115A-D, 120A-D, 125A-D, 150A-D (or 160A-D), 155A-D, 230A-D

#### Plus 3 units from:

Dance 200A-D

AND

#### 3 units from:

Theater Arts 177, 178; Television Production & Operations 102A-B

### California State University, Long Beach:

The Dance Department provides an in-depth dance major program of studies with emphasis on modern dance technique, composition and performance and with supporting coursework in ballet, jazz, and tap dance. The curriculum is designed to give students a basic dance background which prepares them as a performer in concert dance companies, television or in films, a choreographer, or as a teacher at the secondary, community college or university level in both public and private schools. Students wishing to major or minor in dance must audition for placement prior to starting the program. Auditions are held in November, January, April and August. Applicants should contact the Department of Dance in advance of enrollment. Courses listed below are recommended as preparation for the audition.

Dance 100A, 120A, 145A, 155A, 200A-B, 220A-B, 230A-B, 260A-B

### University of California, Los Angeles<sup>1</sup>:

Audition is required for placement in Dance program.

Dance 100A-D, 120A-D, 145A-D, 155A-D\*, 200A-D, 220A-D, 230A-D

Students should have no more than 10 additional units of dance courses.

See General Education requirements for College of Fine Arts, UCLA.

\*Recommended to pass audition.

<sup>1</sup>Articulation incomplete at printing. Courses listed may be used as guidelines.

## COURSES

(See also Theater Arts)

### DANCE 100A-D — 1 - 1.5 Units

#### Beginning Modern Dance

Instruction and practice in fundamental modern dance techniques, improvisation and composition. Development of an understanding and appreciation of modern dance as an art form. Two or three hours lecture/laboratory a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*

### DANCE 105A-D — 1 Unit

#### Dance Conditioning and Stretches

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. One hour lecture, one hour non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*

**DANCE 110A-B — 1.5 Units****Introduction to Dance: Ballet, Modern and Jazz**

A course designed to introduce students to the basic dance techniques of modern dance, jazz dance and ballet. Recommended for students without recent dance experience. Recommended as a course to be taken preceding Dance 100, 120 or 125. One hour lecture, two hours non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*

**DANCE 112 A-D — 1 Unit****Ballroom Dance**

A course designed to acquaint students with the fundamentals and various styles of ballroom dancing. There will be an introduction and overview to smooth, Latin, swing, and variety dances. The basics and variations of dances to be taught may include but are not limited to Fox Trot, Waltz, Cha Cha, Tango, Swing, Polka, Salsa, Country, Two Step, Cajun, and Hustle. The course overview is intended to cover the basic footwork, variations, styling, rhythm, timing, lead-follow, and dance characteristics of the dances taught. Two hours lecture/laboratory a week. Optional Credit/no credit or grade. *Transfer Credit: CSU.*

**DANCE 115A-D — 1 Unit****Beginning Tap Dance**

Instruction and practice in beginning tap techniques. The course will include an analysis of basic skills in tap dance movement and its relationship to the musical accompaniment. Two hours lecture/laboratory a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*

**DANCE 120A-D — 1 - 1.5 Units****Beginning Ballet**

Instruction and practice in fundamental ballet techniques. Students will learn basic alignment, warm-ups, barre work, enter floor adage, and allegro dance combinations including discussions on ballet terminology. Three hours lecture/laboratory a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*

**DANCE 125A-D — 1 - 1.5 Units****Beginning Jazz Dance**

Instruction and practice in the techniques and styles of jazz dance. 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. Two or three hours lecture/laboratory a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*

**DANCE 130A-D — 1 Unit****Dance for Musical Theater**

A course 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. Two hours lecture/laboratory a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*

**DANCE 135A-D — 1 Unit****Ethnic Dance**

A technique course emphasizing the social and stage dances from the region designated as the Near and Middle East. Incorporates choreography, improvisation, movement vocabulary and styling, and finger cymbal playing. One-half hour lecture and one and one-half hours non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*

**DANCE 140A-D — 1 Unit****Survey of Dance**

This course will consist of master classes, field trips, dance films, the reading of dance books, guest lecturers, dance performances by the students and guest artists, and information on student transfers. Recommended for all Dance majors. One hour lecture and one-half hour non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*

**DANCE 145A-D — 1 - 1.5 Units****Intermediate Modern Dance**

Instruction and practice in intermediate level modern dance technique. Students will learn modern dance warm-up techniques and combinations choreographed to live and recorded accompaniment. Students will have the opportunity to improvise and choreograph their own dance studies. Two or three hours lecture/laboratory a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*

**DANCE 150A-D — 1 Unit****Rhythm Tap Styles**

Instruction and practice in intermediate tap dance techniques. A thorough study of many rhythms and tempos, using tap sounds as the medium for the composition. Two hours lecture/ laboratory a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*

**DANCE 155A-D — 1 - 1.5 Units****Intermediate Ballet**

Instruction and practice in intermediate ballet techniques. Classroom participation in barre work, complex center practice and intermediate adage and allegro ballet combinations. Two or three hours lecture/laboratory a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*

**DANCE 160A-D — 1 - 1.5 Units****Commercial Dance Styles**

Instruction and practice in intermediate jazz exercise techniques, jazz dance combinations, and complete jazz dances choreographed to jazz, rock and musical theater music. Two or three hours lecture/laboratory a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*

**DANCE 165 — 3 Units**  
**History and Appreciation of Dance**  
(Same as Humanities 165)

This is a general survey class designed to acquaint students with dance as an art form and to expose students to dance in performance in Southern California. The class will travel to professional and university performances every four weeks; on the weeks between, a follow-up discussion will be held along with an introduction of the production to be viewed next. The performances will include ballet, ethnic, modern, tap, jazz, and musical theatre dance. The course will enable students to understand, appreciate, and evaluate dance as a viewing audience and relate it to other art forms. Three hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*

**DANCE 200A-D — 1 - 1.5 Units**  
**Advanced Modern Dance**

A course designed to develop advanced dance skills in modern dance techniques, improvisation and composition, and to give performance and repertoire experience. Two or three hours lecture/laboratory a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*

**DANCE 215A-D — 1 Unit**  
**Advanced Tap Dance**

Introduction and practice in advanced tap dance techniques. A thorough study into the execution of movement phrases using tap sounds of varying intensity, quality and rhythm. Two hours lecture/laboratory a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*

**DANCE 220A-D — 1 - 1.5 Units**  
**Advanced Ballet**

Advanced level ballet techniques. Classroom participation in barre work, complex center practice and advanced adagio and allegro combinations. Two or three hours lecture/laboratory a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*

**DANCE 225A-D — 1 - 1.5 Units**  
**Advanced Jazz Dance**

Instruction and practice in advanced jazz dance techniques. Students will learn jazz warm-up exercises, jazz combinations and complete dances choreographed to jazz, rock, and musical theater music. Current styles, staging, and composition of jazz dances will be included. Three hours lecture/laboratory a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*

**DANCE 230A-D — 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 studio and a variety of performance opportunities. Four hours lecture/laboratory a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*

**DANCE 235A-D — 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. One hour lecture, three hours laboratory a week. Optional credit/no credit or grade. This course may not be offered each semester. *Transfer Credit: CSU; UC.*

**DANCE 240A-D — 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. Two or four hours lecture/non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*

**DANCE 245A-D — 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. Two hours lecture/laboratory or four hours lecture/laboratory a week. Optional credit/no credit or grade. This course may not be offered each semester. *Transfer Credit: CSU; UC.*

**DANCE 250A-D — 1 - 2 Units**  
**Studio Production and Performance**

Retention based upon successful auditions, including concurrent enrollment for the performers in technique class i.e. Dance 145, 150, 155 or 160. This course is designed to instruct students interested in producing original choreography and performing in the dance studio at GWC and elsewhere in the community. They may also perform in an instructors choreography. All aspects of the production are studied: Choreography lighting, costuming, publicity, music, scenery design, and staging. Two or four hours lecture/non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*

**DANCE 260A-D — 2 - 3 Units**  
**Dance Production and Performance**

Prerequisite: Retention based upon successful retention.

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. Two hours lecture/laboratory or six hours lecture/laboratory a week. Optional credit/no credit or grade. This course may not be offered each semester. *Transfer Credit: CSU; UC.*

**DANCE 270A-D — 0.5 Unit**  
**Dance Workshop**

An intensive dance experience with a guest dance artist. The movement material for this class will be from the guest artist's repertoire and will be designed for intermediate and advanced level dance students. Two hours lecture and ten hours non-lecture a week. Optional credit/no credit or grade. A two-week course. *Transfer Credit: CSU; UC.*

# DIESEL TECHNOLOGY

## THE PROGRAM

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

## TRANSFER INFORMATION

Refer to AUTOMOTIVE TECHNOLOGY for Transfer Information.

## CERTIFICATE OF ACHIEVEMENT

Refer to AUTOMOTIVE TECHNOLOGY for additional options.

### Diesel Mechanic Option (Day Program)

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

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

Required Courses		Units
Diesel Tech 071	Diesel Engine Overhaul	8
Diesel Tech 072	Diesel Fuel Systems	8
Diesel Tech 074	Heavy Duty Drivetrain	6
Diesel Tech 073	Heavy Duty Electrical/ Electronic Systems	4
Diesel Tech 080 A-D	Diesel Tune-up and Troubleshooting	4
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*Continued*

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

Auto Tech 027	Heating & Air Conditioning	3
Co-Op 093A-D	Work Experience	3
Diesel Tech 068	Marine Diesel Engine	3
Diesel Tech 085	Introduction to Hydraulics	3.5
Diesel Tech 086	Diesel Engine Performance & Emission	6

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

## COURSES

### DIESEL TECHNOLOGY 068 — 3 Units Marine Diesel Engine Operation and Maintenance

Basic diesel engine theory and maintenance techniques for “do-it-yourself” mariners. Preventive maintenance and minor repair of fuel, lubrication, cooling and electrical systems. Three hours lecture a week. Letter grade only.

### DIESEL TECHNOLOGY 071 (1-4) — 8 Units Diesel Engine Overhaul

This course is designed to provide the necessary knowledge and skills required for maintenance and overhaul of two and four cycle diesel engines. Laboratory experience is provided in rebuilding and repair work typical of that found in industry. The student will be expected to provide some hand tools and personal safety equipment. Seven and one-half hours lecture and seven and one-half hours non-lecture a week. Letter grade only. This course may not be offered each semester.

### DIESEL TECHNOLOGY 072 (1-4) — 8 Units Diesel Fuel Systems

This course covers the principles of fuel injection, fuel pumps and injector systems. The student will overhaul and repair fuel injection equipment using testing and diagnostic equipment common to industry. Students will be expected to provide some hand tools and personal safety equipment. Seven and one-half hours lecture and seven and one-half hours non-lecture a week. Letter grade only. This course may not be offered each semester.

**DIESEL TECHNOLOGY 073 (1-2) — 4 Units**  
**Heavy Duty Electrical/Electronic Systems**

A vocational course study designed to provide the student with an understanding of electrical/electronic terms, electrical circuit concepts, heavy duty applications for generating units, failure diagnosis and repair techniques used by diesel repair technician. Classroom instruction and hands-on-training is provided on how to use electrical wiring diagrams, components locators, digital multimeters, digital storage oscilloscopes and specialized automotive test equipment. Students are required to provide basic hand tools, appropriate work clothing and personal safety equipment. Three and one-half hours lecture and three and one-half hours non-lecture a week. Letter grade only. This course may not be offered each semester.

**DIESEL TECHNOLOGY 074 (1-4) — 6 Units**  
**Heavy Duty Drivetrain**

This course provides theory and development of skills necessary for overhaul and repair of the specialized multispeed transmission and differential components common to diesel-powered equipment. Additional training in maintenance and repair of heavy-duty air brake systems and hydraulics is provided. Students will be expected to provide some hand tools and personal safety equipment. Four and one-half hours lecture and four and one-half hours non-lecture a week. Letter grade only. This course may not be offered each semester.

**DIESEL TECHNOLOGY 080 A-D— 4 Units**  
**Diesel Tune-Up and Troubleshooting**

This course is designed to provide the necessary knowledge and skills required for troubleshooting and tune-up of diesel two- and four-cycle diesel engines. Laboratory experiences include tune-up procedures and troubleshooting techniques typically found in industry. Students will be expected to provide some hand tools and personal safety equipment. Three and one-half hours lecture and three and one-half hours non-lecture. Letter grade only.

**DIESEL TECHNOLOGY 085 — 3 Units**  
**Introduction to Hydraulics**

This course is designed to provide the necessary knowledge and skills required for the maintenance, overhaul, and repair of basic hydraulic systems. Laboratory experience is provided in building, repairing, and troubleshooting hydraulics systems typical to that found in industry. The student will be expected to provide some hand tools and personal safety equipment. Two hours lecture and two hours non-lecture a week. Letter grade only.

**DIESEL TECHNOLOGY 086 — 6 Units**  
**Diesel Engine Performance and Emission Testing**

This course is designed to provide the student with the knowledge and skills, including instrumentation and documentation necessary to perform emission tests on diesel engines. Laboratory experience is provided in which students will use the Society of Automotive Engineers (SAE) recommended practice and test procedures to determine the gaseous emission levels of diesel engines. Alternative fuel systems and tune-up procedures on late model, electronically-injected diesel engines and hydro mechanical systems will be covered where applicable. Some personal hand tools and safety equipment will be required. Five hours lecture, three hours non-lecture a week. Letter grade only.

**DIESEL TECHNOLOGY 090 — 2 Units**  
**Automotive Diesel Engines**

This course is designed to provide the necessary knowledge and skills required for maintenance and repair of automotive diesel engines. Laboratory experience is provided in rebuilding and repair work typical of that found in industry. The student will be expected to provide some hand tools and personal safety equipment. Two hours lecture, two hours non-lecture a week. Letter grade only.



# DRAFTING

## THE PROGRAM

This program is designed to prepare students for careers in the mechanical drafting field. Students will learn: mechanical drafting with emphasis on precision dimensioning, industrial standards and military standards on computer aided drafting using AutoCAD software. Classes are held in a modern suitably equipped lab. Opportunities for employment are available in many related commercial companies.

## CERTIFICATES OF ACHIEVEMENT

### Technical Drafting Option (One-Year Major)

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

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

Required Courses		Units
<b>Semester 1</b>		
Drafting 105	Basic Engineering Drafting I	3
Bus/Ofc Admin 103	Computer Keyboarding	1
Computer 101	Computer Literacy	3
<b>OR</b>		
Drafting 050	Intro Computer-Aided Drafting	3
Drafting 100	Basic Engineering Drafting	4
RECOMMENDED ELECTIVES: The following course is specifically designed to enhance the Computer Aided Drafting Option:		
Drafting 090A-D	CAD Drafting Laboratory	1
<b>Semester 2</b>		
Drafting 110	Basic Engineering Drafting II	3
Math 010	Elementary Algebra	4
<b>OR</b>		
Drafting 051	Int I Computer-Aided Drafting	3
Math 010	Elementary Algebra	4
RECOMMENDED ELECTIVES: The following course is specifically designed to enhance the Technical Drafting Option:		
Drafting 090A-D	CAD Drafting Laboratory	1

### Computer Aided Drafting (Two-Year Option)

This program is designed to prepare the student for a career in Computer Aided Drafting. Experiences will include introduction to CAD, customizing AutoCAD menus, tool bars, icons, macros, AUTOLISP and three-dimensional drawing. Emphasis will be on AutoCAD software. Classes are held in a modern suitably equipped lab.

Required Courses		Units
<b>Semester 1</b>		
Drafting 105	Basic Engineering Drafting I	3
Bus/Ofc Admin 103	Computer Keyboarding	1
Computer Science 101	Computer Literacy	3
<b>OR</b>		
Drafting 100	Basic Engineering Drafting	4
Drafting 050	Intro Computer-Aided Drafting	3
For Architecture Majors		
Architecture 160	Architectural Drafting	3
RECOMMENDED ELECTIVES: The following course is specifically designed to enhance the Computer Aided Drafting Option:		
Drafting 090A-D	CAD Drafting Laboratory	1
<b>Semester 2</b>		
For Mechanical Drafting Majors who have completed Drafting 100		
Drafting 051	Int I Computer-Aided Drafting	3
Math 010	Elementary Algebra	4
For Mechanical Drafting Majors who have completed Drafting 105		
Drafting 110	Basic Engineering Drafting II	3
Drafting 051	Int I Computer-Aided Drafting	3
Math 010	Elementary Algebra	4
For Architecture Majors		
Drafting 051	Int I Computer-Aided Drafting	3
RECOMMENDED ELECTIVES: The following course is specifically designed to enhance the Computer Aided Drafting Option:		
Drafting 090A-D	CAD Drafting Laboratory	1
<b>Semester 3</b>		
Drafting 052	Int II Computer-Aided Drafting	3
RECOMMENDED ELECTIVES: The following course is specifically designed to enhance the Computer Aided Drafting Option:		
Drafting 090A-D	CAD Drafting Laboratory	1
<b>Semester 4</b>		
Drafting 053A-B	Computer-Aided Drafting, Adv	3
RECOMMENDED ELECTIVES: The following courses are specifically selected to enhance the Computer-Aided Drafting Option:		
Drafting 090A-D	CAD Drafting Laboratory	1

## COURSES

### **DRAFTING 035 — 2 Units** **Survey/Computer Aided Drafting**

A survey of the basic fundamentals of drafting using CAD. This course 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 and pictorial drawing, sectioning, and basic CAD menus. One hour lecture, three hours laboratory a week. Letter grade only.

### **DRAFTING 046 — 4 Units** **Electro-Mechanical Drafting**

Prerequisite: Completion of Drafting 100 or equivalent.

This course includes schematic and logic diagrams, printed circuit layouts, tape-ups, assembly and list of materials, fabrication and precision dimensioning and descriptive geometry. Two hours lecture, six hours non-lecture a week. Letter grade only.

### **DRAFTING 048 — 1 Unit** **Beginning Autocad**

An introduction to AUTOCAD. Lecture and laboratory experiences are provided using AUTOCAD software. One hour lecture, three hours non-lecture a week. Optional credit/no credit or grade. A six-week class.

### **DRAFTING 050 — 3 Units** **Introduction to Computer-Aided Drafting (CAD)**

Prerequisite: Completion of or concurrent enrollment in Drafting 100 or Architecture 100 or 140 or equivalent.

An introductory course in CAD (Computer-Aided Drafting) for experienced drafters and advanced drafting students. Lecture and laboratory experiences are provided using IBM PC's with AUTOCAD software packages. Two hours lecture, two hours laboratory a week. Letter grade only.

### **DRAFTING 051 — 3 Units** **Intermediate I Computer-Aided Drafting (CAD)**

Prerequisite: Completion of Drafting 050 or equivalent.

Second semester course in CAD (Computer-Aided Drafting) using PC's with AUTOCAD software with emphasis on custom menu and MACRO construction using AUTOCAD software. Two hours lecture, two hours laboratory a week. Letter grade only.

### **DRAFTING 052 — 3 Units** **Intermediate II Computer-Aided Drafting (CAD)**

Prerequisite: Completion of Drafting 051.

An intermediate course in CAD (Computer-Aided Drafting) using AUTOCAD software. Two hours lecture, two hours non-lecture a week. Letter grade only.

### **DRAFTING 053A-B — 3 Units** **Computer-Aided Drafting (CAD), Advanced**

Prerequisite: Completion of Drafting 052A-B.

An advanced course in CAD (Computer-Aided Drafting) using PC's with AutoCAD. Advanced custom AutoCAD Macro and AutoLisp programming and advanced 3-D and surface modeling. Two hours lecture and two hours non-lecture a week. Letter grade only.

### **DRAFTING 058 — 2 Units** **Metal Shop Practices for Drafters**

A basic survey course of machine shop and manufacturing processes using films, lectures and field trips. Introductory course covers how industry uses the lathe, mill, brake, shear, drill press, hand tools, oxy-acetylene and arc welding. Two hours lecture a week. Letter grade only.

### **DRAFTING 059 — 1 Unit** **Electronics for Electro-Mechanical Drafters**

Concurrent enrollment in Drafting 046 recommended for all day school one-year drafting majors. A basic electronics course designed for electro-mechanical drafters. The course will include theory and printed circuits assembly techniques. One hour lecture, one hour laboratory a week. Letter grade only. This course may not be offered each semester.

### **DRAFTING 065 — 1 Unit** **Descriptive Geometry and Precision Dimensioning for Drafters**

This is a course in basic descriptive geometry and basic precision dimensioning for drafting majors. This course is offered as individualized study only. One hour lecture, two hours laboratory a week. Letter grade only.

### **DRAFTING 082 — 2 Units** **Basic Airbrush** (Same as Art 082)

This course introduces basic airbrush art techniques currently used in technical illustration, architectural rendering, graphic arts, photography and specialty auto painting. Airbrushes are provided along with instruction in care and maintenance of equipment. One and one-half hours lecture and one and one-half hours laboratory a week. Optional credit/no credit or grade.

### **DRAFTING 084 — 2 Units** **Airbrush, Advanced** (Same as Art 084)

Students will receive instruction in airbrush techniques, exploration opportunities in using airbrush to solve various art problems relating to technical illustration and architectural technology, photography, graphic arts and specialty auto painting. One and one-half hours lecture, one and one-half hours laboratory a week. Optional credit/no credit or grade.

**DRAFTING 090A-D — 0.5 - 1 Unit**  
**CAD Drafting Laboratory**

Concurrent enrollment in Drafting 035 or 050 or 051 or 052 or 053 or Architecture 160 required.

For students desiring or needing extra CAD lab hours. The student will perform exercises which will be assigned in one of the prerequisite classes. Three hours laboratory a week. A nine-week course. Optional credit/no credit or grade.

**DRAFTING 092A-D — 1 - 2 Units**  
**Drafting Laboratory**

Concurrent enrollment in one or more drafting courses required.

This course is designed to supplement drafting classes in technical drafting, technical illustration, where more laboratory work is desired in specific prerequisite classes. Six hours laboratory a week. Optional credit/no credit or grade.

**DRAFTING 100 — 4 Units**  
**Basic Engineering Drafting**

Concurrent enrollment in Drafting 050 and/or 059 and 058 recommended for all day school one-year drafting majors. First of six drafting courses required to complete the one-year technical drafting major. Course includes lettering, sketching, use of instruments, geometric construction, pictorials, multi-view projection, sectioning, revolutions, auxiliary views, descriptive geometry, dimensioning, precision dimensioning, use of drafting standards and introduction to CAD (computer-aided drafting). Two hours lecture, six hours laboratory a week. Optional credit/no credit or grade. *Transfer Credit: CSU. (CAN ENGR 2)*

**DRAFTING 105 — 3 Units**  
**Basic Engineering Drafting I, Computer Aided Drafting**

This course will cover the study of correct letter styles for drafting, geometric construction, multi-view projection, basic dimensioning, threads and fasteners, isometric drawing and single auxiliary projection. All drafting problems will be drawn using computer aid drafting, (CAD), with AutoCAD software. Two lecture hours and two hours non-lecture per week. Letter grade only. *Transfer Credit: CSU.*

**DRAFTING 110 — 3 Units**  
**Basic Engineering Drafting II, Computer Aided Drafting**

Prerequisite: Completion of Drafting 105.

This course will cover precision dimensioning, threads and 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 aid drafting, (CAD), with AutoCAD software. Two lecture hours and two hours non-lecture per week. Letter grade only. *Transfer Credit: CSU.*

# ECOLOGY

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## THE PROGRAM

Study in ecology leads to a wide range of careers upon the attainment of the baccalaureate degree. Many students prepare for entry into graduate or professional schools upon graduation; programs in dentistry, medicine, nursing, pharmacy, field biology, parks service, fish and game positions and similar professions depend upon emphasis in biological sciences and ecology. Careers are found in teaching, research, government service.

## COURSES

(See also Biology)

**ECOLOGY 100 — 3 Units**  
**People and Their Environment**

An investigation of the current problems of man's relationship with the environment and possible solutions to these problems. Three hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*

**ECOLOGY 110 — 3 Units**  
**Mountain Ecology**

A study of mountain areas with emphasis on the interrelations between various ecological factors such as vegetation, climate, wildlife, landforms, and man's place within the system. Particular attention will be paid to the mountains of California and the Western U.S., although other major mountain areas of the world may also be included. Three hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*

**ECOLOGY 115 — 3 Units**  
**Ecology of California Wildlife**

An exploration of the natural history, behavior and relationship to man of eight groups of California wildlife. The course covers game animals, furbearers, nongame animals, fully protected wildlife, and rare and endangered wildlife. Three hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*

**ECOLOGY 120 — 3 Units**  
**Wildlife Management**

History, ecology, current wildlife problems, population dynamics, migration patterns, and other physical, biological and political components affecting wild communities. Three hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*

# ECONOMICS

## THE PROGRAM

The major in economics leads to careers in business or government and offers valuable preparation for various professions including law and journalism. The study of economics provides the opportunity to build a solid foundation for graduate study in either economics or administration.

## TRANSFER INFORMATION

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### Business Administration

Refer to BUSINESS for Transfer Information.

### Economics

Lower division major courses:

#### California State University, Long Beach:

Accounting 101, 102; Economics 180, 285; Mathematics 130

##### Two courses from:

Anthropology 120; Geography 100; History 180, 185; Mathematics 170, 180, 185, 280; Psychology 100; Sociology 100

#### California State University, Fullerton:

Accounting 101, 102 or Mathematics 185; Business 127; Business Data Processing 130 or Computer Science 130; Economics 180, 285; Mathematics 130 or 180

#### University of California, Irvine:

Computer Science 101 (or one from: 129, 130\*, 140, 145, 170, 175, 190); Economics 180, 285; English 100 and 110 or Philosophy 116; Mathematics 180, 185 (290 required for Honors program)

##### Two courses from:

Anthropology 100, 120, 130; Geography 100, 104, 180; Psychology 100; Sociology 100

One additional Social Science course (See GWC counselor for this major for specific courses acceptable.)

\*No unit credit awarded.

## COURSES

### ECONOMICS 110 — 3 Units American Economic Problems

The application of economic theory to solution of the problems of the American economy. Both traditional and topical problems will be considered. Three hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*

### ECONOMICS 120 — 3 Units Economic History of the United States (Same as History 110)

A survey of the economic transformation of the U.S. from colonial times to the present. Emphasis is on the social and political consequences of economic development and change as well as Americas' involvement in international economic interdependency. Three hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*

### ECONOMICS 180 — 3 Units Micro-Economics

An introduction to the tools and methods of economic analysis. The course deals with the principles of economic analysis, supply and demand, costs, micro-economic models, and production. Three hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC. (CAN ECON 4)*

### ECONOMICS 285 — 3 Units Macro-Economics

Prerequisite: Successful completion of Economics 180.

A continuation of the study of the tools of economic analysis and the application of these tools to the issues of macro-economics. The course includes a study of capital theory, national income, money and the banking system, inflation, and the role of the government in monetary and fiscal policy. Three hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC. (CAN ECON 2)*

### Electronics

(See Engineering Technology)

# ENGINEERING

## TRANSFER INFORMATION

The course information given below has been edited for catalog publication purposes and may not accurately reflect recent changes or total course requirements for particular programs or schools. For complete, current, official articulation information, students are urged to see their GWC counselor or Transfer Center staff.

GWC offers the following courses which are appropriate for some of the lower-division requirements for this major. Some of these courses will also satisfy certain General Education requirements.

Students should try to complete all of the CSU approved General Education Certification pattern (39 units) at Golden West.

### California State University, Long Beach:

Chemistry 180 (Add 185 for Chemical, Mechanical); Mathematics 180, 185, 280, 285; Physics 185, 280; For Civil Engineering add Biology 100; For Civil and Mechanical Engineers add Drafting 100

**NOTE:** Students should consult the GWC counselor for options available in this major.

See GWC Engineering counselor for information on Engineering Statics and Circuits courses.

### California State University, Fullerton:

Chemistry 180 (Civil and Mechanical add 185); Computer Science 140; Drafting 100; Mathematics 180, 185, 280, 285, 290; Physics 185, 280 (Add 285 and 290 for Electrical and Mechanical Engineering.)

See GWC Engineering counselor for information on Engineering Statics and Circuits courses.

### California State Polytechnic University, Pomona:

Biology 100; Chemistry 180, 185; English 110; History 175; Mathematics 180, 185, 280, 285; Physics 185, 280, 285; Political Science 180; Speech Communication 220

See GWC counselor for this major for additional, appropriate general education courses required by individual Engineering options, and for information on Engineering Statics and circuits courses.

### University of California, Irvine:

Biology 180 (Civil, Computer, Environmental); Chemistry 180, 185 (except Computer, Electrical); Computer Science 129 for Electrical Engineering; Drafting Technology 050 and 100 may be taken by Civil and Environmental Engineering majors for subject credit (no transfer unit credit.); English 100, 110; Mathematics 180, 185, 280, 285, 290; Physics 185, 280 (also Computer, Electrical and General, add 285).

\*Mechanical Engineering students may take any one of the following: Computer Science 129, 140, 145, 160, 190.

See GWC Engineering counselor for appropriate Computer Science course

for other Engineering options.

### University of California, Los Angeles:

English 100 (English 110 is also recommended if English is your second language); Chemistry 180\*, 185; Mathematics 180, 185, 280, 285, 290; add Mathematics 230 for Computer Science and Engineering; Physics 185, 280, 285, 290.

\*Computer Science and Engineering Majors require only Chemistry 180.

Aeronautical students take Computer Science 140. Computer Science and Engineering students take Computer Science 190. All others take either Computer Science 129 or 140.

For Chemical Engineering add Chemistry 220.

See GWC Engineering counselor for appropriate General Education and American History and Institutions courses, and also for information on Engineering Statics and Circuits courses.

### California Poly State University, San Luis Obispo<sup>1</sup>:

Mathematics 180, 185, 280, 285; Physics 185, 280, 285; (add Physics 290 for Aeronautical Engineering).

See GWC counselor for this major for programs in the School of Engineering which may additionally require Chemistry 185 and for additional appropriate statics, circuits, computer, drafting, and General Education courses required by individual Engineering Departments.

<sup>1</sup>Articulation incomplete at printing. Courses listed may be used as guidelines.

## COURSES

### ENGINEERING 280 — 3 Units Statics

Prerequisite: Completion of Physics 185 and Math 185.

Calculus based vector mechanics, covering force diagrams, moment of a force, centroids, beams, trusses, friction, and moments of inertia. Three hours lecture per week. Letter grade only. *Transfer Credit: CSU. (CAN ENGR 8)*

### ENGINEERING 285 — 4 Units Engineering Circuits

Prerequisite: Completion of Physics 280 and Math 185.

A calculus based course in analysis of electric circuits, including DC circuits, network theorems, energy sources, transient analysis, sinusoidal analysis, phasors, AC power, and frequency response of circuits. Lab will include connection of circuits and observation of circuit behavior using electronic instrumentation. Three hours lecture and three hours non-lecture per week. Letter grade only. *Transfer Credit: CSU. (CAN ENGR 6)*

# ENGINEERING TECHNOLOGY

## TRANSFER INFORMATION

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GWC offers the following courses which are appropriate for some of the lower-division requirements for this major. Some of these courses will also satisfy certain General Education requirements.

Students should try to complete all of the CSU approved General Education Certification pattern (39 units) at Golden West.

### California State Polytechnic University, Pomona<sup>1</sup>:

Biology 100; Chemistry 180; Mathematics 120; 170; Philosophy 101; Physics 120, 125

<sup>1</sup>Articulation incomplete at printing. Courses listed may be used as guidelines.

### California State University, Long Beach:

#### Formerly Industrial Technology

Chemistry 180; Computer Science 180 or Engineering Technology 120; Drafting 100; Mathematics 120\*, 160, 170; Physics 120, 125

\*Prepares students for the calculus for technology course at CSU, Long Beach, or students may take Mathematics 170 and 180 at GWC.

See GWC counselor for this major for course information on the following options:

Construction Management  
Computer Technology  
Electronics Technology  
Environmental Technology  
Quality Assurance  
Manufacturing Technology

A minimum grade of C is required in all major technical courses, mathematics, chemistry and physics.

See GWC counselor for this major for additional appropriate courses.

## CERTIFICATE OF ACHIEVEMENT

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

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

The lower division courses develop fundamentals in:

Electrical components  
Electronic circuits  
Microprocessor architecture

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

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

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

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

## Control Systems Technician Option

### Required Courses Units

#### First Year

##### Fall Semester 1

Engineering Tech 100	Electrical Fundamentals: AC-DC Circuits	4
Technical Math 040**	Elementary Technical Math	3
Drafting 050	Computer-Aided Drafting	2

##### Spring Semester 2

Engineering Tech 110	Electrical Fundamentals: Active Devices & Circuits	4
Engineering Tech 120	Digital Principles & Circuits	4
Technical Math 045	Intermediate Technical Math	3

#### Second Year

##### Fall Semester 3

Engineering Tech 125	Intro To Microprocessors	3
Electives (Optional)		

##### Spring Semester 4

Engineering Tech 140	Microprocessor Applications	3
Co-Op 091A-D	Work Experience	

##### Summer Session 5

Engineering Tech 150	Measuring Principles & Process Control	3
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Electives (Optional)		29
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RECOMMENDED ELECTIVES: The following courses are specifically selected to enhance the Engineering Technology curriculum. Students may wish to select some of these courses in order to complete the 60 units required for an Associate in Arts degree.

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

\*\*Can be waived by providing equivalency or passing final exam.

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

## COURSES

### ENGINEERING TECHNOLOGY 100 — 4 Units

#### Electrical Fundamentals: AC-DC Circuits

A first course in a series of courses designed to fit the needs of an electronic engineering technician. Behavior of resistive, inductive, and capacitive devices, passive electrical networks, and a study of circuit theorems. A supporting lab experience with use of basic test equipment is included. Three hours lecture and three hours non-lecture a week. Letter grade only. *Transfer Credit: CSU.*

### ENGINEERING TECHNOLOGY 110 — 4 Units

#### Electronic Fundamentals: Active Devices & Circuits

A second course in electrical fundamentals covering semiconductor devices and related circuitry. Theory and behavior of power supplies, amplifiers, oscillators, switching, and regulation will be evaluated and tested in a hands-on lab experience. Three hours lecture and three hours non-lecture a week. Letter grade only. *Transfer Credit: CSU.*

### ENGINEERING TECHNOLOGY 120 — 4 Units

#### Digital Principles and Circuits

Introduction to Boolean Algebra and Number Systems. Combinational and sequential circuits such as decoders, multiplexers, registers and counters are designed, constructed, and analyzed. An emphasis is placed on experience with typical test equipment, such as: Oscilloscopes, Digital Probes, and Logic Analyzers. Four hours lecture a week. Letter grade only. *Transfer Credit: CSU.*

### ENGINEERING TECHNOLOGY 125 — 3 Units

#### Introduction to Microprocessors

A study of microprocessors and computer architecture as they apply to PC's and PLC's. Theory and lab session include: logic circuitry, computer elements, interfacing and associated circuits. The course includes, experience using software utilities to diagnose and differentiate between hardware and software problems. Two hours lecture and two hours non-lecture a week. Letter grade only. *Transfer Credit: CSU.*

### ENGINEERING TECHNOLOGY 130 — 3 Units

#### Introductory Electronics

A course in basic principles of electricity and electronics for non-majors who need supporting knowledge essential to other technical areas such as science labs and Recording Arts majors. Theory covered in lecture will be further amplified in lab experiences. Two hours lecture, two hours laboratory a week. Optional credit/no credit or grade. *Transfer Credit: CSU.*

### ENGINEERING TECHNOLOGY 135 — 3 Units

#### Electronics Systems Servicing

Offers theory and laboratory experiences needed to achieve a basic knowledge of test equipment and procedures used in repairing typical electronic devices. Includes use of the schematic diagram, wiring, connectors, trouble shooting, and repair skills. Two hours lecture, two hours laboratory a week. Optional credit/no credit or grade. *Transfer Credit: CSU.*

### ENGINEERING TECHNOLOGY 140 — 3 Units

#### Microprocessor Applications

The theory and application of computers used to control and measure processes and systems. Theory and Lab include: closed and open loop control systems, digital to analog conversion, system diagrams, flow charts, ladder logic and data acquisition programming. Class projects use SLC 500 controllers and Lab View DAQ systems. Lab experiences in microprocessor and the minicomputer are included. Two hours lecture and two hours non-lecture a week. Letter grade only. *Transfer Credit: CSU.*

**ENGINEERING TECHNOLOGY 150 — 3 Units**  
**Measuring Principles & Process Control**

A study of industrial instrumentation: devices, processes, & control systems. Theory and lab experience include circuits and devices used to sense and control electrical and mechanical forces: Pressure, flow, liquid level, temperature, stress, strain, speed, & distance. Lab experience interfacing Programmable Logic Controllers (PLC's) and Data Acquisition (DAQ's) systems with sensors and control elements. Three hours lecture a week. Letter grade only. *Transfer Credit: CSU.*

**ENGINEERING TECHNOLOGY 160 — 2 Units**  
**Engineering Construction Techniques**

Experience in planning and construction of a basic closed-loop process control. One hour lecture and three hours non-lecture a week. Letter grade only. *Transfer Credit: CSU.*

# ENGLISH

## TRANSFER INFORMATION

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*Lower division major courses:*

### California State University, Long Beach:

**All Options (except Special Option):**

English 110, 290, 295

**Creative Writing Option:**

English 281 or 282

**Language & Composition Option:**

Foreign Language through 285

**Literature Option:**

Foreign Language recommended.

### California State University, Fullerton:

English 100

**Maximum of 9 units from:**

English 150, 155, 160, 165, 290, 295

(Credit toward major will be determined on an individual basis upon transfer.)

### University of California, Irvine:

English (150, 155) or (160, 165) or (290, 295); Foreign Language through 285

**One course from each group:**

- 1) English 100
- 2) English 150, 155, 160, 165, 290, 295
- 3) History 180, 185, 190, 195
- 4) Philosophy 101, 102, 103, 105

## University of California, Los Angeles:

English 100, 110, 290, 295

**Plus:**

A language other than English through 285

## THE CURRICULUM

The English Department offers courses for native speakers and advanced second-language students, including developmental courses in reading and writing, college-level composition courses for transfer and Associate Degree students, and courses in creative writing and literature. The curriculum emphasizes reading and writing in all its courses, reflecting the faculty's commitment to integrating the study of language and the uses of writing within the context of culture. Courses offered through the department meet general education and transfer requirements in English, critical thinking, literature, and humanities.

## THE MAJOR

Students majoring in English at the lower-division level concentrate on learning how to interpret literature critically and imaginatively and how to write prose that is clear, exact, and expressive. While the English major is designed for transfer students intending upper-division study in literature, criticism, or related fields, the versatility of the major makes it appropriate for a wide range of other contexts and circumstances. For example, students seeking any career which requires the ability to be closely attentive to language and to its ramifications— careers such as law, education, communications, governmental affairs or business—will find the English major especially helpful. Even students whose career inclinations are uncertain or indefinite will find that the abilities one masters as an English major are applicable to a variety of later career choices.



## COURSES

### **ENGLISH 009 — 3 Units** **Beginning Writing**

This course is designed for students with native fluency in English who need work in sentence writing and paragraph development. Course work includes functional grammar review, writing sentences, choosing a topic, narrowing it, and drafting a paragraph. Instructor may recommend up to one additional hour per week in the Writing Center. Four hours lecture a week. Credit/no credit only. (Not applicable to A.A. degree.)

### **ENGLISH 010 — 3 Units** **Writing Essentials**

Prerequisite: English Placement Assessment or satisfactory completion of English 009 or ESL 005 or equivalent.

This course is designed to qualify the initially unprepared student for entry into English 100, and includes paragraph writing multi-paragraph essay, and grammar review. Instructor may recommend up to one additional hour per week in the Writing Center. Four hours lecture a week. Letter grade only.

### **ENGLISH 024A-B — 0.5 Unit** **(Same as English as a Second Language 024A-B)** **Guided Reading Development**

A course for the development of reading, writing and vocabulary skills for students of all levels: beginning ESL to native speakers. Total of eighteen hours. Credit/no credit only. (Not applicable to A.A. degree.)

### **ENGLISH 030A-B — 0.5 Unit** **Writing Coherent Sentences**

This course reviews basic sentence patterns and includes some grammar and punctuation principles. Students progress at their own rate. Total of eighteen hours. Credit/no credit only. (Not applicable to A.A. degree.)

### **ENGLISH 031 — 2 Units** **Building Vocabulary Skills I**

Through several types of practice, controlled feedback, and testing, students will learn to use context clues to master over 200 frequently used words and 40 word parts. Credit/no credit only. (Not applicable to A.A. degree.)

### **ENGLISH 032A-B — 0.5 Unit** **Writing Effective Sentences**

This course will provide students with the knowledge and skills to recognize and understand complicated sentence structures and to revise their own writing for clarity and effectiveness. This course presupposes mastery of skills, concepts, and terms taught in English 011. Total of eighteen hours. Credit/no credit only. (Not applicable to A.A. degree.)

### **ENGLISH 033 — 2 Units** **Building Vocabulary Skills II**

Through several types of practice, controlled feedback, and testing, students will learn to use context clues to master over 200 frequently used words and 40 word parts. Four hours non-lecture a week. Credit/no credit only. (Not applicable to A.A. degree.)

### **ENGLISH 034A-B — 0.5 Unit** **Writing the Unified Paragraph** (Formerly English 012A-B)

This course instructs students in the process of developing a unified paragraph. It includes sections on developing a topic sentence, support and, finally, a unified paragraph. Students progress at their own rate. Total of eighteen hours. Credit/no credit only. (Not applicable to A.A. degree.)

### **ENGLISH 036A-B — 1 Unit** **Writing a Unified Essay**

This course instructs students in the process of developing a unified essay. Students should be able to write effective introductory, support, transition and concluding paragraphs. The completed essay that students may write in this course is not comparable to the essays written in English 100. Students progress at their own rate. Total of eighteen hours. Credit/no credit only. (Not applicable to A.A. degree.)

### **ENGLISH 037A-B — 0.5 Unit** **Answering Essay Exam Questions**

This course is designed to help students develop skills necessary to understand and to answer essay questions. The skills include analyzing different types of essay questions, practicing pre-writing techniques, developing organization, and proofreading the answer. Students progress at their own rate. Total of eighteen hours. Credit/no credit only. (Not applicable to A.A. degree.)

### **ENGLISH 038A-B — 0.5 Unit** **Reading Comprehension, Summary, and Response**

Designed for students who desire to improve their reading and writing skills through a careful reading and summarization of short essays, and writing of responses to essay questions. Total of eighteen hours. Credit/no credit only. (Not applicable to A.A. degree.)

### **ENGLISH 039A-B — 0.5 Unit** **The Writing Process: Reading Comprehension and Response**

Designed for students who wish to improve their understanding of the writing process, as well as their reading and writing skills through written responses to short reading assignments. Total of eighteen hours. Credit/no credit only. (Not applicable to A.A. degree.)

### **ENGLISH 059 — 4 Units** **Preparation for Police Writing**

Preparation of reading and writing sections of state entrance exam required for admission to Basic Academy. Review of sentence and paragraph skills; writing short reports in police style. Some students may have to spend up to two additional hours per week in the Writing Center for additional assistance with basic writing problems. Total of seventy-two hours lecture. Credit/no credit only. (Not applicable to A.A. degree.)

**ENGLISH 065 — 1.5 Units**  
**Basic Writing for the Industrial Trades**

Recommended for students interested in a career in diesel or automotive technology or related fields. This course is designed to teach the basic writing skills needed to get and keep a job in the automotive and diesel trades. Using materials tailored to their specific fields of study, students complete projects in writing resumes, employment applications, work estimates, work orders, work reports, follow-up repair recommendations, and insurance reports. Basic correct writing skills are taught concurrently: clear organization of material, legible handwriting, and the use of correct syntax, sentence structure, punctuation and spelling. Students who enroll in the course are expected to have native-speaker proficiency in English. Three hours lecture and three hours non-lecture a week. Credit/no credit only. A nine-week course. (Not applicable to A.A. degree.)

**ENGLISH 070 — 3 Units**  
**Great Ideas in Literature**

Not open to students enrolled in or having completed English 170.

The course is designed to challenge and enrich the student by providing reading and discussion of the works of some of the great twentieth and seventeenth century writers. Comparisons are made between twentieth century and seventeenth century world views. Taught concurrently with English 170. Three hours lecture a week. Optional credit/no credit or grade. May not be offered each semester.

**ENGLISH 071 — 3 Units**  
**Great Ideas in Literature**

The course will focus on the mavericks, rebels and “outsiders” in literature who, for reasons of conscience or moral conviction, have acted in defiance of custom, authority, or accepted community standards. For non-majors and non-transfers, the course is designed to challenge and enrich the student by providing reading and discussion of selections from such writers as Ibsen, Shaw, Camus, Thurber, Hawthorne and Conrad. Taught concurrently with English 171. Three hours lecture a week. Optional credit/no credit or grade. May not be offered each semester.

**ENGLISH 075 — 3 Units**  
**Science Fiction**

For both avid readers of science fiction who would like a more systematic understanding of their reading. And for those unfamiliar with science fiction who wish an introduction to this category of literature. A survey of science fiction short stories and novels of the nineteenth and twentieth centuries. Lectures and class discussions center on the major themes and the historical development of the genre. Taught concurrently with English 175. Three hours lecture a week. Optional credit/no credit or grade.

**ENGLISH 082 — 3 Units**  
**Detective Fiction**

Sleuthing through some of the great whodunits, written and filmed, to detect their conventions, variations, themes, genres and pleasures. Taught concurrently with English 182. Three hours lecture a week. Optional credit/no credit or grade.

**ENGLISH 086A-D — 3 Units**  
**Page to Performance**

An opportunity to study drama in both a classroom and theater setting. Plays will be read, discussed, and then seen, on stage, if possible; if not, on film or tape. Performances will be critiqued in light of the script. Three hours lecture a week. Credit/no credit only.

**ENGLISH 090A-D — 4 Units**  
**Critical Reading**

A class designed for students who wish to improve their reading skills to enhance their chances for success in college courses. This course is appropriate for students in ESL 005, English 009 or English 010. Four hours lecture a week. Credit/no credit only.

**ENGLISH 097A-D — .18 - .25 - .50 Unit**  
**Writing Conference I**

This is a self-paced, variable unit course offering individualized instruction designed to meet your specific needs in areas such as getting started, development and organization of ideas, grammar, punctuation and ESL. This writing course may be either self-selected or recommended by your instructor in another course that requires written assignments. Credit/no credit only. (Not applicable to A.A. degree.)

**ENGLISH 098A-D — 0.5 Unit**  
**Writing Conference II**

This course continues the individually tailored writing instruction begun in English 097 and can be taken in connection with any college course requiring writing assignments. A total of eighteen hours. Credit/no credit only. (Not applicable to A.A. degree.)

**ENGLISH 100 — 3 Units**  
**Freshman Composition**

Prerequisite: English Placement Assessment or satisfactory completion (C or better) of English 010 or equivalent.

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. Four hours lecture a week. Letter grade only. *Transfer Credit: CSU; UC. (CAN ENGL 2)*

**ENGLISH 110 — 3 Units**  
**Critical Thinking, Reading, and Writing through Literature**

Prerequisite: Completion of English 100.

An introduction to literature and further study of composition, emphasizing critical thinking and analysis and evaluation of fiction, poetry and drama. Recommended for English majors and prospective teachers. Satisfies general education requirement. Three hours lecture a week. Letter grade only. *Transfer Credit: CSU; UC. (CAN ENGL 4)*

**ENGLISH 112 — 3 Units**  
**Appreciation of Literature**

For transfer students interested in 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 and will illustrate various genres, cultures, historical contexts and the relationships between them. Three hours lecture a week. Letter grade only. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*

**ENGLISH 114 — 3 Units**  
**Great Myths and Legends**

A survey of the famous myths and legends of many diverse cultures, East and West. Familiarity with myths and legends provides insights into the human mind throughout the ages, and adds dimension to the study of history, psychology, literature and anthropology. Three hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*

**ENGLISH 150 — 3 Units**  
**Major American Authors**

Prerequisite: Completion of English 100.

A study of selected writers in American literature through the Civil War. Three hours lecture a week. Letter grade only. *Transfer Credit: CSU; UC. (CAN ENGL 14)*

**ENGLISH 155 — 3 Units**  
**Major American Authors**

Prerequisite: Completion of English 100.

A study of selected writers in American literature since the Civil War. Three hours lecture a week. Letter grade only. *Transfer Credit: CSU; UC. (CAN ENGL 16)*

**ENGLISH 160 — 3 Units**  
**Masterpieces of World Literature**

Prerequisite: Completion of English 100.

A study of world masterpieces through the European Renaissance. The important contributions and achievements from the literature of both Western and Eastern countries and eras are studied for their artistic merit and for their influences on modern thought. Three hours lecture a week. Letter grade only. *Transfer Credit: CSU; UC.*

**ENGLISH 165 — 3 Units**  
**Masterpieces of World Literature**

Prerequisite: Completion of English 100.

A study of world masterpieces since the Renaissance. The important contributions and achievements from the literature of various countries and eras are studied for their artistic merit and their influence in our time. Three hours lecture a week. Letter grade only. *Transfer Credit: CSU; UC.*

**ENGLISH 170 — 3 Units**  
**Great Ideas in Literature**

Prerequisite: Completion of English 100.

For transfer students, the course is designed to challenge and enrich the student by providing reading and discussion of the works of some of the great twentieth and seventeenth century writers. Comparisons are made between twentieth century and seventeenth century world views. Three papers required. Taught concurrently with English 070. Three hours lecture a week. Letter grade only. May not be offered each semester. *Transfer Credit: CSU; UC.*

**ENGLISH 171 — 3 Units**  
**Great Ideas in Literature**

Prerequisite: Completion of English 100.

The course will focus on the mavericks, rebels and “outsiders” in literature who, for reasons of conscience or conviction, have acted in defiance of custom, authority, or accepted community standards. For transfer students, the course is designed to challenge and enrich the student by providing reading and discussion of selections from such writers as Ibsen, Shaw, Camus, Thurber, Hawthorne and Melville. Three papers required. Taught concurrently with English 071. Three hours lecture a week. Letter grade only. May not be offered each semester. *Transfer Credit: CSU; UC.*

**ENGLISH 180 — 3 Units**  
**Shakespeare**

Prerequisite: Completion of English 100.

Introduction to a range of Shakespeare’s plays - selected from tragedy, comedy, history and romance. Emphasis on literary values, theater background, historical context, and live productions. Three hours lecture a week. Letter grade only. *Transfer Credit: CSU; UC.*

**ENGLISH 186A-D — 3 Units**  
**Page to Performance**

An opportunity to study drama in both a classroom and theater setting. Plays will be read, discussed, and then seen on stage, if possible, if not, on film or tape. Performances will be critiqued in light of the script. Three hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU.*

**ENGLISH 194 — 3 Units**  
**Technical Writing I**

This course teaches the basic principles of technical communication. Students develop skills in the techniques of technical writing. They also learn about other aspects of the technical communicator’s work: planning, scheduling, formats, layout, styles of writing and graphics. Using topics from their own backgrounds, students write short business reports, laboratory reports, progress reports and short proposals. Recommended for those already employed in or majoring in a wide variety of business, technical, medical, scientific, engineering, human services, police services and related fields. Three hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU.* This course may not be offered each semester.

**ENGLISH 195 — 3 Units**  
**Technical Writing II**

This course is designed to complete the presentation of basic writing skills in technical communication begun in English 194, Technical Writing I. In addition, students learn skills in research and editing. They write short expository and evaluative reports, including a project from their field of interest. These projects could include such documents as instructions, procedures, scientific reports, technical articles, feasibility reports or proposals. Recommended for those already employed in or majoring in a wide variety business, technical, medical, scientific, engineering, human services, police sciences and related fields. Three hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU.* This course may not be offered each semester.

**ENGLISH 280 — 3 Units**  
**Creative Writing**

Prerequisite: Completion of English 100.

A course for those who enjoy writing. Creation of original student work of any type — poetry, story, essay, drama. Informal discussion and criticism of student writing by the class and instructor. Three hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.* (CAN ENGL 6)

**ENGLISH 281 — 3 Units**  
**Creative Writing: Prose**

Prerequisite: Completion of English 100.

A course for those who enjoy writing and want to concentrate on some form of forms of prose: the short story, magazine article, screen play, stage play, autobiography, personal essay, etc. Informal discussion and criticism of student work by the instructor and the class. Three hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*

**ENGLISH 290 — 3 Units**  
**Major British Authors**

Prerequisite: Completion of English 100.

A study of selected writers in English literature to 1800. Three hours lecture a week. Letter grade only. *Transfer Credit: CSU; UC.* (CAN ENGL 8)

**ENGLISH 295 — 3 Units**  
**Major British Authors**

Prerequisite: Completion of English 100.

A study of selected writers in English literature from 1800 to present. Three hours lecture a week. Letter grade only. *Transfer Credit: CSU; UC.* (CAN ENGL 10)

# ENGLISH AS A SECOND LANGUAGE

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## COURSES

**ENGLISH AS A SECOND LANGUAGE 001A-D — 4 Units**  
**Beginning English Language I**

Students are strongly encouraged to enroll only after performing at an appropriate level in ESL assessment.

An introduction to and practice of the basic sounds and structure of English, emphasizing the listening comprehension and oral communication skills as well as the elementary reading and writing skills necessary for college work. The units earned for this course may not be applied toward the 60 units for graduation. Four hours lecture a week. Credit/no credit only. (Not applicable to A.A. degree.)

**ENGLISH AS A SECOND LANGUAGE 002A-D — 4 Units**  
**Beginning English Language II**

Prerequisite: A grade of credit in ESL 001A-D or placement by Golden West College ESL assessment process.

A high beginning course emphasizing listening comprehension, oral communication, introductory reading skills and vocabulary building, grammar principles, common usage patterns, and written sentence construction. The units earned for this course may not be applied toward the 60 units for graduation. Four hours lecture a week. Credit/no credit only. (Not applicable to A.A. degree.)

**ENGLISH AS A SECOND LANGUAGE 003A-D — 4 Units**  
**Intermediate English Language I**

Prerequisite: A grade of credit in ESL 002A-D or placement by Golden West College ESL assessment process.

A low intermediate course emphasizing listening comprehension, oral communication, basic reading skills and vocabulary building, grammar principles, and the written construction of compound and complex sentences. The units earned for this course may not be applied toward the 60 units for graduation. Four hours lecture a week. Students may be required to spend two additional hours in the Writing Center. Credit/no credit only. (Not applicable to A.A. degree.)

**ENGLISH AS A SECOND LANGUAGE 004A-D — 4 Units**  
**Intermediate English Language II**

Prerequisite: A grade of credit in ESL 003A-D or placement by Golden West College ESL assessment process.

Designed for high intermediate students of English as a Second Language, this course promotes continued practice in listening comprehension and oral communication and emphasizes critical reading skills, vocabulary extension, and the writing process, with particular focus on clear, coherent expository and argumentative paragraphs and longer forms, all using a variety of appropriate sentence structures. The units earned for this course may not be applied toward the 60 units for graduation. Four hours lecture a week. Students may be required to spend two additional hours per week in the Writing Center. Credit/no credit only. (Not applicable to A.A. degree.)

**ENGLISH AS A SECOND LANGUAGE 011 — 6 Units**  
**ESL Core Course, Level 1**

Prerequisite: Placement by the GWC ESL assessment process. Concurrent enrollment in ESL 013 strongly advised.

First in a series of seven levels. Beginning ESL core course for students who are learning basic skills in English reading, writing, listening, speaking, and grammar. In the course, students will be introduced to simple present, past, 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 required. Not open to students placed in ESL 021 or higher. The units earned for this course may not be applied toward the 60 units for graduation. Four hours lecture and four hours non-lecture per week. Credit/no credit only. (Not applicable to A.A. degree.) (May not be offered each semester)

**ENGLISH AS A SECOND LANGUAGE 013 — 6 Units**  
**ESL Listening/Speaking, Level 1**

Prerequisite: Placement by the GWC ESL assessment process. Satisfactory completion of or concurrent enrollment in ESL 011.

Beginning ESL listening/speaking course designed to give intensive practice in listening, speaking and pronunciation in spoken grammar. At the completion of the course, students will be able to understand simple spoken English and engage in rudimentary conversations. Not open to students placed in ESL 021 or higher. The units earned for this course may not be applied toward the 60 units for graduation. Four hours lecture and four hours non-lecture per week. Credit/no credit only. (Not applicable to A.A. degree.) (May not be offered each semester)

**ENGLISH AS A SECOND LANGUAGE 021 — 6 Units**  
**ESL Core Course, Level 2**

Prerequisite: Satisfactory completion of ESL 011 and 013 or placement by the GWC ESL assessment process.

Advisory: ESL 022 and ESL 023.

Second in a series of seven levels. 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. Not open to students placed in ESL 031 or higher. The units earned for this course may not be applied toward the 60 units for graduation. Four hours lecture and four hours non-lecture per week. Credit/no credit only. (Not applicable to A.A. degree.) (May not be offered each semester)

**ENGLISH AS A SECOND LANGUAGE 022 — 3 Units**  
**ESL Reading/Writing, Level 2**

Prerequisite: Satisfactory completion of ESL 011 or placement by the GWC ESL assessment process; satisfactory completion of or concurrent enrollment in ESL 021.

Advisory: Concurrent enrollment in ESL 023.

An 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. Not open to students placed in ESL 031 or higher. The units earned for this course may not be applied toward the 60 units for graduation. Three hours lecture per week. Credit/no credit only. (Not applicable to A.A. degree.) (May not be offered each semester)

**ENGLISH AS A SECOND LANGUAGE 023 — 3 Units**  
**ESL Listening/Speaking, Level 2**

Prerequisite: Satisfactory completion of ESL 011 and ESL 013 or placement by the GWC ESL assessment process; satisfactory completion of or concurrent enrollment in ESL 021.

Advisory: Concurrent enrollment in ESL 022.

A high beginning discrete-skills course designed to give intensive practice in listening, speaking, and pronunciation in spoken grammar. Students will develop confidence in conversation with a limited vocabulary on everyday matters. Not open to students placed in ESL 031 or higher. The units earned for this course may not be applied toward the 60 units for graduation. Three hours lecture per week. Credit/no credit only. (Not applicable to A.A. degree.) (May not be offered each semester)

**ENGLISH AS A SECOND LANGUAGE 024A-B — 0.5 Unit**  
**(Same as English 024A-B)**  
**Guided Reading Development**

A course for the development of reading, writing and vocabulary skills for students of all levels: beginning ESL to native speakers. Total of eighteen hours. Credit/no credit. (Not applicable to A.A. degree.)

**\*ENGLISH AS A SECOND LANGUAGE 025A-B — 3 Units**

**Beginning Reading and Vocabulary Skills**

Strongly encouraged for students at the level of ESL 001A-D or 002A-D.

A reading course emphasizing vocabulary building and reading comprehension for non-native speakers and hearing-impaired students. Course work consists of the use of the dictionary, vocabulary building and comprehension skills. The units earned for this course may not be applied toward the 60 units for graduation. Three hours lecture per week. Credit/no credit only. (Not applicable to A.A. degree.)

**\*ENGLISH AS A SECOND LANGUAGE 026A-B — 3 Units**

**Intermediate ESL Reading and Vocabulary Skills**

Completion of ESL 003 or ESL 004 strongly encouraged.

A reading course emphasizing vocabulary building and reading comprehension for non-native speakers and hearing impaired students who have mastered basic work in their study of ESL but are not yet ready for advanced work. Course work consists of instruction in reading skills and the use of the dictionary as well as building vocabulary at this intermediate level. The units earned for this course may not be applied toward the 60 units for graduation. Three hours lecture a week. Credit/no credit only. (Not applicable to A.A. degree.)

**\*ENGLISH AS A SECOND LANGUAGE 027A-B — 3 Units**

**Advanced ESL Reading and Vocabulary Skills**

Completion of ESL 005 strongly encouraged.

A reading course emphasizing vocabulary building and reading comprehension for non-native speakers and hearing impaired students who are ready for advanced work in their study of ESL. Course work consists of instruction in reading skills and the use of the dictionary as well as building vocabulary at this advanced level. The units earned for this course may not be applied toward the 60 units for graduation. Three hours lecture a week. Credit/no credit only. (Not applicable to A.A. degree.)

**\*ESL Reading and Vocabulary Skills courses may be taken a maximum of two semesters. Therefore, the following courses may not be taken more than two semesters singularly or in combination: ESL 025, 026 and 027.**

**ENGLISH AS A SECOND LANGUAGE 028A-B — 25 Unit**

**Verb Forms, Part 1: Simple and Progressive**

This is a Writing Center course which teaches ESL students when and how to use the simple and progressive verb tenses. Students work at their own pace by following a video presentation, writing exercises, and receiving one-on-one instruction. The units earned for this course may not be applied toward the 60 units for graduation. Open entry/open exit Credit/no credit only. (Not applicable to A.A. degree.)

**ENGLISH AS A SECOND LANGUAGE 031 — 5 Units**

**ESL Core Course, Level 3**

Prerequisite: Satisfactory completion of ESL 021 and 023 or placement by the GWC ESL assessment process.

Advisory: ESL 032 and ESL 033.

Third in a series of seven levels. Low intermediate ESL core course in English reading, writing, speaking, listening, and grammar. In the course, students will focus on mastery of simple and progressive verb tenses, simple passive voice, indirect object patterns, modals, idiomatic expressions, and simple subordination. At the completion of the course, students will be able to use simple time and space orders in sentences and paragraphs and use correct word order in conversation. Not open to students placed in ESL 041 or higher. The units earned for this course may not be applied toward the 60 units for graduation. Four hours lecture and two hours non-lecture per week. Credit/no credit only. (Not applicable to A.A. degree.) (May not be offered each semester)

**ENGLISH AS A SECOND LANGUAGE 032 — 3 Units**

**ESL Reading/Writing, Level 3**

Prerequisite: Satisfactory completion of ESL 021 or placement by the GWC ESL assessment process; satisfactory completion of or concurrent enrollment in ESL 031.

Advisory: Concurrent enrollment in ESL 033.

An low intermediate discrete skills course designed to give intensive practice in reading, writing, and grammar. Students will read selections ranging from simple information to high-interest stories and develop the ability to write short narrative and descriptive paragraphs on familiar topics, using a variety of simple verb tenses, simple subordination and coordination. Not open to students placed in ESL 042 or higher. The units earned for this course may not be applied toward the 60 units for graduation. Three hours lecture per week. Credit/no credit only. (Not applicable to A.A. degree.) (May not be offered each semester)

**ENGLISH AS A SECOND LANGUAGE 033 — 3 Units**

**ESL Listening/Speaking, Level 3**

Prerequisite: Satisfactory completion of ESL 021 and ESL 023 or placement by the GWC ESL assessment process; satisfactory completion of or concurrent enrollment in ESL 031.

Advisory: Concurrent enrollment in ESL 032.

A low intermediate discrete-skills course designed to give intensive practice in listening, speaking, and pronunciation. Students will engage in social dialogues, role playing and conversations in response to TV, video and class lectures. Stress on pronunciation of vowel sounds and end consonant clusters. Not open to students placed in ESL 042 or higher. The units earned for this course may not be applied toward the 60 units for graduation. Three hours lecture per week. Credit/no credit only. (Not applicable to A.A. degree.) (May not be offered each semester)

**ENGLISH AS A SECOND LANGUAGE 038A-B — .25 Unit**  
**Verb Forms, Part 2: Future and Past**

This is a Writing Center course which teaches ESL students when and how to use the simple and progressive verb forms in past, present, and future. Students work at their own pace by following a video presentation, writing exercises, and receiving one-on-one instruction. The units earned for this course may not be applied toward the 60 units for graduation. Open entry/open exit Credit/no credit only. (Not applicable to A.A. degree.)

**ENGLISH AS A SECOND LANGUAGE 041 — 4 Units**  
**ESL Core Courses, Level 4**

Prerequisite: Satisfactory completion of ESL 031 and ESL 033 or placement by the GWC ESL assessment process.

Advisory: Concurrent enrollment in ESL 042 and ESL 043.

Fourth in a series of seven levels. Intermediate ESL core course in English reading, writing, speaking, listening, and grammar. In the course students will focus on present perfect tense and on compound and complex sentences, expository writing forms, appropriate levels of diction, and topic sentence ideas. At the completion of the course, they will be able to write simple process, reason, and results pieces with control of sentence word order; they will also be able to distinguish central ideas and supporting details in structured readings. Not open to students placed in ESL 051 or higher. The units earned for this course may not be applied toward the 60 units for graduation. Four hours lecture per week. Credit/no credit only. (Not applicable to A.A. degree.)

**ENGLISH AS A SECOND LANGUAGE 042 — 3 Units**  
**ESL Reading/Writing, Level 4**

Prerequisite: Satisfactory completion of ESL 031 or placement by the GWC ESL assessment process; satisfactory completion of or concurrent enrollment in ESL 041.

Advisory: Concurrent enrollment in ESL 043.

An intermediate discrete skills course designed to give intense practice in reading, writing, and grammar. Students will read expository pieces requiring the ability to find main ideas and details, make inference, recognize transitional devices, and distinguish levels of generality. They will develop the ability to write simple expository paragraphs, with and emphasis on using transitional devices to coordinate ideas. Not open to students placed in ESL 051 or higher. The units earned for this course may not be applied toward the 60 units for graduation. Three hours lecture per week. Credit/no credit only. (Not applicable to A.A. degree.)

**ENGLISH AS A SECOND LANGUAGE 043 — 3 Units**  
**ESL Listening/Speaking, Level 4**

Prerequisite: Satisfactory completion of ESL 031 and ESL 033 or placement by the GWC ESL assessment process; satisfactory completion of or concurrent enrollment in ESL 041.

Advisory: Concurrent enrollment in ESL 042.

An intermediate discrete-skills course designed to give intensive practice in listening, speaking, and pronunciation. Students will engage in group discussions and give informal reports in response to TV, video, films and academic lectures on concrete topics. Stress on recognizing differences between formal and informal diction, on differentiating voice patterns and cues in meaning, on using idiomatic prepositions correctly, and on developing English rhythm and intonation patterns. Not open to students placed in ESL 051 or higher. Not open to students placed in ESL 051 or higher. The units earned for this course may not be applied toward the 60 units for graduation. Three hours lecture per week. Credit/no credit only. (Not applicable to A.A. degree.)

**ENGLISH AS A SECOND LANGUAGE 048A-B — .25 Unit**  
**Verb Forms, Part 3: The Perfect Tenses**

This is a Writing Center course which teaches ESL students the present, past and future perfect verb tenses and the subordination of clauses which use a variety of verb tenses. Students work at their own pace by following a video presentation, writing exercises, and receiving one-on-one instruction. The units earned for this course may not be applied toward the 60 units for graduation. Open entry/open exit Credit/no credit only. (Not applicable to A.A. degree.)

**ENGLISH AS A SECOND LANGUAGE 051 — 4 Units**  
**ESL Core Course, Level 5**

Prerequisite: Satisfactory completion of ESL 041 and ESL 043 or placement by the GWC ESL assessment process.

Advisory: Concurrent enrollment in ESL 052 and ESL 053.

Fifth in a series of seven levels. High intermediate ESL core course in English reading, writing, speaking, listening, and grammar. In the course students will focus on the more difficult adjective and adverbial clauses; past and future perfect tenses; expository writing patterns, such as cause and effect and comparison and contrast; inference and tone in reading; and listening without visual clues. At the completion of the course, they will have emerging control of expository forms, of tone, and of providing contextual clues. The units earned for this course may not be applied toward the 60 units for graduation. Four hours lecture per week. Letter grade only. (Not applicable to A.A. degree.)

**ENGLISH AS A SECOND LANGUAGE 052 — 2 Units**  
**ESL Reading/Writing, Level 5**

Prerequisite: Satisfactory completion of ESL 041 or placement by the GWC ESL assessment process; satisfactory completion of or concurrent enrollment in ESL 051.

Advisory: Concurrent enrollment in ESL 053.

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 of 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. Not open to students placed in ESL 061 or higher. The units earned for this course may not be applied toward the 60 units for graduation. Two hours lecture and two hours non-lecture per week. Letter grade only. (Not applicable to A.A. degree.)

**ENGLISH AS A SECOND LANGUAGE 053 — 2 Units**  
**ESL Listening/Speaking, Level 5**

Prerequisite: Satisfactory completion of ESL 041 and ESL 043 or placement by the GWC ESL assessment process; satisfactory completion of or concurrent enrollment in ESL 051.

Advisory: Concurrent enrollment in ESL 052.

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 on presenting short reports and using a variety of stress and intonation patterns to convey meaning. Not open to students placed in ESL 061 or higher. The units earned for this course may not be applied toward the 60 units for graduation. Two hours lecture per week. Letter grade only. (Not applicable to A.A. degree.)

**ENGLISH AS A SECOND LANGUAGE 058A-B — .25 Unit**  
**Verb Forms, Part 4: Mixing The Tenses**

This is a Writing Center course in which ESL students study when to change verb tenses and use various transition words, phrases, and clauses to show those changes in paragraphs. Students work at their own pace by following a video presentation, writing exercises, and receiving one-on-one instruction. The units earned for this course may not be applied toward the 60 units for graduation. Open entry/open exit Credit/no credit only. (Not applicable to A.A. degree.)

**ENGLISH AS A SECOND LANGUAGE 061 — 4 Units**  
**ESL Core Course, Level 6**

Prerequisite: Satisfactory completion of ESL 051 and 052 and ESL 053 or ESL 004 or placement by the GWC ESL assessment process.

Advisory: Concurrent enrollment in ESL 062 and ESL 063.

Sixth in a series of seven levels. Low advanced ESL core course in English reading, writing, speaking, listening, and grammar. In the course students will focus on sophisticated adverbial and noun clauses, adverbial transformations, and participial forms, basic essay form, and a range of developmental readings. At the conclusion of the course students will be able to write and converse about these materials in predominantly correct standard English. Not open to students placed in ESL 071 or higher. Not open to students placed in ESL 061 or higher. The units earned for this course may not be applied toward the 60 units for graduation. Four hours lecture per week. Letter grade only. (Not applicable to A.A. degree.)

**ENGLISH AS A SECOND LANGUAGE 062 — 2 Units**  
**ESL Reading/Writing, Level 6**

Prerequisite: Satisfactory completion of ESL 051 and 052 or ESL 004 or placement by the GWC ESL assessment process; satisfactory completion of or concurrent enrollment in ESL 061.

Advisory: Concurrent enrollment in ESL 063.

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, problem/solution and simple essays based on these readings. Not open to students placed in English 071 or higher. The units earned for this course may not be applied toward the 60 units for graduation. Two hours lecture per week. Letter grade only. (Not applicable to A.A. degree.)

**ENGLISH AS A SECOND LANGUAGE 063 — 2 Units**  
**ESL Listening/Speaking & Study Skills I**

Prerequisite: Satisfactory completion of ESL 051 and ESL 053 or ESL 004 or placement by the GWC ESL assessment process; satisfactory completion of or concurrent enrollment in ESL 061.

Advisory: Concurrent enrollment in ESL 062.

A low advanced discrete-skills course designed to give intensive practice in listening, speaking, and study skills. Guided note-taking from lectures and discussion. Conversations about a variety of topics with emphasis on appropriate vocabulary, syntax, and register. Not open to students placed in ESL 071 or higher. The units earned for this course may not be applied toward the 60 units for graduation. Two hours lecture per week. Letter grade only. (Not applicable to A.A. degree.)

**ENGLISH AS A SECOND LANGUAGE 068A-B — .25 Unit**  
**Verb Forms, Part 5: The Conditional**

This is a Writing Center course which teaches ESL students when and how to use conditional real and unreal clauses. Students work at their own pace by following a video presentation, writing exercises, and receiving one-on-one instruction. The units earned for this course may not be applied toward the 60 units for graduation. Open entry/open exit Credit/no credit only. (Not applicable to A.A. degree.)



**ENGLISH AS A SECOND LANGUAGE 071 — 4 Units**  
**ESL Core Course, Level 7**

Prerequisite: Satisfactory completion of ESL 061 and ESL 063 or placement by the GWC ESL assessment process.

Advisory: Concurrent enrollment in ESL 063.

Last in a series of seven levels. High advanced ESL core course in English reading, writing, speaking, listening, and grammar. In the course students will focus on analytic reading skills, essay writing, and refining their use of English syntax. At the conclusion of the course they will have the skills to fulfill the entry requirements for English 010. Not open to students placed in ESL 010 or higher. The units earned for this course may not be applied toward the 60 units for graduation. Four hours lecture per week. Letter grade only. (Not applicable to A.A. degree.)

**ENGLISH AS A SECOND LANGUAGE 073 — 2 Units**  
**ESL Listening/Speaking & Study Skills II**

Prerequisite: Satisfactory completion of ESL 061 and ESL 063 or placement by the GWC ESL assessment process; satisfactory completion of or concurrent enrollment in ESL 071.

An advanced discrete-skills course in listening, speaking and study skills. Guided and free note-taking from lectures and discussions. The major focus of this class is to develop students' listening proficiency, particularly for listening to lectures and note taking, but some emphasis will be placed on speaking practice with the aim of developing linguistic proficiency. The units earned for this course may not be applied toward the 60 units for graduation. Two hours lecture per week. Letter grade only. (Not applicable to A.A. degree.)

# ENVIRONMENTAL TECHNOLOGY

## THE PROGRAM

Environmental Technology (ET) refers to the knowledge and skills that allow a person to work with hazardous substances in compliance with governmental regulations and at the same time protect human health and the environment.

## CERTIFICATE OF ACHIEVEMENT

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

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

Required Courses		Units
ET 100	Intro To Environmental Hazardous Materials Tech	3
ET 110	Waste Stream Generation, Reduction, Treatment	3
ET 130	Health Effects Of Hazardous Materials	3
ET 150	Hazardous Waste Mgmt Applications (Lab)	4
ET 200	Hazardous Materials Mgmt Applications (Lab)	4
ET 230	Safety & Emergency Response	4
<b>OR</b>		
ET 230-A	Hazardous Waste Operation & Emergency Response	2
<b>AND</b>		
ET 230-B	Hazardous Waste Operation & Emergency Response	2
		Total 21

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

Chemistry 110*	Introductory Chemistry	5
Ecology 100*	People And Their Environment	3
Biology 120*	Man And Disease	3
Speech Comm 108*	Intro to Communication	3

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

## ASSOCIATE DEGREE PROGRAM

The ET Associate Degree Program is a 60 unit program which prepares students to enter the workforce at the technician level. Satisfactory completion of the 60 units of required and elective courses, coupled with the school's general education requirements are required for the ET Associate Degree. Students intending to transfer to a bachelor's degree program should see a Golden West College Counselor.

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

## COURSES

### ENVIRONMENTAL TECHNOLOGY 100 — 3 Units Introduction to Environmental Hazardous Materials

This course is designed to give the student a general overview of the hazardous materials technology area. Past and current sources of pollution, the technologies that have been designed and could be used to protect the human community from potentially harmful substances will be discussed. An explanation of the effects of hazardous substances on the ecosystem and human health supports the historical perspective of the legislative processes that lead us to all of the current regulations. Where to find and how to read these regulations, with an emphasis on legal definitions, terminology, and regulatory framework will be presented. Discussion of career opportunities and an overview of major hazardous materials handling and management procedures and requirements are included. Three hours lecture per week. Letter grade only. *Transfer Credit: CSU.*

### ENVIRONMENTAL TECHNOLOGY 110 — 3 Units Waste Stream Generation/Reduction/Treatment

The study of industrial processes and their generation of waste streams in seven selected industries: electroplating, metal finishing and printed circuit board production, oil refining and chemical production, steel production, general manufacturing, printing and graphic reproduction, agriculture and consumer services. The course will center on various raw materials and chemicals used in industry, examining the changes that occur as they move through the industrial process, and understanding the material balance concept of inventory. Throughout the course, discussion of applicable regulations will be included, and the importance of waste minimization/treatment concepts will be stressed. Home hazardous waste generation and reduction will also be considered. Three hours lecture per week. Letter grade only. *Transfer Credit: CSU.*

### **ENVIRONMENTAL TECHNOLOGY 130 — 3 Units**

#### **Health Effects of Hazardous Materials**

This course covers the acute and chronic health effects produced by exposure to chemical, physical, and biological agents. Emphasis will be on those hazardous materials commonly associated with industrial operations, waste disposal and remediation sites. Topics will include routes of entry, toxic effects, risk evaluation, permissible exposure limits, medical surveillance, control methods for reducing exposure, and understanding an MSDS. Three hours lecture per week. Letter grade only. *Transfer Credit: CSU.*

### **ENVIRONMENTAL TECHNOLOGY 150 — 4 Units**

#### **Hazardous Waste Management Applications**

This course provides an overview of hazardous waste regulation with emphasis on generator compliance, site investigation and remediation, permitting, enforcement, and liability. The lecture portion of the course explains the hazardous waste regulatory framework, introduces the student to the wide variety and types of environmental resources available, and develops research skills in the hazardous waste area. The laboratory portion of the course complements the lecture by providing “hand-on” application of the regulations at the technical level. Proper methods of preparing a hazardous waste manifest, labeling of storage containers, sampling and analysis, preparing a Phase I Environmental Audit, and selecting consultants are among the many skills developed in the laboratory. Three hours lecture, three hours non-lecture per week. Letter grade only. *Transfer Credit: CSU.*

### **ENVIRONMENTAL TECHNOLOGY 200 — 4 Units**

#### **Hazardous Materials Management Applications**

A study of the requirements and applications of federal, state and local laws and regulations relating to hazardous materials. The course will emphasize compliance with Department of Transportation, OSHA Hazard Communication, SARA Title III Community Right-To-Know, Underground Tank, Asbestos, Proposition 65, and Air Toxics Regulations. The lecture portion of the course will provide the student with an understanding of the legal framework of hazardous materials laws; the laboratory portion will focus on applications of these laws, such as: proper labeling, shipping, and handling of hazardous materials; obtaining and interpreting MSD's; permitting and monitoring functions, as well as planning and reporting functions. Three hours lecture, three hours non-lecture per week. Letter grade only. *Transfer Credit: CSU.*

### **ENVIRONMENTAL TECHNOLOGY 230 — 4 Units**

#### **Safety and Emergency Response**

This course is designed to provide students with hands-on instruction in safety and emergency response to chemical and physical exposures in industrial and field settings. Topics include: hazard analysis, contingency planning, housekeeping and safety practices including proper use and selection of PPE, site control and evaluation, handling drums and containers, field sampling and monitoring, proper use of instruments, incident response planning, emergency response including field exercises in the use of PAPR and SCBA, and an understanding of the ICS system. This course satisfies the requirements for generalized employee training under OSHA (1910.120). Three hours lecture, three hours non-lecture per week. Letter grade only. *Transfer Credit: CSU.*

### **ENVIRONMENTAL TECHNOLOGY 230A — 2 Units**

#### **Hazardous Waste Operations and Emergency Response**

This course is designed to provide students with hands-on instruction in safety and emergency response to chemical and physical exposures in industrial field settings. Topics include: hazard analysis, contingency planning, housekeeping and safety practices including proper use and selection of PPE (Personal Protective Equipment) site control and evaluation, handling drums and containers, field sampling and monitoring, proper use of instruments, emergency response including field exercises in the use of PAPR (Powered Air Purifying Respirator) and SCBA (Self Contained Breathing Apparatus), confined space entry. This course satisfies the requirements for generalized employee training under OSHA (Occupational Safety & Health Administration, 1910.120). Three hours lecture and three hours non-lecture a week. Letter grade only. A nine- week course. *Transfer Credit: CSU.*

### **ENVIRONMENTAL TECHNOLOGY 230B — 2 Units**

#### **Hazardous Waste Operations and Emergency Response**

This course is designed to provide students with hands-on instruction in safety and emergency response to chemical and physical exposures in industrial field settings. Topics include: hazard analysis, safety practices including proper use and selection of PPE (Personal Protective Equipment), incident response planning, emergency response including field exercises in the use of PAPR (Powered Air Purifying Respirator) and SCBA (Self Contained Breathing Apparatus), confined space entry, and an understanding of the ICS (Incident Command System). This course satisfies the requirements for generalized employee training under CAL/OSHA (California/Occupational Safety & Health Administration, Title 8, sections 5156-5159 and 5192). Three hours lecture and three hours non-lecture a week. Letter grade only. A nine- week course. *Transfer Credit: CSU.*

# FLORAL DESIGN & SHOP MANAGEMENT

## THE PROGRAM

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

## CERTIFICATE OF ACHIEVEMENT

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

Required Courses		Units
Floral Design 010	Basic Floral Design	2
Floral Design 027	Creativity And Competition	2
Floral Design 032	Permanent And Seasonal	2
Floral Design 015	Wedding Designs	2
Floral Design 020	Tributes And International Traditions	2
Floral Design 025	Event Planning And Display	2
Floral Design 011	Floral Business Practicum I	2
<b>OR</b>		
Marketing 110	Personal Selling	3
Floral Design 050	Floral Placement And Productions Practicum II	2
<b>OR</b>		
Management 152	Small Bus Ownership & Mgmt	3
		16 - 18

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

Accounting 100	Accounting Elements	4
Art 107	Two Dimensional Design	3
Art 112	Interior Decoration	3
Marketing 130	Advertising	3

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

## COURSES

### FLORAL DESIGN 010 — 2 Units

#### Basic Floral Design

Vocational flower skills and principles are applied to care and handling of fresh flowers, greens and plants. Design techniques for corsages, arrangements, weddings and funerals are included. Detailed instruction and demonstrations are given along with individual designing time. After evaluation of the completed project, it may be taken home. One and one-half hour lecture and one and one-half hour non-lecture a week. Letter grade only.

### FLORAL DESIGN 011 — 2 Units

#### Floral Business Practicum I

Prerequisite: Floral Design 010.

This optional course reinforces the basic floral knowledge the student has acquired in Floral Design 010 as well as introduces additional design material and techniques. Care and handling of fresh flowers and greens, flower classification and flower identification are reviewed. Vocational design techniques and color concepts are reinforced as students create floral arrangements and corsages. Emphasis is on creating confidence, sharpening basic skills and creating cost/profit awareness. One hour lecture and two and one-half hours non-lecture. Letter grade only.

### FLORAL DESIGN 015 — 2 Units

#### Advanced Floral Design — Wedding Designs

Prerequisite: Completion of Floral Design 010 or equivalent.

Advanced techniques in designing and executing flower arrangements for weddings. Emphasis is placed on bouquets, hair pieces and church decor. All phases of covering and planning weddings will be covered. One hour lecture, two and one-half hours non-lecture a week. Letter grade only.

### FLORAL DESIGN 020 — 2 Units

#### Advanced Floral Design — Tributes and International Traditions

Prerequisite: Completion of Floral Design 010 or equivalent.

Advanced techniques in designing and executing floral tributes. Emphasis is on retailing practices in the handling of floral tributes. One hour lecture, two and one-half hours non-lecture a week. Letter grade only.

**FLORAL DESIGN 025 — 2 Units**  
**Advanced Floral Design — Event Planning and Display**

Prerequisite: Completion of Floral Design 010 or equivalent.

Emphasis is placed on creativity in the class. Art principles will be applied. Special occasion arrangements will be enhanced with trims applicable to events such as holidays, bon voyage, anniversaries, birthdays, etc. Innovative ideas will be the theme of all classes. One hour lecture, two and one-half hours non-lecture a week. Letter grade only.

**FLORAL DESIGN 027 — 2 Units**  
**Creativity and Competition**

Prerequisite: Completion of Floral Design 010 or equivalent.

Individualized, non-standard, contemporary flower arrangements emphasizing the use of the student’s own imagination and creative talent. Students execute unconventional designs with guidelines rather than patterns. One hour lecture, two and one-half hours non-lecture a week. Letter grade only.

**FLORAL DESIGN 032 — 2 Units**  
**Permanent and Seasonal**

Prerequisite: Completion of Floral Design 010 or equivalent.

Silk and dry arrangements will be executed with emphasis on preservation of natural plant material. Selection of containers and holding medium for decor will be clarified. Advanced techniques featuring hand-wrapped silks complete the course. One hour lecture, two hours non-lecture a week. Letter grade only.

**FLORAL DESIGN 050 — 2 Units**  
**Floral Placement and Productions Practicum II**

Prerequisite: Floral Design 010 or equivalent.

Emphasis in this course will be focused towards providing students opportunities to gain proficiency by developing skills in an industrial environment. Instructor will assist students to prepare for and locate suitable entry level positions in industry. Evaluation of job preparation as well as on-site performance in cooperation with work site supervisors will occur. One hour lecture, two hours non-lecture a week. Letter grade only.

# FOREIGN LANGUAGE

## THE PROGRAM

The study of language is an excellent way to develop critical thinking, analytical, and communicative skills. It can provide a basis for understanding cultures and, therefore, prepare graduates for many careers. Communication with others is more and more vital with the growing global interdependence. Foreign language majors can develop careers in areas such as anthropology, economics, political science, literature, sociology, and linguistics. While teaching has been traditionally the principle area of employment, other careers may be found in interpreting, translating, research, diplomacy, protocol, public relations, libraries, international commerce, tourism and the publishing business.

The department offers courses from the beginning to advanced level in Spanish, French, and German, as well as beginning courses in Russian, Italian, Vietnamese, Chinese, and Japanese. All courses are designed to develop the student’s listening comprehension, speaking, reading, and writing skills, as well as to provide a general overview of civilization and culture. The curriculum includes lower-division classes that are fully transferable to a four-year college or university.

## COURSES

For course information, refer to Chinese, French, German, Italian, Russian, Spanish, and Vietnamese.

## TRANSFER INFORMATION

*Lower division major courses:*

### California State University, Long Beach:

Foreign Language 180, 185, 280, 285

Two years of a second foreign language required for French and German majors; one year of a second foreign language required for Spanish majors. (Course work in second foreign language required by end of senior year.)

History 180, 185 recommended for French and Italian majors.

### California State University, Fullerton:

French, German or Spanish through 285

### University of California, Irvine:

French, German or Spanish through 285

**One course from each group:**

- 1) English 100
- 2) English 150, 155, 160, 165, 290, 295
- 3) History 180, 185, 190, 195
- 4) Philosophy 101, 102, 103, 105

**Literature Emphasis add:**

English 160, 165

# FORESTRY

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## TRANSFER INFORMATION

Lower division major courses:

### University of California, Berkeley:

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60 semester units required to enter the school of forestry, including the following:

Biology 185, 190; Chemistry 180, 185; Computer Science 140 or 165 (165 preferred); Economics 180, 285; English 100, 110; Geology 100; Mathematics 160, 180, 185

**NOTE:** Students are expected to complete all of the above in the freshman & sophomore years.

### Humboldt State University:

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Biology 180, 190; Chemistry 100 or 180; Computer Science 130 or 180 or 140 or 129 or 165; Geology 100; Mathematics 160, 180 (or 130); Physics 120

# FRENCH

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## THE PROGRAM

Refer to FOREIGN LANGUAGE for Program Information.

## TRANSFER INFORMATION

Refer to FOREIGN LANGUAGE for Transfer Information.

## COURSES

### FRENCH 060 — 3 Units Practical French, Beginning

Development of basic skills in the language. Practice in pronunciation and comprehension of French and introduction of basic structural patterns. Three hours lecture a week. Optional credit/no credit or grade.

### FRENCH 061 — 3 Units Practical French, Intermediate

Prerequisite: Completion of French 060 or equivalent competency.

A continuation of French 060. Pronunciation, diction, oral practice and minimum grammar for conversation. The student will be able to recognize important phrases, ask questions using these phrases, develop an acceptable accent, become familiar with cultural background, and develop the ability to carry on a conversation. Three hours lecture a week. Optional credit/no credit or grade.

### FRENCH 180 — 5 Units Elementary French\*

Essentials in grammar, conversation and composition. Reading of elementary prose with some stress placed on French character and customs. Native speakers are eligible for French 180 only by permission of the instructor. Five classroom hours a week plus a minimum of one hour laboratory attendance to be arranged by the student with the instructor. Optional credit/no credit or grade. *Transfer Credit:* CSU; UC. (FRENCH 180 + 185 = CAN FREN SEQ A)

\*Students who have completed two years of high school French may not take this course for credit unless "D" grades were received in high school. Exceptions to this will be made at the discretion of the instructor. Students who have had one and one-half years or less of high school French may take this course and receive full credit. When any beginning language course (e.g. German, Spanish) is repeated in this way, only the college units apply on the university language requirements.

### FRENCH 185 — 5 Units Elementary French

Prerequisite: Completion of French 180 or equivalent competency.

A continuation and completion of French 180. Further development emphasizing reading ability. Native speakers are eligible for French 185 only by permission of the instructor. Five classroom hours a week plus a minimum of one hour laboratory attendance to be arranged by the student with the instructor. Optional credit/no credit or grade. *Transfer Credit:* CSU; UC. (FRENCH 180 + 185 = CAN FREN SEQ A)

**FRENCH 200A-B — 2 Units**  
**Conversational French, Advanced**

Prerequisite: Completion of French 185 or equivalent competency.

The course will focus on improving listening comprehension and oral competency to facilitate communication. Reading, writing, and cultural components will be included. Two hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC*

**FRENCH 280 — 4 Units**  
**French, Intermediate**

Prerequisite: Completion of French 185 or equivalent competency.

A thorough review of essentials of French grammar with wide readings in French on civilization and literature. Four hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*  
*(FRENCH 280 + 285 = CAN FREN SEQ B)*

**FRENCH 285 — 4 Units**  
**French, Intermediate**

Prerequisite: Completion of French 280 or equivalent competency.

Further cultural readings, including history and literature, will provide the focus for more advanced discussions and writings. Study of French idioms. Four classroom hours a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC. (FRENCH 280 + 285 = CAN FREN SEQ B)*

**FRENCH 290 — 3 Units**  
**French Culture and Civilization**

Prerequisite: Completion of French 285 or equivalent competency.

Further development of language competencies such as listening, speaking, reading and writing. Extensive exposure to French and Francophone cultures through authentic materials and group discussions on a variety of topics ranging from current events to global issues. Three hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU.*

# GEOGRAPHY

## THE PROGRAM

Geography is the study of place and space; it is the description of land, sea, and air, and the distribution of plant and animal life including humans and their activities. The most rapidly increasing area of employment for people trained in geography is planning, planning at all levels local, regional, and national. Education is a second major career area for geographers, while a background in geography is an asset in travel, recreation, industry, international trade and commerce, and environmental impact analysis.

## TRANSFER INFORMATION

*Lower division major courses:*

### California State University, Long Beach:

Geography 104, 180

**Recommended:**

Mathematics 160

### California State University, Fullerton:

Geography 100, 104, 180

**Recommended:**

Mathematics 160

## COURSES

### GEOGRAPHY 100 — 3 Units

#### World Regional Geography

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. Three hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*

### GEOGRAPHY 104 — 3 Units

#### Introduction to Geography: Cultural Geography

(Formerly Geography 185)

Recommended for transfer students majoring in anthropology, economics, history, geography or sociology. An introduction to geography through a topical study of the patterns of human occupation and land use over the earth's surface and the correlation with the natural environment. Particular emphasis will be given to population, agriculture, politics, language, religion, folk and popular culture, urbanization and industrialization. Three hours lecture a week. Optional credit/ no credit or grade. *Transfer Credit: CSU; UC. (CAN GEOG 4)*

### GEOGRAPHY 150 — 3 Units

#### Geography of California

A study of the diverse environment of California, including its landforms, climate, natural resources, economic patterns and population growth. Attention will be given to the human, economic and ecological problems which face the state of California, and the prospects of future growth and planning. The course should be of interest to majors in anthropology, economics, history, sociology and education (especially for the elementary credential). Three hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*

## **GEOGRAPHY 180 — 3 Units**

### **Introduction to Geography: Physical Geography**

Recommended for transfer students majoring in anthropology, economics, geography, 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. Three hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC. (CAN GEOG 6)*

## **GEOGRAPHY 195 — 3 Units**

### **Environmental Geography**

A study of human impacts on global environmental regions. Emphasis will be on climate and related patterns of soil, vegetation and landforms. Case studies will be developed on such global phenomena as desertification and climactic change. Three hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*

# **GEOLOGY**

## **THE PROGRAM**

This program presents a study of the earth, its physical, chemical and biological forces at work.

## **TRANSFER INFORMATION**

The course information given below has been edited for catalog publication purposes and may not accurately reflect recent changes or total course requirements for particular programs or schools. For complete, current, official articulation information, students are urged to see their GWC counselor or Transfer Center staff.

*Lower division major courses:*

### **California State University, Long Beach:**

Biology 100; Chemistry 180, 185; Geology 100; Mathematics 180, 185; Physics 185, 280

See Long Beach catalog or GWC counselor for this major for additional courses according to emphasis.

### **California State University, Fullerton:**

Biology 100 or 180; Chemistry 180, 185; Computer Science 128 or 129; Geology 100; Mathematics 180, 185; Physics 185, 280 (or 285 and 290)

### **University of California, Riverside:**

Biology 100 or 180; Chemistry 180, 185; Geology 100; Mathematics 180, 185; Physics 185, 280, 285

#### **Recommended:**

Biology 185, 190 (Paleontology Option)

### **San Diego State University:**

Biology 100 or 185; Chemistry 180, 185; Geology 100; Mathematics 160, 180, 185; Physics 130, 135

**NOTE:** Students will be required to complete a number of lower division Geology courses and at least one lower division Mathematics course after transferring to SDSU. Contact a GWC Counselor for more detailed information.

## **COURSES**

### **GEOLOGY 100 — 4 Units**

#### **Physical Geology**

An introductory survey of physical geology recommended to meet the general education requirements for a laboratory science course. All aspects of physical geology are covered, including the internal and surface processes which shape the Earth along with the composition and resources of the Earth. Mineral, rock, map and photo exercises are included in laboratory work. Three hours lecture, three hours laboratory a week. Field trip may be required. Letter grade only. *Transfer Credit: CSU; UC. (CAN GEOL 2)*

### **GEOLOGY 105 — 3 Units**

#### **General Geology**

A course designed specifically for non-science majors desiring a three unit non-laboratory survey course in geology to meet general education requirements. Includes coverage of both the physical and historical aspects of geology with emphasis on recent discoveries of sea floor spreading and continental drift. Along with topics from physical geology such as minerals, rocks, surface processes, structure and interior processes, there will also be coverage of such historical topics as the fossil record, Earth history and evolution. Three hours lecture a week. Letter grade only. *Transfer Credit: CSU; UC credit limitations. See counselor.*



# GERMAN

## THE PROGRAM

Refer to FOREIGN LANGUAGE for Program information.

## TRANSFER INFORMATION

Refer to FOREIGN LANGUAGE for Transfer Information.

## COURSES

### GERMAN 060 — 3 Units Practical German, Beginning

Development of basic skills in the language. Practice in pronunciation and comprehension of German and introduction of basic structural patterns. Three hours lecture a week. Optional credit/no credit or grade.

### GERMAN 180 — 5 Units Elementary German\*

Fundamentals of German grammar, reading, writing and speaking simple German. Native speakers are eligible for German 180 only by permission of instructor. Five classroom hours a week plus a minimum of one hour laboratory attendance to be arranged by the student. Optional credit/no credit or grade. *Transfer Credit: CSU; UC. (CAN GERM 2; GERMAN 180 + 185 = CAN GERM SEQ A)*

\*Students who have completed two years of high school German may not take this course for credit unless “D” grades were received in high school. Exceptions to this will be made at the discretion of the instructor. Students who have had one and one-half year or less of high school German may

*Continued*

take this course and receive full credit. When any beginning language course (e.g. French, Spanish) is repeated in this way, only the college units apply on university language requirements.

### GERMAN 185 — 5 Units Elementary German

Prerequisite: Completion of German 180 or equivalent competency.

Continuation of German 180. Completion of elementary grammar essentials. Reading, conversation, diction and composition. Five classroom hours a week plus a minimum of one hour laboratory attendance to be arranged by a student with the instructor. Optional credit/no credit or grade. *Transfer Credit: CSU; UC. (CAN GERM 2; GERMAN 180 + 185 = CAN GERM SEQ A)*

### GERMAN 280 — 4 Units German, Intermediate

Prerequisite: Completion of German 185 or equivalent competency.

A thorough review of grammar. Selected readings in German literature, including newspaper and scientific material. Four hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC. (CAN GERM 8; GERMAN 280 + 285 = CAN GERM SEQ B)*

### GERMAN 285 — 4 Units German, Intermediate

Prerequisite: Completion of German 280 or equivalent competency.

Continuation of German 280. Selected readings of contemporary, literary, historical interest provide the focus for more advanced discussions and writings. Brief review of grammar and idioms. Four classroom hours a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC. (GERMAN 280 + 285 = CAN GERM SEQ B)*

# GRAPHIC ARTS

## TRANSFER INFORMATION

The course information given below has been edited for catalog publication purposes and may not accurately reflect recent changes or total course requirements for particular programs or schools. For complete, current, official articulation information, students are urged to see their GWC counselor or Transfer Center staff.

Students should try to complete all of the CSU approved General Education Certification pattern (39 units) at Golden West.

### California State University, Los Angeles:

**Industrial Technology, option in Printing Management:**  
Accounting 101, 102; Business 110; Economics 180, 285

### California Polytechnic State University, San Luis Obispo:

**Graphic Arts Communication:**  
Chemistry 180, 185; Mathematics 160, 170 or 115.

See GWC counselor for this major for additional courses in Computer Graphics, Design Reproduction, Printing Management, and Printing Technology.

# HEALTH EDUCATION

## THE PROGRAM

Before you take out a life insurance policy get involved in our Health Education program. With out a doubt it is one of the most dynamic fields on the horizon today. Health is not merely the absence of disease but rather a pursuit of a quality of life that all of us desire. Health Education is a lifetime pursuit that will provide you with a lifetime of rewards. Come join us, and learn how to make this quality of life, a reality. After all, Health is not what we know, it's what we do.

## COURSES

### HEALTH EDUCATION 100 — 3 Units Health Education

A course designed to provide students with the knowledge to lead a healthy life. Areas covered include wellness, emotional health, stress management, aging, physical well-being, nutrition and weight control, drugs, sexuality (parenting and reproduction), diseases and consumer health. Three hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC credit limitations. See counselor.*

### HEALTH EDUCATION 104 — 1 Unit Introduction to Wellness

Identification and analysis of disease risk factors for atherosclerosis, hypertension, obesity, addiction, cancer and hypokinesia in order to improve health and well being. Two hours lecture a week. Optional credit/no credit or grade. A nine-week course. *Transfer Credit: CSU.*

### HEALTH EDUCATION 107 — 3 Units It's Your Choice — Drugs, Health and Society

This course will explore drugs from legal, over-the-counter types to illegal ones. Drugs and their relationships to a person's health and his view of society will also be included. Students will learn that use of any drug IS YOUR CHOICE. The motivation to use drugs, addiction, family concerns, recognition and intervention will be a part of the offering. Three hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*

### HEALTH EDUCATION 110 — 1 Unit First Aid

A course in emergency care of the ill and injured. American Red Cross First Aid Certificates are awarded to students who complete the course. Two hours lecture a week. Letter grade only. A nine-week course. *Transfer Credit: CSU.*

### HEALTH EDUCATION 120 — 1 Unit Basic Cardio-Pulmonary Resuscitation

A basic course in mouth-to-mouth resuscitation and cardio-pulmonary resuscitation. Completion of this course leads to certification in basic cardio-pulmonary resuscitation through the American Red Cross. Two hours lecture a week. Optional credit/no credit or grade. A nine-week course. *Transfer Credit: CSU.*

### HEALTH EDUCATION 125 — 2 Units First Aid/Cardio-Pulmonary Resuscitation

Standard first aid and basic cardio-pulmonary resuscitation. A course in emergency care of the ill and injured, including cardio-pulmonary resuscitation. American Red Cross first aid certificates and American Red Cross and American Heart Association CPR cards are awarded to students who complete the course. Two hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*

# HEALTH SCIENCE

## COURSES

### HEALTH SCIENCES 010 — 8 Units Intergenerational Care

Advisory: Tuberculosis skin test or chest x-ray or negative report of either test within prior six months will be required of enrolled students during first week of class.

This course is designed to provide the student with necessary knowledge and skills to care for infants, young children and the elderly. Included will be safety concerns, communication, and the design and support of activities of daily living. Job seeking skills in the care industry will also be addressed. Eight hours lecture and twenty-four hours non-lecture a week. Credit/n credit only.

# HISTORY

## THE PROGRAM

History is an evolving record of human emotion, human aspiration, human frustration, and human success. Historians deal with the goals, fears, interests, opinions, and prejudices of people in the past. What made people the way they were? What is the impact of their thought and action on people today and what is their impact on people tomorrow? As a study of people, history offers a necessary understanding of one's place in the human experience. History is a thread that brings together the understanding of the interplay of art, literature, politics, economics, and morality.

## TRANSFER INFORMATION

The course information given below has been edited for catalog publication purposes and may not accurately reflect recent changes or total course requirements for particular programs or schools. For complete, current, official articulation information, students are urged to see their GWC counselor or Transfer Center staff.

*Lower division major courses:*

### California State University, Long Beach:

Students are required to take at least 12 units of lower division coursework from:

History 170, 175, 180, 185, 190, 195

### California State University, Fullerton:

History 120, 150, 170, 175, 190, 195

### University of California, Irvine:

Foreign Language through 285; History (170, 175) or (180, 185) or (190, 195)

One course from each group:

- 1) English 100, 110
- 2) English 150, 155, 160, 165, 290, 295
- 3) History 180, 185, 190, 195
- 4) Philosophy 101, 102, 103, 105
- 5) French 285; German 285; Spanish 285; Vietnamese 285

Up to three additional courses selected from:

History 110, 120, 140, 150, 165, 170, 175, 180, 185, 190, 195

## COURSES

### HISTORY 110 — 3 Units

#### Economic History of the United States

(Same as Economics 120)

A survey of the economic transformation of the U.S. from colonial times to the present. Emphasis is on the social and political consequences of economic development and change as well as Americas' involvement in international economic interdependency. Three hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*

### HISTORY 120 — 3 Units

#### Asian Civilizations

(Same as Interdisciplinary Studies 120)

An analysis which contrasts and compares Asian cultures. The course will deal with geographic and demographic patterns and the dynamics of primitive, modern and transitional societies. It will also include treatment of Asian religions, rituals and thought. Emphasis will be given to the three major cultural units, Hinduism, Buddhism and Islam as observed in India, China, Japan and Southeast Asia. Three hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*

### HISTORY 124 — 3 Units

#### Vietnam: History & Civilization

(Same as Interdisciplinary Studies 124)

A survey of Vietnamese history and civilization from the earliest time to the present with emphasis on Vietnam's responses to foreign influences and the Vietnam War. Three hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*

### HISTORY 125 — 3 Units

#### History of China

A course on the political and social history of the Modern China. Emphasis will be on the influences which have shaped contemporary China, including traditional Chinese beliefs, the Communist party, and international events. China-America relations will be a consideration throughout the course. Three hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*

### HISTORY 130 — 3 Units

#### History and Culture of the British Isles

(Same as Interdisciplinary Studies 130)

A survey of the interaction of the various cultures of the British Isles from pre-Roman times onwards. Focus is on experiences that transcend the

framework of national history, e.g. the Norman Conquest, the Reformation, the Industrial Revolution, Colonialism. Recommended for transfer students majoring in the liberal arts. Three hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*

**HISTORY 136 — 3 Units**  
**History and Culture of the Chicano American**

(Same as Anthropology 136 and Social Science 136)

A study of the Mexican-American people and the influence of U.S. institutions on Chicano life. The course will survey the history, varying philosophies, artistic and literary achievements, sociological and psychological perspectives of Chicanos. Three hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*

**HISTORY 140 — 3 Units**  
**California History**

Recommended for transfer students. A background in American history is helpful. A survey of California's social, economic and political development with concentration on recurring and current issues. The period following the gold rush to the present is emphasized. Three hours lecture and class discussion a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*

**HISTORY 150 — 3 Units**  
**History of Latin America**

A survey of Latin American history from pre-Columbian times to the present. Emphasis is placed on the interplay of Iberian, African, and Indian influences upon social and cultural evaluation. Also stressed are Latin American relations with the United States in the 19th and 20th centuries. Three hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*

**HISTORY 160 — 3.0 Units**  
**African Civilization**

(Same as Interdisciplinary Studies 160)

A survey of the political, economic, social, religious and intellectual activities of African civilizations, ancient to modern. The course also focuses on the influence of Africa and its people on the Caribbean area, South America and the United States. Three hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*

**HISTORY 165 — 3 Units**  
**History of American Women**

Explores the historical role of the American woman, comparing the images developed in our culture with the reality of women's lifestyles and contributions to economic, political and social change. Emphasis will be on the twentieth century woman. Three hours lecture-seminar a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*

**HISTORY 170 — 3 Units**  
**History of the United States to 1876**

Recommended for transfer students only. Essential for history and political science majors. 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. Two hours lecture and one hour seminar a week or three hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC. (CAN HIST 8)*

**HISTORY 175 — 3 Units**  
**History of the United States since 1876**

Recommended for transfer students only. Essential for history and political science majors. 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. Two hours lecture and one hour seminar a week or three hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC. (CAN HIST 10)*

**HISTORY 180 — 3 Units**  
**History of Western Civilization**

Recommended for all transfer students majoring in the liberal arts, the humanities or the social sciences. A study of Near Eastern and European cultures from their inception to the sixteenth century which considers their social, cultural and intellectual contributions to contemporary Western civilization. Special attention is given to the rise of Classical Greece, Christianity and the Renaissance. Two hours lecture and one hour seminar a week or three hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC. (CAN HIST 2)*

**HISTORY 185 — 3 Units**  
**History of Western Civilization**

Recommended for all transfer students majoring in the liberal arts, the humanities or the social sciences. A study of the nature of Western civilization from the sixteenth century to the present which traces the development of institutions and ideas formative to it. Special attention is given to the Reformation, Marxism and Nazi Germany. Two hours lecture and one hour seminar a week or three hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC. (CAN HIST 4)*

**HISTORY 190 — 3 Units**  
**World History to 1500**

Recommended for transfer students. 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. Three hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC. (CAN HIST 14)*

**HISTORY 195 — 3 Units**  
**World History Since 1500**

Recommended for transfer students. A broad survey of the interactions of the diverse cultural, political and economic systems on earth and how that interaction has affected most of these societies. Three hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC. (CAN HIST 16)*

# HUMANITIES

## COURSES

### **HUMANITIES 055 — 3 Units**

#### **Humor in America**

Comedy (American style) in literature, film, old radio shows, records and other media. Three hours lecture a week. Optional credit/no credit or grade.

### **HUMANITIES 100 — 3 Units**

#### **History and Appreciation of Art**

(Same as Art 105; art majors planning to transfer should enroll in Art 105.)

A survey of prehistoric art to the Renaissance period stressing the basic principles and history of art demonstrated in painting, sculpture and architecture. The approach to this course is not directed toward dates and small details. The course will include illustrated lectures, reading, museum reports and study assignments. At least one visit to the Los Angeles County Art Museum and assigned slide viewing in the Multi-Media Center. Three hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC. (CAN ART 2)*

### **HUMANITIES 101 — 3 Units**

#### **History of Radio, Television and Broadcasting**

(Same as Television Production and Operations 101)

This course is designed for students interested in the history of the motion picture, television programs and radio programs. Documentary films, experimental films, feature-length motion pictures and television shows will be shown in class. The new generation of public broadcast radio programs will be studied in addition to listening to classic selections from the period in radio history known as "The Golden Years of Radio." In addition to viewing and hearing landmark examples from these three areas which will provide the historical overview, students will learn to recognize and understand the great sociological and psychological influences these three media have had on our daily lives. Designed as a general interest course for all students. Highly recommended for theater, commercial music and journalism majors. Three hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU.*

### **HUMANITIES 102 — 3 Units**

#### **Introduction to Art**

(Same as Art 100)

An introductory course for both the general interest and art major student. A survey of the nature and role of the visual arts in society. Art theory, art practices and an overview of art history will be covered. The medias of art will also be explored. Three hours lecture a week and required field trips. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*

### **HUMANITIES 103 — 3 Units**

#### **Exploring the World of Music**

(Same as Music 103)

An introduction to selected classical and folk musics of the Americas, Europe, Near-middle-Far East, Southeast Asia, sub-Saharan Africa and Oceania. Filmed, videotaped and audiorecorded examples introduce the student to instrumental and vocal techniques, musical structures and performance contexts. Interactions between music cultures will be included. Three hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*

### **HUMANITIES 108 — 3 Units**

#### **History and Appreciation of the Musical Theater**

(Same as Music 108 and Theater Arts 108)

A course in all of the elements which make the Musical Theater one of the premier art forms of the 20th Century. The student will explore the history of the form as well as examine the roles of composer, 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. Three hours lecture a week. Optional credit/no credit or grade. *Transfer: CSU; UC.*

### **HUMANITIES 110 — 3 Units**

#### **History and Appreciation of Art**

(Same as Art 106; art majors planning to transfer should enroll in Art 106.)

A survey of the history of art beginning with the Italian Renaissance and concluding with modern art. Painting, sculpture and architecture are studied as an integral part of cultural patterns and developments. Illustrated lectures, reading and field trips to current exhibitions. Study assignments involve at least one visit to a major art museum and assigned slide viewing in the Multi-Media Center. Three hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC. (CAN ART 4)*

### **HUMANITIES 111 — 3 Units**

#### **Asian Art**

(Same as Art 111)

A survey of Asian Art treating significant artistic epochs of India, China and Japan from ca. 2500 B.C. to ca. 1850 A.D. Illustrated lectures, readings and one report based on a visit to a local museum. Three hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*

### **HUMANITIES 114 — 3 Units**

#### **History of Modern Art**

(Same as Art 104)

A survey of the history of modern art, beginning at 1900 and concluding with contemporary art of today. Painting, sculpture, printmaking, architecture, photography, video and ceramics are studied as an integral part of cultural patterns and developments in twentieth century art. The course will include illustrated lectures, readings and field trips to current exhibitions. Three hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*

**HUMANITIES 116A-D — 1.5 Units**  
**Art Museum and Gallery Field Studies**  
(Same as Art 102A-D)

A course for both the general interest student and art major concentrating on major art collections and travel exhibitions presented at Southern California museums and galleries. Students will learn to critically view, evaluate and appreciate works of fine art. Study assignments involve readings, lectures, field trips, exhibition critiques and projects. Two hours lecture, three hours non-lecture a week. Optional credit/no credit or grade. A nine-week course. *Transfer Credit: CSU.*

**HUMANITIES 120 — 3 Units**  
**History and Appreciation of Music**  
(Same as Music 101)

This course is designed to help you enjoy listening to all styles of music with emphasis on what to listen for in music. This course emphasizes a 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. Supported by films, videotapes, recordings, and listening assignments. Attendance at least one live concert is required. Three hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*

**HUMANITIES 122 — 3 Units**  
**History and Literature of Music**  
(Same as Music 165)

A survey of western art music from approximately 1700 to the present. Formal analysis and examination of the musical styles of music from the Baroque, Classic, Romantic and Modern eras, with listening examples of typical masterworks from each. A course for music majors and minors who come to the course with previous formal music study, or considerable informal listening and concert attendance. Three hours lecture a week. Optional credit/no credit or grade. This course may not be offered each semester. *Transfer Credit: CSU; UC.*

**HUMANITIES 130 — 3 Units**  
**Introduction to History and Literature of the Theater**  
(Same as Theater Arts 101)

This course involves the general nature of dramatic presentation including elements of dramatic structure, types of drama, and the contributions of the playwright, actor, director, designer, technician and audience. The course includes an introduction to the important eras in theater history and a study of several well-known plays. The student is required also to view at least two college productions. Three hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*

**HUMANITIES 132 — 3 Units**  
**Introduction to the Theater**  
(Same as Theater Arts 100)

A course designed for those who wish to explore more thoroughly the performing arts with special attention given to a survey of all the contributing elements. An examination through lecture, demonstration, laboratory participation, small group discussion, guest performers and speakers from all areas of theater production. Designed to prepare the student for other course offerings in the theater curriculum. Students are required to attend two (2) college productions. Three hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*

**HUMANITIES 135 — 3 Units**  
**History and Appreciation of the Cinema**  
(Same as Theater Arts 102)

This course is designed for students who want to develop an appreciation for and obtain a perspective on the cinema, including its historical, artistic, cultural and myth-making aspects. The Hollywood film will be explored, as well as its relationship to world cinema. Topics will include film genres, filmmaking techniques (e.g., what does a director do? what is editing?), film language, narrative devices, themes, film theory and criticism, film studios and the star system, relationship between film and literature, and other subjects. Three hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC credit limitations. See counselor.*

**HUMANITIES 137 — 3 Units**  
**Introduction to Drama and Acting**  
(Same as Theater Arts 105)

An introductory course in drama for the non-theater major. Equal stress is given to both a broad survey of theater including history, make-up, costuming and literature and to an introduction to acting. The course will include lectures, field trips and acting exercises. Three hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC credit limitations. See counselor.*

**HUMANITIES 140 — 3 Units**  
**Jazz: A History and Appreciation**  
(Same as Music 136)

An in-depth study of the only purely American musical art form, with emphasis on the important cultural contributions of the black people in America. The class will study jazz from the blues and field music to jazz rock and the “new thing” of today. Live demonstrations during class whenever possible. Lecture-demonstrations will include two evening concerts or field trips. 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.*

**HUMANITIES 145 — 3 Units**  
**History of Rock Music**  
(Same as Music 185)

In-depth study of rock music with emphasis on roots, i.e., rhythm and blues, rockabilly, gospel, Elvis Presley and 50’s rock. Topics also include the Beatles, the British invasion, “teen-age” music, and the Underground. Tapes and records will be featured each week. Three hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*

**HUMANITIES 155 — 3 Units**  
**Humor in America**

Comedy (American style) in literature, film, old radio shows, records and other media. Three hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU.*

**HUMANITIES 160 — 3 Units**  
**Introduction to Mass Communications**  
(Same as Journalism 160)

Study and analysis of the skills, techniques and standards involved in communicating information through the mass media; application of this knowledge to a study of the media (especially newspaper, magazines, radio, TV). Three hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC. (CAN JOUR 4)*

**HUMANITIES 165 — 3 Units**  
**History and Appreciation of Dance**  
(Same as Dance 165)

This is a general survey class designed to acquaint students with dance as art form and to expose students to dance in performance in Southern California. The class will travel to professional and university performances every three weeks; on the weeks between, a follow-up discussion will be held along with an introduction of the production to be viewed next. The performances will include ballet, ethnic, modern, tap, jazz, and musical theater dance. The course will enable students to understand, appreciate, and evaluate dance as a viewing audience and relate it to other art forms. Two hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*

**HUMANITIES 170 — 3 Units**  
**Views of Humanity**

Art, film, literature, music, architecture and philosophy express and condition our response to life. How they do that is the focus of this course. By looking at these forms of human expression from different periods in history, we develop a given historical moment. We learn how we might respond to many art forms and we see how the art of all times shapes our thoughts and feelings in the present. Designed for general enrichment. Three hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*

# INDUSTRIAL ARTS

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## TRANSFER INFORMATION

The course information given below has been edited for catalog publication purposes and may not accurately reflect recent changes or total course requirements for particular programs or schools. For complete, current, official articulation information, students are urged to see their GWC counselor or Transfer Center staff.

GWC offers the following courses which are appropriate for some of the lower-division requirements for this major. Some of these courses will also satisfy certain General Education requirements.

Students should try to complete all of the CSU approved General Education Certification pattern (39 units) at Golden West.

## California State University, Los Angeles<sup>1</sup>:

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Drafting 100; Engineering Technology 130; Photography 150

<sup>1</sup>Articulation incomplete at printing. Courses listed may be used as guidelines.

### Industrial Drafting

(See Drafting)

# INDUSTRIAL TECHNOLOGY

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## TRANSFER INFORMATION

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GWC offers the following courses which are appropriate for some of the lower-division requirements for this major. Some of these courses will also satisfy certain General Education requirements.

Students should try to complete all of the CSU approved General Education Certification pattern (39 units) at Golden West.

## California Polytechnic State University, San Luis Obispo<sup>1</sup>:

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Chemistry 180, 185; Drafting Technology 100; Engineering Technology 130; Mathematics 160, 170, 180; Physics 120, 125

See GWC counselor for this major for total number of units in General Education to be selected from courses listed above.

<sup>1</sup>Articulation incomplete at printing. Courses listed may be used as guidelines.

# INTERDISCIPLINARY STUDIES

## COURSES

### **INTERDISCIPLINARY STUDIES 102 A-B — 3 Units** **Orientation to Student Leadership and Institutional Communication**

This course is designed for any student interested in leadership within an organization. The course will assist students interested in campus leadership positions to identify effective leadership characteristics and their role in institutional maintenance and change. Focus will include (but not limited to): developing leadership styles, needs assessment, policy, finance, public speaking, parliamentary procedure, comparative forms of collegial governmental process, communication skills, program development, stress reduction and time management. Two hours lecture, three hours non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU.*

### **INTERDISCIPLINARY STUDIES 105 — 3 Units** **Critical Reasoning**

This course is designed for all students interested in the causes and explanations of events both in the natural and social sciences. The course will examine methodologies to use in understanding this world we live in. Three hours lecture a week. Letter grade only. *Transfer Credit: CSU; UC.*

### **INTERDISCIPLINARY STUDIES 110 — 3 Units** **Contemporary Cultural Connections**

This course deals with the complex issues of American society from 1945 through the present, as seen through the humanities (literature, film, art, history, philosophy, the social sciences, etc.). Contemporary Cultural Connections focuses on issues relating to self-identity, the relation of the self to others, and the impact the evolution of values has on the individual. Guest lectures. Three hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU.*

### **INTERDISCIPLINARY STUDIES 120 — 3 Units** **Asian Civilizations** (Same as History 120)

An analysis which contrasts and compares Asian cultures. The course will deal with geographic and demographic patterns and the dynamics of primitive, modern and transitional societies. It will also include treatment of Asian religions, rituals and thought. Emphasis will be given to the three major cultural units: Hinduism, Buddhism and Islam as observed in India, China, Japan and Southeast Asia. Three hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*

### **INTERDISCIPLINARY STUDIES 124 — 3 Units** **Vietnam: History & Civilization** (Same as History 124)

A survey of Vietnamese history and civilization from the earliest time to the present with emphasis on Vietnam's responses to foreign influences and the Vietnam War. Three hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU.*

### **INTERDISCIPLINARY STUDIES 130 — 3 Units** **History and Culture of the British Isles** (Same as History 130)

A survey of the interaction of the various cultures of the British Isles from pre-Roman times onwards. Focus is on experiences that transcend the framework of national history, e.g., the Norman Conquest, the Reformation, the Industrial Revolution, Colonialism. Recommended for transfer students majoring in the liberal arts. Three hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*

### **INTERDISCIPLINARY STUDIES 133 — 3 Units** **The West: Myth and Reality**

An examination of an historical period, the American West, through its filmic image. The codes and conventions generated by this specific historical time are discussed in terms of how filmmakers have manipulated them to make value statements. Three basic issues are explored from this perspective: the nature and source of good and evil; the relationship of the individual to society; and the nature and role of violence in human affairs. Three hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*

### **INTERDISCIPLINARY STUDIES 160 — 3.0 Units** **African Civilization** (Same as History 160)

A survey of the political, economic, social, religious and intellectual activities of African civilizations, ancient to modern. The course also focuses on the influence of Africa and its people on the Caribbean area, South America and the United States. Three hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*

### **INTERDISCIPLINARY STUDIES 175 — 3 Units** **Science and Human Values**

An interdisciplinary course utilizing a philosophical approach to the development of scientific achievements and the impact of these on man's progress throughout the ages. Traces the advancement of human ideas in relationship to the natural forces of the universe and the continuing emergence of civilization. Three hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*

### **INTERDISCIPLINARY STUDIES 180 — 3 Units** **Global Studies**

A course that considers issues of global significance from the perspective of a wide variety of disciplines. Issues vary according to topicality and timeliness, but might include over-population, emigration, environmental degradation, the status of women and minorities, international peace-keeping, global economic competitiveness, and others. Three hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*



# INTERPRETING

## THE PROGRAM

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

## TRANSFER INFORMATION

### California State University, Northridge:

#### Recommended:

Interpreting 030, 035, 055, 060, 090

## CERTIFICATE OF ACHIEVEMENT

(See also Special Education)

### Interpreting For Deaf People

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

Required Courses		Units
<b>PREREQUISITE COURSES:</b>		
Sign 180A-B	Beg American Sign Language I	4
Sign 185 or Equivalent	Beg American Sign Language II	4
<b>Semester 1</b>		
Sign 280	Adv American Sign Language I	4
Special Education 105	Implications of Deafness	3
Interpreting 030	Basic Voice to Sign	3
<b>Semester 2</b>		
Sign 285	Adv American Sign Language II	4
Interpreting 035	Advanced Voice to Sign	3
<b>Semester 3</b>		
Interpreting 055	Basic Sign to Voice	3
Psychology 160	Human Growth and Development	3
<b>OR</b>		
Speech Comm 100	Interpersonal Communication	3
<b>Semester 4</b>		
Interpreting 060	Advanced Sign to Voice	3
Interpreting 090A-C	Situational Interpreting/Practicum	3
		29

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

## COURSES

### INTERPRETING 030 — 3 Units

#### Basic Voice to Sign

Students should have completed or be concurrently enrolled in Sign 280.

A beginning course for those who have completed two semesters of sign language and wish to become interpreters. Emphasis will be upon interpreting simultaneously from spoken English into American Sign Language. Students will study interpreter theory and technique. Three hours lecture a week. Letter grade only.

### INTERPRETING 035 — 3 Units

#### Advanced Voice to Sign

Prerequisite: Completion of Interpreting 030.

An advanced course in interpreting from spoken English into American Sign Language. Students will study the special requirements of interpreting in various settings. Three hours lecture a week. Letter grade only.

### INTERPRETING 055 — 3 Units

#### Basic Sign to Voice

Students should have completed or be concurrently enrolled in Sign 280.

A beginning course for those who have completed two semesters of sign language and wish to become interpreters. Emphasis will be upon interpreting from sign language into spoken English. Three hours lecture a week. Letter grade only.

### INTERPRETING 060 — 3 Units

#### Advanced Sign to Voice

Prerequisite: Completion of Interpreting 055.

An advanced course in interpreting from American Sign Language into spoken English. Concurrent enrollment in Interpreting 090 is recommended. Three hours lecture a week. Letter grade only.

### INTERPRETING 090A-C — 3 Units

#### Situational Interpreting/Practicum

Prerequisite: Completion of Interpreting 030 or 055.

A course to address the specific vocabulary and ethical factors in interpreting in all settings, i.e., classroom, medical, social service, job interviewing, religious and performing arts. Three hour lecture a week. Optional credit/no credit or grade. This course offered spring semester only.

# ITALIAN

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## THE PROGRAM

Refer to FOREIGN LANGUAGE for Program information.

## TRANSFER INFORMATION

Refer to FOREIGN LANGUAGE for Transfer Information.

## COURSES

### ITALIAN 180 — 5 Units

#### Elementary Italian

Fundamentals of Italian grammar; hearing, speaking, reading and writing simple Italian. Reading of cultural sections focusing on contemporary Italy and Italian life. Five classroom hours a week plus a minimum of one hour laboratory attendance a week to be arranged by the student with the instructor. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*

### ITALIAN 185 — 5 Units

#### Elementary Italian

Prerequisite: Completion of Italian 180 or equivalent competency.

Continuation of Italian 180. Further development and completion of elementary grammar essentials with major emphasis on conversation. Continuation of cultural readings. Five classroom hours a week plus a minimum of one hour laboratory attendance to be arranged by the student with the instructor. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*

### ITALIAN 199A-D — 1.5 Units

#### Current Topics and Issues In Italian

Develop skills in using Italian in oral and written form. Study and discussion of major current social, economical, and political issues in Italy and their impact on Italian traditions through a historical perspective. One to five hours lecture per week. Optional credit/no credit or grade. One to eighteen week class. *Transfer Credit: CSU; UC.*

### ITALIAN 280 — 4 Units

#### Italian, Intermediate

Prerequisite: Completion of Italian 185 or equivalent competency.

The development of increased fluency in the oral, aural and written use of Italian. The completion of the study of basic Italian usages and principles of grammar. The introduction of conversational and cultural readings giving students a general view of Italian life and culture, as well as the use of Italian in daily conversation and in more formal prose. Four hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*

### ITALIAN 285 — 4 Units

#### Italian, Intermediate

Prerequisite: Completion of Italian 280 or equivalent competency.

A comprehensive review of grammar. The class will focus upon cultural, social and contemporary issues of provide subjects for discussion, conversation and composition. Four hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*

# JOURNALISM

## TRANSFER INFORMATION

The course information given below has been edited for catalog publication purposes and may not accurately reflect recent changes or total course requirements for particular programs or schools. For complete, current, official articulation information, students are urged to see their GWC counselor or Transfer Center staff.

*Lower division major courses:*

### California State University, Fullerton:

#### Department of Communications:

Humanities 160/Journalism 160; Journalism 185; Photography 150

### California State University, Long Beach:

#### Department of Journalism (five options available):

**NOTE:** All transfer students who have not taken Journalism 185 at GWC prior to entering CSULB are required to take the CSULB English Placement Exam (EPT) and Writing Proficiency Exam (WPE) before enrolling in Journalism 120 at the university.

Entering students should arrange for advising before the start of their first semester by calling (562) 985-4981.

All students entering production classes must know WordPerfect and be able to word-process at not less than 40 wpm.

Photojournalism students must know Aldus Pagemaker.

- 1) Completion of a minimum of 56 units of college level work with a GPA of 2.75 or higher.
- 2) Successful completion of the CSULB Writing Proficiency Examination.
- 3) Completion of CSU General Education or IGETC requirements.
- 4) Completion of ENGL 110, JOUR 160 & 185, MATH 160.
- 5) Completion of NSCI 200 at CSULB.

**All students must make an appointment with the CSULB Journalism advisor (310) 985-4981 before being accepted into the program.**

#### Broadcasting Option:

English 110; Humanities 160/Journalism 160; Journalism 185.

#### Journalism Education Option:

English 110; Humanities/Journalism 160; Journalism 185.

#### Print Journalism Option:

English 110; Humanities 160/Journalism 160; Journalism 185.

#### Public Relations Option:

English 110; Humanities 160/Journalism 160; Journalism 185.

#### Photo Journalism Option:

English 110; Humanities 160/Journalism 160, Journalism 185. Photography 150 (recommended)

## CERTIFICATE OF ACHIEVEMENT

Refer to WRITTEN COMMUNICATIONS, Journalism Option.

## COURSES

### JOURNALISM 125 — 3 Units

#### Writing for Public Relations

A practical, comprehensive survey of public relations writing, including press releases, photo captions, feature stories, fact sheets, radio and television releases, public service announcements, speeches and newsletters. Management of effective press relations will also be addressed. Three hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU.*

### JOURNALISM 157 — 3 Units

#### Documentary Photography

(Same as Photography 157)

Prerequisite: Completion of Photography 150.

An advanced class for students interested in the taking of photographs in the photojournalistic traditions of Life, National Geographic and the New York Times. The course will cover all aspects including: war, street, foreign travel and sports photography. No story writing involved. Two hours lecture, two hours non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU.*

### JOURNALISM 160 — 3 Units

#### Intro to Mass Communications

(Same as Humanities 160)

Study and analysis of the skills, techniques and standards involved in communicating information through the mass media; application of this knowledge to a study of the media (especially newspapers, magazines, radio, TV). Three hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU. (CAN JOURN 6)*

### JOURNALISM 185 — 3 Units

#### Writing for News Media

(Same as Television Production & Operations 111)

Students will develop the skills which are needed to organize and write stories for print and broadcast media, including newspapers, radio, television and magazines. This includes extensive exercises in writing, interviewing and other skills, including working with sound and pictures recorded in the field. Students will also develop a knowledge of the ethics and law of print and broadcast news. Three hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU.*

### **JOURNALISM 200 — 3 Units**

#### **Television Journalism**

(Same as Television Production and Operations 107)

Television newsgathering and newswriting skills are studied, with emphasis on techniques, ethics, laws and practices of producing news and documentary programming for cable and broadcast TV. Three hours lecture a week. Letter grade only. *Transfer Credit: CSU.*

### **JOURNALISM 284A-D — 2 Units**

#### **Newspaper Production**

Class members will help produce The Western Sun. All class members required to attend regular staff meetings. May not be taken concurrently with Journalism 285A-D. Two hours lecture, one hour laboratory arranged a week. Optional credit/no credit or grade. *Transfer Credit: CSU.*

**NOTE:** *Newspaper Production courses may be taken a maximum of four semesters. Therefore, the following courses may not be taken more than four semesters singularly or in combination: Journalism 284, 285, 286 and 288. To determine if any individual course may be taken more than one time, check for A-B, A-C or A-D designator.*

### **JOURNALISM 285A-D — 3 Units**

#### **Newspaper Production**

Class members will produce The Western Sun. All class members are required to attend regular staff meetings. Editors, in addition, attend editorial meetings and proofread at print shop on day prior to publication. Two hours lecture, three hours laboratory a week. Optional credit/no credit or grade. *Transfer Credit: CSU.*

**NOTE:** *Newspaper Production courses may be taken a maximum of four semesters. Therefore, the following courses may not be taken more than four semesters singularly or in combination: Journalism 284, 285, 286 and 288. To determine if any individual course may be taken more than one time, check for A-B, A-C or A-D designator.*

### **JOURNALISM 286A-D — 1 Unit**

#### **Western Sun Editorial Board**

Assignment as The Western Sun editor or business manager, plus concurrent enrollment in Journalism 285A-D required.

Editorial board members will be responsible for directing production of The Western Sun. One hour lecture, two hours laboratory a week, including supervision of print shop operation. Optional credit/no credit or grade. *Transfer Credit: CSU.*

**NOTE:** *Newspaper Production courses may be taken a maximum of four semesters. Therefore, the following courses may not be taken more than four semesters singularly or in combination: Journalism 284, 285, 286 and 288. To determine if any individual course may be taken more than one time, check for A-B, A-C or A-D designator.*

### **JOURNALISM 288A-D — 3 Units**

#### **Newspaper, Managing and Editing**

Class open to those students accepting editorial positions or special assignments on The Western Sun. All class members required to attend regular staff meetings. Two hours lecture, three hours non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU.*

**NOTE:** *Newspaper Production courses may be taken a maximum of four semesters. Therefore, the following courses may not be taken more than four semesters singularly or in combination: Journalism 284, 285, 286 and 288. To determine if any individual course may be taken more than one time, check for A-B, A-C or A-D designator.*

### **JOURNALISM 291 — 1 Unit**

#### **Newspaper Practicum**

Concurrent enrollment in Journalism 284A-D or 185 required.

This laboratory course is designed specifically for staff members of The Western Sun, the student newspaper. They will receive 1 unit of credit for a minimum of 54 hours working in The Western Sun offices in excess of the required daily noon-hour class session. The Western Sun staff members may enroll in only one of the three courses. Credit/no credit only. *Transfer Credit: CSU.*

### **JOURNALISM 292 — 2 Units**

#### **Newspaper Practicum**

Concurrent enrollment in Journalism 284A-D or 285A-D required.

Journalism 292 is the same as Journalism 291 but requiring 108 hours of student involvement. Credit/no credit only. *Transfer Credit: CSU.*

# LEARNING SKILLS

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## THE PROGRAM

These courses increase student success by helping them develop the ability to know how to find, evaluate and use information effectively.

## COURSES

(See also English)

### LEARNING SKILLS 005 — 2 Units

#### How to Survive in College

The units earned for this course may not be applied toward the 60 units required for graduation.

Designed to orientate 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. Three hours lecture a week. Credit/no credit only. A twelve-week course. (Not applicable to A.A. degree.)

### LEARNING SKILLS 920 — 0 Unit

#### Supervised Tutoring

Provides students requesting educational assistance the amount of tutorial service necessary to increase the probability of their succeeding in course work. Enrollment open all semester. May be repeated as necessary. Hours by arrangement. No grade. (Not applicable to A.A. degree.)

# LIBRARY

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## THE PROGRAM

These courses help develop a student's ability to recognize and use a variety of library information sources including the most current electronic technologies such as the Internet.

## COURSES

### LIBRARY 010 — 1 Unit

#### Library Basics

An introduction to the library. In a classroom setting, students will learn how to use reference books, library computers, and periodical indexes to find information for class assignments and personal interests. Library assignments provide hands-on experience using the library resources. Two hours lecture a week. Credit/no credit only. A nine-week course. (Not applicable to A.A. degree)

### LIBRARY 110 — 1 Unit

#### Introduction to Library Resources

This is a nine-week, independent study course, with no formal meetings designed to help students become familiar with the library's resources. Students come to the Library to complete a workbook. Eight lessons with worksheets and a final examination give hands-on experience using the library computers, periodical and newspaper indexes, dictionaries, encyclopedias and reference books. Credit/no credit only. *Transfer Credit: CSU.*

### LIBRARY 120 — 1 Unit

#### Libraries and the Internet

An introduction to the world of on-line library research. Students will learn how to search the computerized book and periodical catalogs of a variety of college and university libraries. This course includes how to use the Internet as well as CD-ROM tools to find research materials. Business use of the Internet will be highlighted. Two hours lecture a week. Optional credit/no credit or grade. A nine week course. *Transfer credit: CSU.*

### Library 125 — 1 Unit

#### Advanced Internet Research

Advisory: Library 120

Examines advanced Internet searching techniques to conduct library research using the Internet and World Wide Web. Learn to locate hard to find college level resources. Students will have lectures and demonstration of complex Internet features. Emphasis will be on developing information retrieval skills for college assignments. Two hours lecture per week. Optional credit/no credit or grade. A nine-week course. *Transfer Credit: CSU.*

## Literature

(See English)

# MANAGEMENT

## THE PROGRAM

This program is designed to accommodate both the transfer student as well as the student seeking additional job-related skills. The course offerings extend from the elements of management to more advanced courses such as personnel management, behavioral management and small business management.

## TRANSFER INFORMATION

The course information given below has been edited for catalog publication purposes and may not accurately reflect recent changes or total course requirements for particular programs or schools. For complete, current, official articulation information, students are urged to see their GWC counselor or Transfer Center staff.

Refer to BUSINESS for Business Administration Transfer Information.

## CERTIFICATES OF ACHIEVEMENT

### General Management Option

This curriculum is designed for students seeking managerial and supervisory careers in business, industry, and government. The program is well suited for students who are working and wish to move into management positions in their present jobs.

The management program uses the most advanced training techniques, including computer simulations and gaming, to aid the student in developing communication, leadership, and decision-making skills. The training also provides a strong educational foundation coupled with work experience to enable the student to move quickly into a managerial position.

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.

*Continued*

Required Courses		Units
Business 100	Introduction to Business	3
Management 110	Elements of Management	3
Accounting 100	Accounting Elements	4
<b>OR</b>		
Accounting 101	Financial Accounting	4
Bus D P 130/ Comp Sci 130	Survey of Business Data Proc	4
<b>OR</b>		
Comp Sci 101	Computer Literacy	3
Business 127/ Mgmt 127	Mgmt Communication	3
<b>OR</b>		
Business 126/ Mgmt 126	Business Communication	3
Management 115	Behavioral Management	3
<b>PLUS SELECTION OF THREE UNITS FROM THE FOLLOWING:</b>		
Business 108	Legal Environment of Business	3
<b>OR</b>		
Business 110	Business Law	3
Bus D P 180/ Comp Sci 180	Programming - BASIC	4
Bus D P 137	Computer Graphics	1
Comp/O A 116	Powerpoint for Windows	1.5
Comp/O A 182	Excel for Windows	1
Comp Sci 185	Global Networking	3
Management 111	Human Resource Management	3
Management 116	Management & Supervision	3
Management 152	Small Bus Ownership & Mgmt	3
Marketing 100	Principles of Marketing	3
<b>RECOMMENDED ELECTIVES:</b> The following courses are specifically selected to enhance the General Management Option curriculum. Students may wish to select some of these courses in order to complete the 60 units required for an Associate in Arts degree.		
Accounting 102	Managerial Accounting	4
Bus/Ofc Admin 015	Filing & Records Management	3
Bus D P 110	Intro to Macintosh Computers	3
Economics 180	Micro-Economics	3
<b>OR</b>		
Economics 285	Macro-Economics	3
Mathematics 160	Introduction to Statistics	3

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

## Human Resources Management Option

This curriculum is designed for students seeking managerial and supervisory careers in business, industry, and government. The program is well suited for students who are working and wish to move into management positions in their present jobs.

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

Required Courses		Units
Business 100	Introduction to Business	3
Management 110	Elements of Management	3
Accounting 100	Accounting Elements	4
<b>OR</b>		
Accounting 101	Financial Accounting	4
Comp Sci 101	Computer Literacy	3
<b>OR</b>		
Bus D P 130/ Comp Sci 130	Survey of Business Data Proc	4
Business 127/ Mgmt 127	Mgmt Communication	3
Business 126/ Mgmt 126	Business Communication	3
Management 115	Behavioral Management	3
Management 111	Human Resource Management	3

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

Accounting 102	Managerial Accounting	4
Business 125	Business English	3
Bus/Ofc Admin 015	Filing & Records Management	3
Bus D P 110	Intro to Macintosh Computers	3
Bus D P 137	Computer Graphics	1
Comp/O A 116	Powerpoint for Windows	1.5
Comp/O A 182	Excel for Windows	1
Comp Sci 185	Global Networking	3
Co-Op 091A-D - 094A-C	Work Experience	1-12
Mathematics 160	Introduction to Statistics	3

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

## Marketing Management Option

This curriculum is designed for students seeking managerial and supervisory careers in business, industry, and government. The program is well suited for students who are working and wish to move into management positions in their present jobs.

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

Required Courses		Units
Business 100	Introduction to Business	3
Management 110	Elements of Management	4
Accounting 100	Accounting Elements	4
<b>OR</b>		
Accounting 101	Financial Accounting	4
Comp Sci 101	Computer Literacy	3
<b>OR</b>		
Bus D P 130/ Comp Sci 130	Survey of Business Data Proc	4
Business 127/ Mgmt 127	Mgmt Communication	3
Business 126/ Mgmt 126	Business Communication	3
Management 115	Behavioral Management	3
Marketing 100	Principles of Marketing	3

### PLUS ONE OF THE FOLLOWING COURSES:

Business 103	Public Relations	3
Management 152	Small Bus Ownership & Mgmt	3
Marketing 120	International Trade	3
Marketing 130	Advertising	3

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

Accounting 102	Managerial Accounting	4
Bus/Ofc Admin 015	Filing & Records Management	3
Business 125	Business English	3
Bus D P 110	Intro to Macintosh Computers	3
Bus D P 137	Computer Graphics	1
Comp/O A 116	Powerpoint for Windows	1.5
Comp/O A 182	Excel for Windows	1
Comp Sci 180	Programming - BASIC	4
Comp Sci 185	Global Networking	3
Co-Op 091A-D - 094A-C	Work Experience	1-12
Mathematics 160	Introduction to Statistics	4

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

## Mini/Micro Computer Management Application Option

This curriculum is designed to prepare the student for work as an owner/manager of a small business utilizing micro-computers. The curriculum features three kinds of computer languages and management training. The program is well suited for students who are working and wish to move into management positions in their present jobs. Students will have some exposure to evaluation and selection of hardware configurations and software packages.

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

Required Courses		Units
Business 100	Introduction to Business	3
Management 110	Elements of Management	3
Accounting 100	Accounting Elements	4
<b>OR</b>		
Accounting 101	Financial Accounting	4
Accounting 130	Computerized Accounting	4
Bus D P 129/ Comp Sci 129	PASCAL Programming	4
Bus D P 130/ Comp Sci 130	Survey of Business Data Proc	4
<b>OR</b>		
Comp Sci 101	Computer Literacy	3
Bus D P 182/ Comp Sci 182	Visual BASIC/Windows	3
Bus D P 180/ Comp Sci 180	Programming - BASIC	4
Management 152	Small Bus Ownership & Mgmt	3

**RECOMMENDED ELECTIVES:** The following courses are specifically selected to enhance the Mini/Micro Computer Business Application Option curriculum. Students may wish to select some of these courses in order to complete the 60 units required for an Associate in Arts degree.

Business 108	Legal Environment of Business	3
<b>OR</b>		
Business 110	Business Law	3
Bus D P 136	Computer Assisted Graphics	4
Bus D P 176A-B	Desktop Publishing	3
Bus D P 181/ Comp Sci 181	Advanced Microsoft BASIC	4
Bus D P 110	Intro to Macintosh Computers	3
Bus D P 137	Computer Graphics	1
Comp/O A 116	Powerpoint for Windows	1.5
Comp/O A 182	Excel for Windows	1
Comp Sci 145	C Language Programming	4
Comp Sci 185	Global Networking	3

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

## Sales Management Option

This curriculum is designed for students seeking managerial and supervisory careers in business, industry, and government. The program is well suited for students who are working and wish to move into management positions in their present jobs.

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

Required Courses		Units
Business 100	Introduction to Business	3
Management 110	Elements of Management	3
Accounting 100	Accounting Elements	4
<b>OR</b>		
Accounting 101	Financial Accounting	4
Business 108	Legal Environment of Business	3
<b>OR</b>		
Business 110	Business Law	3
Bus D P 130/ Comp Sci 130	Survey of Business Data Proc	4
<b>OR</b>		
Comp Sci 101	Computer Literacy	3
Business 127/ Mgmt 127	Mgmt Communication	3
Business 126/ Mgmt 126	Business Communication	3
Management 115	Behavioral Management	3
Marketing 100	Principles of Marketing	3
Marketing 125	Sales Management	3

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

Accounting 102	Managerial Accounting	4
Business 125	Business English	3
Bus/Ofc Admin 015	Filing & Records Management	3
Bus D P 110	Intro to Macintosh Computers	3
Bus D P 137	Computer Graphics	1
Bus D P 180/ Comp Sci 180	Programming - BASIC	4
Comp/O A 116	Powerpoint for Windows	1.5
Comp/O A 182	Excel for Windows	1
Comp Sci 185	Global Networking	3
Co-Op 091A-D - 094A-C	Work Experience	1-12
Mathematics 160	Introduction to Statistics	4

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



## Small Business Management Option

This curriculum is designed for students seeking managerial and supervisory careers in small business. The program is well suited for students who are working and wish to move into management positions in their present jobs or who wish to open their own business.

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

Required Courses	Units
Business 100	Introduction to Business 3
Management 110	Elements of Management 3
Accounting 100	Accounting Elements 4
<b>OR</b>	
Accounting 101	Financial Accounting 4
Bus D P 130/ Comp Sci 130	Survey of Business Data Proc 4
<b>OR</b>	
Comp Sci 101	Computer Literacy 3
Business 127/ Mgmt 127	Mgmt Communication 3
<b>OR</b>	
Business 126/ Mgmt 126	Business Communication 3
Business 108	Legal Environment of Business 3
<b>OR</b>	
Business 110	Business Law 3
Management 115	Behavioral Management 3
Management 152	Small Bus Ownership & Mgmt 3

### PLUS TWO OF THE FOLLOWING COURSES:

Accounting 130	Computerized Accounting 3
Bus/Ofc Admin 015	Filing & Records Management 3
Marketing 100	Principles of Marketing 3
Marketing 130	Advertising 3
Marketing 135	Principles of Retailing 3

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

Accounting 102	Managerial Accounting 4
Bus D P 110	Intro to Macintosh Computers 3
Bus D P 137	Computer Graphics 1
Comp/O A 116	Powerpoint for Windows 1.5
Comp/O A 182	Excel for Windows 1
Comp Sci 185	Global Networking 3
Mathematics 160	Introduction to Statistics 4

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

## COURSES

### MANAGEMENT 110 — 3 Units Elements of Management

Emphasis will be placed on the traditional, behavioral, situational and contingency approaches to management. Includes an in-depth study of the role of the manager in planning, organizing, influencing and evaluating as it applies to the private and public sectors. Three hours lecture a week. Letter grade only. *Transfer Credit: CSU.*

### MANAGEMENT 111 — 3 Units Human Resource 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. Three hours lecture a week. Letter grade only. *Transfer Credit: CSU.*

### MANAGEMENT 115 — 3 Units Behavioral Management

Emphasis will be placed on the application of behavioral science approach to management and employer/employee relationships. Various psychological principles which affect employee motivation and productivity will be explored in depth. Also included will be experiential exercises and role-playing. Three hours lecture a week. Letter grade only. *Transfer Credit: CSU.*

### MANAGEMENT 116 — 3 Units Management and Supervision

This course is designed for persons who are currently managing an office and for persons who are potential office managers and supervisors. Emphasis will be placed on the functions of office management, including organizing and planning office services, staffing of clerical personnel, affirmative action ramifications, administering office salaries, evaluating personnel, and establishing policies and standards of operation. Three hours lecture a week. Letter grade only. *Transfer Credit: CSU.*

### MANAGEMENT 126 — 3 Units Business Communication (Same as Business 126)

Students must possess a good-to-excellent command of the English language and an ability to construct well-written sentences and paragraphs to successfully complete this course. Knowledge of keyboarding and word processing helpful. Instruction and practice in solving business problems through written communication skills. Emphases will be placed on the communication process, correspondence composition, and informal report writing. Three hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU.*

**MANAGEMENT 127 — 3 Units**

**Management Communication**

(Same as Business 127)

Students must possess a good-to-excellent command of the English language (both oral and written) to successfully complete this course. Knowledge of keyboarding and word processing helpful. Instruction and practice in solving business problems through both oral and written communication skills. Emphases will be placed on effectively composing correspondence, preparing and delivering oral presentations, conducting interviews and meetings, and researching and writing a formal business report. Three hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU.*

**MANAGEMENT 152 — 3 Units**

**Small Business Ownership and Management**

Concepts and techniques related to the ownership/management problems of a small firm from the utilization viewpoint of a present or potential business owner. The basics of locating, financing, merchandising, buying, pricing, inventory and credit control, public and personnel relations will be presented. Three hours lecture a week. Letter grade only. *Transfer Credit: CSU.*

**Marine Biology**

Refer to BIOLOGY for Transfer Information.

# MARKETING

## THE PROGRAM

The marketing program has been developed to provide students with marketing skills in areas of distribution, sales management, advertising, retailing and international operations.

## CERTIFICATE OF ACHIEVEMENT

Refer to MANAGEMENT, Marketing Option.

## COURSES

### MARKETING 100 — 3 Units

#### Principles of Marketing

An introductory course to acquaint students with the business practices involved in the activities of moving goods and services from the producer to the ultimate consumer. Areas covered include retailing, wholesaling, new product decisions, pricing, marketing research. Three hours lecture a week. Letter grade only. *Transfer Credit: CSU.*

### MARKETING 103 — Public Relations — 3 Units

#### Public Relations

(Same as Business 103)

Study and application of principles of effective public relations. Class provides overview of the basic components of effective public relations techniques and practices, involving areas such as community, employee and company relations. Students learn how to work with news media, plan a public relations campaign, write PR releases, and a career planning in public relations. Three hours lecture a week. Optional credit/no credit or grade. This course may not be offered each semester. *Transfer Credit: CSU.*

### MARKETING 105 — 3 Units

#### Industrial Marketing

A survey of business functions relating to the industrial market. Instructional sequence will include nature and importance of the industrial market, products and classifications, industrial buying process, federal government market, marketing research, analysis, and planning and management techniques. Three hours lecture a week. Letter grade only. This course may not be offered each semester. *Transfer Credit: CSU.*

### MARKETING 110 — 3 Units

#### Personal Selling

Introduction of professional personal selling skills applicable to the sale of products and services in a contract selling environment. Practice demonstrations and sales presentations. Three hours lecture a week. Letter grade only. *Transfer Credit: CSU.*

### MARKETING 120 — 3 Units

#### International Trade

This course is designed to introduce students to the principles of world trade and to familiarize them with the terminology and the physical functions involved in exporting and importing. Three hours lecture a week. Letter grade only. This course may not be offered each semester. *Transfer Credit: CSU.*

### MARKETING 121 — 3 Units

#### Personal Finance

(Same as Business 121)

An introductory course in financial affairs involving management of expenditures. The course includes the budgeting process, using consumer loans and credit, savings on taxes, decisions on transportation and home buying, insurance planning, investments, financial planning, career planning, retirement and estate transfer decisions. Three hours lecture a week. Letter grade only. *Transfer Credit: CSU.*

### MARKETING 125 — 3 Units

#### Sales Management

Functions and objectives of sales executives including duties, sales administration and organization. Three hours lecture a week. Letter grade only. This course may not be offered each semester. *Transfer Credit: CSU.*

### MARKETING 130 — 3 Units

#### Advertising

Survey of advertising; major media and relationship of advertising to economy. Market research, copy layout, graphics and art production. Coordinating and planning advertising campaigns. Three hours lecture a week. Letter grade only. *Transfer Credit: CSU.*

### MARKETING 135 — 3 Units

#### Principles of Retailing

Studies dealing with the operations of an established retail business. Problems of merchandising (buying, pricing, stock control, credit control, public and personnel relations) are considered. Emphasis is upon solution of actual retail problems using the case method. Three hours lecture a week. Letter grade only. This course may not be offered each semester. *Transfer Credit: CSU.*

# MATHEMATICS

## THE PROGRAM

Golden West College offers a comprehensive lower division mathematics curriculum for those students who plan to transfer to four-year colleges and universities. Two National Science Foundation Grants enhance the calculus programs. In addition there are remedial and vocational mathematics classes available. All courses are supported by a modern Mathematics Learning Center which provides individual tutorial assistance as well as computer-assisted instruction.

## TRANSFER INFORMATION

The course information given below has been edited for catalog publication purposes and may not accurately reflect recent changes or total course requirements for particular programs or schools. For complete, current, official articulation information, students are urged to see their GWC counselor or Transfer Center staff.

*Lower division major courses:*

### California State University, Long Beach:

(Students have several options, see GWC counselor for details.)

#### Requirements for the B.S. in Mathematics:

Computer Science 190; English 110; Mathematics 180, 185, 230, 280, 290; Physics 185

### California State University, Fullerton:

Mathematics 180, 185, 280, 285, 290

#### One course from:

Computer Science 129, 140

### University of California, Irvine:

Computer Science 129 or 140 or 145 or 160 or 165 or 175 or 190; Mathematics 180, 185, 230, 280, 285, 290; Physics 185, 280 or (Chemistry 180, 185)

### University of California, Los Angeles:

Computer Science 190; Mathematics 180, 185, 280, 285, 290; Physics 185

#### Two additional courses from:

Biology 180, 185, 190; Chemistry 180, 185; Philosophy 130; Physics 130, 135, 280, 285, 290

**NOTE:** Admission to this major is dependent upon completion of certain courses prior to enrollment at UCLA. See GWC counselor for this major for more information.

## COURSES

(See also Technical Mathematics)

### MATHEMATICS 005 — 3 Units

#### Basic Mathematics

This is a developmental, entry level course in mathematics for persons requiring a review of the structure and applications of arithmetic. Emphasis will be placed on developing algebraic reasoning for purposes of problem solving with use of the calculator. Topics include whole numbers, fractions, decimals, signed numbers, percent and measurement. This course uses large group lectures and computer laboratory assignments in an integrated system equivalent to four course hours per week. Optional credit/no credit or grade. (Not applicable to A.A. degree.)

### MATHEMATICS 008 — 3 Units

#### Prealgebra

Prerequisite: Mathematics Placement Assessment or satisfactory completion (C or better) of Mathematics 005.

Prealgebra will develop operations with signed numbers, exponents, fractional expressions, factorizations, solution of equations, formulas, word problems, and the rectangular coordinate system. Three hours lecture, one hour non-lecture a week. Optional credit/no credit or grade. (Not applicable to A.A. degree.)

### MATHEMATICS 009 A-B — 1 Unit

#### Medication Calculations for Nurses

Prerequisite: Mathematics Placement Assessment or satisfactory completion (C or better) of Mathematics 008.

This course presents computational skills utilized in the practice of nursing to calculate drug dosage. Problem solving, application of formulas, proportional relationships, systems of measurement, and measurement system conversions will be included. Three hours lecture per week. Optional credit/no credit or grade. A six-week course.

### MATHEMATICS 010 — 4 Units

#### Elementary Algebra

Prerequisite: Mathematics Placement Assessment or satisfactory completion (C or better) of Mathematics 008.

Topics include properties of real numbers; numeric and variable expressions; polynomials and rational expressions; linear, quadratic, fractional, absolute value and radical equations; inequalities; systems of linear equations; rational exponents and radicals; coordinate geometry. Algebraic applications to word problems permeate the entire course. An integrated learning system equivalent to five course-hours a week. This course is similar to the first year of high school algebra. It is taught using large group lectures in conjunction with computer lab. An integrated learning system equivalent to five course-hours a week. Letter grade only.

### **MATHEMATICS 020 — 3 Units**

#### **Plane Geometry**

Prerequisite: Mathematics Placement Assessment or satisfactory completion (C or better) of Mathematics 010.

Topics include: Deductive reasoning, angles, lines, triangles, polygons, circles, solids, congruence, similarity, area, volume. Required of all students planning to enroll in trigonometry or Mathematics 180. Should be completed before attempting the CBEST test. Four hours lecture a week. Letter grade only.

### **MATHEMATICS 030 — 4 Units**

#### **Intermediate Algebra**

Prerequisite: Mathematics Placement Assessment or satisfactory completion (C or better) of Mathematics 010.

Development and extension of Mathematics 010. Topics include exponents, roots and radicals, linear and quadratic equations, functions and functional notation, conic sections, logarithms, exponential and logarithmic functions, linear and second-degree systems in two variables, and special algebraic topics. This course is similar to second-year high school algebra. It is taught using large group lectures in conjunction with computer lab work. An integrated learning system equivalent to five course-hours a week. Letter grade only.

### **MATHEMATICS 100 — 3 Units**

#### **Mathematics for Liberal Arts Students**

Prerequisite: Mathematics Placement Assessment or satisfactory completion (C or better) of Mathematics 030.

A course for the liberal arts college student who has a good background in high school algebra or who has successfully completed intermediate algebra in college. This course is designed not only to meet college general education requirements but to help generate a positive attitude toward and an interest in mathematics. Topics will include a variety of mathematical concepts with emphasis given to the structure of mathematics and its application to various disciplines in the liberal arts. Three hours lecture per week. Optional credit/no credit or grade. *Transfer Credit: CSU.*

### **MATHEMATICS 104 — 3 Units**

#### **Mathematics for Elementary Teachers I**

Prerequisite: Mathematics Placement Assessment or satisfactory completion (C or better) of Mathematics 030.

**NOTE:** *Student should complete Mathematics 020 (high school geometry) before taking the CBEST test, or the second math course for elementary teachers at a four-year school.*

Topics include problem solving, structure of the real number system, other systems, set theory, computers and manipulatives. This course is designed for students planning to be elementary teachers. Three hours lecture a week. Letter grade only. *Transfer Credit: CSU. (CAN MATH 4)*

### **MATHEMATICS 106 - 3 Units**

#### **Mathematics for Elementary Teachers II**

Prerequisite: Satisfactory completion (C or better) of Mathematics 104.

Topics include probability, statistics, geometric shapes and tessellations, measurement, congruence and similarity, coordinate and transformational geometry. This course is designed for students planning to be elementary teachers. Three hours lecture a week. Letter grade only. *Transfer Credit: CSU.*

### **MATHEMATICS 112-1 A-B — 1 Unit**

#### **Use a Calculator in College Mathematics**

Prerequisite: Mathematics Placement Assessment or satisfactory completion (C or better) of Mathematics 030.

Using calculators, this course develops the calculation and interpretation of key mathematics topics with focus on building technological confidence and expertise. Students will provide their own calculator. Transfers as a general elective. A total of 18 hours. Credit/no credit only. *Transfer Credit: CSU.*

### **MATHEMATICS 112-2 A-B — 1 Unit**

#### **Use a Computer in College Mathematics**

Prerequisite: Mathematics Placement Assessment or satisfactory completion (C or better) of Mathematics 030.

Using computer programs, this course develops the calculation and interpretation of key mathematics topics with focus on building technological confidence and expertise. Transfers as a general elective. A total of 18 hours. Credit/no credit only. *Transfer Credit: CSU.*

### **MATHEMATICS 115 — 4 Units**

#### **College Algebra**

Prerequisite: Mathematics Placement Assessment or satisfactory completion (C or better) of Mathematics 030.

Topics include matrices and determinants, theory of equations and systems, polynomial functions, exponential and logarithmic functions and their graphs, counting, series and probability. This course is designed for students needing to improve algebra skills necessary for success in Math 130 and 150 and 160. This course does not prepare a student to enter Mathematics 180 or 185. A graphing calculator is recommended. Letter grade only. *Transfer Credit: CSU; UC credit limitations. See counselor.*

### **MATHEMATICS 120 — 3 Units**

#### **Trigonometry**

Prerequisite: Mathematics Placement Assessment or satisfactory completion (C or better) of Mathematics 030. Recommended preparation: Mathematics 020.

Topics include circular and trigonometric functions and their inter-relationship, the inverses of these functions, function values of special angles, use of calculators, uniform circular motion, graphing, solutions to right and oblique triangles with physical applications, conditional equations, identities, vectors and polar coordinates. The concept of a function is stressed. This course is designed to emphasize those topics which are particularly important for students who will continue the study of Mathematics. A graphing calculator is recommended. Three hours lecture a week. Letter grade only. *Transfer Credit: CSU. (CAN MATH 8)*

### **MATHEMATICS 130 — 4 Units**

#### **Survey of Calculus**

Prerequisite: Mathematics Placement Assessment or satisfactory completion (C or better) of Mathematics 030.

Topics include functions, limits and continuity, differentiation, integration, graphing, two-variable calculus and applications of differential equations. This course is designed for students of business, management, and social science who need only one semester of calculus. This course does not prepare a student to enter Mathematics 180 or 185. A graphing calculator is recommended. Four hours lecture a week. Letter grade only. *Transfer Credit: CSU; UC credit limitations. See counselor. (CAN MATH 34)*

### **MATHEMATICS 150 — 4 Units**

#### **Finite Mathematics**

Prerequisite: Mathematics Placement Assessment or satisfactory completion (C or better) of Mathematics 030.

Topics include linear systems, matrices, linear programming, finance, sets, counting, probability. This course is designed for students majoring in business, management, social, behavioral sciences and life sciences. A graphing calculator is recommended. Four hours lecture a week. Letter grade only. *Transfer Credit: CSU; UC. (CAN MATH 12)*

### **MATHEMATICS 152-1 A-B — 1 Unit**

#### **Use a Calculator in the Mathematics of Finance**

Prerequisite: Mathematics Placement Assessment or satisfactory completion (C or better) of Mathematics 030.

Using calculators, this course develops financial calculations. Topics include compound interest, amortized loans, annuities, present and future value, money streams, and investment mix/risk/expected value. Students will provide their own calculator. Transfers as a general elective. A total of 18 hours. Credit/no credit only. *Transfer Credit: CSU.*

### **MATHEMATICS 152-2 A-B — 1 Unit**

#### **Use a Computer in the Mathematics of Finance**

Prerequisite: Mathematics Placement Assessment or satisfactory completion (C or better) of Mathematics 030.

Using computers, this course develops financial calculations. Topics include compound interest, amortized loans, annuities, present and future value, money streams, and investment mix/risk/expected value. Students will provide their own calculator. Transfers as a general elective. A total of 18 hours. Credit/no credit only. *Transfer Credit: CSU.*

### **MATHEMATICS 160 — 4 Units**

#### **Introduction to Statistics**

Prerequisite: Mathematics Placement Assessment or satisfactory completion (C or better) of Mathematics 030.

Topics include concepts and procedures of descriptive and inferential statistics, collecting, classifying, tabulating, graphing univariate and bivariate data, calculating measures of central tendencies and variation, percentiles, probability, binomial, normal, T, Chi-square and F distributions, making inferences, decisions and predictions. This course develops statistical thinking without assuming mathematical sophistication, through applications to social, biological, business, sports and consumer topics. The use of graphing calculators and statistical analysis computer programs are integrated into the course. Four hours lecture a week. Letter grade only. *Transfer Credit: CSU; UC. (CAN STAT 2)*

### **MATHEMATICS 162-1 A-B — 1 Unit**

#### **Use a Calculator in Statistics**

Prerequisite: Mathematics Placement Assessment or satisfactory completion (C or better) of Mathematics 030.

Using calculators, this course develops statistics for data analysis. Topics include means, standard deviations, percentiles, standard scores, box plots, scatter plots, correlation, and regression. Students will provide their own calculator. Transfers as a general elective. A total of 18 hours. Credit/no credit only. *Transfer Credit: CSU.*

### **MATHEMATICS 162-2 A-B — 1 Unit**

#### **Use a Computer in Statistics**

Prerequisite: Mathematics Placement Assessment or satisfactory completion (C or better) of Mathematics 030.

Using computer programs, this course develops statistics for data analysis. Topics include means, standard deviations, percentiles, standard scores, box plots, scatter plots, correlation, and regression. Students will provide their own calculator. Transfers as a general elective. A total of 18 hours. Credit/no credit only. *Transfer Credit: CSU.*

### **MATHEMATICS 170 — 4 Units**

#### **Precalculus**

Prerequisite: Satisfactory completion (C or better) of Mathematics 120.

Topics include complex numbers, sequences and series, polynomial, rational, exponential, logarithmic, trigonometric and inverse functions, vectors, analytic geometry, linear systems, matrices, elementary theory of equations, and polar coordinates. This course is essential for those students planning to study Mathematics 180. A graphing calculator is recommended. Five hours lecture a week. Letter grade only. *Transfer Credit: CSU; UC credit limitations. See counselor. (CAN MATH 16)*

### **MATHEMATICS 171 — 1 Unit**

#### **Mathematica™ for Precalculus**

Corequisite: Concurrent enrollment in or completion of Mathematics 170.

An introduction to the use of Mathematica™ to solve mathematics problems related to Mathematics 170 using the Macintosh computer. Mathematica™ commands which perform arithmetic, manipulate algebraic expressions, solve equations, and graph functions will be studied. Three hours arranged a week. Optional credit/no credit or grade. An open entry/exit course. *Transfer Credit: CSU; UC.*

### **MATHEMATICS 180 — 4 Units**

#### **Calculus I\***

Prerequisite: Mathematics Placement Assessment or satisfactory completion (C or better) of Mathematics 170.

Topics include analytic geometry, functions, limits continuity, differentiation and integration of functions. Application of differential and integral calculus. This is the first course in a three-course sequence designed for mathematics, physics and engineering majors. A graphing calculator is recommended. Five hours lecture a week. Letter grade only. *Transfer Credit: CSU; UC credit limitations. See counselor. (CAN MATH 18)*

\*The student should plan to complete the first three semesters of calculus at Golden West College to maintain continuity.

### **MATHEMATICS 181 — 1 Unit**

#### **Mathematica™ for Calculus I**

Corequisite: Completion of or enrollment in Mathematics 180.

Use of Mathematica™ to solve mathematics problems related to Mathematics 180 using the Macintosh computer. Mathematica™ commands which perform differentiation, integration curve fitting, and differential equation solving will be studied. Three hours arranged a week. Optional credit/no credit or grade. An open entry/exit course. *Transfer Credit: CSU; UC.*

### **MATHEMATICS 185 — 4 Units**

#### **Calculus II\***

Prerequisite: Completion of Mathematics 180 with minimum grade of C.

Topics include techniques of integration, application of the definite integral, theory of limits, polar coordinates, indeterminate forms, Taylor's Theorem, and sequences and series. This is the second course in a three-course sequence designed for mathematics, physics and engineering majors. Five hours lecture a week. Letter grade only. *Transfer Credit: CSU; UC. (CAN MATH 20)*

\*The student should plan to complete the first three semesters of calculus at Golden West College to maintain continuity.

### **MATHEMATICS 186 — 1 Unit**

#### **Mathematica™ for Calculus II**

Corequisite: Completion of or concurrent enrollment in Mathematics 185.

Use of Mathematica™ to solve mathematics problems related to Mathematics 185 using the Macintosh computer. Mathematica™ commands which perform integration, series summation, parametric plots, polar plots will be studied. Students will be introduced to Mathematica™ programming techniques. Three hours arranged a week. Optional credit/no credit or grade. An open entry/exit course. *Transfer Credit: CSU; UC.*

### **MATHEMATICS 230 — 4 Units**

#### **Introduction to Discrete Mathematics I**

Prerequisite: Satisfactory (C or better ) of Mathematics 180.

An introduction to discrete mathematical concepts and techniques needed in computer-related disciplines. Elementary set theory, proof techniques, logic, Boolean algebra, combinatorics and graph theory. Offered fall semester only. A graphing calculator is recommended. Four hours lecture a week. Letter grade only. *Transfer Credit: CSU; UC. (CAN CSCI 26)*

### **MATHEMATICS 240 - 4 Units**

#### **Discrete Mathematics II**

Prerequisite: Satisfactory completion (C or better ) of Mathematics 180.

Introduction to discrete mathematical concepts and techniques: Graph theory, trees, networks, Boolean algebra, mathematical models for computing machines. This course may be taken independently of Math 230. Four hours lecture a week. Letter grade only. *Transfer credit: CSU.*

### **MATHEMATICS 280 — 4 Units**

#### **Calculus III\***

Prerequisite: Satisfactory (C or better ) of Mathematics 185.

Topics include vectors in three-dimensional space, curves and surfaces, functions of several variables, partial differentiation, the gradient, the curl, the divergence, multiple integration, Green's Theorem, Gauss' (Divergence) Theorem and Stokes' Theorem. This is third course in a three-course sequence, designed for mathematics, physics and engineering majors. Five hours lecture a week. Letter grade only. *Transfer Credit: CSU; UC. (CAN MATH 22)*

\*The student should plan to complete the first three semesters of calculus at Golden West College to maintain continuity.

### **MATHEMATICS 281 — 1 Unit**

#### **Mathematica™ for Calculus III**

Corequisite: Concurrent enrollment in or completion of Mathematics 280.

Use Mathematica™ to solve mathematics problems related to Mathematics 280 using Macintosh computers. Mathematica™ commands which perform vector operations, surface graphing, differentiation and integration of functions of several variables will be studied. Students will be introduced to Mathematica™ programming techniques. One hour lecture per week. Optional credit/no credit or grade. An open entry/exit course. *Transfer Credit: CSU; UC.*

### **MATHEMATICS 285 — 4 Units**

#### **Ordinary Differential Equations**

Prerequisite: Satisfactory (C or better ) of Mathematics 185.

An introduction to the theory, techniques and applications of ordinary differential equations. The topics covered include first-order ODE's, linear ODE's, infinite series solutions, the method of Frobenius, Laplace transforms, matrix solutions of linear systems (eigenvectors/eigenvalues), linear independence of solutions, and numerical methods. Five hours lecture a week. Letter grade only. *Transfer Credit: CSU; UC. (CAN MATH 24)*

### **MATHEMATICS 286 — 1 Unit**

#### **Mathematica™ for Differential Equations**

Corequisite: Concurrent enrollment in or completion of Mathematics 285.

Use Mathematica™ to solve problems involving differential equations using the Macintosh computer. Topics include numerical methods, modeling applications and analysis of systems of differential equations. Fifty-four total contact hours. Optional credit/no credit or grade. *Transfer Credit: CSU.*

### **MATHEMATICS 290 — 4 Units**

#### **Applied Linear Algebra**

Prerequisite: Satisfactory (C or better ) of Mathematics 185.

Fundamentals of matrix algebra, the theory of linear transformations and their applications. The topics covered include matrix solution of systems of linear equations, determinants, Euclidean and abstract vector spaces, bases, eigenvectors and eigenvalues, and inner product spaces. Application to physics, economics and engineering. Offered spring semester only. Five hours lecture a week. Letter grade only. *Transfer Credit: CSU; UC. (CAN MATH 26)*

## **Microbiology**

(See Biology)

# MULTIMEDIA

## THE PROGRAM

Multimedia Production and Development is a rapidly expanding career field. Changes and improvements in technology make this career option very dynamic. The courses offered in Multimedia are designed to acquaint the student with all aspects of Multimedia production. Audio, video, animation, still photography, and learning design are among the many aspects covered.

## COURSES

### **MULTIMEDIA 054 A-B — 3 Units** **Recording Arts/Multimedia-Audio Fundamentals** (Same as Music 054 A-B)

Prerequisite: Completion of Music 115 or equivalent competency.

This course covers the fundamentals of multimedia audio including: acoustics and measurement; microphones and speakers; signal flow and processing, and recorders (analog and digital and magneto-optical). Two hours lecture and two hours non-lecture a week. Optional credit/no credit or grade.

### **MULTIMEDIA 055 A-B — 3 Units** **Recording Arts/Multimedia-Modular Digital Multi tracks-Signal Processing** (Same as Music 055 A-B)

Prerequisite: Completion of Music 054A-B/Multimedia 054A-B or equivalent competency.

In this course, areas of emphasis will be signal processing applications during the tracking and over dubbing phases of the production process including equalization, reverberation, compressors, limiters, gates and expanders. Intensive lab experiences will include multi-track recording projects using modular digital multi track recording systems. Two hours lecture and four hours non-lecture a week. Optional credit/no credit or grade.

### **MULTIMEDIA 056 A-B — 3 Units** **Recording Arts/Multimedia-Audio Mixing Techniques** (Same as Music 056 A-B)

Prerequisite: Completion of Music 054A-B/Multimedia 054A-B or equivalent competency.

Advisory: Music 055A-B/Multimedia 055A-B.

This course covers mixing techniques using analog and digital consoles and studio monitor systems. Lab experiences will include numerous mixing projects using both modular digital multi-track and disc based systems. Two hours lecture and four hours non-lecture a week. Optional credit/no credit or grade.

### **MULTIMEDIA 057 A-B — 3 Units** **Recording Arts/Multimedia-Audio Post Production** (Same as Music 057 A-B)

Prerequisite: Completion of Music 054A-B/Multimedia 054A-B or equivalent competency.

Advisory: Music 055A-B/Multimedia 055A-B and Music 056A-B/Multimedia 056A-B.

This course covers the assembly of various audio elements (dialog, music, and effects) into a play list for synchronization to picture. Non-linear digital video editing systems will be utilized to create finished programs for digital video disc, television, and computer games. Two hours lecture and four hours non-lecture a week. Optional credit/no credit or grade.

### **MULTIMEDIA 100A-B — 3 Units** **Introduction to Basic Multimedia Production**

Advisory: Completion of Business Data Processing 110 or Computer Science 101 or 130 or have equivalent basic computer skills.

This course is designed to be a comprehensive introduction to the skills needed for the creation of multimedia and interactive multimedia productions. Because multimedia is the result of the convergence of a variety of electronic technologies, each of the contributing technologies will be featured as basic elements to be learned for this multifaceted field. Students will engage in a number of activities and projects designed to allow them to explore the possibilities of this field while mastering the techniques involved. *Transfer Credit: CSU.*



# MUSIC

## TRANSFER INFORMATION

The course information given below has been edited for catalog publication purposes and may not accurately reflect recent changes or total course requirements for particular programs or schools. For complete, current, official articulation information, students are urged to see their GWC counselor or Transfer Center staff.

*Lower division major courses:*

### California State University, Long Beach:

There are five options within this major. Students should see the GWC Music Counselor for current information. All entering transfer students are required to take a theory placement test and performance audition which are regularly administered in Spring and late Fall and are also available at the beginning of registration week each semester. Each entering student should inquire at the Music Office for dates and details. In addition, new students are required to meet with the advisor prior to registration.

Each music major must declare a specialization in some performance area (voice, piano or other instrument), develop ability in this area, appear in student recitals and demonstrate progress to the satisfaction of the faculty.

Each student must pass a piano proficiency examination at an appropriate point while meeting course requirements regardless of the performance area. Detailed information may be obtained in the Music Office.

Participation in a major performance organization is required of each music major each semester.

#### Core Requirement:

Keyboard competency equivalent to Music 242

Music 115, 116, 165, 216

**One course each semester (maximum 4 units) is transferable from:**

Music 109A-D, 120A-D, 121A-D, 133A-D, 209

**NOTE:** Placement for all skills classes at CSULB is by audition only.

### California State University, Fullerton:

(Two different degrees are available, the Bachelor of Arts in Music, and the Bachelor of Music, a limited enrollment program.)

**NOTE:** Upon entering the university each student will present an audition in the principal performance area (instrument or voice) and a placement audition in class piano. Transfer students must verify competence in music theory by passing an entrance exam. Additional requirements are listed below.

#### B.A. Degree in Music:

Keyboard competency equivalent to Music 242\*

Music 115, 116\*, 165, 216\*; Music 141A-B\*; Music 142A-B\*, 145A-B\*

**One course each semester from:**

Music 109A-D, 120A-D, 121A-D, 133A-D, 209

\*Proficiency exams are given in these areas at the time of transfer.

### University of California, Irvine:

The Department of Music offers two degrees: the Bachelor of Arts in Music (B.A.); and the Bachelor of Music (B. Mus.) with specializations in bassoon, clarinet, contrabass, flute, tuba, voice, viola, violin, violoncello.

It is recommended that transfer students enter the major with college-level private instrumental or voice instruction; two years of music theory; the history of western music; ear-training; sight-singing; sight-reading; and piano.

All transfer students must pass a performance audition in order to declare a major in either the B.A. or B. Mus. degree programs. Transfer students must also take the placement tests in musicianship, theory, and history in order to receive credit toward fulfilling degree requirements. All transfer students should pass the required piano (sight-reading) examination no later than their second quarter of upper-division standing. A complete list of recommended proficiency levels can be found in the UCI General Catalogue.

The following courses are recommended in preparation for transfer:

Keyboard competency equivalent to Music 242

Music 112A-B, 115\*, 116\*, 136, 216\*

**One course each semester from:**

Music 120A-D, 121A-D, 122A-D

**Plus, two courses from:**

Art 104, 105, 106, 111; Theater Arts 101

\*Placement exams are given in these areas at the time of transfer.

## CERTIFICATES OF ACHIEVEMENT

### Commercial Performance Option

Designed to prepare musically talented individuals and groups for careers as performers, this course of study deals with the many musical and non-musical aspects of the industry that the professional performer will encounter. Emphasis is placed on improved musical skills and development of a professional working method, enabling entrance into this competitive field. Students completing this option will have professionally recorded examples of their performance skills.

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

#### Required Courses

Units

#### Semester 1

Music 050A-B	Inside Music Industry	1
Music 115***	Basic Music	3
Music 141A-B***	Beginning Keyboard I	1
Music 290A	Applied Music	1

*Continued*

**Commercial Performance Option - continued**

Music 132A-D	Jazz Ensemble Skills	2
<b>OR</b>		
Music 134A-D	Recording Jazz Ensemble	2
<b>OR</b>		
Music 060A-D	Singing Solo Pop Songs	3
<b>OR</b>		
Music 158A-D	Studio Singers	2
<b>OR</b>		
Music 234A-D	Jazz Laboratory Band	2
<b>Semester 2</b>		
Music 050A-B	Inside Music Industry	1
Music 066	Commercial Musicianship	3
Music 112A-B	Sight Reading	3
Music 142A-B***	Beginning Keyboard II	1
Music 290B	Applied Music	1
<b>OR</b>		
Music 132A-D	Jazz Ensemble Skills	2
<b>OR</b>		
Music 134A-D	Recording Jazz Ensemble	2
<b>OR</b>		
Music 060A-D	Singing Solo Pop Songs	3
<b>OR</b>		
Music 158A-D	Studio Singers	2
<b>OR</b>		
Music 234A-D	Jazz Laboratory Band	2
<b>Semester 3</b>		
Music 052A-B	Jazz/Rock Piano Styles	3
Music 064A-B	Commercial Songwriting	3
Music 072A-D**	Improvisation Workshop	2
Music 290C	Applied Music	1
<b>OR</b>		
Music 132A-D	Jazz Ensemble Skills	2
<b>OR</b>		
Music 134A-D	Recording Jazz Ensemble	2
<b>OR</b>		
Music 060A-D	Singing Solo Pop Songs	3
<b>OR</b>		
Music 158A-D	Studio Singers	2
<b>OR</b>		
Music 234A-D	Jazz Laboratory Band	2
Music 051A-B	Record Producing	2
	(Can be taken semester 2, 3, or 4)	
Music 095	Managing Your Music Career	3
<b>Semester 4</b>		
Music 167	Audio For Music & Television	3
Music 290D	Applied Music	1
<b>OR</b>		
Music 132A-D	Jazz Ensemble Skills	2
<b>OR</b>		
Music 134A-D	Recording Jazz Ensemble	2
<b>OR</b>		
Music 060A-D	Singing Solo Pop Songs	3
<b>OR</b>		
Music 158A-D	Studio Singers	2
<b>OR</b>		
Music 234A-D	Jazz Laboratory Band	2

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Continued

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

Accounting 100	Accounting Elements	4
<b>OR</b>		
Accounting 101	Financial Accounting	4
Co-Op 091A-D - 094A-C	Work Experience	1-12
Dance 125A-D	Beginning Modern Jazz	1.5
Humanities 140/ Music 136	Jazz: A History & Appreciation	3
Humanities 145/ Music 185	History Of Rock Music	3
Music 058	Basic Sound Reinforcement	3
Music 068	Comm Arranging & Orchest I	4
Music 145A-B	Basic Music	2
Music 150A-B	Broadway/Opera Singers	2
Music 170A-B	Intro To Electronic Synthesizer	2
Music 210A-B	Musical Theater Workshop	2
Theater Arts 106	Acting 1 - Fundamentals	3
Theater Arts 146A-B	Broadway/Opera Singers	2
Theater Arts 177	Make-Up	3

\*\*For instrumental majors only.

\*\*\*If the student feels he/she has equivalent competencies, proficiency examinations are given in these classes as a means of testing out.

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

**Arranger-Composer Option**

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This option is designed for the person interested in writing music as a career. Starting with basic manuscript copying techniques, the curriculum proceeds through the fundamentals of arranging music for voices and instruments and culminates with the student composing original music and arranging it for recording in our studio. Emphasis will be on development of individual talents. Each student will be involved in preparing music for the many performing groups in the commercial music program.

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.

<b>Required Courses</b>		<b>Units</b>
<b>Semester 1</b>		
Music 050A-B	Inside Music Industry	1
Music 115**	Basic Music	3
Music 141A-B**	Beginning Keyboard I	1
Music 132A-D	Jazz Ensemble Skills	2
<b>OR</b>		
Music 134A-D	Recording Jazz Ensemble	2
<b>OR</b>		
Music 060A-D	Singing Solo Pop Songs	3
<b>OR</b>		
Music 158A-D	Studio Singers	2
<b>OR</b>		
Music 234A-D	Jazz Laboratory Band	2

Continued



## Recording Arts Option

This comprehensive course of study leads to competencies in the following area: tape recording, mixing, studio management, record production, on-location recording and sound reinforcement. The student will receive intensive hands-on experiences through participation in recording sessions using state-of-the-art equipment in our three fully equipped studios. Studio "A" is a fully automated 24-track facility. Studio "B" utilizes 16-track mixing and recording. Studio "C" is a typical "Demo" facility. In addition to a separate editing lab, students will also be utilizing the Synthesizer Lab which contains the latest in Digital Synthesizers, Sampling, and MIDI interface. Students in this program will receive direct guidance and training from the instructor as well as "tricks of the trade" from a working professional from this specialized field.

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

Required Courses		Units
<b>Semester 1</b>		
Music 050A-B	Inside Music Industry	1
Music 115**	Basic Music	3
Engineering Tech 130	Introductory Electronics	3
Music 054/ Multimedia 054	Audio Fundamentals	3
<b>Semester 2</b>		
Music 050A-B	Inside Music Industry	1
Music 055/ Multimedia 055	Modular Digital Multi Tracks	3
Engineering Tech 135	Electronics System Servicing	3
Music 066	Commercial Musicianship	3
<b>Semester 3</b>		
Music 056/ Multimedia 056	Audio Mixing Techniques	3
Music 170A-B	Intro To Electronic Synthesizer	2
Music 051A-B	Record Producing (Can be taken semester 2, 3, or 4)	2
Music 095	Managing Your Music Career	3
<b>Semester 4</b>		
Music 057/ Multimedia 057	Audio Post Production	3
		33

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

Business 128/ Comp Sci 128	Microcomputers For Business	4
Co-Op 091A-D - 094A-C	Work Experience	1-12
Humanities 120/ Music 101	History & Appreciation Of Music	3
Humanities 140/ Music 136	Jazz: A History & Appreciation	3
Humanities 145/ Music 185	History Of Rock Music	3
Music 058	Basic Sound Reinforcement	3
Music 068	Comm Arranging & Orchest I	4

*Continued*

Music 134A-D	Recording Jazz Ensemble	2
Music 141A-B	Beginning Keyboard I	1
Music 142A-B	Beginning Keyboard II	1
Music 145A-B	Basic Voice	2
Music 158A-D	Studio Singers	2

\*\*If the student feels he/she has equivalent competencies, proficiency examinations are given in these classes as a means of testing out.

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

## Retail Music Option

This option in the Commercial Music Program is tailored to the student who has a high interest in music and a desire to become involved in the business aspects of the industry. The primary emphasis of this curriculum is on acquiring the necessary business skills to enter the field. Secondary emphasis is placed on familiarizing the student with the variety of musical instruments and equipment which constitute the products of the industry. The student is also expected to maintain a high level of musicianship through participation in the music courses and electives outlined below.

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

Required Courses		Units
<b>Semester 1</b>		
Music 050A-B	Inside Music Industry	1
Business 100	Introduction To Business	3
Music 132A-D	Jazz Ensemble Skills	2
<b>OR</b>		
Music 134A-D	Recording Jazz Ensemble	2
<b>OR</b>		
Music 060A-D	Singing Solo Pop Songs	3
<b>OR</b>		
Music 158A-D	Studio Singers	2
<b>OR</b>		
Music 234A-D	Jazz Laboratory Band	2
<b>PLUS ONE COURSE CHOSEN FROM THE FOLLOWING:</b>		
Music 105A-B	Beginning Guitar I	0.5
Music 170A-B	Intro To Electronic Synthesizer	2

<b>Semester 2</b>		
Music 050A-B	Inside Music Industry	1
Accounting 050	Accounting Elements	4
<b>OR</b>		
Accounting 101	Financial Accounting	4
Business 110	Business Law	3
Music 132A-D	Jazz Ensemble Skills	2
<b>OR</b>		
Music 134A-D	Recording Jazz Ensemble	2
<b>OR</b>		
Music 060A-D	Singing Solo Pop Songs	3
<b>OR</b>		
Music 158A-D	Studio Singers	2
<b>OR</b>		
Music 234A-D	Jazz Laboratory Band	2

*Continued*

*Retail Music Option - continued*

**PLUS ONE COURSE CHOSEN FROM THE FOLLOWING:**

Music 105A-B	Beginning Guitar I	0.5
Music 170A-B	Intro To Electronic Synthesizer	2

**Semester 3**

Business 111	Income Tax - Federal & State	3
Marketing 100	Principles Of Marketing	3
Music 132A-D	Jazz Ensemble Skills	2
<b>OR</b>		
Music 134A-D	Recording Jazz Ensemble	2
<b>OR</b>		
Music 060A-D	Singing Solo Pop Songs	3
<b>OR</b>		
Music 158A-D	Studio Singers	2
<b>OR</b>		
Music 234A-D	Jazz Laboratory Band	2
Co-Op 091A-D - 094A-C	Work Experience	1-12
Music 051A-B	Record Producing (Can be taken semester 2, 3, or 4)	2
Music 095	Managing Your Music Career	3

**PLUS ONE COURSE CHOSEN FROM THE FOLLOWING:**

Music 105A-B	Beginning Guitar I	0.5
Music 170A-B	Intro To Electronic Synthesizer	2

**Semester 4**

Bus D P 128	Microcomputers For Business	4
Comp Sci 128		
Marketing 135	Principles of Retailing	3
Music 132A-D	Jazz Ensemble Skills	2
<b>OR</b>		
Music 134A-D	Recording Jazz Ensemble	2
<b>OR</b>		
Music 060A-D	Singing Solo Pop Songs	3
<b>OR</b>		
Music 158A-D	Studio Singers	2
<b>OR</b>		
Music 234A-D	Jazz Laboratory Band	2
Co-Op 091A-D - 094A-C	Work Experience	1-12

**PLUS ONE COURSE CHOSEN FROM THE FOLLOWING:**

Music 105A-B	Beginning Guitar I	0.5
Music 170A-B	Intro To Electronic Synthesizer	2

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

Business 050	Business Mathematics	3
Marketing 110	Salesmanship	3
Marketing 130	Advertising	3
Management 152	Small Bus Ownership & Mgmt	3

**NOTE:** Instrument Repair course is offered at Orange Coast College.

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

**Songwriting Option**

This curriculum is designed for students seeking careers in songwriting.

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

**Required Courses**

**Units**

**Semester 1**

Music 050A-B	Inside Music Industry	1
Music 105A-B	Beginning Guitar I	0.5
Music 115**	Basic Music	3
Music 141A-B**	Beginning Keyboard I	1

**Semester 2**

Music 050A-B	Inside Music Industry	1
Music 142A-B**	Beginning Keyboard II	2
Music 066	Commercial Musicianship	3

**Semester 3**

Music 052A-B	Jazz/Rock Piano Styles	3
Music 051A-B	Record Producing	2
Music 064A-B	Commercial Songwriting	3
Music 095	Managing Your Music Career (Can be taken any semester)	3

**Semester 4**

Music 060A-D	Singing Solo Pop Songs	3
Music 065	Commercial Songwriting II	2
Music 167	Audio For Music & Television	3
		<hr/> 30.5

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

Humanities 140/ Music 136	Jazz: A History & Appreciation	3
Humanities 145/ Music 185	History Of Rock Music	3
Music 068	Comm Arranging & Orchest I	4
Music 069	Comm Arranging & Orchest II	4
Music 132A-D	Jazz Ensemble Skills	2
Music 134A-D	Recording Jazz Ensemble	2
Music 145A-B	Voice I	2
Music 158A-D	Studio Singers	2
Music 170A-B	Intro To Electronic Synthesizer	2
Music 234A-D	Jazz Laboratory Band	2
Music 242A-B	Intermediate Keyboard II	2

\*\*If the student feels he/she has equivalent competencies, proficiency examinations are given in these classes as a means of testing out.

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

## COURSES

### **MUSIC 049 — 2 Units**

#### **Introduction to Recording Engineering**

This course is designed to provide the recording engineering student with an overview of the terminology and practices of the recording industry. Emphasis will be placed on fundamental principles of recording as well as current engineering practice. Two hours lecture a week. Optional credit/no credit or grade.

### **MUSIC 050A-B — 1 Unit**

#### **Inside the Music Industry**

For the student entering the commercial music program. A complete guide to the many facets of the music industry, including the following: careers in the recording and performing field; aspects of manufacturing, wholesaling and retail music business; publishing, copyrighting and other legalities; agents and managers; and other current trends and problems in the field. Two hours lecture a week. Credit/no credit only.

### **MUSIC 051A-B — 2 Units**

#### **Record Producing**

A course of study leading to strong competencies in the important field of producing records. The student will learn much inside information, including studio procedures, talent and song writing evaluation, budget analysis, licenses, publishing, promotion and merchandising. Two hours lecture, one hour non-lecture a week. Optional credit/no credit or grade.

### **MUSIC 052A-B — 3 Units**

#### **Jazz/Rock Piano Styles**

An introductory course for the student who already possesses some technical keyboard proficiency and wishes to extend his or her horizons to include popular harmony and repertoire. The course will include some theoretical aspects of jazz harmony, learning to read from chord symbols, basic improvisation, and many selections of musical examples. Three hours lecture a week. Optional credit/no credit or grade.

### **MUSIC 053 — 2 Units**

#### **Producing the Music Video**

A course of music video production techniques originating on videotape. This course will emphasize lighting, camera techniques, editing styles and application of special effects unique to music video's. Pre-production, production and post-production will be taught using student production teams producing music video projects. One hour lecture, three hours non-lecture a week. Optional credit/no credit or grade.

### **MUSIC 054 A-B — 3 Units**

#### **Recording Arts/Multimedia-Audio Fundamentals**

(Same as Multimedia 054 A-B)

Prerequisite: Completion of Music 115 or equivalent competency.

This course covers the fundamentals of multimedia audio including: acoustics and measurement; microphones and speakers; signal flow and processing, and recorders (analog and digital and magneto-optical). Two hours lecture and two hours non-lecture a week. Optional credit/no credit or grade.

### **MUSIC 055 A-B — 3 Units**

#### **Recording Arts/Multimedia-Modular Digital Multi tracks-Signal Processing**

(Same as Multimedia 055 A-B)

Prerequisite: Completion of Music 054A-B/Multimedia 054A-B or equivalent competency.

In this course, areas of emphasis will be signal processing applications during the tracking and over dubbing phases of the production process including equalization, reverberation, compressors, limiters, gates and expanders. Intensive lab experiences will include multi-track recording projects using modular digital multi track recording systems. Two hours lecture and four hours non-lecture a week. Optional credit/no credit or grade.

### **MUSIC 056 A-B — 3 Units**

#### **Recording Arts/Multimedia-Audio Mixing Techniques**

(Same as Multimedia 056 A-B)

Prerequisite: Completion of Music 054A-B/Multimedia 054A-B or equivalent competency.

Advisory: Music 055A-B/Multimedia 055A-B.

This course covers mixing techniques using analog and digital consoles and studio monitor systems. Lab experiences will include numerous mixing projects using both modular digital multi-track and disc based systems. Two hours lecture and four hours non-lecture a week. Optional credit/no credit or grade.

### **MUSIC 057 A-B — 3 Units**

#### **Recording Arts/Multimedia-Audio Post Production**

(Same as Multimedia 057 A-B)

Prerequisite: Completion of Music 054A-B/Multimedia 054A-B or equivalent competency.

Advisory: Music 055A-B/Multimedia 055A-B and Music 056A-B/Multimedia 056A-B.

This course covers the assembly of various audio elements (dialog, music, and effects) into a play list for synchronization to picture. Non-linear digital video editing systems will be utilized to create finished programs for digital video disc, television, and computer games. Two hours lecture and four hours non-lecture a week. Optional credit/no credit or grade.

### **MUSIC 058 — 3 Units**

#### **Basic Sound Reinforcement**

Designed for commercial musicians and Recording Arts majors. The course includes an introduction to the terminology and practices of the sound reinforcement industry. Emphasis will be placed on practical knowledge and techniques in operating sound equipment on all levels. Three hours lecture a week. Optional credit/no credit or grade.

### **MUSIC 059A-B — 3 Units**

#### **Studio Maintenance and Repair**

This course in Studio Maintenance and Repair is designed to provide the student with the latest techniques associated with the prevention and/or correction of equipment errors and breakdowns experienced in the daily operation of a recording studio. Each student will develop a consistent and intensive regimen for maintenance and "trouble shooting." Three hours lecture, one hour non-lecture a week. Letter grade only.

**MUSIC 060A-D — 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. Three hours lecture a week. Optional credit/no credit or grade.

**MUSIC 062A-B — 3 Units**  
**Teaching the Piano**

Preparing for a career in piano teaching. Keyboard technique, rhythm phrasing and musicianship at the keyboard. Pedagogical techniques and teaching methods, child and adult beginners, intermediate and advanced student. Preparing for public performance. Is memorizing for everyone? Playing by ear. Teaching materials and keyboard literature. The business of piano teaching. Institutional affiliation. Three hours lecture a week. Optional credit/no credit or grade. This course may not be offered each semester.

**MUSIC 064A-B — 3 Units**  
**Commercial Songwriting I**

This course is intended to give the student an opportunity to evaluate many types and styles of popular music by its outstanding practitioners (Including Bob Dylan, Paul Simon, Stevie Wonder, Lennon and McCartney, Elton John, Jackson Browne and Randy Newman), and to compose lyrics and music in various song forms that will help them be competitive in today's musical market place. Selected student's compositions will be performed and recorded by members of the commercial program. Three hours lecture a week. Optional credit/no credit or grade.

**MUSIC 065 — 2 Units**  
**Commercial Songwriting II**

This course is designed for the advanced songwriter and encompasses copyright, studio demos, radio playlists, the song markets and source materials available to today's composer. Each songwriter will experience all aspects of the art from creation and evaluation through final polishing, demo tapes and publication. Two hours lecture, one hour non-lecture a week. Optional credit/no credit or grade. This course may not be offered each semester.

**MUSIC 066A-B — 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. Three hours lecture a week. Optional credit/no credit or grade.

**MUSIC 072A-D — 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. One hour lecture, three hours non-lecture a week. Optional credit/no credit or grade.

**MUSIC 095 — 3 Units**  
**Managing Your Career in Music**

This course is designed for the commercial music major. Personal and business finance, aspects of the law, credit, management and marketing techniques directly and indirectly related to the commercial music industry will be presented and discussed. Three hours lecture a week. Letter grade only.

**MUSIC 100A-D — 1 Unit**  
**Music Forum**

Designed for students interested in all areas of music. The course will present guest lecturers, concert artists in live performances, college transfer information, films and student performances. Two hours lecture a week. Credit/no credit only. *Transfer Credit: CSU.*

**MUSIC 101 — 3 Units**  
**History and Appreciation of Music**  
(Same as Humanities 120)

This course is designed to help you enjoy listening to all styles of music with emphasis on what to listen for in music. This course emphasizes a 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. Supported by films, videotapes, recordings, and listening assignments. Attendance to at least one live concert is required. Three hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*

**MUSIC 103 — 3 Units**  
**Exploring the World of Music**  
(Same as Humanities 103)

An introduction to selected classical and folk musics of the Americas, Europe, Near-Middle-Far East, Southeast Asia, sub-Saharan Africa and Oceania. Filmed, videotaped and audiorecorded examples introduce the student to instrumental and vocal techniques, musical structures and performance contexts. Interactions between music cultures will be included. Three hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*

**MUSIC 105A-B — 1 Unit**  
**Beginning Guitar I**

Designed for non-Music majors who have an interest in learning to play the guitar correctly. Students must furnish their own guitars. Two hours lecture a week. Optional credit/no credit or grade. A nine-week course offered twice each semester. *Transfer Credit: CSU; UC.*

**MUSIC 106A-B — 1 Unit**  
**Beginning Guitar II**

A continuation of Music 105A-B. Concentration on chords and correct finger-picking. Traditional and folk tunes will be studied and performed. Nine-week course offered twice each semester for non-music majors. Students must furnish their own guitar. Two hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*

**MUSIC 108 — 3 Units**  
**History and Appreciation of the Musical Theater**  
(Same as Humanities 108 and Theater Arts 108)

A course in all of the elements which make the Musical Theater one of the premier art forms of the 20th Century. The student will explore the history of the form as well as examine the roles of composer, 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. Three hours lecture a week. Optional credit/no credit or grade. *Transfer: CSU.*

**MUSIC 109A-D — 1 Unit**  
**Symphonic Band**

Prerequisite: Ability to play a musical instrument of the standard Symphonic Band. 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. One hour lecture, two hours non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU.*

**MUSIC 110A-D — 2 Units**  
**Golden West Symphonic Band**

The primary performing band representing the college in the community. Emphasis on study and performance of music from standard band repertoire. Performances on campus and away include concerts, outdoor activities and athletic events. A band tour is planned for spring semester. Two hours lecture, four hours non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*

**MUSIC 112A-B — 2 Units**  
**Sight Singing**

This course is designed to introduce and develop strong fundamental competencies in the singing of simple and complex rhythms, melodies. Two hour lecture and one hour non-lecture a week. Optional Credit/no credit or grade. *Transfer Credit: CSU.*

**MUSIC 115 — 3 Units**  
**Basic Music**

A first course in music theory. Required for all music majors. (This requirement may be waived for students passing the qualifying examination in basic music given in the first week of each semester.) Introduction to the materials of music — pitch, rhythm, scales, intervals, triads, etc. — and their notation. Development of skills in reading music and in aural perception. Concurrent enrollment in Music 141 - 142 recommended. Three hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*

**MUSIC 116 — 5 Units**  
**Theory I (Diatonic)**

Prerequisite: Completion of Music 115 or equivalent.

This course presents the basic techniques and materials, principles and practice of diatonic harmony integrated with musicianship; compositional techniques, using four-part harmony, figured bass, primary-secondary triads, non-harmonic tones; introduction to modulation; analysis of selected forms and compositional devices, integrated with sight singing and ear training (melodic, harmonic, and rhythmic dictation.) Five hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*  
(CAN MUS 2)

**MUSIC 120A-D — 1 Unit**  
**Masters Chorale**

Prerequisite: 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. Three hours non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*

**MUSIC 121A-D — 1 Unit**  
**College Choir**

Prerequisite: 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. Three non-hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*

**MUSIC 122A-D — 1 Unit**  
**Chamber Choir**

Prerequisite: 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. Three hours non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*

**MUSIC 132A-D — 2 Units**  
**Jazz Ensemble Skills**

Study and performance of jazz and commercial music with emphasis on development of basic skills of ensemble playing. Phrasing, tone and improvisation will be stressed. One hour lecture, three hours non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*

**MUSIC 134A-D — 2 Units**  
**Recording Jazz Ensemble**

Study and performance of jazz and commercial music with special emphasis on jazz phrasing and tone, ensemble methods and improvisations, off-campus activities and three- or four- day tour. One hour lecture, three hours non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU.*



**MUSIC 136 — 3 Units**  
**Jazz: A History and Appreciation**  
(Same as Humanities 140)

An in-depth study of the only purely American musical art form, with emphasis on the important cultural contributions of the black people in America. The class will study jazz from the blues and field music to rock-jazz and the "new-thing" of today. Live demonstrations during class whenever possible. Lecture-demonstrations will include two evening concerts or field trips. Three hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*

**MUSIC 141A-B — 1 Unit**  
**Beginning Keyboard I**

Piano instruction for those with no previous keyboard experience or no previous formal music instruction of any sort. Sight reading, playing by ear, keyboard harmony, scales and keyboard technique. One hour of practice daily is assumed. Two hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*

**MUSIC 142A-B — 1 Unit**  
**Beginning Keyboard II**

Continuation of Music 141A-B. Reading music, playing by ear, keyboard harmony and scales in minor keys. Regular daily practice is essential for success in this course. Two hours lecture a week. Optional credit/no credit or grade. A nine-week course. *Transfer Credit: CSU; UC.*

**MUSIC 145A-B — 2 Units**  
**Basic Voice**

Beginning singers only, prepares your voice for solo and group singing by improving breathing, vocal tone, range, agility, volume, diction, health, expression and self confidence. 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 required. Pianist accompanies classes. No audition required. Concurrent enrollment in Music 115, Music 121A-B, or Music 141A-B - 142A-B recommended for those who do not read music. Two hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*

**MUSIC 146A-B — 2 Units**  
**Intermediate Voice**

Prerequisite: Completion of Music 145A-B.

Continuation of Music 145A-B for singers with two years of choral experience or one semester of private lessons or voice class. Prepares for solo and group singing by improving breathing, vocal tone, range, agility, volume, diction, health, expression and self-confidence at 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. Pianist accompanies classes. No audition required. Concurrent enrollment in Music 115, Music 121A-B, or Music 141A-B - 142A-B recommended for those who do not read music. Two hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*

**MUSIC 147A-B — 2 Units**  
**Advanced Voice**

Prerequisite: Completion of 146A-B.

Third and fourth semester continuation of Music 146A-B for singers with two semesters of private lessons or voice class. Prepares for solo and group singing by improving breathing, vocal tone, range, agility, volume, diction, health, expression and self-confidence. 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. Pianist accompanies classes. No audition required. Concurrent enrollment in Music 115, Music 121A-b, or Music 141A-B - 142A-B recommended for those who do not read music. Two hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*

**MUSIC 150A-B — 2 Units**  
**Broadway and Opera Singing**  
(Same as Theater Arts 146A-B)

Advisory: Music 060 or 121 or 145 or equivalent experiences.

A voice class for singers, actors and dancers with previous training. Prepares for solo and ensemble singing by improving breathing, vocal tone, range, agility, volume, diction, health, expression and self-confidence. Songs and arias from musical theatre and/or opera, memorized from printed music. One hour daily practice and attendance at an approved musical or opera production required. Pianist accompanies classes. No audition required. Concurrent enrollment in Music 115, Music 121A-B, or Music 141A-B - 142A-B recommended for those who do not read music. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*

**MUSIC 158A-D — 2 Units**  
**Studio Singers**

This class is designed for the group vocalist who wishes to learn the many styles and disciplines of studio singers. It will include the following: pop, jazz and scat singing, folk and rock ensemble singing. Extensive sight reading will be employed. Two hours lecture, two hours non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU.*

**MUSIC 165 — 3 Units**  
**History and Literature of Music**  
(Same as Humanities 122)

A survey of western art music from approximately 1700 to the present. Formal analysis and examination of the musical styles of music from the Baroque, Classic, Romantic and Modern eras, with listening examples of typical masterwork's from each. A course for music majors and minors who come to the course with previous formal music study, or considerable informal listening and concert attendance. Three hours lecture a week. Optional credit/no credit or grade. This course may not be offered each semester. *Transfer Credit: CSU; UC.*

**MUSIC 167 — 3 Units**  
**Audio for Music and Television**

Designed for singers, instrumentalists and composers. This course includes an introduction to the terminology and practices of the recording industry. Emphasis will be placed on broad, general concepts and practical methods in a non-technical framework. Our own professionally equipped multitrack studio will be used as a laboratory setting. Three hours lecture a week. Optional credit/no credit or grade. This course may not be offered each semester. *Transfer Credit: CSU.*

**MUSIC 170A-B — 2 Units**  
**Introduction to Electronic Synthesizer**

Designed for the student interested in expanding his knowledge of music to include the elements of electronically produced music. Both analog and digital synthesis will be included, as well as related studio techniques. Students will use the Yamaha DX-7 synthesizer, Kurzweil Sampling Keyboard, TF-Modules, RX-11 Drum Machine, Macintosh computer with Sequencing Software, and related equipment for hands-on projects. Two hours lecture, one hour non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU.*

**MUSIC 171A-B — 2 Units**  
**Synthesizer Projects**

A continuation of Music 170A-B. Extensive use of the synthesizer laboratory to create recorded projects. Class size will be limited to allow individual experience within the laboratory. Two hours lecture, one hour non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU.*

**MUSIC 185 — 3 Units**  
**History of Rock Music**  
(Same as Humanities 145)

In-depth study of rock with emphasis on roots, i.e., rhythm and blues, rockabilly, gospel, Elvis Presley and 50's rock. Topics also include the Beatles, the British invasion, teen-age music, and the Underground. Tapes and records will be featured each week. Three hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*

**MUSIC 209A-D — 2 Units**  
**Symphonic Band, Advanced Skills**

Prerequisite: Completion of Music 109A-D or equivalent.

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. Two hours lecture, four hours non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU.*

**MUSIC 210A-B — 2 Units**  
**Musical Theater Workshop**

For student musicians and vocalists to participate in musical theater productions such as musical comedy, musical drama, operetta and opera. Students will participate as members of the pit orchestra, band, as vocalists in the acting company. Students will rehearse and perform the score in production. Ten hours non-lecture a week. Optional credit/no credit or grade. An open enrollment class. One hundred eighty hours arranged. *Transfer Credit: CSU; UC.*

**MUSIC 211A-B — 1 Unit**  
**Musical Theater Workshop**

Participation in musical theater presentations (musical comedy, drama, opera and operettas) presented at Golden West College. This course will include study in singing, acting, dancing, lighting, set construction, props, costume construction and make-up. The student may be involved with one or more of these activities. Five hours non-lecture a week. A nine-week course. Optional credit/ no credit or grade. This course may not be offered each semester. *Transfer Credit: CSU; UC.*

**MUSIC 216 — 5 Units**  
**Theory II (Chromatic)**

A continuation of Music 116. Introduction to chromatic harmony; principles of modulation; secondary dominants; altered chords; augmented sixth chords. Analysis of selected forms and compositional devices, scoring for instruments, integrated with sight singing and ear training (melodic, harmonic and rhythmic dictation and some keyboard application.) Five hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC. (CAN MUS 4)*

**MUSIC 234A-D — 2 Units**  
**Jazz Laboratory Band**

An advanced ensemble designed for college and community players with skills of a professional level. Extensive sight reading will be included. Two hours lecture, two hours laboratory a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*

**MUSIC 241A-B — 2 Units**  
**Intermediate Keyboard I**

Second semester 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. Two hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*

**MUSIC 242A-B — 2 Units**  
**Intermediate Keyboard II**

Continuation of Music 241. Two hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*

**MUSIC 250A-D — 2 Units**  
**Advanced Piano**

A class for advanced pianists dealing with works by major composers of the eighteenth, nineteenth and twentieth centuries. Class members playing music appropriate to their needs perform weekly in class and are critiqued by the instructor and other members of the class. Individual conferences are also scheduled regularly for each student. Two hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*

**MUSIC 290A-D — 1 Unit**  
**Applied Music**

Designed for the music major or non-major studying privately on a keyboard instrument, voice, guitar, or any standard instrument of the band and orchestra. The course provides a professional atmosphere in which to perform and listen to live performances. One group meeting required each week, with a minimum of fifteen half-hour private lessons per semester. Level of proficiency is determined by faculty adjudication. Optional credit/ no credit or grade. *Transfer Credit: CSU.*

# NURSING

## TRANSFER INFORMATION

The course information given below has been edited for catalog publication purposes and may not accurately reflect recent changes or total course requirements for particular programs or schools. For complete, current, official articulation information, students are urged to see their GWC counselor or Transfer Center staff.

*Lower division major courses:*

### California State University, Long Beach:

CSULB Nursing Department: (562) 985-4463  
or <http://www.CSULB.edu>

Students who are not RN's must apply to the University as undeclared or pre-nursing majors. To be considered as a nursing major students must:

- 1) Earn a "C" or better and an overall gpa of 2.5 in all prerequisite courses.
- 2) Complete a test that assesses logical thinking and problem solving ability.
- 3) Earn a passing score on the Writing Proficiency Exam.
- 4) Have an interview with a nursing faculty member.
- 5) Submit transcripts of all college work to nursing department (in addition to transcripts sent to Admissions Office).
- 6) Complete all lower division general education requirements.

#### Required lower division courses (Generic Program):

Biology, 170, 175, 200, 210; Chemistry 110; Psychology 100; Sociology 100

#### Admission requirements for RN's (Pathway Program):

- 1) Hold a current California license.
- 2) Complete 56 CSU transferrable units.
- 3) Obtain malpractice insurance.
- 4) Complete all prerequisite courses (except CHEM 302) with a "C" or better (see "required lower division courses" above).
- 5) Attend a group counseling session for RN students and complete the RN Pathway Application form.
- 6) Submit official transcripts of previous college work to the Nursing Department.
- 7) Earn a passing score on the Writing Proficiency Exam.

### California State University, Dominguez Hills:

CSUDH Nursing: (310) 516-3596 or (800) 344-5484

This Nursing program is only open to registered nurses. It is a non-traditional program designed for adult learners whose time, lifestyles, or work schedules make it difficult to complete a traditional course of study in residence at a campus. Please see the GWC Nursing counselor for details.

### California State University, Fullerton:

CSUFUL Nursing: (714) 278-2255

This Nursing program is only open to registered nurses.

#### Requirements:

- 1) Completion of the GWC nursing program including (with a C or better): Biology (170, 175) or (155 + 160 or 170 or 175\*), 210; Chemistry 110 or 130; Psychology 100 or 160\*; Sociology 100 or Anthropology 100
- 2) One year of satisfactory work as an RN recommended
- 3) Complete all CSU lower division general education requirements prior to transfer.

\*Preferred

### California State University, San Bernardino:

CSUSB Nursing Department: (909) 880-5380

The basic B.S. in Nursing program is impacted. Students are screened for admission to the first nursing course based primarily on their grades in the prerequisite courses listed below. Only California residents are eligible.

RN's possessing an associate degree in nursing and holding a current California license may apply for admission as transfer students at the junior level. Enrollment of RN's is on a space available basis.

#### Required lower division courses:

Biology 170, 175, 210; English 100; Mathematics 115; Philosophy 115; Speech Communication 110

#### Additional required courses:

Chemistry 110; Psychology 160

### California State University, San Diego:

SDSU Nursing Department: (619)594-5357

#### Requirements for the basic B.S. Nursing program

- 1) Declare pre-nursing as a major.
- 2) Complete the following courses with a "C" or better:  
Biology 210; Chemistry 220 (has prerequisites of Chemistry 180, 185); Psychology 100; Sociology 100; Speech Communication 100 or 108 or 110.
- 3) Complete Biology 170 and 175 with a "B" or better.
- 4) Complete courses in #'s 2 and 3 with a min. 2.5 gpa.
- 5) Meet nursing writing competency and health requirements.

Applicants are ranked and selected according to a nursing department point system. See GWC nursing counselor for factors considered in awarding points.

#### Requirements for Associate Degree Transfer RN Program

- 1) Complete courses listed for Basic RN program (above).
- 2) Make application for the University.
- 3) Contact the SDSU School of Nursing (619/594-5357) for special advising and program planning.

*Continued*

## California State University, Los Angeles:

CSULA Nursing Department: (213) 343-4700

CSULA offers a basic and a transfer program for Associate Degree RN's. Both programs are impacted and a supplemental screening process is used to select students. The courses listed below are prerequisites for both programs.

### Required lower division courses:

Biology 170, 175, 210; Chemistry 110; English 100; Psychology 100; Speech Communication 110

## California State University, Bakersfield:

CSUB Nursing Education Center: (805) 664-3101

CSUB offers a basic and a transfer program for Associate Degree RN's. Both programs are impacted and a supplemental screening process is used to select students. The courses listed below are prerequisites for both programs. Students should contact the CSUB Nursing Education Center for current application and program information.

### Required lower division courses:

Biology 170, 175, 210; Chemistry 110, 220+; English 100; Mathematics 160; Psychology 160 or 150; Sociology 100 or Anthropology 100; Speech Communication 110

+ Has prerequisites of Chemistry 180 and 185

## California State University, Fresno:

CSUF Nursing Department: (209) 278-2041

CSUF offers a basic (generic) and a transfer program for Associate Degree RN's. Both programs are impacted and a supplemental screening process is used to select students. The courses listed below are prerequisites for both programs. Student should contact the CSUF Nursing department for current application and program information.

### Required lower division courses:

Biology 170, 175, 210; Chemistry 110; English 100; Mathematics 160; Psychology 100; Sociology 100 or Anthropology 100; Speech Communication 112

## University California, Los Angeles:

UCLA Nursing: (310) 825-7181 or sonsaff@sonnet.ucla.edu

UCLA offers a three-year Associate Degree Nursing-BS-MS program culminating in a Masters of Science in Nursing. However, students must apply separately for the baccalaureate and Master's programs.

The baccalaureate program begins during the summer and continues through the following fall or winter quarter. Students accepted to continue for master's study will begin the MSN course work in winter or spring and complete the program at the end of the following spring. Students interested in this program should contact the UCLA School of Nursing.

### Required preparatory courses:

Anthropology 100; Biology 170, 175, 210; Chemistry 180, 185, 220, 225; English 100, 110; Physics 120, 125; Psychology 100; Sociology 100; one UC transferable Mathematics course; one UC transferable course from Art or Philosophy or Literature.

## Loma Linda University:

LLU School of Nursing: (909) 824-4923

Loma Linda University offers AS, BS, and MS degrees in Nursing. The AS degree may be completed in 5-6 quarters beyond the initial year of prerequisites. The BS degree may be obtained in 3-4 quarters beyond the AS degree. Fast tracks are available for LVN's, RN's and graduates from other fields. AND graduates must obtain an RN license before applying to the BS degree program. RN's may complete the BSN in just 4 quarters if all other prerequisites are met.

**The following courses must be completed with a minimum gpa of 3.0 before beginning clinical nursing courses at Loma Linda University:**

Biology 170, 175, 210; Chemistry 110; English 100, 110; History (one course from: 170, 175, 180, 185); Mathematics 030; Physical Education (any 2 activity classes); Physics 110, 111; Psychology 100, Speech 100 or 110; Humanities (one course from: Intro to Art or Music; English Literature; Applied Art or Music, Foreign Language)

## University of Southern California:

USC School of Nursing: (213) 342-2020

Students may transfer to USC at any time and begin prerequisite course work. The clinical nursing curriculum begins in the junior year. Students must compete all USC general education requirements (consult a GWC counselor or the Transfer Center for details), plus the courses listed below before beginning the nursing curriculum.

### Required lower division courses:

Biology 175, 170, 210; Chemistry 180; Mathematics 160; Psychology 100; Foreign Language 180 (or higher)

# THE PROGRAM

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

# CERTIFICATES OF ACHIEVEMENT

## Basic Associate Degree Program

For admission procedures to the Nursing Program, see admission selection procedures.

Completion of this curriculum qualifies students to receive the Associate in Arts degree in Nursing and to apply for the California licensing examination for Registered Nurses. Graduates of this curriculum are prepared to function at beginning level R.N. positions in hospital and community settings. The registered nursing program is four semesters in length after acceptance. The program is accredited by the California Board of Registered Nursing and the National League for Nursing Accrediting Commission. Students may use the program's general education courses to satisfy Associate in Arts degree requirements. A minimum grade of "C" must be achieved in each course required for this program as well as a "C" overall GPA.

Courses must be taken in the order indicated unless they are taken prior to the semester in which they are listed below.

**Three prerequisite science courses that must be completed prior to this program:**

		Units
1) Biology 170	Anatomy	4
2) Biology 210	General Microbiology	5
3) Biology 175	Human Physiology	4

**It is suggested that the following course be completed prior to entry into this program:**

Speech Comm 110	Public Speaking	3
<b>OR</b>		
Speech Comm 108	Introduction to Communication	3
<b>OR</b>		
Speech Comm 112	Small Group Dynamics	3

**Nursing Program Semester 1**

Nursing 100	Nursing Process I	10
Biology 200	Pharmacology Med & Drugs	3
English 100	Freshman Composition	3

**Nursing Program Semester 2**

Nursing 150	Nursing Process II	10
Psychology 160	Human Growth & Development	3

**Nursing Program Semester 3**

Nursing 200	Nursing Process III	10
Sociology 100	Introduction To Sociology	3

**Nursing Program Semester 4**

Nursing 250	Nursing Process IV	9
Nursing 260	Nursing Issues	2
Humanities	(any Humanities course 100-299)	3
Physical Education	(any Physical Education course)	.5
		72.5

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

## Career Ladder Option Associate Degree Program (For Licensed Vocational Nurses)

For admission procedures to the Nursing Program, see Admission Section of this catalog.

The Associate Degree Nursing Program accepts licensed vocational nurses into Nursing 200 after successful completion of Nursing 190, Transition to Registered Nursing.

**Students must complete Biology 175, 210, and Psychology 160 and must possess a California L.V.N. license prior to application for the program.** Course and unit credit is awarded for Nursing 100, 150, Biology 170, and Biology 200. In effect, the student begins the program at the second year level. Remaining requirements are listed below.

A minimum grade of "C" or "CR" (credit) must be achieved in each course required for this program.

Required Courses		Units
<b>Fall/Spring</b>		
Nursing 200	Nursing Process III	10
Nursing 250	Nursing Process IV	9
Nursing 260	Nursing Issues	2
English 100	Freshman Composition	3
Speech Comm 110	Public Speaking	3
<b>OR</b>		
Speech Comm 108	Introduction to Communication	3
<b>OR</b>		
Speech Comm 112	Small Group Dynamics	3
Sociology 100	Introduction To Sociology	3
Humanities	(any Humanities course 100-299)	3
Physical Education	(any Physical Education course)	.5

**NOTE:** Applicants who hold a current California Vocational Nursing license may qualify for the California Registered Nurse licensure examination without completing the entire Associate Degree Nursing Program outlined above. LVN's may elect to take a non-degree program consisting of not more than 30 units in nursing and related science courses. For more information, contact the Health Science counselor.

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

*Continued*

## COURSES

### **NURSING 009 — 2 Units** **Introduction to Nursing**

Prerequisite: Pre-nursing students and students enrolled in Nursing 010.

This course is designed to assist nursing students to develop the survival skills essential for success in the educational setting and the clinical environment. Emphasis is on: nursing process, learning style, specific study skills, medical terminology, and nursing responsibilities. Two hours lecture a week. Credit/no credit only.

### **NURSING 070 - 1 Unit** **Beginning Arrhythmia and Electrocardiograms (EKG) Interpretation**

This course focuses on providing the learner with a basic knowledge of the interpretation of cardiac dysrhythmia and 12 lead electrocardiograms. The material focuses on the essential information needed to interpret basic dysrhythmia, define causes and analyze appropriate treatments. Rhythm strips and electrocardiograms are presented for practice in gaining the necessary skills to interpret dysrhythmia, myocardial infarctions, and other abnormalities. Three hours lecture a week. Letter grade only.

### **NURSING 100 — 10 Units** **Nursing Process I**

Prerequisite: Acceptance into the Nursing Program. Pre-entrance physical examination. Completion of Biology 170 and 175 and Biology 210, or equivalent with a minimum grade of "C".

Concepts of health and illness as related to the adaptation model of nursing practice. Opportunity for the application of these concepts is provided through simulated clinical experiences in campus laboratory and practice in clinical settings. Emphasis is placed on acquiring basic nursing skills and rationale for making assessments and interventions in the solutions of nursing problems based upon scientific principles of nursing care. Five hours lecture, eleven hours of clinical practice and four hours of skills lab a week. Letter grade only. *Transfer Credit: CSU.*

### **NURSING 150— 10 Units** **Nursing Process II**

Prerequisite: Completion of Nursing 100, or equivalent; English 100, Biology 200 and Speech 108 or 110 or 112 with a minimum grade of "C".

Study of the interrelated bio-psycho-social behavioral responses of hospitalized clients to environmental stressor and stimuli. Emphasis is placed on application of the nursing process to manifested adaptive problems. Includes pathophysiology related to major health problems in all areas of assessment using the adaptation model of nursing practice. Clinical experience takes place in the medical/surgical and obstetrical areas. Four hours of lecture, fifteen hours of clinical practice and four hours of skills lab a week. Letter grade only. *Transfer Credit: CSU.*

### **NURSING 190 — 3 Units** **Transition to Registered Nursing**

Prerequisite: Vocational Nurse License, completion of Biology 175 and 210 with a minimum grade of "C". Permission required.

Designed to assist the Licensed Vocational Nurse to bridge the theory and clinical practice gaps for the registered nursing program. Optional credit/no credit or grade. An eight-week course. *Transfer Credit: CSU.*

### **NURSING 200 — 10 Units** **Nursing Process III**

Prerequisite: Completion of Nursing 150 or Nursing 190, Psychology 160 or the equivalent courses with a minimum grade of "C".

Focuses on concepts of pathophysiology and psychopathology as they affect behavior assessment areas of the adaptation model. Selected student assignments emphasize the application of the nursing process to the care of patients with various medical, surgical, geriatric and mental health problems. The student is expected to formulate nursing diagnoses for existing and potential problems, establish short-term and long-term patients care goals, intervene appropriately and evaluate the care given to patients with complex problems. Legal and ethical responsibilities of the registered nurse as a member of the health team are included. Four hours of lecture, fifteen hours of clinical experience and three hours of skills lab a week. Letter grade only. *Transfer Credit: CSU.*

### **NURSING 210A-B — 4 Units** **Nursing Practicum**

Prerequisite: Completion of Nursing 150 or the equivalent.

Designed to provide the advanced nursing student with a paid practicum cooperatively planned by an employing agency and the nursing faculty. Focus is on providing practical experience in a realistic work setting in a very concentrated period of time; and a classroom discussion of issues directly related to the practicum in an acute hospital setting. Two hours lecture and 38 hours non-lecture a week. Credit/no credit only. A five week course. *Transfer Credit: CSU.*

### **NURSING 220 - 3 Units** **Advanced Physical Assessment for Nursing**

Prerequisite: Completion of Nursing 150, or first year of a registered nursing program, or Registered Nurse licensure.

This course examines the theory and practice of physical assessment required in the practice of registered nursing, emphasizing the analysis and synthesis of subjective and objective data collected to identify health problems. The health assessment process is explored in the context of health promotion, risk factor identification and recognition of common abnormalities of the adult throughout the life continuum. Three hours lecture a week. Letter grade only. *Transfer Credit: CSU.*

### **NURSING 250 — 9 Units** **Nursing Process IV**

Prerequisite: Completion of Nursing 200 or the equivalent course with a minimum grade of "C".

Focuses on the student's role transition for entry into practice. Includes concepts of critical care nursing, advanced pediatric nursing, advanced medical/surgical nursing, and R.N. leadership roles. Emphasis is on the application of the nursing process to the care of adults and children with major health problems. Opportunities to practice the management of client care in primary-care and/or team-leading modalities are provided in various settings. Students are expected to develop skill in making independent nursing judgments and decisions. Legal and ethical responsibilities of the R.N. are emphasized. Four hours of lecture, fifteen hours of clinical practice and one hour of skills lab a week. Letter grade only. *Transfer Credit: CSU.*

**NURSING 260 — 2 Units**  
**Nursing Issues**

Focuses on the emergence of nursing students into the professional setting. Content to include history of nursing, professional and ethical responsibilities, career opportunities, current legislation, accreditation in schools of nursing, and effects of women’s liberation movement upon nursing. Offers further content on the legal and ethical standards of practice. Two hours of theory a week. Letter grade only. *Transfer Credit: CSU.*

# NUTRITION & DIETETICS

## TRANSFER INFORMATION

The course information given below has been edited for catalog publication purposes and may not accurately reflect recent changes or total course requirements for particular programs or schools. For complete, current, official articulation information, students are urged to see their GWC counselor or Transfer Center staff.

*Lower division major courses:*

### California State University, Long Beach:

#### B.S. in Dietetics and Food Administration

**Courses required for the major:**

**Nutrition and Dietetics Option:**

Biology 175, 210; Chemistry 180; Computer Science 130; English 100, 110; Mathematics 160\*; Psychology 100; Sociology 100

**Food Science Option:**

(Complete B.S. in Nutrition & Dietetics)

Add:

Chemistry 185; Mathematics 130\*; Physics 120; Speech Communication 110

\* Articulation not confirmed, courses recommended.

**Hospitality Foodservice and Hotel Management Option:**

Accounting 101 & 102; Biology 155 OR 175; Chemistry 180 OR 110; Computer Science 130; Economics 180, 285; Mathematics 160; Philosophy 115, 120; Psychology 100 OR Sociology 100; Speech Communication 100

**Foodservice Systems Administration Certificate:**

(Complete B.S. in Nutrition & Dietetics)

Add:

Accounting 101&102; Chemistry 110

### California State Polytechnic University, Pomona:

#### B.S. in Foods and Nutrition

**Courses required for the major:**

Biology 175#,210; Chemistry 185, 220+,225+; Computer Science 130\*; Mathematics 120@; Physics 120,125@

+ Must petition for credit after transfer

\* Recommended, articulation not confirmed

# Required only for Dietetics track

@ Required for Food Science track

**Required general education courses:**

Biology 180; Chemistry 180; Mathematics 160

# OCEANOGRAPHY

## TRANSFER INFORMATION

Refer to BIOLOGY Transfer Information.

<p><b>Personnel</b></p> <p>Refer to MANAGEMENT for Certificate of Achievement information and Course information.</p>
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# PHILOSOPHY

## THE PROGRAM

The study of philosophy provides students with the unique opportunity to carefully analyze and thoughtfully respond to the fundamental ideas and basic concerns present in the human experience. It requires the constructive re-experiencing of these problems and doubts in one's own life. The goal is to examine ourselves, our culture, and our world with the aims of criticizing and contributing toward a reformation of self and world. The program also develops analytical, critical and writing skills that are an excellent preparation for professional and other careers.

## TRANSFER INFORMATION

The course information given below has been edited for catalog publication purposes and may not accurately reflect recent changes or total course requirements for particular programs or schools. For complete, current, official articulation information, students are urged to see their GWC counselor or Transfer Center staff.

*Lower division major courses:*

### California State University, Long Beach:

Philosophy 101 (or 120), 102, 105, 130

### California State University, Fullerton:

Philosophy 102

A maximum of 6 units selected from the following:

Philosophy 103, 105, 106, 107, 115\*, 116, 120, 130

\*Recommended

### University of California, Irvine:

Foreign Language through 285; Philosophy 102, 105

Recommended:

Philosophy 103, 106

Plus, one course from each group:

- 1) English 100, 110
- 2) English 150, 155, 160, 165, 290, 295
- 3) History 180, 185, 190, 195
- 4) Philosophy 101, 103

## COURSES

### PHILOSOPHY 101 — 3 Units

#### Introduction to Philosophy

A probing into questions people ask about the universe and their place in it. An examination is undertaken of the range of possible answers developed by leading philosophers in such areas as the meaning of knowledge, scientific method, religion, ethics, aesthetics, history, politics and metaphysics. Three hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC. (CAN PHIL 2)*

### PHILOSOPHY 102 — 3 Units

#### History of Ancient Philosophy

Recommended for all students interested in refining critical thinking faculties. Essential for philosophy majors. The development of the Hellenic mind is explored, with emphasis on analysis of the basic texts of pre-Socrates, Plato and Aristotle. Three hours lecture a week. Letter grade only. *Transfer Credit: CSU; UC. (CAN PHIL 8)*

### PHILOSOPHY 103 — 3 Units

#### The Age of Hellenistic Philosophy

An exploration of the philosophies that developed from 300 B.C. to 500 A.D., from the emergence of post-Socratic schools, the Stoics and Agnostics, to the full flowering of Neo-Platonism and its impact on Christianity. Emphasis on the analysis of selected texts and the exploration of its significance to the history of philosophy. Three hours lecture a week. Letter grade only. *Transfer Credit: CSU; UC.*

### PHILOSOPHY 105 — 3 Units

#### History of Modern Philosophy

Recommended for all students interested in refining critical faculties. Essential for philosophy majors. The development of modern philosophy from Descartes to 19th century German Idealism and Positivism. Emphasis on Descartes, Hume and Kant. Three hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*

### PHILOSOPHY 106 — 3 Units

#### Introduction to Contemporary Philosophy

Useful to students desiring to develop their analytical skills, and to prepare for upper division studies in philosophy. An exploration of the doctrines, methods and problems discussed in the Phenomenology, Linguistic Analysis, and Existentialism. Three hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*

### PHILOSOPHY 107 — 3 Units

#### Social Philosophy

Philosophical foundations of social justice and political thought; analysis of the concepts of the state, law, rights and justice, through an analysis of types of states in which these concepts play a significant role. Three hours lecture per week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*



**PHILOSOPHY 108 — 3 Units**  
**Introduction to the Old Testament**

A critical study of the Old Testament as a religious, historical and literary document. The course will emphasize Biblical scholarship. Particular attention will be placed upon the influence of religious thinking and documentation on the culture of the Israelites. Three hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*

**PHILOSOPHY 109 — 3 Units**  
**Religions of the World**

A critical analysis of the principal religions of the world using the sacred texts of each religion as well as writings by contemporaries within each religion. Three hours lecture a week. Letter grade only. *Transfer Credit: CSU; UC.*

**PHILOSOPHY 110 — 3 Units**  
**Philosophy of the East**

Of value to students desiring a broader understanding of the world's religious thought. A critical analysis of the principal documents of the East. Particular attention is given to sacred literature as a sympathetic expression of religious thought and its culture. Three hours a week. Letter grade only. *Transfer Credit: CSU; UC.*

**PHILOSOPHY 111 — 3 Units**  
**Philosophy of Religion —Western**

Questions regarding the nature of religion, God, and man's relationship to the Divine will be discussed. Emphasis will be upon interpretations of the life, message and meaning of Jesus as the Christ. Modern philosophical methods will be critically applied. Three hours a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*

**PHILOSOPHY 115 — 3 Units**  
**Introduction to Logic**

An introductory general education course focusing on the use of arguments both in their occurrence in ordinary discourse and the academic disciplines within the humanities, social sciences and natural sciences. The emphasis will be on basic learning skills: (1) oral communication (speech/listening) and (2) written communication (reading). Deductive and inductive reasoning techniques will be critically examined to establish their logical correctness or identify their fallaciousness. Recommended for all humanities, social science, business and natural science majors and those planning to transfer to a four-year college or university. Three hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC. (CAN PHIL 6).*

**PHILOSOPHY 116 — 3 Units**  
**Reasoning in Writing**

Prerequisite: Completion of English 100.

This course is designed to develop a mastery of the skills and concepts of logic and critical thinking in and through writing. Contemporary and traditional philosophical, ethical and political issues selected from culturally diverse sources will be used to teach the skills of logical analysis and philosophically argumentative writing. Three hours lecture per week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*

**PHILOSOPHY 117 — 3 Units**  
**Socratic Inquiry as Philosophical Counseling**

Philosophical dialectic as a mode of rational psychotherapy. A detailed exploration of the philosophical counseling and its application to contemporary human problems. The form of counseling, philosophical midwifery, has its origin in the Socratic method of the exploration of an idea. Midwifery is the art of discovering, through a dialectical process, the subject's ideas and hidden assumptions, beliefs, etc., which affect his/her thinking and way of living. Three hours lecture per week. Optional Credit/no credit or grade. *Transfer Credit: CSU.*

**PHILOSOPHY 120 — 3 Units**  
**Ethics**

An examination of the concepts of right and wrong, good and bad, in the light of the writings of classical ethical philosophers. A critical examination of alternative approaches to ethics, with an emphasis upon the question of philosophical foundations. Applications of alternative traditions in ethics to contemporary moral issues. Three hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC. (CAN PHIL 4)*

**PHILOSOPHY 130 — 3 Units**  
**Symbolic Logic**

Recommended for transfer students who desire rigorous exercise in sharpening their reasoning skills. A study of the methods and principles used in distinguishing correct arguments from incorrect arguments. Arguments will be translated from English into symbolic expressions. These expressions will be examined for correctness using the systematic techniques of propositional and quantification logic. No mathematical background required. Three hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*

# PHOTOGRAPHY

## COURSES

### PHOTOGRAPHY 125 — 1 Unit

#### Know Your Camera

This is a non-lab course for students who want to develop their visual skills. Through an aesthetic approach, students will acquire the technical and visual means to express ideas photographically. Film and processing expenses for class assignments are the responsibility of the student. Two hours lecture a week. Optional credit/no credit or grade. A nine-week course. *Transfer Credit: CSU; UC credit limitations. See counselor.*

### PHOTOGRAPHY 150 — 3 Units

#### Fundamentals of Photography

A basic course to familiarize students with the fundamentals of photography. The students will study cameras and related accessory systems. Picture taking techniques, darkroom techniques, lighting and studio techniques will be studied. Students should provide an adjustable lens camera. Camera and shooting time must be worked into student's schedule. Two hours lecture, two hours non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC credit limitations. See counselor. (CAN ART 18)*

### PHOTOGRAPHY 151A-B — 3 Units

#### Color Photography: Positive Materials

Prerequisite: Completion of Photography 150.

A basic course to introduce students to fundamentals of color photography. Students will become familiar with color theory, subtractive and additive color processes and printing techniques used with both negative and positive materials. Students should possess their own adjustable camera, although some camera equipment is provided for short-term-check-out. Two hours lecture, four hours non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU.*

### PHOTOGRAPHY 154A-B — 3 Units

#### The Creative Photographer

Prerequisite: Completion of Photography 150.

Creative photography is designed to provide students with an understanding and appreciation of the artistic approach to photography. Students enrolling in this course should have mastered the basic techniques of photography. Photographic processes and photographic images are approached from the fine arts viewpoint. The course is designed for the student who desires to use photography as an additional medium of expression. Students should have an adjustable lens camera to work with. However, some camera equipment is available for short-term checkout. Two hours lecture, two hours non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC credit limitations. See counselor.*

### PHOTOGRAPHY 155A-B — 3 Units

#### Creative Darkroom

Prerequisite: Completion of Photography 150.

A skill development course for people who have mastered the basic darkroom techniques, such as processing film and making high quality prints. Emphasis is on new laboratory photographic techniques and the development of individual creativity in the darkroom, offering the student an additional medium of expression. The photographer will be able to make better prints from negatives. Creative Darkroom is designed to provide students with an understanding and appreciation of creative photography as art through control of darkroom procedures. Two hours lecture, two hours non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC credit limitations. See counselor.*

### PHOTOGRAPHY 157 — 3 Units

#### Documentary Photography

(Same as Journalism 157)

Prerequisite: Completion of Photography 150.

An advanced class for student interested in the taking of photographs in the photojournalist traditions of Life, National Geographic and the New York Times. The course will cover all aspects including war, street, foreign travel and sports photography. No story writing involved. Two hours lecture, two hours non-lecture a week. Letter grade only. *Transfer Credit: CSU.*

### PHOTOGRAPHY 159A-B — 3 Units

#### Color Photography: Positive Materials

Prerequisite: Completion of Photography 151.

An advanced course designed to refine color printing skills. The course will include demonstrations and intensive laboratory sessions and will concentrate on producing color photographs from positive. Two hours lecture, two hours nonlecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU.*

### PHOTOGRAPHY 160A-B — 3 Units

#### Special Problems in Photography

Prerequisite: Completion of Photography 150.

A course in a variety of photographic techniques and materials: color, black and white, xerography, and others. The course is designed to allow the advanced student the opportunity to concentrate on a semester long project in a specialized photographic area. Two hours lecture and two hours non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU.*

# PHYSICAL EDUCATION

## THE PROGRAM

Physical Education offers students an opportunity to round out their education with emphasis on improving individual physical well-being. It also introduces students to opportunities in physical education careers.

## TRANSFER INFORMATION

The course information given below has been edited for catalog publication purposes and may not accurately reflect recent changes or total course requirements for particular programs or schools. For complete, current, official articulation information, students are urged to see their GWC counselor or Transfer Center staff.

*Lower division major courses:*

### California State University, Long Beach:

The degree for this area is either a Bachelor of Arts or Bachelor of Science in Kinesiology. There are five options available in the B.A. program - Athletic training; Adapted Physical Education; Fitness; Elementary School P.E. and Secondary School P.E.

#### Courses required for all options:

Biology 170, 175; Psychology 100

Students should see the GWC Physical Education counselor for other option requirements.

The Bachelor of Science degree has two options - Exercise Science and Kinesiotherapy.

#### Courses required for Exercise Science:

Biology 170, 175; Chemistry 180, 185; Physics 120, 125

#### Courses required for Kinesiotherapy:

Biology 170, 175; Psychology 100, 185

Students should see the GWC Physical Education counselor for other option requirements.

### California State University, Fullerton:

The degree for this area is a Bachelor of Science in Kinesiology or Health Science.

#### Required for the B.S. in Kinesiology:

A minimum of 6 courses, one from each of the following areas (Intercollegiate sports may be applied in the appropriate areas): Fitness; Aquatics; Combatives; Individual Sports; Racquet Sports; Team Sports

Students should see the GWC Physical Education counselor for other program requirements.

#### Required for the B.S. in Health Science:

Biology 100, 170+, 175+; Chemistry 130; Psychology 100,160

Students should see the GWC Physical Education counselor for other program requirements.

### California State University, Dominguez Hills:

The bachelor of arts degree in Physical Education provides students with three options — Athletic Training, Fitness Director, and Teaching. Students should see the GWC Physical Education counselor for information about requirements for the four options. Listed below are core requirements for all options.

Biology 155, Health Education 125, Professional Physical Education 180

## COURSES

(See also Dance and Professional Physical Education)

All activity classes may be repeated for credit four times. Duplicate credit will not be granted for the same course in the same semester. Students will continue to develop skills and techniques in repeated classes because of the individualized teaching strategies utilized.

It is strongly recommended that students avail themselves of several different experiences in physical education and enroll in more than one course each semester to assure themselves of daily exercise. The greatest physical benefits would be guaranteed an individual with this type of approach.

#### Notice

A \$5 locker content removal/storage fee will be charged to students who do not clean out and vacate their lockers at the end of each semester and/or summer school session.

Students will be given three weeks warning of the date that lockers will be cleaned out. If items are not removed by that date by the student, physical education equipment personnel will clip padlocks and remove the contents. The contents will be marked and stored in the P.E. equipment room for a period of 30 days. Contents may be redeemed by the owner during the 30 day period by payment of the \$5 fee. Unclaimed articles will be disposed of.

**PHYSICAL EDUCATION 103 — 2 Units****Exercise for Healthy Living**

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. Letter grade only. Two hours lecture a week. *Transfer Credit: CSU; UC credit limitations. See counselor.*

**PHYSICAL EDUCATION 105A-D — 1 Unit****Strength and Fitness for the Disabled**

Permission of instructor required.

This strength training course complements Physical Education 108A-D, Swimming for the Disabled, and the Community Services program, Rehabilitation Fitness. Students will be instructed in the proper use or adapted use of appropriate equipment. Two hours non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC credit limitations. See counselor.*

**PHYSICAL EDUCATION 108A-D — 1 Unit****Swimming for the Disabled**

Physically disabled but capable of independent propulsion and ability to care for self required.

This course is part of the Adaptive Program. The student will be instructed to achieve safe and independent function within the pool. Swim skills as well as exercises will be adapted to meet the student's needs and goals. Two hours non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC credit limitations. See counselor.*

**PHYSICAL EDUCATION 109A-D — 1 Unit****Swimming for Fitness**

This course is designed for swimmers with intermediate skills. The swimmer will be introduced to the latest techniques and methods for cardiovascular conditioning through swimming. Two hours non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC credit limitations. See counselor.*

**PHYSICAL EDUCATION 110A-D — 0.5 Unit****Swimming for Fitness**

This course is designed for swimmers with intermediate skills. The swimmer will be introduced to the latest techniques and methods for cardiovascular conditioning through swimming. Six hours non-lecture a week. Optional credit/no credit or grade. A three-week course. *Transfer Credit: CSU; UC credit limitations. See counselor.*

**PHYSICAL EDUCATION 111A-D — 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. Two hours non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC credit limitations. See counselor.*

**PHYSICAL EDUCATION 112A-D — 2 Units****Surfing**

Prior to entering surfing class, students must pass Intermediate ARC Swimming test or produce other official verification of their swimming ability.

This course is designed to give students the knowledge and necessary skills to safely enjoy surfing. Through a structured lecture and laboratory situation, the student will be introduced to the latest techniques and methods of optimum achievement. The course is suited to all levels of ability and is organized to allow for individual instruction. One hour lecture, three hours non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC credit limitations. See counselor.*

**PHYSICAL EDUCATION 113A-D — 1 Unit****Lifesaving (Water)**

Student's must pass Swimming Proficiency Test. Lecture, demonstrations and practical tests in water safety and rescue. Students will have the opportunity to qualify for the American National Red Cross Senior Lifesaving Certificate. One hour lecture, one hour non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC credit limitations. See counselor.*

**PHYSICAL EDUCATION 115A-D — 1 Unit****Swimnastics**

Instruction and activity in a cardiovascular fitness program done in water. Variation of movement and tempo in exercises using the resistance and buoyancy of the water. One-half hour lecture, one and one-half hours non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC credit limitations. See counselor.*

**PHYSICAL EDUCATION 127A-D — 1 Unit****Self-Defense for Women**

Training to effectively defend oneself in the event of a personal attack and how and what to report to authorities. Physical, mental and legal principles of affecting self-defense situations. Two hours non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC credit limitations. See counselor.*

**PHYSICAL EDUCATION 129A-D — 1 Unit****Wrestling**

Instruction and practice in the fundamental skills basic to successful participation in wrestling. Two hours non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC credit limitations. See counselor.*

**PHYSICAL EDUCATION 131A-D — 1 Unit****Karate**

This is an introductory course designed to familiarize the student with the physical and psychological skills inherent to the art and science of Karate-Do. Two hours non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC credit limitations. See counselor.*

**PHYSICAL EDUCATION 134A-D — 1 Unit****Bowling**

An introductory course in bowling for men and women, including practice and instruction in the basic techniques of bowling, scoring and rules. The class is conducted as an instructional league. A required fee includes three lines per session, bowling ball, bowling shoes, score sheets, handicap computations and awards. One two-hour session a week at a local bowling alley. Optional credit/no credit or grade. *Transfer Credit: CSU; UC credit limitations. See counselor.*

**PHYSICAL EDUCATION 136 A-D — 1 Unit****Rock Climbing**

This course is designed so that students will develop mountaineering and rock climbing skills and fitness. Instructional emphasis is on preparation, knowledge of equipment, physical techniques and the mental approach to climbing. Half hour lecture, one and a half hour non-lecture per week. Letter grade only. *Transfer Credit: CSU; UC credit limitations. See counselor.*

**PHYSICAL EDUCATION 137A-D — 0.5 Unit****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. Two hours non-lecture a week. Credit/no credit only. A nine-week course. *Transfer Credit: CSU; UC credit limitations. See counselor.*

**PHYSICAL EDUCATION 138A-D — 0.5 Unit****Golf-Course Play**

Development of advanced golf skills through instruction and practice on local golf course. Course designed for the intermediate/advanced golfer. Half hour lecture, one and a half hours non-lecture a week. Credit/no credit only. *Transfer Credit: CSU; UC credit limitations. See counselor.*

**PHYSICAL EDUCATION 139 A-D — 0.5 Unit****Intermediate/Advanced Golf**

Prerequisite: Completion of Physical Education 137 or equivalent experience.

Instruction, development and practice of intermediate through advanced golf skills at an off-campus driving range practice facility. Half hour lecture, one and a half hour non-lecture per week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC credit limitations. See counselor.*

**PHYSICAL EDUCATION 140A-D — 1 Unit****Coed Softball—Slo-pitch**

A course designed to teach modified softball (slo-pitch) for men and women. The fundamentals of offense, defense basic skills and team play will be learned. Half hour lecture and one and one half hours non-lecture. Optional credit/no credit or grade. *Transfer Credit: CSU.*

**PHYSICAL EDUCATION 150A-D — 1 Unit****Badminton**

Instruction and practice in the fundamental skills basic to successful performance in this activity. Two hours non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC credit limitations. See counselor.*

**PHYSICAL EDUCATION 154A-D — 1 Unit****Racquetball**

This course offers instruction and practice in fundamental and advanced skills of strategy and positioning in singles and doubles. Two hours non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC credit limitations. See counselor.*

**PHYSICAL EDUCATION 156A-D — 2 Units****Tennis**

A course designed to instruct tennis players in the intermediate skills and knowledge of on-the-court techniques. Instruction will be given on use of spin and consistency of placement on ground strokes, volleys and serves. Strategy of singles and doubles will be taught through use of modified drills and on-court play. Four hours non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC credit limitations See counselor.*

**PHYSICAL EDUCATION 158A-D — 1 Unit****Tennis**

Instruction and practice in the fundamental skills of scoring, elementary positioning and strategy of tennis singles and doubles. The more advanced student will receive instruction in the volley, lob and smash, consistency and placement of ground strokes and serves. Two hours non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC credit limitations. See counselor.*

**NOTE:** *Tennis courses may be taken a maximum of four semesters. Therefore, the following courses may not be taken more than four semesters singularly or in combination: Physical Education 156 and 158. To determine if any individual course may be taken more than one time, check for A-B, A-C or A-D designator.*

**PHYSICAL EDUCATION 160 — 1 Unit****Step Aerobics**

This course is a high intensity, low impact program involving stepping onto a platform while simultaneously performing upper torso body movements. Step training is designed to improve aerobic conditioning, muscular strength and endurance, flexibility and body composition. Simple repetitive movements are uncomplicated and non-intimidating, thus appealing both to men and women. Three hours non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC credit limitations. See counselor.*

**PHYSICAL EDUCATION 161A-D — 1 Unit****Walking for Fitness**

Designed for men and women who are interested in instruction and practice in cardiovascular walking. Activity will be held in a non-competitive atmosphere and will be geared toward developing a higher level of cardiovascular fitness and total health. Two hours non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC credit limitations. See counselor.*

**PHYSICAL EDUCATION 162A-D — 1.5 Units****Exercise Science/Circuit Weight Training**

This course is designed as an open lab. Students in this class will be performing vigorous exercise in circuit weight training three times a week. Students will be assessed for strength, flexibility, body fat, and cardiovascular endurance in the Fitness Testing Lab and will monitor their progress weekly by self-testing. Four hours non-lecture a week. Credit/no credit only. *Transfer Credit: CSU; UC credit limitations. See counselor.*

**PHYSICAL EDUCATION 163A-D — 0.5 to 2 Units****Exercise Science/Aerobics**

This course is designed as an open lab. Students in this course will be performing vigorous exercise in aerobic dance three times a week. Students will be assessed for strength, flexibility, body fat, and cardiovascular endurance in the Fitness Testing Lab and will monitor their progress weekly by self-testing. Two to six hours non-lecture a week. Credit/no credit only. *Transfer Credit: CSU; UC credit limitations. See counselor.*

**PHYSICAL EDUCATION 164A-D — 0.5 to 2 Units****Aerobics**

Designed for those who desire a strenuous and more advanced exercise program. To strengthen the cardiovascular system and improve endurance, flexibility, strength and weight distribution. The class combines instructional information with strenuous exercise. Three hours non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC credit limitations. See counselor.*

**NOTE:** *Aerobic exercise courses may be taken a maximum of four semesters. Therefore, the following courses may not be taken more than four semesters singularly or in combination: Physical Education 164 and 165. To determine if any individual course may be taken more than one time, check for A-B, A-C or A-D designator.*

**PHYSICAL EDUCATION 166A-D — 0.5 to 2 Units****Circuit Weight Training**

This course is designed as an open laboratory concept. Workouts can be scheduled any time the lab is open on an individual basis. The equipment and routine utilized in this circuit training facility are designed with the non-athlete in mind. Circuit training has proven especially beneficial for women and men not interested in competitive weight training but desiring good muscle tone and cardiovascular fitness. This type of training gives maximum return in a controlled workout that can be accomplished in under 40 minutes. Two to six hours non-lecture a week. Credit/no credit only. *Transfer Credit: CSU; UC credit limitations. See counselor.*

**NOTE:** *Circuit training courses may be taken a maximum of four semesters. Therefore, the following courses may not be taken more than four semesters singularly or in combination: Physical Education 166 and 174. To determine if any individual course may be taken more than one time, check for A-B, A-C or A-D designator.*

**PHYSICAL EDUCATION 167A-D — 1 Unit****Super Circuit Training, Advanced**

The super circuit physical training program provides the student a combination of strength training with an emphasis on cardio-vascular conditioning for a total body workout. The super circuit is an accelerated circuit training program. Three hours non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC credit limitations. See counselor.*

**PHYSICAL EDUCATION 168A-D — 1.5 Units****Exercise Science/Strength Training Lab**

Students in this course will be performing vigorous exercise in weight training three times a week in the Strength Training Lab. Students will be assessed for strength, muscle power, flexibility, body fat, and cardiovascular endurance in the Fitness Testing Lab and will monitor their progress weekly by self testing. Four hours non-lecture a week. Credit/no credit only. *Transfer: CSU; UC credit limitations. See counselor.*

**PHYSICAL EDUCATION 169A-D — 1 Unit****Exercise Science/Individual Program**

The course is designed as an open laboratory concept. The lab is organized to allow individuals to establish their own training programs. It is suited to all levels of fitness and is not limited to any particular group. The lab will serve equally the highly trained person or the person at a low fitness level and is suited for people of all ages. Each participant will be involved at the level his/her test indicates and will not be competing against other individuals. Three hours arranged a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC credit limitations. See counselor.*

**PHYSICAL EDUCATION 170A-D — 2 Units****Exercise Science/Individual Program**

This course is recommended for those students wishing to achieve and maintain their optimum level of fitness. Five hours arranged a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC credit limitations. See counselor.*

**NOTE:** *Fitness lab courses may be taken a maximum of four semesters. Therefore, the following courses may not be taken more than four semesters singularly or in combination: Physical Education 169 and 170. To determine if any individual course may be taken more than one time, check for A-B, A-C or A-D designator.*

**PHYSICAL EDUCATION 171A-D — 0.5 - 1 Unit****Strength Training (Nautilus/Strength Lab)**

The course is designed as an open lab experience. Workout times are adjusted to the individual's schedule. This class is designed to provide instruction and supervision of individualized resistance exercise programs using "free" weights and/or a combination of free weights and nautilus equipment. The lab will serve equally the highly trained or beginning lifter and is suited to all age groups. Recommended for men and women interested in muscle toning, rehabilitation, weight redistribution, body building, power lifting or athletic conditioning. Six hours non-lecture a week. Credit/no credit only. A nine-week course. *Transfer Credit: CSU; UC credit limitations. See counselor.*

**NOTE:** *Strength Training courses may be taken a maximum of four semesters. Therefore, the following courses may not be taken more than four semesters singularly or in combination: Physical Education 171, 180 and 183. To determine if any individual course may be taken more than one time, check for A-B, A-C or A-D designator.*

**PHYSICAL EDUCATION 172A-D — 0.2 Unit**  
**Strength Training (Nautilus/Strength Lab)**

The course is designed as an open lab experience. Workout times are adjusted to the individual's schedule. This class is designed to provide instruction and supervision of individualized resistance exercise programs using "free" weights and/or a combination of free weights and nautilus equipment. The lab will serve equally the highly trained or beginning lifter and is suited to all age groups. Recommended for men and women interested in muscle toning, rehabilitation, weight redistribution, body building, power lifting or athletic conditioning. Twelve hours non-lecture. Credit/no credit only. A three-week course. *Transfer Credit: CSU; UC credit limitations. See counselor.*

**PHYSICAL EDUCATION 173A-D — 1 Unit**  
**Introduction to Weight Training**

A course designed for men and women to help beginners learn how muscles work, proper lifting techniques, safety factors, diet, and how to develop a program to meet specific needs. Half hour lecture, one and a half hours non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC credit limitations. See counselor.*

**PHYSICAL EDUCATION 174A-D — 0.5 Unit**  
**Circuit Weight Training (Total Fitness Lab)**

This course is designed as an open lab concept. Workout can be scheduled any time the lab is open on an individual basis. The equipment and routine utilized in this circuit training facility are designed with the non-athlete in mind. Circuit training has proven especially beneficial for men and women not interested in competitive weight training but desiring good muscle tone and cardiovascular fitness. This type of training gives maximum return in a controlled workout that can be accomplished in under 40 minutes. Three hours laboratory a week. Credit/no credit only. A nine-week course. *Transfer Credit: CSU; UC credit limitations. See counselor.*

**NOTE:** *Circuit Weight Training courses may be taken a maximum of four semesters. Therefore, the following courses may not be taken more than four semesters singularly or in combination: Physical Education 166 and 174. To determine if any individual course may be taken more than one time, check for A-B, A-C or A-D designator.*

**PHYSICAL EDUCATION 176A-D — 1 Unit**  
**Total Fitness for Women**

A well-balanced program of physical activities designed to enhance endurance, flexibility, strength, cardiovascular efficiency and weight redistribution based on a selected exercise program, par course, circuit training, aerobic work, diet information and coordination. Two hours non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC credit limitations. See counselor.*

**PHYSICAL EDUCATION 177A-D — 1.5 Units**  
**Exercise Science/Cardiovascular**

This course is designed as an open lab. Students in this course will be performing vigorous exercise in cardiovascular training (treadmill walking — jogging — running; rowing; corss-country skiing; continuous ladder climbing; and stationary cycling) three times per week. Students will be assessed for strength, flexibility, body fat, and cardiovascular endurance in the Fitness Testing Lab and will monitor their progress weekly by self-testing. Four hours non-lecture a week. Credit/no credit only. *Transfer Credit: CSU; UC credit limitations. See counselor.*

**PHYSICAL EDUCATION 178A-D — 0.5 - 1 Units**  
**Cardiovascular Laboratory**

An open laboratory experience designed for those people who desire a cardiovascular workout using a combination of stationary bikes, treadmills, ladders, 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. Three hours non-lecture a week. Credit/no credit only. *Transfer Credit: CSU; UC credit limitations. See counselor.*

**PHYSICAL EDUCATION 180A-D — 2 Units**  
**Strength Training Laboratory**

The course is designed as an open laboratory experience. It is not a structured class situation. The Weight Training Laboratory is designed to provide instruction and supervision of student's individualized strength programs. The laboratory will serve equally the highly trained person or the person at a low strength level and is suited for people of all ages. This program is recommended for women and men whose interests range from muscle toning, muscle rehabilitation and/or weight redistribution, to body building, athletic conditioning and/or power lifting. A free-weight workout is mandatory. Six hours non-lecture a week. Credit/no credit only. *Transfer Credit: CSU; UC credit limitations. See counselor.*

**NOTE:** *Strength lab courses may be taken a maximum of four semesters. Therefore, the following courses may not be taken more than four semesters singularly or in combination: Physical Education 171, 180 and 183. To determine if any individual course may be taken more than one time, check for A-B, A-C or A-D designator.*

**PHYSICAL EDUCATION 181A-D — 1 Unit**  
**Nautilus Strength Training**

This is not a structured class situation but an open laboratory experience for those people who want to get the maximum physical return for a limited time invested. This course is designed to provide instruction and supervision of students' individualized strength programs using Nautilus equipment exclusively. It is for men and women of all age groups who are interested in muscle toning, muscle rehabilitation and/or weight redistribution and body building. Workout times are adjusted to the individual's schedule. Three hours non-lecture a week. Credit/no credit only. *Transfer Credit: CSU; UC credit limitations. See counselor.*

**PHYSICAL EDUCATION 183A-D — 0.5 Units**  
**Strength Training**

The course is designed as an open laboratory experience and structured for those people who want to get the maximum physical return for a limited time invested. The course includes both Nautilus and free-weight training. Workout times are adjusted to the individual's schedule. Student's individualized strength programs will be designed to use Nautilus only, Free-weights only, or a combination of both, depending on each person's objectives. This program is suited for men and women of all age groups who are interested in muscle toning, muscle rehabilitation and/or weight redistribution or body building. Six hours non-lecture a week. Credit/no credit only. A four-week course. *Transfer Credit: CSU; UC credit limitations. See counselor.*

**NOTE:** *Strength lab courses may be taken a maximum of four semesters. Therefore, the following courses may not be taken more than four semesters singularly or in combination: Physical Education 171, 180 and 183. To determine if any individual course may be taken more than one time, check for A-B, A-C or A-D designator.*

**PHYSICAL EDUCATION 186A-D — 0.5 - 1 Unit****Activities — Basketball**

Instruction and practice in the fundamental skills basic to successful performance in this activity. Two hours non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC credit limitations. See counselor.*

**PHYSICAL EDUCATION 190A-D — 1 Unit****Rugby**

Instruction and practice in the fundamental skills basic to the successful performance of this activity. Four hours non-lecture a week. Optional credit/no credit or grade. A nine-week course. *Transfer Credit: CSU; UC credit limitations. See counselor.*

**PHYSICAL EDUCATION 191A-D — 1 Unit****Mini-Soccer**

A fast moving, action filled soccer in a small area. The course emphasis is placed on all the skills needed to perform with confidence in a soccer game. Half hour lecture and one and one half hour non-lecture a week. Credit/no credit only. *Transfer: CSU; UC credit limitations. See counselor.*

**PHYSICAL EDUCATION 192A-D — 1 Unit****Soccer**

Instruction and practice in the fundamental skills basic to successful performance in this activity. Two hours non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC credit limitations. See counselor.*

**PHYSICAL EDUCATION 193A-D — 1 Unit****Physical Conditioning for Volleyball**

Physical training for athletes interested in competitive volleyball. Two hours non-lecture a week. Letter grade only. *Transfer Credit: CSU; UC credit limitations. See counselor.*

**PHYSICAL EDUCATION 194A-D — 2 Units****Physical Training for Volleyball**

Physical training for athletes interested in competitive volleyball. Instruction and practice in skills and fundamentals, as well as cardiovascular conditioning. Four hours non-lecture a week. Letter grade only. *Transfer Credit; CSU, UC credit limitations. See counselor.*

**PHYSICAL EDUCATION 195A-D — 1 Unit****Volleyball**

Participation and instruction in all facets of the game of volleyball, from fundamental skills through advanced strategies and techniques. Two hours non-lecture a week. Optional credit/no credit or grade. *Transfer: CSU; UC credit limitations. See counselor.*

**PHYSICAL EDUCATION 196A-D — .25 - 1 Unit****Sand Volleyball**

Participation and instruction of all facets of sand volleyball, from fundamentals skills through strategies and techniques. One-half hour lecture and one and one-half hour non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC credit limitations. See counselor.*

**PHYSICAL EDUCATION 198A-D — 1 Unit****Volleyball**

Instruction and practice in basic to advanced skills in techniques, positions and strategies. Two hours non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU, UC credit limitations. See counselor.*

**NOTE:** *Volleyball courses may be taken a maximum of four semesters. Therefore, the following courses may not be taken more than four semesters singularly or in combination: Physical Education 195 and 198. To determine if any individual course may be taken more than one time, check for A-B, A-C or A-D designator.*

**PHYSICAL EDUCATION 199A-D — 1 Unit****Principles and Techniques of Volleyball**

Intermediate volleyball skills strongly encouraged.

This course is designed to enable students to use a women's regulation net (7'4 1/4") in order to learn and practice all the skills required for each position in offensive and defensive play. One-half hour lecture and one and one-half hour non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC credit limitations. See counselor.*

**PHYSICAL EDUCATION 280A-D — 3 Units****Football Techniques, Advanced**

This course will help students refine football skills. Offensive and defensive fundamentals and techniques will be emphasized. One and a half hours lecture and four and a half hours non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC credit limitations. See counselor.*

**PHYSICAL EDUCATION 282A-D — .5 Unit****Basketball Physical Training, Advanced**

This is a high intensity sport specific advanced conditioning and competition oriented course designed to meet the needs of those students who wish to prepare for varsity basketball. Four hours non-lecture a week. Optional credit/no credit or grade. A one-week course. *Transfer Credit: CSU; UC.*

**PHYSICAL EDUCATION 283A-D — 0.5 - 2 Units****Physical Training, Advanced**

A course designed to meet the needs of those students who wish to gain a high level of fitness in order to participate in some vigorous physical activity such as, but not limited to, varsity athletics. The course is set up to achieve the desired physiological results in a short time through concentrated effort. Due to the time involved and the nature of the experience, it will be offered at times not to conflict with regular semester classes. Five hours lecture, fifteen hours non-lecture a week. Optional credit/no credit or grade. A two-week course. *Transfer Credit: CSU; UC.*

**PHYSICAL EDUCATION 285A-D — 2 Units****Softball Conditioning, Advanced**

Instructor's approval and advanced abilities to participate on the collegiate level required.

A course designed to instruct softball players in the advanced skills and knowledge of on-the-field techniques. Course recommended for those who wish to develop their skills to the level of a collegiate competitor. Four hours non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*



**PHYSICAL EDUCATION 286A-D — 2 Units**  
**Track, Advanced**

This course is designed to provide instruction and practice in track and field techniques, track officiating and track coaching skills. Students will be provided with the opportunity to perform in each area those skills which will qualify them for employment in coaching, officiating and recreation jobs. There will be a class project which will include the preparation, officiating and athletic participation in a decathlon meet. Four hours non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*

**PHYSICAL EDUCATION 287A-D — 1 - 2 Units**  
**Soccer Techniques, Advanced**

Previous competitive experience strongly encouraged.

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. Four hours non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*

**PHYSICAL EDUCATION 288A-D — 1 - 2 Units**  
**Pep Squad Workshop**

Retention based on successful audition.

A course designed to organize the pep squad to perform at athletic events during the fall and spring semesters. Two hours lecture, three hours non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU.*

**PHYSICAL EDUCATION 290A-D — 2 Units**  
**Sports Conditioning Baseball**

High school varsity baseball experience or equivalent strongly encouraged.

A course designed to instruct baseball players in the advanced skills and knowledge of on-the-field techniques. Course recommended only for those who wish to develop their skills to the level of a collegiate competitor. One hour lecture, five hours non-lecture a week. Letter grade only. *Transfer Credit: CSU; UC.*

**PHYSICAL EDUCATION 296A-D — 1 - 2 Units**  
**Competitive Tennis Conditioning**

High school competitive tennis or equivalent strongly encouraged.

A course designed to instruct tennis players in the advanced skills and knowledge of on-the-court techniques. Course recommended for men and women who wish to develop their skills to the level of a collegiate competitor. Four hours non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*

**PHYSICAL EDUCATION 298A-D — 0.5 - 1 Unit**  
**Water Polo Conditioning**

This course is designed for those who wish to develop their competitive skills for inter-collegiate competition. Stresses ball handling, rules, conditioning and technique. Two hours non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*

**Intercollegiate Athletics – Women**

Enrollment subject to the approval of the coach of the sport in season. Those enrolled in the following courses 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.

Students must be enrolled in twelve units during the semester in which they participate. For complete information concerning eligibility rules, contact the athletic director.

**PHYSICAL EDUCATION 270A-D — 1 - 2 Units**  
**Basketball Team**

Two and one-half hours lecture and seven and one-half hours non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC credit limitations. See counselor.*

**PHYSICAL EDUCATION 272A-C — 2 Units**  
**Cross Country Team**

Two and one-half hours lecture and seven and one-half hours non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC credit limitations. See counselor.*

**PHYSICAL EDUCATION 273A-C — 2 Units**  
**Soccer Team**

Two and one-half hours lecture and seven and one-half hours non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC credit limitations. See counselor.*

**PHYSICAL EDUCATION 274A-C — 2 Units**  
**Softball Team**

Two and one-half hours lecture and seven and one-half hours non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC credit limitations. See counselor.*

**PHYSICAL EDUCATION 275A-C — 2 Units**  
**Swimming Team**

Two and one-half hours lecture and seven and one-half hours non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC credit limitations. See counselor.*

**PHYSICAL EDUCATION 276A-C — 2 Units**  
**Tennis Team**

Two and one-half hours lecture and seven and one-half hours non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC credit limitations. See counselor.*

**PHYSICAL EDUCATION 277A-C — 2 Units**  
**Track and Field**

Two and one-half hours lecture and seven and one-half hours non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC credit limitations. See counselor.*

*Continued*

*Intercollegiate Athletics — Women - continued*

**PHYSICAL EDUCATION 278A-C — 2 Units**

**Volleyball Team**

Two and one-half hours lecture and seven and one-half hours non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC credit limitations. See counselor.*

**Intercollegiate Athletics – Men**

Enrollment subject to the approval of the coach of the sport in season. Those enrolled in the following courses 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.

Students must be enrolled in twelve units during the semester in which they participate. For complete information concerning eligibility rules, contact the athletic director.

**PHYSICAL EDUCATION 240A-C — 2 Units**

**Baseball Team**

Two and one-half hours lecture and seven and one-half hours non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC credit limitations. See counselor.*

**PHYSICAL EDUCATION 242A-C — 1 - 2 Units**

**Basketball Team**

Two and one-half hours lecture and seven and one-half hours non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC credit limitations. See counselor.*

**PHYSICAL EDUCATION 244A-C — 2 Units**

**Cross Country Team**

Two and one-half hours lecture and seven and one-half hours non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC credit limitations. See counselor.*

**PHYSICAL EDUCATION 246A-C — 2 Units**

**Football Team**

Two and one-half hours lecture and seven and one-half hours non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC credit limitations. See counselor.*

**PHYSICAL EDUCATION 248A-C — 2 Units**

**Golf Team**

Two and one-half hours lecture and seven and one-half hours non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC credit limitations. See counselor.*

**PHYSICAL EDUCATION 250A-C — 2 Units**

**Soccer Team**

Two and one-half hours lecture and seven and one-half hours non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC credit limitations. See counselor.*

**PHYSICAL EDUCATION 252A-C — 2 Units**

**Swimming Team**

Two and one-half hours lecture and seven and one-half hours non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC credit limitations. See counselor.*

**PHYSICAL EDUCATION 254A-C — 2 Units**

**Tennis Team**

Two and one-half hours lecture and seven and one-half hours non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC credit limitations. See counselor.*

**PHYSICAL EDUCATION 256A-C — 2 Units**

**Track Team**

Two and one-half hours lecture and seven and one-half hours non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC credit limitations. See counselor.*

**PHYSICAL EDUCATION 258A-C — 2 Units**

**Volleyball Team**

Two and one-half hours lecture and seven and one-half hours non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC credit limitations. See counselor.*

**PHYSICAL EDUCATION 260A-C — 2 Units**

**Water Polo Team**

Two and one-half hours lecture and seven and one-half hours non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC credit limitations. See counselor.*

**PHYSICAL EDUCATION 262A-C — 2 Units**

**Wrestling Team**

Two and one-half hours lecture and seven and one-half hours non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC credit limitations. See counselor.*

# PROFESSIONAL PHYSICAL EDUCATION COURSES

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## THE PROGRAM

Courses designed for students entering fitness-related professions, including but not limited to teaching, coaching, health, physical education and recreation. These programs will accommodate both the transfer student as well as the student seeking additional job-related skills. Classes are taught in modern fitness labs with state of the art equipment.

## TRANSFER INFORMATION

Refer to PHYSICAL EDUCATION for Transfer Information.

## COURSES

### PROFESSIONAL PHYSICAL EDUCATION 059 — 2 Units Theory and Practice of Teaching and Coaching Soccer

Basic athletic abilities strongly encouraged.

A course designed for the prospective youth soccer coach with emphasis on the morphological, physiological, and psychological characteristics of the youngsters. Recommended for students entering the field of coaching at the youth and high school levels. Two hours lecture, two hours non-lecture a week. Optional credit/no credit or grade.

### PROFESSIONAL PHYSICAL EDUCATION 100 — 1 Unit Athletic Orientation

A course designed to familiarize student with facilities, programs, requisites and problems specific to athletics. Topics will be covered by either lecture or tour/demonstration in the following areas: registration procedures and problems; career goals; motivation — positive mental attitude in school and sport; diet and injury prevention; financial aid and scholarship opportunities; NCAA transfer and eligibility rules — matriculation and transfer to four-year institutions; study skills and library tour; and campus tour — familiarization with student services (health center, bookstore, cafeteria, counseling, job placement, etc.). Two hours lecture a week. Optional credit/no credit or grade. A nine-week course. *Transfer Credit: CSU.*

### PROFESSIONAL PHYSICAL EDUCATION 110 — 2 Units Health and Fitness Program Management

A course designed for those students entering fitness-related professions, including but not limited to teaching, coaching and spa management. This class combines the essential knowledge and physical skills necessary to teach fitness, weight training and related technology. This course will include an opportunity to practice these skills in a laboratory experience. Two hours lecture, one hour non-lecture a week. Letter grade only. *Transfer Credit: CSU.*

### PROFESSIONAL PHYSICAL EDUCATION 140 — 1 Unit Defensive Football Theory

This course is designed to teach the skills, knowledge and philosophy of defensive football. Special consideration will be given to skills development of the preteen player. Recommended for those students interested in playing or coaching organized football and for the non-professional coach working outside the school environment. Two hours lecture a week. Letter grade only. A nine-week course. *Transfer Credit: CSU; UC credit limitations. See counselor.*

### PROFESSIONAL PHYSICAL EDUCATION 142 — 1 Unit Offensive Football Theory

This course is designed to teach the skills, knowledge and philosophy of offensive football. Special consideration will be given to skills development of the preteen player. Recommended for those students interested in playing or coaching organized football and for the non-professional coach working outside the school environment. Two hours lecture a week. Letter grade only. A nine-week course. *Transfer Credit: CSU; UC credit limitations. See counselor.*

### PROFESSIONAL PHYSICAL EDUCATION 146 — 2 Units Principles of Coaching

This course concentrates on the emotional and attitudinal aspects of athletic performance. Techniques of motivation and communication for each situation are developed. Two hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC credit limitations. See counselor.*

### PROFESSIONAL PHYSICAL EDUCATION 148 — 2 Units Principles of Coaching Basketball

For individuals who want some formal education concerning the finer points of coaching basketball. This course concentrates on individual and team concepts. Areas of concentration will be team offense, defense, game preparation, scouting, and building a team. Two hours lecture a week. Graded. *Transfer Credit: CSU; UC credit limitations. See counselor.*

### PROFESSIONAL PHYSICAL EDUCATION 150 — 2 Units Baseball Sports Theory

This course is designed to acquaint physical education majors and minors of the skills and knowledge required to coach or participate in this sport. Two hours lecture and participation a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC credit limitations. See counselor.*

**PROFESSIONAL PHYSICAL EDUCATION 152 — 1 Unit**

**Softball**

A course designed to instruct physical education majors and minors in the skills and knowledge of softball. Provides opportunities for the development of acceptable levels of performance as preparation for techniques of teaching. Two hours non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU.*

**PROFESSIONAL PHYSICAL EDUCATION 154 — 1 Unit**

**Basketball**

A course designed to instruct physical education majors and minors in the skills and knowledge of basketball. Provides opportunities for the development of acceptable levels of performance as preparation for techniques of teaching. Two hours non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU.*

**PROFESSIONAL PHYSICAL EDUCATION 160 — 2 Units**

**Athletic Training**

Technique and theory in prevention and rehabilitation of athletic injuries. Includes taping techniques, use of modalities for therapy, strength and conditioning programs. Two hours lecture, one hour non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*

**PROFESSIONAL PHYSICAL EDUCATION 170 — 3 Units**

**Aerobic Instructor Training**

Concurrent enrollment in Health Education 110 and 120 or provide verification of current American Red Cross for First Aid and CPR required.

An Aerobic Instructor training course designed for the aerobic professional. Lectures include anatomy, physiology, injury prevention, nutrition, and work with special populations. Lab work will develop individual teaching skills and choreography, proper technique of movement, out-lawed exercises, low-impact, body sculpting and other current aspects for teaching aerobics at any level. Three hours lecture, three hours non-lecture a week. Letter grade only. *Transfer Credit: CSU.*

**PROFESSIONAL PHYSICAL EDUCATION 180 — 3 Units**

**The Physical Education Profession**

An overview of the physical education profession, including sports programs, employment opportunities and characteristics of the profession. An exploration of career specialties in the areas of health, physical education and recreation. Three hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*

**PROFESSIONAL PHYSICAL EDUCATION 191 — 2 Units**

**Sports Officiating — Spring Sports**

Lectures, demonstrations, discussions and practice in officiating men's and women's spring sports. Recommended for physical education majors and for persons interested in officiating as an avocation. Two hours lecture, two hours laboratory a week and non-lecture experience as arranged by instructor. Optional credit/no credit or grade. *Transfer Credit: CSU; UC credit limitations. See counselor.*

**PROFESSIONAL PHYSICAL EDUCATION 200 — 2 Units**

**Water Safety Instruction**

Intermediate level of swimming strongly encouraged.

Advanced water skills and the opportunity to qualify for the Red Cross emergency water safety and water safety instructor certificates. One and one half hours lecture, one and one half hours non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC credit limitations. See counselor.*

**PROFESSIONAL PHYSICAL EDUCATION 220 — 1.25 Units**

**Lifeguard Training**

Prerequisite: Successful completion of American Red Cross swimmer's course or equivalent.

A course designed to provide and develop knowledge, skills, and awareness of lifeguarding in aquatic environments. One and one half hours lecture, one and one half hours non-lecture a week. Optional credit/no credit or grade. A ten-week course. *Transfer Credit: CSU.*

# PHYSICAL SCIENCE

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## THE PROGRAM

The major in Physical Science is designed to prepare students for a diversity of professions requiring an understanding of the fundamentals of the physical sciences. Such professions include teaching science at the secondary level, technical administration in government and industry, legal work with patents, scientific librarianship, and scientific journalism.

## COURSE

### **PHYSICAL SCIENCE 100 — 4 Units** **Introductory Physical Science**

Not recommended for science or engineering majors. A comprehensive coverage of the physical sciences, including sections on chemistry, geology, astronomy and physics. Emphasis is placed on the relationships between man and his physical environment. A background in the physical sciences is developed starting with chemistry, then enlarging to examine geologic processes, finally expanding to encompass the solar system and on to the universe. Three hours lecture and three hours non-lecture a week. Letter grade only. *Transfer Credit: CSU; UC credit limitations. See counselor.*

# PHYSICS

## THE PROGRAM

The strong emphasis in physics on fundamental concepts and problem solving makes it one of the most versatile majors available. The Physics major provides the basis for careers in applied physics and in interdisciplinary areas such as engineering, biophysics, geophysics, astrophysics, and computer science.

## TRANSFER INFORMATION

The course information given below has been edited for catalog publication purposes and may not accurately reflect recent changes or total course requirements for particular programs or schools. For complete, current, official articulation information, students are urged to see their GWC counselor or Transfer Center staff.

*Lower division major courses:*

### California State University, Long Beach:

Biology 100 or 180; Chemistry 180, 185; Mathematics 180, 185, 280; Physics 185, 280, 285

### California State University, Fullerton:

Chemistry 180, 185; Mathematics 180, 185, 280; Physics 185, 280, 285, 290

### University of California, Irvine:

Chemistry 180, 185; Computer Science 145 or 140 or 160; Mathematics 180, 185, 280, 285, 290; Physics 185, 280, 285 (Physics majors are advised to complete this entire sequence at GWC prior to transfer)

**For concentration in Biomedical Physics add:**

Biology 180; Chemistry 220, 225

**For concentration in Applied Physics add:**

Computer Science 145 or 190; Engineering 285

### University of California, Los Angeles:

Chemistry 180; Mathematics 180, 185, 280, 285, 290; Physics 185, 280, 285, 290

**NOTE:** Admission to this major is dependent upon completion of certain courses prior to enrollment at UCLA. See GWC counselor for this major for more information.

## COURSES

### PHYSICS 110 — 3 Units

#### Conceptual Physics: Mechanics and Modern Physics

A course designed for non-science majors which considers the everyday applications of physics. This course is a non-mathematical approach to the basic concepts of physics. Open to students with or without high school physics, but not open to those who have credit for any college physics course. It covers the subjects of motion, nuclear energy and relativity. Three hours lecture a week, optional laboratory. Optional credit/no credit or grade. *Transfer Credit: CSU; UC credit limitations. See counselor.*

### PHYSICS 111 — 1 Unit

#### Conceptual Physics Lab

Corequisite: Completion of Physics 110.

This course is designed to supplement Physics 110. The student will do laboratory exercises which illustrate some of the phenomena discussed in Physics 110. Three hours laboratory a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC credit limitations. See counselor.*

### PHYSICS 112 — 3 Units

#### Conceptual Physics: Sound, Electricity and Magnetism, and Optics

A course designed for non-science majors which considers the everyday applications of physics. It is a non-mathematical approach to the basic concepts of physics. Open to students with or without high school physics, but not open to those who have credit for any college physics course. It covers the subjects of sound, reproduction of music, electricity, magnetism, light and optics. Three hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC credit limitations. See counselor.*

### PHYSICS 113 — 1 Unit

#### Conceptual Physics Lab

Corequisite: Completion of Physics 112.

A laboratory course designed to supplement Physics 112. The student will conduct lab experiments which illustrate some of the phenomena discussed in Physics 112. Three hours laboratory a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC credit limitations. See counselor.*

### PHYSICS 120 — 4 Units

#### General Physics: Mechanics, Heat and Sound

Prerequisite: Completion of Mathematics 030 and 120 or Mathematics Placement Assessment.

A general physics course in mechanics, heat and sound. Topics studied include force, motion, energy, heat transfer, effects of heat and the nature and properties of waves. Physics 120-125 satisfies most pre-medical and most other pre-professional requirements except science and engineering. Suitable electives in some liberal arts programs. Three hours lecture and demonstration, three hours laboratory a week. Letter grade only. This course may not be offered each semester. *Transfer Credit: CSU; UC credit limitations. See counselor. (PHYS 120 + 125 = CAN PHYS SEQ A)*

**PHYSICS 125 — 4 Units****General Physics: Light, Magnetism, Electricity, Atomic Physics**

Prerequisite: Completion of Physics 120.

Continuation of Physics 120. A general physics course in the areas of electricity, magnetism, light and modern physics. Topics studied include electric charges and fields, DC circuits, magnetic fields, electromagnetic induction, reflection, refraction, interference of light, quantum theory, matter waves, radioactivity and nuclear reactions. Three hours lecture and demonstration, three hours laboratory a week. Letter grade only. This course may not be offered each semester. *Transfer Credit: CSU; UC credit limitations. See counselor. (PHYS 120 + 125 = CAN PHYS SEQ A)*

**PHYSICS 130 — 4 Units****General Mechanics/Waves/Thermodynamics**

Prerequisite: Completion of Mathematics 180 or concurrent enrollment in Mathematics 185.

A calculus based study of general principles of mechanics, waves, and thermodynamics for biology majors. Emphasis will be on: Newton's three laws of motion, theory of gravity, conservation laws, laws of thermodynamics, generation and propagation of mechanical waves. Four hours lecture and three hours laboratory per week. Letter grade only. *Transfer Credit: CSU.*

**PHYSICS 135 — 4 Units****General Electromagnetism/Light/Modern Physics**

Prerequisite: Completion of Physics 130 and Mathematics 185.

A calculus based study of general principles of electromagnetism, optics, theory of relativity, and quantum theory with applications to atoms, nuclei and elementary particles for biology majors. Four hours lecture and three hours laboratory per week. Letter grade only. *Transfer Credit: CSU.*

**PHYSICS 185 — 4 Units****General Physics: Mechanics and Sound**

Prerequisite: Completion of Mathematics 180.

An introductory course in physics using calculus. Topics studied include vectors, motion, forces, energy, momentum, oscillators and properties of waves. Physics 185, 280 and 285 are required for students majoring in physics, chemistry or engineering. Three hours lecture, three hours laboratory a week. Letter grade only. *Transfer Credit: CSU; UC credit limitations. See counselor. (CAN PHYS 8; PHYS 185 + 280 + 285 = CAN PHYS SEQ B)*

**PHYSICS 280 — 4 Units****General Physics: Electricity and Magnetism**

Prerequisite: Completion of Physics 185 and Mathematics 185.

Topics studied include electric charge, electric fields, potential dielectrics, DC circuits, magnetic fields, magnetic forces, electromagnetic induction, electromagnetic oscillators and waves. Three hours lecture, three hours laboratory a week. Letter grade only. This course may not be offered each semester. *Transfer Credit: CSU; UC credit limitations. See counselor. (CAN PHYS 12; PHYS 185 + 280 + 285 = CAN PHYS SEQ B)*

**PHYSICS 285 — 4 Units****General Physics: Fluid Mechanics, Thermodynamics, Optics, Relativity, Modern Physics**

Prerequisite: Completion of Physics 185 and Mathematics 185.

Topics studied include measurement of heat and temperature, effects of heat, kinetic theory of gases, thermodynamics, propagation of light, reflection, refraction, interference, diffraction, relativity, quantum theory and matter waves. Three hours lecture, three hours laboratory a week. Letter grade only. This course may not be offered each semester. *Transfer Credit: CSU; UC credit limitations. See counselor. (PHYS 185 + 280 + 285 = CAN PHYS SEQ B)*

**PHYSICS 290 — 3 Units****Modern Physics**

Prerequisite: Completion of Physics 280, 285 and Mathematics 280.

A continuation of twentieth century physics introduced in Physics 285. Topics studied will include special relativity, photons and de Broglie waves, radioactivity, the Bohr theory of hydrogen, elementary quantum theory, Schrodinger's equation, optical and x-ray Spectra, angular momentum and electron spin, solid state physics, nuclear and elementary particle physics. Three hours lecture a week. Letter grade only. This course may not be offered each semester. *Transfer Credit: CSU; UC.*

# POLITICAL SCIENCE

## THE PROGRAM

Political Science, the study of government and politics, leads to an understanding of the institutions of government and the role of citizens and leaders at every level of government.

## TRANSFER INFORMATION

The course information given below has been edited for catalog publication purposes and may not accurately reflect recent changes or total course requirements for particular programs or schools. For complete, current, official articulation information, students are urged to see their GWC counselor or Transfer Center staff.

*Lower division major courses:*

### California State University, Long Beach:

Political Science 180; Economics 180\* or 285\*; Mathematics 160\*

**Plus 6 units from:**

Political Science 110, 130, 185

\*For option in Public Administration

### California State University, Fullerton:

Political Science 180

**Plus 6 units from:**

Political Science 110, 130, 185

### University of California, Irvine:

Computer Science 101\* or 130\*; Mathematics 180, 185

**Two courses from:**

Political Science 110, 130, 180, 185

**One additional course from:**

Anthropology 100, 120, 130, 135, 150, 180; Economics 110, 120, 180, 285; Geography 100, 150, 180, 185, 195; Psychology 100, 150, 160, 185, 250; Social Science 133, 134, 135, 136, 180; Sociology 100, 133, 134, 150

\* Course credit only, no UC transfer units

## COURSES

### Political Science 101 — 3 Units

#### Survey of Current American Issues

An introduction to the study of contemporary policy issues confronting American society, focusing on current events related to social and political issues. The course provides students with the tools of analysis for contemporary issues. Three hours lecture a week. Optional credit/no credit or grade. *Transfer: CSU; UC.*

### POLITICAL SCIENCE 110 — 3 Units

#### International Affairs

Recommended for transfer students interested in international relations, political science and law. The study examines the relations of nations; specifically, the functions of power, diplomacy, organization, law and trade. It also discusses the problems related to the United States foreign policy. Three hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*

### POLITICAL SCIENCE 120 — 3 Units

#### United Nations — Principles

This is an introductory course into the study of the United Nations and related international organizations. The focus of the course will be on the role of the United Nations in world politics. The course will examine the structure and functions of the U.N. principal organs, the success and failure of theories of collective and the security, settlement of international disputes, as well as timely topics such as human rights issues, U.N. peace-keeping attempts and technological cooperation. Students are encouraged to attend a Model United Nations Conference selected by the instructor. This course will be of interest to majors in political science, journalism and international business. *Transfer Credit: CSU.*

### POLITICAL SCIENCE 130 — 3 Units

#### Law in American Society

A general survey of American law and its English origins intended as an introduction to the legal system and to acquaint the student with elements of the law that affect legal relationships. The course revolves around the Constitution of the United States and selected Supreme Court decisions on issues of civil rights and liberties. Three hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*

### POLITICAL SCIENCE 180 — 3 Units

#### Introduction to Government (United States)

An introduction to the principles and problems of government with particular emphasis on the American political systems at all levels. Fulfills state requirements for undergraduate instruction in the United States and California State Constitutions and governments. Three hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC. (CAN GOVT 2)*



*Political Science - continued*

**POLITICAL SCIENCE 185 — 3 Units**  
**Introduction to Government (Comparative)**

Recommended for transfer students interested in foreign governments and politics. A comparative study of governmental structures and popular ideologies in selected Western, Communist and Third World nations, with emphasis on Great Britain, Japan, China and selected developing nations. Three hours lecture a week. Optional credit/no credit or grade. This course may not be offered each semester. *Transfer Credit: CSU; UC.*

**POLITICAL SCIENCE 190 — 3 Units**  
**California State and Local Government**

A study of a variety of California Governments, including the state government, city councils, county boards of supervisors, school districts and special districts. Emphasis is on Sacramento and Orange County. Students have the option of attending a week-long "Sacramento Seminar" during the course. Three hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU.*

# PRE-CHIROPRACTIC

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## TRANSFER INFORMATION

The course information given below has been edited for catalog publication purposes and may not accurately reflect recent changes or total course requirements for particular programs or schools. For complete, current, official articulation information, students are urged to see their GWC counselor or Transfer Center staff.

### Los Angeles College of Chiropractic:

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Completion of at least 80 college semester units with a G.P.A. of 2.50 or better.

**The subject requirements should include:**

Chemistry 180, 185, 220, 225; English 100 plus one course from the following: English 110, 112; Speech Communication 100, 108, 110; Physics (120, 125) or (185, 280); Psychology 100

**Two courses from:**

Biology 180, 185, 210

Fifteen units in Social Sciences (Economics, Political Science, History, Sociology, Anthropology) OR Humanities (Art, Foreign Language, Literature, Music, Philosophy) with a minimum grade of "C" in each course.

See GWC counselor for this major for additional information.

### Cleveland Chiropractic College:

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Completion of at least 60 units.

**The subject requirements should include:**

Biology 180, 185; Chemistry 180, 185, 220, 225; English 100 plus three additional units in English or Speech Communication; Physics 120, 125 or 185, 280; Psychology 100; fifteen units in social science and humanities.

# PRE-DENTISTRY

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## TRANSFER INFORMATION

The course information given below has been edited for catalog publication purposes and may not accurately reflect recent changes or total course requirements for particular programs or schools. For complete, current, official articulation information, students are urged to see their GWC counselor or Transfer Center staff.

*Lower division major courses:*

Most dental schools require three years of college (90 semester units) for admission and most students admitted to the schools have a bachelor's degree. In addition to the pre-dentistry curriculum, a student should be completing requirements for a bachelor's degree.

**The minimum subject requirements usually include the following:**

Biology 180, 185; Chemistry 180, 185, 220, 225; English 100, 110; Physics (120, 125) or (185, 280); Psychology 100

See GWC counselor for this major for appropriate course selection.

# PRE-LAW

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## TRANSFER INFORMATION

The course information given below has been edited for catalog publication purposes and may not accurately reflect recent changes or total course requirements for particular programs or schools. For complete, current, official articulation information, students are urged to see their GWC counselor or Transfer Center staff.

*Lower division major courses:*

Since "pre-law" is not actually a major, as such, students intending to attend law school after graduation with a bachelor's degree may major in any academic subject. The following guidelines will assist pre-law students in selecting their general education subjects:

- 1) Develop writing competency and enroll in courses in which written work is edited vigorously.

- 2) Obtain analytical skills and intellectual discipline derived from intensive work in a selective field of study (major). No particular major is specified, nor even typically recommended by law schools.
- 3) Take courses offering breadth in humanities, sciences and social sciences such as anthropology, English, history, philosophy, mathematics and logic, science, sociology, economics, political science and psychology.
- 4) Acquire a general understanding of the business world. (Accounting 101 and 102 are sometimes recommended.)

Several law schools in California do not require the bachelor's degree at entrance. Contact the GWC counselor for this major for information.

## COURSES

Refer to BUSINESS and POLITICAL SCIENCE.

# PRE-MEDICINE

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## TRANSFER INFORMATION

The course information given below has been edited for catalog publication purposes and may not accurately reflect recent changes or total course requirements for particular programs or schools. For complete, current, official articulation information, students are urged to see their GWC counselor or Transfer Center staff.

*Lower division major courses:*

Most students admitted to a medical school have earned a bachelor's degree or higher. Therefore, in addition to the pre-medicine curriculum, students should be taking courses for an academic major and courses to fulfill general education requirements of a university.

The pre-medicine curriculum usually includes the following courses:

Biology 180, 185; Chemistry 180, 185, 220, 225; English 100, 110; Physics (120, 125) or (185, 280)

See the GWC counselor for this major for appropriate course selection.

# PRE-OPTOMETRY

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## TRANSFER INFORMATION

The course information given below has been edited for catalog publication purposes and may not accurately reflect recent changes or total course requirements for particular programs or schools. For complete, current, official articulation information, students are urged to see their GWC counselor or Transfer Center staff.

At least 90 semester units of college credit is required for admission to most optometry programs. No more than 70 semester units earned at a community college may apply to this requirement. The additional 20 units must be completed at a four-year university.

*Lower division major courses:*

### **Southern California College of Optometry:**

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Biology 180, 185, 210; Chemistry 180, 185, 220; English 100 and 110; Mathematics 160, 180; Physics 120, 125; Psychology 100 and (185 or 250)

### **University of California Berkeley, School of Optometry:**

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Biology 170, 175, 180, 185, 190, 210; Chemistry 180, 185, 220, 225; English 100, 110; Mathematics 160, 180, 185; Physics 185, 280 or 285; Psychology 100

For complete program information, see the GWC counselor for optometry.

# PRE-PHARMACY

## TRANSFER INFORMATION

The course information given below has been edited for catalog publication purposes and may not accurately reflect recent changes or total course requirements for particular programs or schools. For complete, current, official articulation information, students are urged to see their GWC counselor or Transfer Center staff.

*Lower division major courses:*

Completion of 60 semester units is a minimum requirement for admission to a School of Pharmacy.

Following are the subject requirements for the California Schools of Pharmacy:

### University of Southern California:

Math 180; Chemistry 180, 185, 220, 225; Biology 180, 185; English 100 and 110; Speech Communication 110; Psychology 100; Economics 180 or 285

#### 6 units of Social Science:

Anthropology, Geography, Political Science, Psychobiology, Sociology

#### 6 units of Humanities:

Art or Music Appreciation, History, Foreign Language, Literature, Philosophy

### University of Pacific:

Math 130 or 180; Chemistry 180, 185, 220, 225; Physics 120 or 185; Biology 180, 185, 190 (any two) 210; English 100, 110; Speech Communication 110; Economics 180\* or 285\*\*; Psychology 100

Plus at least 13 units from the following general education courses to include one course from each group:

- 1) Anthropology 100; Geography 185; History 120, 150; Philosophy 109; Speech Communication 175
- 2) English 160, 165; History 180, 185; Philosophy 101, 108, 120
- 3) Art 100, 107, 116; Music 101, 103, 115, 165; Photography 150; Speech Communication 205; Theater Arts 100, 101
- 4) Economics 285; History 170, 175; Political Science 180; Sociology 100

\* Students who take this course must complete 16 units of general education courses with at least one course from each of the four groups.

\*\* Students who take this course must complete 13 units of general education courses with at least one course from groups 1), 2) and 3).

### University of California, San Francisco:

Math 180, 185; Chemistry 180, 185, 220, 225, 250; Physics 120, 125 or Physics 185, 280; Biology 180, 185; English 100, 110

Plus 18 units of General Education Courses in the areas of humanities and behavioral and social sciences.

### Western University of Health Sciences:

(PharmD Degree)

Biology 170, 175, 210; Chemistry 180, 185, 220, 225; English 100, 110; Mathematics 130 or 180, Speech Communication 110

One course each from Social Sciences and Economics.

# PRE-PHYSICAL THERAPY

## TRANSFER INFORMATION

The course information given below has been edited for catalog publication purposes and may not accurately reflect recent changes or total course requirements for particular programs or schools. For complete, current, official articulation information, students are urged to see their GWC counselor or Transfer Center staff.

*Lower division major courses:*

Physical Therapy is now a Master's Degree program at most schools. Therefore, a student must earn a Bachelor's Degree or higher in an academic subject prior to admission to most physical therapy programs.

## California State University, Long Beach:

(Physical Therapy Masters Program)

### ADMISSION TO THE PROGRAM

Please be aware that application to the University is a separate process than application to the Physical Therapy program. Admission to the University as a graduate student in physical therapy does guarantee admission to the Physical Therapy Professional Program contingent upon completion of all deficiencies (prerequisite courses) with a minimum 3.0 overall grade point average in all foundational science course work. Check with the Admissions Office for specific deadlines. Admission to the professional phase of the program is on a competitive basis using the Selection Criteria described below.

A maximum of forty (40) students per year are admitted to the Physical Therapy program. Preference is given to California residents. International students must be a permanent resident of the United States. Please refer to the CSULB *Bulletin* for the TOEFL requirements.

In addition to meeting the University's academic standards for admission, an applicant to the Physical Therapy Program is asked to:

- 1) Have a Bachelor's Degree in any field (Biology preferred)
- 2) Have work experience (paid or volunteer) in each of the following areas of physical therapy:
  - (a) Rehabilitation
  - (b) Geriatric
  - (c) Pediatric
  - (d) Acute/general hospital

A hospital setting is strongly suggested and approximately 200 hours are recommended.

*Continued*

- 3) Complete and file a supplemental application with the department which must include:
  - (a) Transcripts of all academic work attempted
  - (b) A minimum of three (3) letters of recommendation, one from each of the following:
    - A registered physical therapist
    - An instructor (from a course you have had)
    - An employer
  - (c) Scores from the Graduate Record Examination
  - (d) Adult CPR certification
  - (e) A health statement from a physician
  - (f) Documentation of related work/volunteer experience

### Selection Criteria

In determining eligibility of an applicant for admission to the program, the admission committee will consider:

- 1) All college/university academic work completed including:
  - (a) Overall grade point average (GPA) - a realistic overall GPA for applying to the program is 3.5
  - (b) The GPA in all prerequisite/science courses
  - (c) The GPA of the last 60 units completed
- 2) Scores from the Graduate Record Examination

## Loma Linda University:

### PHYSICAL THERAPY - BS/MPT Degree

#### DOMAIN 1: SPIRITUAL AND CULTURAL HERITAGE

##### RELIGION:

4 qtr hrs/yr if attended SDA Schools or any religion course (only if attended SDA school)

##### CULTURAL HERITAGE:(8 sem units minimum)

Anthropology 100 (required)  
(Anthropology 100 ok for Cultural Heritage or Social Science)  
Select remainder cultural credits from:  
Art 105; Music 101 (Applied Art/Music 1 hr max)  
Philosophy 101, 115, 120; English 112, 160, 170  
History 180, 185, 170, 175; Any Foreign Language

#### DOMAIN 2: SCIENTIFIC INQUIRY AND ANALYSIS

##### NATURAL SCIENCES: (all required)

Biology 170+175 (complete sequence) or Biology 180 + 185 (seq);  
Biology 210; Chemistry 180 + 185 (seq); Physics 110+111  
Mathematics 115 or 120; Mathematics 160 (stat)

##### SOCIAL SCIENCES: (7 sem units minimum)

Psychology 100; Psychology 160  
Select additional from: Psychology 110, 150; Sociology 100, 110

#### DOMAIN 3: COMMUNICATION: (all required)

English 100 and 110  
Speech Communication 108 or 110; Computer Science 130

*Continued*

**DOMAIN 4: HEALTH AND WELLNESS**

Health Education 100 or 130 and 2 Physical Education

**DOMAIN 5: ELECTIVES: To meet minimum total requirements of 66 semester units**

**WORK EXPERIENCE:**

A minimum of 80 hours work/observation experience (volunteer/employee) in a physical therapy environment, 20 hours of which must be in an in-patient setting.

**PHYSICAL THERAPIST ASSISTANT - AS Degree**

**DOMAIN 1: SPIRITUAL AND CULTURAL HERITAGE**

**RELIGION:**

4 qtr hrs/yr if attended SDA Schools or any religion course (only if attended SDA school)

**CULTURAL HERITAGE:**

Select one from:

Anthropology 102 or 104 (required for MPT)

Art 105; Music 101 (Applied Art/Music 1 hr max)

Philosophy 101, 115, 120; History 170, 175

English 112, 160, 170; Any Foreign Language (Not ESL)

(8-11 sem units Humanities required for MPT)

**DOMAIN 2: SCIENTIFIC INQUIRY AND ANALYSIS**

**NATURAL SCIENCES:**

Biology 170 + 175 (complete sequence)

Physics 110 + 111

Mathematics 010, 030 (required but no college credit)

**SOCIAL SCIENCES:**

Psychology 100

Psychology 160

(Select additional Psychology or Social Science for MPT)

**DOMAIN 3: COMMUNICATION**

English 100 and 110

Speech Communication 108 or 110

(Computer Science 130 required for MPT)

**DOMAIN 4: HEALTH AND WELLNESS**

Health Education 100 or 130 or 2 Physical Education

(Health Education 100 or 130 and 2 Physical Education required for MPT)

**DOMAIN 5: ELECTIVES: To meet minimum total requirements of 32 semester units**

**WORK EXPERIENCE:**

A minimum of 80 hours work/observation experience (volunteer/employee) in a physical therapy environment, 20 hours of which must be in an in-patient setting.

**Western University of Health Sciences:**

.....

**(Master of Physical Therapy)**

Biology 170, 175; Chemistry 180, 185; English 100; Mathematics 160;

Physics 185, 280; Psychology 100, 185 or 250

*Continued*

# PRE-VETERINARY MEDICINE

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## TRANSFER INFORMATION

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*Lower division major courses:*

**The pre-medicine curriculum usually includes the following courses:**  
Biology 180, 185; Chemistry 180, 185, 220, 225; English 100, 110; Physics (120, 125) or (185, 280)

See the GWC counselor for this major for appropriate course selection.

# PSYCHOLOGY

## THE PROGRAM

The major in psychology provides a study of the behavior of individuals and groups in contemporary society. The graduate in this major is prepared for positions in research and teaching, counseling, and working with individuals in clinical settings. The major also provides the student with the background for graduate study in the field of psychology and related specialties.

## TRANSFER INFORMATION

The course information given below has been edited for catalog publication purposes and may not accurately reflect recent changes or total course requirements for particular programs or schools. For complete, current, official articulation information, students are urged to see their GWC counselor or Transfer Center staff.

*Lower division major courses:*

### California State University, Long Beach:

**This major is impacted.** Admission into the major is determined solely on the basis of meeting all of the following supplemental criteria:

- 1) Completion of 56 units (minimum) of college-level coursework with a GPA of 2.5 or higher.
- 2) Completion of Psychology 100, 185 and Math 160 with a "C" or better
- 3) Completion of a departmental application obtainable from the Peer Advising Office in PSY 206 at CSULB. The deadline for submitting the application for the Fall semester is 2/18 of the preceding semester, and for the Spring semester 9/24 of the preceding year.

**Required lower division courses:**  
Math 160; Psychology 100, 185, 250

### California State University, Fullerton:

Mathematics 160\*; Psychology 100, 185

### University of California, Irvine:

Psychology programs are available both in the Department of Cognitive Sciences in the School of Social Sciences and in the School of Social Ecology. Courses listed below are for the program in the Department of Cognitive Sciences.

Courses for the program in the School of Social Ecology are listed in the **SOCIOLOGY** section of the catalog.

#### Required lower division courses:

Computer Science 130#; Math 180\* & 185\*; Psychology 100, 160, 250

#### One course from:

Psychology 150, 185

#### Two courses from:

Anthropology 100, 120; Economics 180, 285; Sociology 100

# Course credit only, no UC transfer units given

\* Students may substitute Psychology 10ABC at UCI for this requirement. The UCI courses have no Math prerequisite beyond what is required for UC admission.

## COURSES

### PSYCHOLOGY 020 — 1 Unit

#### Personal Awareness for Disabled

This course is for students with disabilities — auditory, physical, learning. It has special relevance for the hearing-impaired, i.e., hard of hearing and deaf persons, who may use special communication methods. Emphasized is the development of the student's academic, personal, psychological and interpersonal skills. This course studies the strengths and uniqueness of the disabled student. Emphasis will be on understanding the student's adjustment in a non-disabled environment. One hour lecture, two hours non-lecture a week. Optional credit/no credit or grade.

### PSYCHOLOGY 060 — 3 Units

#### Group Behavior

Recommended for students interested in critical self-understanding. An introduction to the psychology of group behavior. The course attempts to develop a realization of the roles personalities play in groups, as well as an awareness of personal-psychological and social needs. Three hours lecture a week. Optional credit/no credit grade.

### PSYCHOLOGY 100 — 3 Units

#### Introductory Psychology

An introduction to the scientific study of behavior including research methodology, memory, motivation, emotion, personality, intelligence and psychobiology. Three hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC. (CAN PSY 2)*

### PSYCHOLOGY 110 — 3 Units

#### Personal and Social Adjustment

Recommended for transfer students. Of value to students interested in critical self-understanding. A consideration of the principles of adjustment and self-actualization. Contemporary theories of behavior change and growth are examined and their applications discussed. Three hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU.*

*Continued*



**PSYCHOLOGY 125 — 3 Units**  
**Introduction to Human Services and Peer Helping**

This course provides an introduction to basic listening/helping skills for students considering professions in psychology or human services. Class topics include listening and observational skills, client interviewing techniques, effective helping skills, confrontation, problem solving, and dealing with crisis. Two hours lecture, two non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU.*

**PSYCHOLOGY 150 — 3 Units**  
**Child Psychology**

Recommended for parents, future parents or teachers, and for majors in education, social service and recreation. A study of the physical, emotional, mental and social development of the child. Emphasis on relations with parents, peers and teachers. Approaches to discipline and education are considered. Three hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*

**PSYCHOLOGY 160 — 3 Units**  
**Human Growth and Development**

The course enables the student to understand human development from conception to death. Physical, mental and psychosocial development are explored for each age group. Three hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*

**PSYCHOLOGY 165 — 3 Units**  
**Human Sexuality — Psychobiological Basis**

Recommended for transfer students. This course involves an analysis of the interconnections between psychological experiences and the structure and function of the human sexual body. Topics include growth and development, reproduction and contraception, disabilities, dysfunction and therapy, as well as differing social values attached to each of these processes. Three hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*

**PSYCHOLOGY 180 — 2 Units**  
**Behavior Modification**

This course is designed to develop an understanding of human behavior through the principles and theory of behavior modification. Methods of analysis as well as specific strategies for behavior change will be considered. Current research and behavior modifications techniques will be evaluated. Two hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU.*

**PSYCHOLOGY 185 — 4 Units**  
**Introduction to Experimental Psychology**

Principles of the scientific method and various research designs (experimental and correlational), will be examined. Students will apply these techniques and complete an original research project. Three hours lecture, three hours non-lecture a week. Letter grade only. This course may not be offered each semester. *Transfer Credit: CSU; UC. (CAN PSYCH 8)*

**PSYCHOLOGY 250 — 3 Units**  
**Psychobiology**

Advisory: Psychology 100

Recommended for transfer students to develop an appreciation of the psychological, biochemical and genetic factors that affect behavior. This course can give a foundation for further studies in developmental, learning, personality and motivational psychology. Three hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*

# PUBLIC RELATIONS

## TRANSFER INFORMATION

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*Lower division major courses:*

### California State University, Long Beach:

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An option under the Journalism major at CSULB

Humanities 160/Journalism 160; Journalism 185 (Must be taken after English 100)

Typing speed of 40 wpm

### California State University, Fullerton:

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Listed as an option under the Communications Department at CSUF  
Humanities 160/Journalism 160; Journalism 185, Photography 150

## CERTIFICATE OF ACHIEVEMENT

Refer to WRITTEN COMMUNICATION for Certificate Of Achievement information.

# REAL ESTATE

## THE PROGRAM

A career in Real Estate requires careful attention to state requirements and selection of courses that are designed to meet specific job goals in this field.

## CERTIFICATE OF ACHIEVEMENT

This curriculum provides an intensive program of study for students interested in real estate investments, for those seeking employment in real estate, or for those preparing for the real estate license examination. Students may elect to receive a certificate only or may apply the courses required in this major toward an Associate in Arts degree. Some courses may also be applicable to the Bachelor's degree.

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

Required Courses		Units
Marketing 100	Principles of Marketing	3
Real Estate 110	Real Estate Principles	3
Accounting 100	Accounting Elements	4
<b>OR</b>		
Accounting 101	Financial Accounting	4
Bus D P 130/ Comp Sci 130	Survey of Business Data Processing	4
<b>OR</b>		
Comp Sci	Computer Literacy	3
Real Estate 124	Escrow Procedures, Beginning	3
Real Estate 120	Real Estate Legal Aspects	3
<b>OR</b>		
Business 112	Real Estate Legal Aspects	3
Real Estate 130	Real Estate Practice	3

### PLUS 9 UNITS OF ELECTIVES

**RECOMMENDED ELECTIVES:** The following courses are specifically selected to enhance the Real Estate curriculum. Students must complete three units chosen from the following:

Accounting 102	Managerial Accounting	4
Accounting 130	Computerized Accounting	3
Business 100	Intro to Business	3
Business 108	Legal Environ of Business	3
<b>OR</b>		
Business 110	Business Law	3
Business 115	Business Law	3
Business D P 137	Computer Graphics	1

Business D P 180/ Comp Sci 180	BASIC Programming	4
Comp/O A 116	Powerpoint for Windows	0.3
Comp/O A 182	Excel for Windows	1.5
Comp Sci 185	Global Networking	3
Management 152	Small Bus Ownership & Mgmt	3
Real Estate 115	Real Estate Taxation	3
Real Estate 117	Real Estate Exchanging	3
Real Estate 140	Real Estate Appraisal	3
Real Estate 150	Real Estate Finance	3

### Bachelor's Degree Program

Students who wish to continue their education at a four-year college or university should consult with the GWC counselor for this area to establish a program consisting of transferable required and elective courses.

## COURSES

(See also Business)

### REAL ESTATE 110 — 3 Units Real Estate Principles

Preparation for the state real estate license examination and for those with investments in real estate. Covers real property laws pertaining to contracts, deeds, land titles, liens, escrows, financing, land description, brokerage and selling. Three hours lecture a week. Letter grade only. *Transfer Credit: CSU.*

### REAL ESTATE 120 — 3 Units Real Estate Legal Aspects

(Same as Business 112)

An introduction into law dealing with the ownership and use of real estate in California. Emphasis will be placed on the problems commonly encountered in the purchase, sale, and lease of real estate, and the rights and liabilities of the parties. Three hours lecture a week. Letter grade only. This course may not be offered each semester. *Transfer Credit: CSU.*

### REAL ESTATE 130 — 3 Units Real Estate Practice

Designed for the real estate salesman. Listing procedures, advertising, closing of sales, financing, appraising, property management and leasing. Three hours lecture a week. Letter grade only. This course may not be offered each semester. *Transfer Credit: CSU.*

*Continued*

**REAL ESTATE 140 — 3 Units**  
**Real Estate Appraisal**

Principles and methods of appraisal generally used in establishing the market value of real estate along with the knowledge and skills necessary for application or interpretation. Three hours lecture a week. Letter grade only. This course may not be offered each semester. *Transfer Credit: CSU.*

**REAL ESTATE 150 — 3 Units**  
**Real Estate Finance**

Designed for real estate personnel. Economics and legal aspects of finance, sources of mortgage money, terms for financing, math of real estate financing and appraisal for financing purposes. Three hours lecture a week. Letter grade only. This course may not be offered each semester. *Transfer Credit: CSU.*

# RETAILING

## CERTIFICATE OF ACHIEVEMENT

This curriculum is designed for those seeking careers in distributive occupations as salespeople or buyers or in positions of management or ownership in business firms. The program includes instruction in selecting, financing, and operating a business. Training is given in sales, sales promotion, advertising, law, accounting, and other business skills. This program provides opportunity to obtain entry skills and is essential to preparation for successful management or ownership of a business. Students may elect to receive a certificate only or may apply the courses required in this major toward an Associate in Arts or Bachelor's degree.

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

<b>Required Courses</b>		<b>Units</b>
Marketing 110	Personal Selling	3
Marketing 130	Advertising	3
Marketing 135	Principles Of Retailing	3
Co-Op 091A-D - 094A-C	Work Experience	4
Accounting 101	Financial Accounting	4
<b>OR</b>		
Accounting 100	Accounting Elements	4
Business 110	Business Law	3
Business 127/ Mgmt 127	Mgmt Communication	3
Management 152	Small Bus Ownership & Mgmt	3
		29

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

Business 061	Machine Calculation	1
Business 062	Advanced Machine Calculation	1
Business 100	Introduction To Business	3
Business 115	Business Law	3
Business 122	Business Economics	3
Business 126	Business Communication Skills	3
Management 110	Elements Of Management	3
Management 111	Human Resource Management	3
Bus D P 113	Mgmt Information Systems	3
Management 115	Behavioral Management	3

## COURSES

Refer to **MARKETING** for Course information.

*Continued*

# RUSSIAN

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## THE PROGRAM

Refer to FOREIGN LANGUAGE for Program information.

## TRANSFER INFORMATION

Refer to FOREIGN LANGUAGE for Transfer Information.

## COURSES

### RUSSIAN 180 — 5 Units Elementary Russian

Fundamentals of Russian grammar. Understanding, speaking, reading and writing simple Russian. Native speakers are eligible for Russian 180 only by permission of the instructor. Students who have completed two years of high school Russian may not take this course for credit unless “D” grades were received in high-school. Exception to this may be made at the discretion of the instructor. Students who have had one and one-half years or less of high school Russian may take this course and receive full credit. Five hours lecture, one hour non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC. (Russian 180+185AB = CAN RUS SEQ A)*

### RUSSIAN 185A-B — 5 Units Elementary Russian

Prerequisite: Completion of Russian 180 or equivalent proficiency.

Fundamentals of Russian grammar. Understanding, speaking, reading and writing elementary Russian. Native speakers are eligible for Russian 185 only by permission of the instructor. Five hours lecture a week plus a minimum of one hour laboratory attendance to be arranged. Optional credit/no credit or grade. *Transfer Credit: CSU; UC. (Russian 180+185AB = CAN RUS SEQ A)*

### RUSSIAN 280 — 4 Units Intermediate Russian

Prerequisite: Completion of Russian 185 or equivalent proficiency.

Continuation of Russian 185. A thorough review of grammar. Selected readings of social, cultural or any contemporary concerns become the focus for discussions and writing in Russian. The emphasis is on communicative competency. Four hours lecture per week. Optional credit/no credit or grade. *Transfer Credit: CSU.*

# SIGN

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## THE PROGRAM

American Sign Language (ASL) is the fifth most-used language in the United States. There are half a million deaf people in this country, plus a large number of hearing people who use American Sign Language. Educational institutions, service agencies, churches, hospitals, and courts are hiring many ASL interpreters to serve the deaf people in their midst. Many teachers, psychologists and clergymen use this language. At this college, many opportunities are offered for sign language students to mingle with and practice their skills with the deaf community.

## CERTIFICATE OF ACHIEVEMENT

Refer to INTERPRETING for Certificate Of Achievement information.

## COURSES

### SIGN 009A-D — 1 Unit Sign Laboratory

An opportunity for supervised practice in sign language with individualized instruction. This class is designed for students who are currently or have been enrolled in a sign or interpreting class on any level. Three hours non-lecture a week. Credit/no credit only.

### SIGN 050 — 3 Units Signing Exact English

A beginning course which covers the system of signs used in many schools and classes for hearing-impaired students throughout the United States. Recommended for teacher aides and others who may work with hearing-impaired children who use Signing Exact English. Three hours lecture a week. Optional credit/no credit or grade.

**SIGN 180A-B — 4 Units**  
**Beginning American Sign Language, I**

This is a basic course in American sign language (ASL or Ameslan). Emphasis will be on grammar, syntax, vocabulary and expressive and receptive skills. Four hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*

**SIGN 185 — 4 Units**  
**Beginning American Sign Language, II**

This is a continuation of American Sign Language (ASL or Ameslan). Emphasis is on grammar, syntax, vocabulary and expressive and receptive ability. Four hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*

**SIGN 280 — 4 Units**  
**Advanced American Sign Language, I**

This course provides further training in manual alphabet and sign language for purposes of communication with hearing-impaired people. It is designed to help the student increase speed with regard to accuracy, rhythm and comprehension. Four hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*

**SIGN 285 — 4 Units**  
**Advanced American Sign Language, II**

This course combines American Sign Language and Interpreting concepts and methodology. It focuses on the comparisons, contrasts and special relationships between American Sign Language and Interpreting and their expressive and receptive implementation in various interpreting situations. Four hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.* Offered spring semester only.

**SIGN 290A-D — 0.5 Unit**  
**Fingerspelling**

Current or previous enrollment in a sign or interpreting course. A skills class designed to introduce Sign Language and Interpreting students to the principles and techniques of the American (fingerspelling) Manual Alphabet. Fingerspelling is an important ingredient in conversing with deaf people. Expressive and receptive techniques will be emphasized. One-half hour lecture, one-half hour non-lecture a week. Credit/no credit only. *Transfer Credit: CSU.* Offered fall semester only.

# SOCIAL SCIENCE

## COURSES

**SOCIAL SCIENCE 133 — 3 Units**  
**Racial and Ethnic Relations in America**  
(Same as Sociology 133)

A social profile of major American racial/ethnic groups. A special examination of the problems of minority assimilation into an otherwise open society and culture. Three hours lecture a week. Letter grade only. *Transfer Credit: CSU; UC.*

**SOCIAL SCIENCE 134 — 3 Units**  
**Introduction to Chicano Studies**  
(Same as Sociology 134)

An overview of the Chicano historical experience and of social development in the U.S. The course will survey the Chicano culture, customs, politics, labor conflict, immigration patterns, achievements and contributions to the American Southwest. Three hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*

**SOCIAL SCIENCE 135 — 3 Units**  
**Vietnamese Culture**  
(Same as Anthropology 135)

An analysis of major factors and elements of Vietnamese culture, past and present. The impact of American culture on Vietnamese American life and traditions. Three hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*

**SOCIAL SCIENCE 136 — 3 Units**  
**History and Culture of the Chicano American**  
(Same as Anthropology 136 and History 136)

A study of the Mexican-American people and the influence of U.S. institutions on Chicano life. The course will survey the history, varying philosophies, artistic and literary achievements, sociological and psychological perspectives of Chicanos. Three hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*

**SOCIAL SCIENCE 180 — 3 Units**  
**American & Asian Perspectives: Southeast Asian Cultures**  
(Same as Anthropology 180)

A study of the history and cultures of Southeast Asia with particular emphasis on Indochina (Vietnam, Laos, Cambodia), and the Philippines. Patterns of Southeast Asian immigration and adaptation/adjustment to American life will also be examined. Three hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*

# SOCIOLOGY

## THE PROGRAM

Sociology offers much to the student who is anxious to understand the web and rhythm of human behavior. From intimate, personal, and family relationships to international corporation activities; from marginality, deviance and crime to recreation, religion and medicine; few disciplines have such broad scope and relevance.

## TRANSFER INFORMATION

The course information given below has been edited for catalog publication purposes and may not accurately reflect recent changes or total course requirements for particular programs or schools. For complete, current, official articulation information, students are urged to see their GWC counselor or Transfer Center staff.

*Lower division major courses:*

### California State University, Long Beach:

#### B.A. in Sociology:

Anthropology 100; Business Data Processing 130; Mathematics 160\*; Sociology 100, 150

#### B.A. in Social Work:

This major is officially impacted at CSULB. To be considered for the program students must:

- 1) Declare Social Work as a major.
- 2) Complete 56 units with a 2.5 GPA (minimum).
- 3) Successfully complete the CSULB WPE exam.
- 4) Complete the following with a 2.5 GPA (min.)

Anthropology 100; Biology 155; Mathematics 160\*+; Psychology 100; Sociology 100

\*An acceptable course (Sociology 250 or 255 at Long Beach) with a lesser prerequisite may be taken after transfer.

### California State University, Fullerton:

Sociology 100

### University of California, Irvine:

Computer Science 101\* or 130; Mathematics 180\*, 185\*; Sociology 100, 150

#### Plus ONE course each from #1 and #2:

1. Anthropology 100, 120, 130; Economics 180, 285; Geography 100, 104, 180; Psychology 100

*Continued*

2. Anthropology 135, 136, 150, 180; Economics 110, 120; Geography 150, 195; Interdisciplinary Studies 180; Political Science 110, 130, 180, 185; Psychology 150, 160, 185, 190; Social Science 133, 134, 135, 136, 180; Sociology 133, 134, 150

\* Students may substitute SOC 10ABC at UCI for this requirement. The UCI courses have no Math prerequisite beyond what is required for UC admission.

# Course credit only, no units given; the following courses are also acceptable: Computer Science 129, 140, 145, 170, 175, 190

#### Social Ecology

(Specializations in Criminology, Law & Society; Environmental Analysis & Design; and Psychology and Social Behavior)

*Required lower division courses:*

Mathematics 160; Psychology 100; Sociology 100

## COURSES

### SOCIOLOGY 040 — 3 Units

#### Ethnic Cultures in the Los Angeles Metropolitan Basin

A non-transfer course for pre-vocational students (public services employees) who are non-native speakers of English. The emphasis is on the multi-cultural diversity of the Los Angeles Metropolitan Basin population. Included will be a brief history of each cultural group. Three hours lecture per week. Optional credit/no credit or grade.

### SOCIOLOGY 100 — 3 Units

#### Introduction to Sociology

Recommended for every student interested in human behavior, social inter-relationships and group organization, foundations of society, culture, social differentiation and social institutions. Three hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC. (CAN SOC 2)*

### SOCIOLOGY 110 — 3 Units

#### Introduction to Marriage and the Family

An introduction to the dynamics of marriage patterns, divorce and family life, including an analysis of interpersonal attraction, mate selection, marriage, parenthood, changing male and female roles and patterns of interaction within the family. Three hours lecture a week. Completion of Sociology 100 would be beneficial prior to taking this course. Optional credit/no credit or grade. *Transfer Credit: CSU. (CAN HEC 12)*

### SOCIOLOGY 112 — 3 Units

#### Alternative Family Lifestyles

Explores historical and contemporary alternatives to traditional forms of the family, both in the United States and throughout the world. Lectures include discussion of open marriage, cohabitation, marital contracts, communes, conceptions of love and sexuality, homosexual unions and future family forms. Three hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*

**SOCIOLOGY 133 — 3 Units**  
**Racial and Ethnic Relations in America**  
(Same as Social Science 133)

A social profile of major American racial/ethnic groups. A special examination of the problems of minority assimilation into an otherwise open society and culture. Three hours lecture a week. Letter grade only. *Transfer Credit: CSU; UC.*

**SOCIOLOGY 134 — 3 Units**  
**Introduction to Chicano Studies**  
(Same as Social Science 134)

An overview of the Chicano historical experience and of social development in the U.S. The course will survey the Chicano culture, customs, politics, labor conflict, immigration patterns, achievements and contributions to the American Southwest. Three hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*

**SOCIOLOGY 150 — 3 Units**  
**Social Trends and Problems**

American social problems, value systems within which problems develop: industrialization, population, crime and delinquency, family, race relations, education, health care, drugs and alcohol and violence. Three hours lecture a week. Letter grade only. *Transfer Credit: CSU, UC. (CAN SOC4)*

# SPANISH

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## THE PROGRAM

Refer to FOREIGN LANGUAGE for Program information.

## TRANSFER INFORMATION

Refer to FOREIGN LANGUAGE for Transfer Information.

## COURSES

**SPANISH 060 — 3 Units**  
**Practical Spanish, Beginning**

This course is designed to introduce the student to the fundamental skills of spoken Spanish. Students will learn correct pronunciation, basic structural patterns and necessary vocabulary in order to ask and answer questions on everyday topics such as the weather, family, telling time and counting, courtesy phrases, description of home, job, pastimes, personal characteristics and other familiar subjects. Three hours lecture a week. Optional credit/no credit or grade.

**SPANISH 061 — 3 Units**  
**Practical Spanish, Intermediate**

Prerequisite: Completion of Spanish 060 or equivalent proficiency.

A continuation of Spanish 060. Students will acquire a greater vocabulary, perfect pronunciation and intonation, further their knowledge of necessary structural patterns and practice conversation involving everyday topics. Students will also gain valuable insights into the culture and psychology of Spanish-speaking people. Three hours lecture a week. Optional credit/no credit or grade.

**SPANISH 062 — 3 Units**  
**Practical Spanish, Advanced**

Prerequisite: Completion of Spanish 061 or equivalent proficiency.

A continuation of Spanish 061. Students will acquire a more extensive vocabulary and complete the study of the grammatical concepts necessary for effective communication. Students will practice conversation involving everyday topics and will develop a greater appreciation of the life and customs of Spanish-speaking people. Three hours lecture a week. Optional credit/no credit or grade.

**SPANISH 066 — 3 Units**  
**Spanish for Law Enforcement**

A beginning course in Spanish for students in the field of law enforcement. Students will acquire the basic structural concepts of Spanish in order to practice conversations involving everyday topics with specific vocabulary and situations needed for effective communication in law enforcement work. Three hours lecture per week. Optional credit/no credit or grade.

**SPANISH 068 — 3 Units**  
**Spanish for Health and Medical Personnel**

A beginning course in Spanish for medical and health personnel, stressing the acquisition of technical vocabulary and the basic structural concepts for communication in a bilingual environment. Three hours lecture per week. Optional credit/no credit or grade.

**SPANISH 110 — 4 Units**  
**Spanish for Native Speakers**

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 and vocabulary enrichment, as well as the cultures of Latin America/Spain. This course is not open to students who have completed Spanish 180. Four hours lecture a week. Optional credit/no credit or grade. Transfer credit: CSU.

**SPANISH 180 — 5 Units**  
**Elementary Spanish\***

Fundamentals of Spanish grammar. Reading, writing, hearing and speaking simple Spanish. Native speakers are eligible for Spanish 180 only by the permission of the instructor. Five hours lecture a week plus a minimum of one hour laboratory attendance to be arranged by the student with the instructor. Optional credit/no credit or grade. *Transfer Credit: CSU; UC. (CAN SPAN 2; SPAN 180 + 185 = CAN SPAN SEQ A)*

\*Students who have completed two years of high school Spanish may not take this course for credit unless "D" grades were received in high school. Exceptions to this will be made at the discretion of the instructor. Students who have had one and one-half years or less of high school Spanish may take this course and receive full credit. When any beginning language course (e.g., French, German) is repeated in this way, only the college units apply on university language requirements.

**SPANISH 185 — 5 Units**  
**Elementary Spanish**

Prerequisite: Completion of Spanish 180 or one or equivalent proficiency.

Continuation of Spanish I. Stress on correct use of Spanish in conversation and writing and accuracy of grammatical details. Reading of intermediate texts. Native speakers are eligible for Spanish 185 only by permission of the instructor. Five hours lecture a week plus a minimum of one hour laboratory attendance to be arranged by the students with the instructor. Optional credit/no credit or grade. *Transfer Credit: CSU; UC. (CAN SPAN 4; SPAN 180 + 185 = CAN SPAN SEQ A)*

**SPANISH 199A-D — 1.5 Units**  
**Current Topics and Issues in Spain, Latin America  
& U.S.A. Through Spanish**

Develop skills in using Spanish in oral and written form. Study and discussion of topics and issues of current interest in the Hispanic culture - Spain, Latin America and the U.S.A. Units vary according to topics selected and number of meetings scheduled. One to five lecture hours per week. Optional credit/no credit or grade. Course length varies. *Transfer Credit: CSU; UC.*

**SPANISH 280 — 4 Units**  
**Intermediate Spanish**

Prerequisite: Completion of Spanish 185 or equivalent proficiency.

This course includes further study of Spanish grammar and idioms, intensive and extensive reading in contemporary colloquial Spanish, oral exercises and written composition. The admission of native speakers to Spanish 280 will be at the discretion of the instructor. Four hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC. (CAN SPAN 8; SPAN 280 + 285 = CAN SPAN SEQ B)*

**SPANISH 285 — 4 Units**  
**Intermediate Spanish**

Prerequisite: Completion of Spanish 280 or equivalent proficiency.

A continuation of Spanish 280, with reading of more difficult literary texts. Increasing stress on spontaneous conversation and free composition. The admission of native speakers to Spanish 285 will be at the discretion of the instructor. Four hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC. (CAN SPAN 10; SPAN 280 + 285 = CAN SPAN SEQ B)*

**SPANISH 290 — 3 Units**  
**Mexican Culture and Civilization**

Prerequisite: Completion of Spanish 285 with a grade of "C" or equivalent proficiency.

Conducted in Spanish, this course will survey the art, culture, history and civilization of Mexico dating from the pre-Columbian period to contemporary Mexico. Three hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*



# SPECIAL EDUCATION

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## CERTIFICATE OF ACHIEVEMENT

See INTERPRETING for Certificate Of Achievement information.

## COURSE

(See also Interpreting)

### SPECIAL EDUCATION 105 — 3 Units Implications of Deafness

A course about hearing impairment and its consequences. Areas of study include the physiological, audiological, educational, linguistic, psychological and social aspects of deafness. Especially designed for students in Special Education, Audiology, Speech and Hearing, Interpreting, Vocational Rehabilitation. The course is also for families and relatives of the hearing impaired. Three hours lecture. Optional credit/no credit or grade. *Transfer Credit: CSU.* Offered fall semester only.

# SPEECH COMMUNICATION

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## THE PROGRAM

The field of Speech Communication is committed to the study of spoken symbolic interaction in interpersonal, small group, and public speaking settings. Speech Communication includes theory based on current research, as well as skills that are vital to achieving academic and professional success. Coursework in Speech Communication helps prepare students for careers that include public relations, training and development, law, teaching, and sales or marketing.

## TRANSFER INFORMATION

The course information given below has been edited for catalog publication purposes and may not accurately reflect recent changes or total course requirements for particular programs or schools. For complete, current, official articulation information, students are urged to see their GWC counselor or Transfer Center staff.

*Lower division major courses:*

### California State University, Long Beach:

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There are three options available in this major — Speech Communication; Interpersonal and Organizational Communication; Rhetorical Studies. All options require the same lower division preparation. Students should see the GWC counselor for this area for more information.

Select twelve units from the following courses:

Speech Communication 100, 110, 112, 185, 200, 220

### California State University, Fullerton:

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#### Speech Communication:

Speech Communication 110, 220 (recommended)

#### Communicative Disorders:

Speech Communication 110 (recommended)

## COURSES

### SPEECH COMMUNICATION 011 — 0.5 Unit Listening Comprehension Lab

Retention in the course is dependent upon completion of the Listening Diagnostic Assessment.

An open-entry open-exit course consisting of units designed to improve listening comprehension of factual information presented orally. An individualized approach using post-tests, and specific exercises designated for particular comprehension difficulties. Emphasis on improving listening skills for educational and work-related success. Four hours nonlecture a week. Credit/no credit only. (Not applicable to A.A. degree.)

**SPEECH COMMUNICATION 012A-B — 0.5 Unit**  
**Communication Confidence Lab**

Retention in the course is dependent upon the completion of the Communication Apprehension Diagnostic Assessment. Provides students with skills that will enable them to understand and reduce apprehension about oral communication using relaxation techniques, systematic desensitization exercises, and cognitive restructuring procedures in a small group setting. Eighteen hours non-lecture a week. Credit/no credit only. (Not applicable to A.A. degree.)

**SPEECH COMMUNICATION 015 — 2 Units**  
**Bicultural Academic Success Communication Skills**

This is a non-transfer course that has the same basic content as Speech Communication 115, a transfer course. Instead of the written materials, this non-transfer course will require a brief oral, self evaluation report to the instructor at the end of the course. Optional credit/no credit or grade. A nine-week class. (Not applicable to A.A. degree.)

**SPEECH COMMUNICATION 020A-B — 3 Units**  
**Intermediate Pronunciation Skills for Non-Native Speakers of English**

A basic skills course for non-native speakers of intermediate American English whose level of pronunciation skills may prohibit them from participating in and benefiting from classroom instruction. Emphasis on appropriate articulation and intonation of American English sound patterns used in communicating and clarifying oral messages in the classroom, at work, and in personal situations. Students will spend time listening to pronunciation lessons in the Foreign Language Lab and receiving feedback about specific sounds at the Intercultural Center. Three hours lecture a week. Optional credit/no credit or grade. (Not applicable to A.A. degree.)

**SPEECH COMMUNICATION 025A-B — 3 Units**  
**Speaking and Listening Skills for Non-Native Speakers of English**

Designed for students whose score on the Basic English Skills test indicates that their level of proficiency in speaking and listening skills may prevent them from successfully participating in college level instruction. Emphasis on skills in basic description, giving and following directions, expressing and responding to requests, and opinions and statements of feeling. Intensive practice in group discussions, conversation, and individual presentation skills. Course is open only to non-native speakers of English and hearing-impaired students. Three hours lecture a week. Optional credit/no credit or grade. (Not applicable to A.A. degree.)

**SPEECH COMMUNICATION 027 — 3 Units**  
**Advanced Pronunciation Skills for Vocational Success**

This course is designed for non-native speakers of advanced American English whose level of pronunciation proficiency may prohibit them from interacting orally with instructors in vocational programs, trainers, supervisors, co-workers, clients and customers.

A competency-based basic skills course with emphasis on use of the American sound system in vocation specific interactions through drills focusing on grammatical, cultural and job-site oral phrasing, paraphrasing and clarifying pronunciation exercises. Students will practice using intonation patterns to stress meanings. Students will spend approximately 10 clock hours per semester at the Intercultural Center preparing vocationally-related messages contrasting specific sounds, and practicing, pronouncing, and receiving feedback on competency-based pronunciation worksheets which will enable the instructor to prescribe follow-up articulation and intonation exercises. Three hours lecture. Optional credit/no credit or grade. (Not applicable to A.A. degree.)

**SPEECH COMMUNICATION 030 — 3 Units**  
**Communication Skills for Vocational Success**

This course focuses on the development and demonstration of basic speaking and listening skills in English that are specific to the vocational program of the student. Areas of focus include skills for communicating in the classroom with the instructor and on the job with co-worker, supervisor, and customer/clients. Three hours lecture a week. Optional credit/no credit or grade. (Not applicable to A.A. degree.)

**SPEECH COMMUNICATION 090A-B — 3 Units**  
**Communication Fundamentals for Interpersonal and Academic Success**

This course focuses on a range of basic American communication skills valuable for interpersonal and academic success, such as interpersonal communication processes, intercultural skills, group discussion skills, classroom interactions, library research, presentations, interviewing, etc. Designed for students who have completed Speech 020, 025, or 027 and who want to improve their communication skills prior to enrolling in transfer level speech courses. Three hours lecture a week. Optional credit/no credit or grade. (Not applicable to A.A. degree.)

**SPEECH COMMUNICATION 100 — 3 Units**  
**Interpersonal Communication**

Process, analysis and theory of one-to one-speech communication. Content areas include: conversation, listening, perception, nonverbal communication, language, self-concept, self-disclosure and conflict management. During the semester, students demonstrate oral skill competencies in the Speech Center. Lab assignments will be made by the classroom instructor after the class has started. Three lecture hours a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC. (CAN SPCH 8)*

### **SPEECH COMMUNICATION 103 — 3 Units**

#### **Voice and Diction**

(Same at Theater 130)

A study of the physiology and anatomical aspects of speech directed toward speech improvement in projection, phonation, voice production, resonance, articulation and related oral skills. Class activities include work in The International Phonetic Alphabet, voice and diction exercises and oral performance. The course is recommended for acting majors, speech students and others interested in speaking effectively. Three hours lecture, one hour non-lecture a week. Letter grade only. *Transfer Credit: CSU; UC.*

### **SPEECH COMMUNICATION 108— 3 Units**

#### **Introduction to Communication**

This introductory communication course focuses on interpersonal, task-oriented, public speaking and critical thinking communication competencies in a variety of contexts. Students will study human communication principles and theories and their relationship to competencies in interpersonal, small group, intercultural, persuasive, and public speaking communication. Emphasis is on communicating in two-person, small group and public settings. Three hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU.*

### **SPEECH COMMUNICATION 110 — 3 Units**

#### **Public Speaking**

Recommended for business, speech, education and other professional majors, as well as all students wanting to increase self-confidence and maximize individual capabilities for effective and responsible public speaking. This course presents the basics of effective public speaking, including studies from the fields of communication, sociology and psychology. Through discussions, oral and written exercises and prepared talks, students will gain understanding of and learn to work with major elements that influence the public speaking and critical listening process. Emphasis on public-speaking situations. Three hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC. (CAN SPCH 4)*

### **SPEECH COMMUNICATION 111 — 3 Units**

#### **Listening Skills**

Emphasis on principles of listening as they apply to understanding and increasing skill effectiveness. Examination of the integral relationship between listening and thinking skills as related to a variety of purposes for listening. Three hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU.*

### **SPEECH COMMUNICATION 112 — 3 Units**

#### **Small Group Dynamics**

(Formerly Speech Communication 200)

Recommended for all speech majors. Emphasis on the basic principles and skills of discussion in the small group. Helpful to those who may have classes or situations requiring group projects or group study. Consideration of and practice in informative, problem-solving and study groups. Examination of the effects of group dynamics, communication variables on discussion groups. Three hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*

### **SPEECH COMMUNICATION 115 — 2 Units**

#### **Bicultural Academic Success Communication Skills**

This course is designed to provide bicultural high school seniors with an opportunity to communicate successfully in a college environment. The course focuses on facilitating the bicultural students' ability to develop English pronunciation, speaking, listening, and critical thinking skills in order to communicate effectively in both academic and social interactions. It includes units in speech communication skills, library skills, and becoming aware of Golden West College guidance, counseling, and financial assistance services. Videos, films and guest presentations will be utilized to illustrate principles and introduce each unit of study. Optional credit/no credit or grade. A nine-week class. *Transfer Credit: CSU.*

### **SPEECH COMMUNICATION 130 — 3 Units**

#### **Work-Related Communication Skills**

Designed for persons wanting communication skills for job-entry and advancement. Study of communication functions, choices and roles within work settings. Practice in routine information exchange, oral reporting, advocacy and negotiating conflict in one-to-one, small group and large group settings. Involves extensive analysis of a work setting of student's choice. Three hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU.*

### **SPEECH COMMUNICATION 171 — 1.5 Units**

#### **Assertive Communication Skills**

Designed for those desiring to become more self-confident and to enhance their perceptions of self worth. Techniques are designed to assist the student in determining specific situations in which unsatisfactory communication occurs and developing appropriate alternatives in order to achieve their personal assertive goals. Develops realizations of personal rights and rights of others. Practice exercises are provided that focus on various types of assertive behavior in specific situations. Three hours lecture a week. Optional credit/no credit or grade. A nine-week course. *Transfer Credit: CSU.*

### **SPEECH COMMUNICATION 175 — 3 Units**

#### **Intercultural Communication**

The Intercultural Communication course approaches the study of communication from an intergroup, culture-general perspective. Theories of communication (e.g., uncertainty and anxiety reduction; social penetration processes; expectancy theory) are integrated with theories of cultural difference (e.g., individualism-collectivism; dimensions of cultural variability; low/high context communication style) to explain and predict communication behavior. Communication is examined in both cross-cultural and intercultural settings, with the goal of improving intercultural interactions. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*

### **SPEECH COMMUNICATION 185 — 3 Units**

#### **Nonverbal Communication**

An introductory survey of the major areas comprising intrapersonal and nonverbal communication. Participants will become more aware of their own nonverbal behaviors to achieve greater mind/body harmony. The course will be experiential in nature and emphasize skill development in each area with the intent of improving communication outcomes. Three hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU.*

**SPEECH COMMUNICATION 205 — 3 Units**

**Oral Interpretation**

(Same as Theater Arts 205)

Principles and practice of the oral communication of prose, poetry and drama, with understanding and appreciation. Three hours lecture a week. Optional credit/no credit or grade. This course may not be offered each semester. *Transfer Credit: CSU; UC.*

**SPEECH COMMUNICATION 215 — 3 Units**

**Language: Symbol to Meaning**

Discussion and application of language as a symbolic process and language as it influences thought and behavior. Frequent analysis to become aware of the language patterns of oneself and others and to develop more clear and understandable language habits. Recommended for speech and English majors. Three hours lecture a week. Optional credit/no credit or grade. This course may not be offered each semester. *Transfer Credit: CSU; UC.*

**SPEECH COMMUNICATION 220 — 3 Units**

**Essentials of Argumentation**

The principles of argumentation including, reasoning, and critical thinking, as well as the analytical skills needed to construct arguments and refutation. Speech assignments to give students an opportunity to put skills into practice. Three hours lecture a week. Optional credit/no credit or grade. This course may not be offered each semester. *Transfer Credit: CSU; UC. (CAN SPCH 6)*

**SPEECH COMMUNICATION 240A-D — 3 Units**

**Communication Skills for Leadership and Supervision**

This course focuses on the basic leadership skills needed to communicate and accomplish tasks effectively in one-to-one, small group, and large group context. Topics include leadership styles, situational factors that influence leadership, and interpersonal and task-related communication skills for leadership and supervision. Two hours lecture, three hours non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU.*

**Supervision**

(See Management)

# TEACHING

## TRANSFER INFORMATION

### Teaching Liberal Studies Major: CSULB, CSUDH and General Multiple Subjects Waiver: CSUF<sup>1</sup> (Elementary School)

#### California State University, Long Beach:

**Liberal Studies Major, Teaching Track (I)** — The minimum unit requirement for the Liberal Studies Major, Track I, is 117 units which includes both core (102 units, in lower and upper division) and concentration courses (15-16 units, 12 upper and 3-4 lower division). Concentrations currently offered are:

Bilingual-Spanish/English	Humanities Through Literature
Contemporary World	Language Arts
Cultures, Values and Beliefs	Language Other Than English
Health, Physical Education and Life Management	Mathematics
Historical Perspectives	Natural Science
Human Behavior	U.S. Multicultural Studies
Human/Child Development	Visual and Performing Arts

With very few exceptions, all course work required for the concentrations is upper-division. Students should concentrate their preparation on the lower-division Core Requirements which may be taken at Golden West and are listed below. "N.E." indicates that no equivalent course is available at GWC.

**NOTE:** Students who complete the Track I program (including all upper division courses) automatically satisfy all general education requirements for CSU Long Beach and do not require certification by the community college. However, it is recommended that students request certification after they have completed their last term at GWC.

#### Core Requirements

##### AREA I — Language Studies (22 units)

**Group 1: Composition in English:**  
English 100

**Group 2: Oral Communication in English:**  
Speech Communication 110

**Group 3: Literature in English:** (Choose one course)  
English 110 or 112, 150, 155, 160, 165, 290, 295

**Group 4: Language Acquisition:**  
French 180, 185  
German 180, 185  
Spanish 180, 185

##### AREA II — Mathematics (9 units)

**Group 1:** Math 104

**Group 2:** Math 180 (for Math Concentration only)

##### AREA III — Natural Sciences (14 units)

**Group 1: Life Science:**  
Biology 100

**Group 2: Physical Science:**  
Physical Science 100

**Group 3: Earth Science:**  
Geology 100

##### AREA IV — History and Social Sciences (24 units)

###### A. American History, Culture, Society

**Group 1: U.S. History:**  
History 140, 170

**Group 2: American Institutions:**  
Political Science 180

###### B. World History, Culture, Society

**Group 1: Geography:**  
Geography 100

**Group 2: World History:** (Choose one course)  
History 190, 195

**Group 3: Cultural Anthropology:**  
Anthropology 100

##### AREA V — Arts and Humanities (15 units)

###### A. Visual and Performing Arts

**Group 1: Visual Art and Music:**  
No lower-division GWC courses applicable

**Group 2: Dance or Theater:** (Choose one course)  
Theater 101 (Humanities 130), 105

###### B. Humanities

**Group 1: Ethics, Values and Beliefs:** (Choose one course)  
Philosophy 101, 102, 105, 120

##### AREA VI — Learning and Well-Being (18 units)

**Group 1: Growth and Development:**  
Psychology 100, 150

**Group 2: Health and Well-Being:**  
No lower-division GWC courses applicable

**Group 3: Access to Learning:** (One course)  
Interdisciplinary Studies 105  
Philosophy 115, 116  
Speech 220

*Continued*

## California State University, Dominguez Hills:

### Liberal Studies

This program consists of 96-97 semester units, 36 of which are general studies courses. The program is an approved multiple subjects waiver program which means that the NTE test is waived for those who complete it. Students may choose from among 20 different concentrations within the major, and should consult a Golden West College counselor for more information about the concentrations.

Listed below are lower-division general studies courses that can be taken at Golden West to fulfill the Liberal Studies program requirements at CSU Dominguez Hills. These courses may also be used to satisfy CSU general education breadth requirements. Students are urged to complete as many of these courses, as well as the general education breadth requirements, prior to transferring to the university.

#### AREA I — Language and Literature

(Complete at least one course from each group)

**Group 1:** Speech Communication 100, 108, 110

**Group 2:** Two semesters of any foreign language including sign.

#### AREA II — Mathematics and Science

(Complete at least one course from each group)

**Group 1:** Geology 100

Physical Science 100

Physics 110 and 111, or 112 and 113

**Group 2:** Biology 100

**Group 3:** Mathematics 104

#### AREA III — Social and Behavioral Sciences

(Complete at least one course from each group)

**Group 1:** History 180, 185, 190, 195

**Group 2:** Any GWC Area D general education course not used for another requirement.

#### AREA IV — Humanities and Fine Arts

(Complete at least one course from each group)

**Group 1:** Philosophy 115

**Group 2:** Art 104, 105, 106

**Group 3:** Music 101

**Group 4:** Any GWC Area C general education course not used for another requirement

#### AREA V — Human Development

**Group 1:** Psychology 150, 160

## California State University, Fullerton:

### Multiple Subject Matter Preparation Program

The Multiple Subject Matter Preparation Program (MSMPP) is a state-approved subject matter competency program that waives the Multiple Subject Assessment for teachers (MSAT). The MSMPP is an undergraduate program designed to grow and develop the student's knowledge in the many subjects relevant to the elementary classroom:

Language Arts

Science

Social Science

Mathematics

Visual & Performing Arts

Physical Education

Human Development

All individuals who plan to obtain the multiple subjects teaching credential must demonstrate competency in the above subjects. There are two ways to do this: Passing the MSAT or completing a state-approved competency program. Registration booklets for the MSAT may be obtained in EC 207. For more information on this program please contact the Center for Careers in Teaching at (714) 278-7130.

#### AREA I — Language Arts (18 units minimum)

##### 1.1 Composition

1.11 English 100

1.12 Upper-division Writing  
No GWC course available

##### 1.2 Speech

Any GE speech course for A.1

##### 1.3 Language Structure and Acquisition

1.31 Grammar  
No GWC course available

1.32 Language  
Any Foreign Language can satisfy this requirement

##### 1.4 Critical Thinking

Any GE Critical Thinking course for A.3

#### AREA II — Literature/Ethics/Classics (9 units minimum)

##### 2.1 Survey of Literature

English 110, 112, 150, 155, 160\* or 290

\*Liberal Studies majors should select this option

##### 2.2 Children's Literature

No GWC course applicable

##### 2.3 Ethics/Classics

English 165\*, Philosophy 101 or 109

\*Liberal Studies majors should select this option

*Continued*

**AREA III — Mathematics** (9 units minimum)

**3.1 General Education Mathematics**

Any GE Mathematics courses

**3.2 Mathematics Education**

No GWC course applicable

**AREA IV — Science** (12 units)

**4.1, 4.2 and 4.3 + 1 SCED course OR**

**4.1 + 4.2 or 4.3 + 2 SCED courses**

**4.1 Life Science**

Any Life Science GE course

**4.2 Physical Science**

Any Intro to Chemistry or Physics Course

**4.3 Earth/Space Science**

Any Any Earth/Space Science GE course (e.g. Geography 180, Astronomy 100)

**4.4 Science Education**

No GWC course applicable.

**AREA V — Social Sciences** (21 units minimum)

**5.1 U. S. Government**

Political Science 180

**5.2 U. S. History**

Any GE U.S. History course

**5.3 World History and Culture**

History 190, 195

**5.4 World Geography**

Geography 100 or 185

**5.5 Cultural Diversity**

No GWC equivalent courses

**5.6 An additional 6 units of Social Science; at least three units must be upper division (300-400 level)**

Lower Division Course to be taken at Golden West, examples include introduction in Sociology, Psychology, Anthropology, Economics

**AREA VI — Visual and Performing Arts** (9 - 12 units)

**6.1 Introduction to Arts**

Any GE Intro to Arts

**6.2 Upper Division Arts**

6.21 Comparative Arts

No GWC equivalent courses

**6.22 Additional Arts Education** (6 units)

No GWC equivalent courses

6.221 Children's Art

6.222 Children's Music

6.223 Children's Theater or Dance

**AREA VII — Physical Education** (3 units)

There are no GWC equivalent courses in this area.

**AREA VIII — Human Development** (3 units)

Psychology 160

*Continued*

## Teaching Single Subject Majors: CSULB and CSUF (High School)

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*Lower division major courses:*

A person planning to teach high school should pursue a Single Subject Teaching Credential. The approved single subject credential majors do not directly parallel the corresponding academic degree majors. For example, the individual desiring to teach chemistry would need to earn a credential in the broader area of physical science. The approved single subject credential majors are:

ART (CSUF, CSULB)

BUSINESS EDUCATION (CSUF)

ENGLISH (CSUF, CSULB)

American Studies (CSULB)

Comparative Literature (CSULB)

Creative Writing (CSULB)

Journalism (CSULB)

Language and Composition (CSULB)

Literature (CSULB)

Radio/TV (CSULB)

Speech (CSUF, CSULB)

Theater Arts (CSUF)

GOVERNMENT/POLITICAL SCIENCE (CSUF, CSULB)

HEALTH SCIENCE (CSULB)

HISTORY (CSUF, CSULB)

HOME ECONOMICS (CSULB)

INDUSTRIAL AND TECHNOLOGY (CSULB)

LANGUAGES (CSUF, CSULB)

French (CSUF, CSULB)

German (CSUF, CSULB)

Spanish (CSUF, CSULB)

LIFE SCIENCE (CSUF, CSULB)

MATHEMATICS (CSUF, CSULB)

MUSIC (CSUF, CSULB)

PHYSICAL EDUCATION (CSUF, CSULB)

Adapted P.E. (CSULB)

Dance (CSULB)

Elementary School (CSULB)

Secondary School (CSULB)

PHYSICAL SCIENCE

Chemistry (CSUF, CSULB)

Earth Science (CSULB)

Geology (CSUF)

Physics (CSULB)

SOCIAL SCIENCES (CSUF, CSULB)

Afro-Ethnic Studies (CSUF)

American Studies (CSUF)

Anthropology (CSUF, CSULB)

Chicano Studies (CSUF)

Economics (CSUF, CSULB)

Geography (CSUF, CSULB)

History (CSUF, CSULB)

Psychology (CSUF, CSULB)

Sociology (CSUF, CSULB)

### NOTES:

#### 1) Specialist Instruction:

To teach as a credentialed specialist (bilingual, learning handicapped, etc.) a person must possess either a multiple or single subjects credential in addition to a specialist credential. Students seeking to be specialists should begin one of the above programs of study, and consult the Golden West College counselor for this major for future semester planning.

#### 2) College and University Level Teaching:

No credential is required to teach at the university level. The traditional preparation for teaching an academic subject is an earned doctorate in the subject. In many applied or creative fields, knowledge of the subject field may qualify an individual.

#### 3) Nursery School Teaching:

A public school credential is not required for a position as a nursery (Early Childhood) school teacher. Many community colleges, such as Orange Coast, offer special programs designed to teach the skills needed to work with nursery school age children.

#### 4) Community College Teaching:

Qualification for teaching at a California Community College is based upon various combinations of education and occupational or professional experience. The "traditional" route in an academic field is to obtain a master's degree or doctorate in the subject.

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# TECHNICAL MATHEMATICS

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## THE PROGRAM

This program has been developed to train students in the essential mathematical skills required for success in a vocational or career field.

## TRANSFER INFORMATION

Refer to MATHEMATICS for Transfer Information.

## COURSES

(See also Mathematics)

### **TECHNICAL MATHEMATICS 040 — 3 Units** **Elementary Technical Mathematics**

A course for technology students to develop skills in the application of mathematics to solve technical problems. This course is the prerequisite for Technical Mathematics 045. Topics include fundamentals of arithmetic including whole numbers, fractions, decimals, percentages, powers, and roots. Descriptive geometry topics including perimeter and area of plane figures and volume and surface area of solid figures. Elements of algebra include fundamental operations with algebraic expressions and solutions of formulas and equations. Three hours lecture a week. Letter grade only. This course may not be offered every semester.

### **TECHNICAL MATHEMATICS 045 — 3 Units** **Intermediate Technical Mathematics**

Prerequisite: Technical Mathematics 040 with a minimum grade of “C”, Mathematics 010, or a passing score on the Mathematics Placement Assessment.

This course is designed to provide further development of concepts and skills required in the application of mathematics to solve technical problems. Topics include a review of basic algebra and geometry, special products and factoring of polynomials, operations with exponents and radicals, solving systems of equations, ratios, proportions and variations, graphing of equations, solutions of quadratic equations, elementary solutions of right and oblique triangles in trigonometry. Further applications of complex numbers and vectors. Three hours lecture a week. Letter grade only. This course may not be offered every semester.

# TELEVISION PRODUCTION & OPERATIONS

## TRANSFER INFORMATION

The course information given below has been edited for catalog publication purposes and may not accurately reflect recent changes or total course requirements for particular programs or schools. For complete, current, official articulation information, students are urged to see their GWC counselor or Transfer Center staff.

*Lower division major courses:*

### California State University, Long Beach:

#### B.A. in Film and Electronic Arts:

Admission into this major is determined solely on the basis of meeting all of the following supplemental criteria:

1. Completion of a minimum of 56 semester units of college-level course work with a grade point average of 2.80 or higher;
2. Completion of the CSULB Writing Proficiency Exam (WPE);
3. Completion of FEA 200 with a grade of "B" or higher. This lower division course must be taken at CSULB.
4. Completion of General Education Math requirement.
5. Complete departmental major application form (obtainable from departmental office), sign and return to departmental office with official copies of all college transcripts.
6. Submit portfolio of creative work (Video Production Option only.)

#### Recommended GWC courses:

Music 167; Television Production and Operations 101, 102, and 103

### California State University, Fullerton:

#### Communications Major with an emphasis in Radio-Television-Film:

Humanities 160; Television Production and Operations 102A-B

CSUF also has a Television emphasis under their Theater Department which stresses dramatic directing and production.

See the GWC counselor for this major for specific course requirements.

### San Diego State University<sup>1</sup>:

#### Television-Film Production major with a B.S. degree in Applied Arts and Sciences:

This program is heavily impacted. See the GWC counselor for this major for supplementary admission requirements.

#### Recommended courses:

Humanities 135; Music 167; Photography 150; Television Production and Operations 101/Humanities 101, Television Production and Operations 102, 103, 104

<sup>1</sup>Articulation incomplete at printing. Course listed may be used as guide-lines.

### University of California, Los Angeles:

#### Department of Film and Television:

Applicants must have a minimum G.P.A. of 3.0 at the time of application and have reached junior standing (60 UC transferable units), and have completed either the UCLA general education requirements or IGETC. Additionally, applicants must submit a personal essay, a creative essay, and a creative writing sample. Films, videotapes, and letters of recommendation are not accepted, nor is prior experience required.

#### The following courses are recommended:

Humanities 101

#### One course from:

Theater Arts 100, 101, 102, 105

### University of California, Irvine:

#### Film Studies, School of Humanities:

#### One course from each of four areas listed below:

- 1) English 100, 110
- 2) English 150, 155, 160, 165, 290, 295
- 3) History 180, 185, 190, 195
- 4) Philosophy 101, 102, 103, 105

#### Plus

Any language other than English through 285

# CERTIFICATES OF ACHIEVEMENT

## General Production Option

This option is designed for the student who desires an overview of skills required for entry level positions in broadcast, industrial, cable or non-broadcast video.

Required Courses		Units
TV Prod & Op 100	Business of Television	3
TV Prod & Op 101	History of Radio & Television	3
TV Prod & Op 102A-B	Multi-Camera Video Production	3
TV Prod & Op 103	Writing & Producing	3
TV Prod & Op 104A-B	Intro Prod/Direct Single-Camera Video	3
TV Prod & Op 105	Videotape Editing	3
TV Prod & Op 106	Graphics for Television	3
Co-Op 091	Work Experience	1

### NINE (9) OR MORE UNITS FROM THE FOLLOWING:

Music 053	Producing the Music Video	2
Music 167	Audio for Video	3
TV Prod & Op 112	Electronic Journalism	3
TV Prod & Op 108	Television Production Workshop	3
TV Prod & Op 151	On Camera Performance	3
TV Prod & Op 160	Non Linear Editing	3
TV Prod & Op 202A-D	Prod/Direct Multi-Camera Video	3
TV Prod & Op 204A-D	Prod/Direct Single-Camera Video	3
TV Prod & Op 205	Videotape Editing II	3
		31

### RECOMMENDED ELECTIVES:

Engineering Tech 135	Electronics Systems Servicing	3
Music 053	Producing the Music Video	2
Music 058	Basic Sound Reinforcement	3
Music 059	Studio Maintenance	3
Music 167	Audio for Music and Television	3
Photography 150	Fundamentals of Photography	3
Theater Arts 103	Careers in Entertainment	1
Theater Arts 175	Stage Scenery	3
Theater Arts 176	Stage Lighting	3
Theater Arts 177	Make-up	3

## Producing/Directing Option

This option is designed for the student who desires to obtain those skills which are necessary for producing and directing television (broadcast, non-broadcast, cable, industrial, educational).

Required Courses		Units
TV Prod & Op 100	Business of Television	3
TV Prod & Op 101	History of Radio & Television	3
TV Prod & Op 102A-B	Multi-Camera Video Production	3
TV Prod & Op 103	Writing & Producing	3
TV Prod & Op 104A-B	Intro Prod/Direct Single-Camera Video	3
TV Prod & Op 105	Videotape Editing	3
TV Prod & Op 108	Television Production Workshop	3
TV Prod & Op 151	On Camera Performance	3
TV Prod & Op 202A-D	Prod/Direct Multi-Camera Video	3
TV Prod & Op 204A-D	Prod/Direct Single-Camera Video	3
Co-Op 091	Work Experience	1
Independent Study		3
		34

### Recommended Electives:

Engineering Tech 135	Electronics Systems Servicing	3
Music 053	Producing the Music Video	2
Music 058	Basic Sound Reinforcement	3
Music 059	Studio Maintenance	3
Music 167	Audio for Music and Television	3
Photography 150	Fundamentals of Photography	3
Theater Arts 103	Careers in Entertainment	1
Theater Arts 175	Stage Scenery	3
Theater Arts 176	Stage Lighting	3
Theater Arts 177	Make-up	3

## Program Development/Scripting Option

This option is designed for the student who desires a concentration of those skills which are required for scripting, program development, and producing broadcast, cable, industrial and non-broadcast television.

Required Courses		Units
TV Prod & Op 100	Business of Television	3
TV Prod & Op 101	History of Radio & Television	3
TV Prod & Op 102A-B	Multi-Camera Video Production	3
TV Prod & Op 103	Writing & Producing	3
TV Prod & Op 112	Television Journalism	3
TV Prod & OP 203	Screenplay Writing	3
Journalism 180	Newswriting & Reporting	3
Library 110	Introduction to Library Resources	1
Co-Op 091	Work Experience	1
Comp/O A 012	Computers for Writing	0.5

### THREE UNITS FROM THE FOLLOWING CATEGORY:

TV Prod & OP 108	Television Production Workshop	3
TV Prod & Op 202A-D	Prod/Direct Multi-Camera Video	3
		26.5

Continued

### Program Development/Scripting Option - continued

#### Recommended Electives:

Engineering Tech 135	Electronics Systems Servicing	3
Music 053	Producing the Music Video	2
Music 058	Basic Sound Reinforcement	3
Music 059	Studio Maintenance	3
Music 167	Audio for Music and Television	3
Photography 150	Fundamentals of Photography	3
Theater Arts 103	Careers in Entertainment	1
Theater Arts 175	Stage Scenery	3
Theater Arts 176	Stage Lighting	3
Theater Arts 177	Make-up	3

## COURSES

### TELEVISION PRODUCTION AND OPERATIONS 100 — 3 Units The Business of Television

A comprehensive overview of cable, industrial television broadcast, independent and educational television production. Also included is station management, distribution, marketing and budgeting. This course covers the entire spectrum of television usage. Producing, distributing television, as well as sales techniques, are explored in depth. Three hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU.*

### TELEVISION PRODUCTION AND OPERATIONS 101 — 3 Units History of Radio, Television and Broadcasting (Same as Humanities 101)

Overview of the development and nature of radio, television, and motion pictures and their social, political, economic, and cultural implications. Distribution systems, regulation, programming, non-commercial broadcasting, international aspects. Three hours lecture a week. Letter grade only. *Transfer Credit: CSU.*

### TELEVISION PRODUCTION AND OPERATIONS 102A-B — 3 Units Introduction to Multi-Camera Video Production

An intensive introduction of the fundamental techniques of multi-camera video production. Through lectures, interactive multimedia exercises and hands-on practice in the KOCE studio, students will practice production procedures used in multi-camera video. All phases of multi-camera production will be explored in this basic course including camera operation, principles of video engineering, audio, computer graphics, non-linear record, edit and storage mediums, lighting, TelePrompTer, technical directing and stage managing. No prior television knowledge required for this course. Two hours lecture, two hours non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU.*

### TELEVISION PRODUCTION AND OPERATIONS 103 — 3 Units Television Writing and Production Planning

Study of pre-production principles and procedures common to all media producers. Emphasis on scripting and other skills unique to audio, video and film. Consideration of budgeting, casting, legal clearances and other production problems. Three hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU.*

### TELEVISION PRODUCTION AND OPERATIONS 104A-B — 3 Units Introduction to Producing and Directing Single Camera Video

Prerequisite: Completion of Television Production & Operations 105

An introduction to techniques and procedures used in the production of single camera video programs. The course includes: scripting, budgeting, pre-production, single-camera operation, video engineering, composition, location lighting, audio directing single-camera video, editing, legal and ethical guidelines, and career planning. Two hours lecture, two hours non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU.*

### TELEVISION PRODUCTION AND OPERATIONS 105 — 3 Units Videotape Editing

An introduction to videotape editing technology and techniques. The course covers both editing techniques of videocassettes for personal and professional use and procedures of editing for broadcast, cable, industry and educational use. Time code editing will be introduced. Two hours lecture, four hours non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU.*

### TELEVISION PRODUCTION AND OPERATIONS 106 — 2 Units Graphics for Television (Same as Art 173)

Introduction to the preparation of graphic arts for television. Emphasis upon planning and requesting of graphic needs by the producer and the design and production of graphics. Course covers on-air graphics, computer graphic concepts, set design, special effects, animation concepts, and development of promotional materials. Two hours lecture and two hours non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU.*

### TELEVISION PRODUCTION AND OPERATIONS 108 A-D — 3 Units Television Production Workshop

Prerequisite: Completion of Television Production & Operations 102A-B.

An advanced course which incorporates basic television production skills with multi-camera remote production techniques. Students will develop skills in the setup and operation of remote multi-camera productions vehicle. Course includes instruction in all phases of remote multi-camera video productions including pre-production, production, and postproduction. Students will produce live and taped multi-camera remote productions using the Golden West College television production vehicle. Students will produce a wide range of remote multi-camera productions including sports, events, public affairs programs, and dramatic presentations. Students will receive instruction and hands-on lab experiences in producing and directing sports, public affairs and events for broadcast. Two hours lecture and four hours non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU.*

### TELEVISION PRODUCTION AND OPERATIONS 111 — 3 Units Writing for News Media (Same as Journalism 185)

Students will develop the skills which are needed to organize and write stories for print and broadcast media, including newspapers, radio, television and magazines. This includes extensive exercises in writing, interviewing and other skills, including working with sound and pictures recorded in the field. Students will also develop a knowledge of the ethics and law of print and broadcast news. Three hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU.*

**TELEVISION PRODUCTION AND OPERATIONS 112 — 3 Units****Television Journalism**

(Same as Journalism 200)

(Formerly Television Production and Operation 107)

A semester of concentration on the principles and techniques of news writing and location shooting. Elements of this class include writing of copy for news stories and interviews associated with location shooting. Research, interviewing techniques, and reporting are stressed. Students will produce actual news stories and interviews for use in on-going news programs. Three hours lecture a week. Letter grade only. *Transfer Credit: CSU.*

**TELEVISION PRODUCTION AND OPERATIONS 151 — 3 Units****On-Camera Performance**

On-Camera Performance is a course designed to train individuals in the techniques required to be an effective on-camera communicator. Participants will learn the rudimentary skills of speech, posture and dress, as well as anchoring, interviewing, auditioning and commercial performing. Students will spend an extensive amount of time in front of the camera and their work will be recorded on videotape. Two hours lecture, two hours non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU.*

**TELEVISION PRODUCTION AND OPERATIONS 152 — 3 Units****Acting for the Camera**

(Same as Theater Arts 110)

Instruction in acting for the camera. The course will discuss basic acting techniques when using the media. While television will be our media of format, we will also apply acting techniques to film as well. The course will also discuss in depth the business of show business and the information the actor needs to succeed in the industry. Two hours lecture and four hours non-lecture a week. Letter grade only. *Transfer Credit: CSU*

**TELEVISION PRODUCTION AND OPERATIONS 160 — 3 Units****Introduction to Professional Desktop Video Editing**

Recommended Preparation: Television Production & Operations 104 or 105 or 106 or 107 or Music 053, or Business Data Processing 110, or 137, or Macintosh Computer/Video Editing Skills.

Professional Desktop Editing is an introduction to non-linear (disk based) editing utilizing Macintosh hardware and software. The course will cover basic electronic editing techniques effects, audio, graphics and titling. Students will learn the fundamentals of the art of editing, time code editing, and film style editing for video. The class is designed for working professionals, those interested in entering the field of videotape editing, graphic artists interested in expanding their knowledge base of the industry and potential desktop users in the Broadcast, Educational, Corporate, and Consumer markets. Participants will “off-line” projects from supplied footage, culminating in an “on-line” session. Two hours lecture, two hours non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU.*

**TELEVISION PRODUCTION AND OPERATIONS 202 A-D — 3 Units****Producing and Directing Multi-Camera Video**

Prerequisite: Completion of Television Production & Operations 102

An intensive lecture and lab course which students practice principles of producing and direction multiple camera (studio) productions. The course provides students with the opportunity to produce and direct multiple camera studio projects including news, talk/public affair programs, and dramatic scenes. Class members form teams to collaborate on pre-producing, shooting and editing selected scripts. Course covers principles of directing multi-camera productions, working with crew and talent and managing each aspect of the pre-production, production and post production process. The course includes lectures by industry professional and field trips to multi-camera productions. Two hours lecture and three hours non-lecture. Optional credit/no credit or grade. *Transfer Credit: CSU.*

**TELEVISION PRODUCTION AND OPERATIONS 203 — 3 Units****Screenplay Writing**

A course designed to provide the student with the opportunity to develop his/her fundamental skills into professional techniques in specific areas of scriptwriting, and to acquaint the student with the writers expanding and varied roles as they affect the fundamental purpose of authorship. Three hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU.*

**TELEVISION PRODUCTION AND OPERATIONS 204A-D — 3 Units****Producing and Directing Single-Camera Video**

Prerequisite: Completion of Television Production & Operations 104 A-B

This advanced film style production course incorporates lectures, discussion with guest speakers (including producers, directors, cinematographers, and editors), hands-on single camera production and nonlinear editing. After an introduction to screen writing and nonlinear editing principles participants will write and produce a mini documentary, and video short subject (live action). Participants will learn and apply advanced principles of pre-production, film style camera techniques and nonlinear editing, including time code recording, window burns, edit decision lists, batch digitizing, making window burns and advanced special effect and audio techniques. The course includes lectures and principles of directing and working with talent. Two hours lecture and two hours non-lecture per week. Optional credit/no credit or grade. *Transfer Credit: CSU.*

**TELEVISION PRODUCTION AND OPERATIONS 205 — 3 Units****Advanced Videotape Editing**

A course of advanced videotape editing techniques designed for students intending to go directly into the field time code, advanced audio mixing and sweetening, effects, and other advanced components will be taught. Two hours lecture and four hours non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU.*

# THEATER ARTS

## TRANSFER INFORMATION

The course information given below has been edited for catalog publication purposes and may not accurately reflect recent changes or total course requirements for particular programs or schools. For complete, current, official articulation information, students are urged to see their GWC counselor or Transfer Center staff.

### California State University, Long Beach:

Three options are available, see the GWC Fine Arts counselor for details.

**Courses required for all options of the Bachelor of Arts in Theater Arts:**

Theater Arts 106, 175, 176, 177, 178

Students should participate in departmental production programs each semester.

**NOTE:** Placement in all skills classes at CSULB is by audition only.

### California State University, Fullerton:

Three concentrations and many emphases are available, see GWC Fine Arts Counselor for details.

**Requirements for Most Emphases:**

Theater Arts 101 or Humanities 130; Theater Arts 107, 114 and 165A-D, 130, 131 (or Speech Communication 205), 177, 178, 188, 206

Prior to sophomore year, see GWC counselor for this major for specific options.

### University of California, Irvine:

Theater Arts 106, 107, 175, 176, 178

**Two courses from Dance chosen from\*:**

Dance 100A-D, 115A-D, 120A-D, 125A-D, 145A-D, 150A-D, 155A-D, 160A-D, 200A-D, 215A-D, 220A-D, 225A-D

\*Courses numbered with A-D designator can count as two courses when taken twice.

### University of California, Los Angeles<sup>1</sup>:

**Recommended courses:**

Theater Arts 100, 101, 106, 107

Students should not have more than 10 additional units of Theater Arts and Television Production and Operations courses.

See counselor for this major for general education requirements for College of Fine Arts, UCLA.

<sup>1</sup>Articulation incomplete at printing. Information listed may be used as guidelines.

## COURSES

(See also Dance)

### THEATER ARTS 077 — 1.5 Units

#### Basic Make-up

Basic techniques of theatrical make-up application. Three hours lecture, one hour lab a week. Optional credit/no credit or grade. A nine week course.

### THEATER ARTS 078 — 1.5 Units

#### Basic Costume Construction

Basic costume construction techniques used in theater, television, and film study topics will include fabric types, manual and machine sewing techniques, operation of domestic and industrial machines, and wardrobe maintenance for production. Class will work on construction of costumes and wardrobe crew for Golden West College productions. Three hours lecture, one hour lab a week. Optional credit/no credit or grade. A nine week course.

### THEATER ARTS 100 — 3 Units

#### Introduction to the Theater

(Same as Humanities 132)

A course designed for those who wish to explore more thoroughly the performing arts with special attention given to a survey of all the contributing elements. An examination through lecture, demonstration, laboratory participation, small group discussion, guest performers and speakers from all areas of theater production. Designed to prepare the student for other course offerings in the theater curriculum. Students are required to attend two (2) college productions. Three hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*

### THEATER ARTS 101 — 3 Units

#### Introduction to History and Literature of the Theater

(Same as Humanities 130)

This course involves the general nature of dramatic presentation including elements of dramatic structure, types of drama, and the contributions of the playwright, actor, director, designer, technician and audience. The course includes an introduction to the important eras in theater history, and a study of several well-known plays. Students are required to attend two (2) college productions. Three hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*

**THEATER ARTS 102 — 3 Units**  
**History and Appreciation of the Cinema**  
(Same as Humanities 135)

This course is designed for students who want to develop an appreciation for and obtain a perspective on the cinema, including its historical, artistic, cultural and myth-making aspects. The Hollywood film will be explored, as well as its relationship to world cinema. Topics will include film genres, filmmaking techniques (e.g. what does a director do? what is editing?), film language, narrative devices, themes, film theory and criticism, film studios and the star system, relationship between film and literature, and other subjects. Three hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*

**THEATER ARTS 103 — 1 Unit**  
**Careers in Entertainment**

This course prepares the actor and the technician for a career in the entertainment industry, i.e., stage, film and other entertainment venues. Included in the class are guest speakers, resume and portfolio preparation, audition and interview techniques. Two hours lecture a week. Optional credit/no credit or grade. A nine week course. *Transfer Credit: CSU.*

**THEATER ARTS 104 — 3 Units**  
**Improvisation**

The rehearsal and performance of individual and group scenes of improvisation. The goal of the course is to help students work with ease on the stage. Three hours lecture, one hour non-lecture a week. Letter grade only. *Transfer Credit: CSU; UC.*

**THEATER ARTS 105 — 3 Units**  
**Introduction to Drama and Acting**  
(Same as Humanities 137)

An introductory course in drama for the non-theater major. Equal stress is given to both a broad survey of theater including history, make-up, costuming and literature and to an introduction to acting. The course will include lectures, field trips and acting exercises. Three hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*

**THEATER ARTS 106 — 3 Units**  
**Acting I — Fundamentals**

An introduction to acting. Units of study include interaction, characterization and emotion. Students are expected to participate in class exercises, prepare memorized scenes and criticize the acting techniques employed in two dramatic productions outside of class. Required for theater arts majors. Three hours lecture, one hour non-lecture a week. Letter grade only. *Transfer Credit: CSU; UC. (CAN DRAM 8)*

**THEATER ARTS 107 — 3 Units**  
**Acting II**

A continuing study of the acting craft as begun in Theater Arts 106. The student will focus with greater intensity on his relationship to characterization, movement, vocal technique and literature studies. The basis of study will be both improvisation and selected dramatic scenes. Three hours lecture, three hours laboratory a week. Letter grade only. *Transfer Credit: CSU; UC.*

**THEATER ARTS 108 — 3 Units**  
**History and Appreciation of the Musical Theater**  
(Same as Humanities 108 and Music108)

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. Three hours lecture a week. Optional credit/no credit or grade. *Transfer: CSU.*

**THEATER ARTS 109 — 3 Units**  
**Pantomime**

An introduction to the art of pantomime. The course includes basic exercises in pantomime technique such as the use of gesture, stage position and physical expression. The units of study are: the techniques of pantomime, physicalizing a character, and displaying emotion and character in pantomime. Recommended for acting majors and others concerned with performance skills. Three hours lecture, one hour non-lecture a week. Letter grade only. This course may not be offered each semester. *Transfer Credit: CSU; UC.*

**THEATER ARTS 110 — 3 Units**  
**Acting for the Camera**

(Same as Television Production and Operations 152)

Instruction in acting for the camera. The course will discuss basic acting techniques when using the media. While television will be our media of format, we will also apply acting techniques to film as well. The course will also discuss in depth the business of show business and the information the actor needs to succeed in the industry. Two hours lecture and four hours non-lecture a week. Letter grade only. *Transfer Credit: CSU.*

**THEATER ARTS 114 — 2 Units**  
**Stagecraft**

Concurrent enrollment in Theater Arts 170A-D recommended.

An introduction to the study of stage scenery construction and design. The course includes instruction in making scenery, rigging sets, painting scenery, reading scene design plans and light plots. The course includes lecture and practical laboratory. Student projects are required. Two hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*

**THEATER ARTS 120A-D — 2 Units**  
**Appreciation of the Theater**

Designed to expose students to the full spectrum of plays in performance in Southern California. The class will travel by bus to professional productions every other week; on the week between, a follow-up discussion will be held along with an introduction to the play to be viewed next. The course will enable students to understand, appreciate and evaluate plays in performance. Two hours lecture, one hour non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU.*

**THEATER ARTS 130 — 3 Units****Voice and Diction**

(Same as Speech Communication 103)

A study of the physiology and anatomical aspects of speech directed toward speech improvement in projection, phonation, voice production, resonance, articulation and related oral skills. Class activities include work in The International Phonetic Alphabet, voice and diction exercises and oral performance. The course is recommended for acting majors, speech students and others interested in speaking effectively. Three hours lecture, one hour non-lecture a week. Letter grade only. *Transfer Credit: CSU; UC.*

**THEATER ARTS 131 — 3 Units****Acting in Voice Theater**

Instruction in the use of voice and diction in the classroom and public performance. In the course, special emphasis will be placed on the preparation and performance of oral literature. The student is required to participate in two projects which involve presentations outside of class. Two hours lecture, four hours non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*

**THEATER ARTS 142A-D — 1 - 2 Units****Theater Workshop**

Participation in workshop or experimental productions. Designed to enrich and extend basic theater background established in the beginning acting and technical classes. Emphasis is placed on the development of the production rather than final public performance. During their study, students will be involved in several theater crafts: acting, scenery, costuming, lighting, make-up and publicity. An open enrollment class. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*

**THEATER ARTS 144A-D — 4 Units****Summer Theater Workshop**

The production of major plays and scenes in repertory. During the course students will be assigned in at least two of several different areas of theater — acting, scenery, construction and painting, lighting, costuming, make-up and theater management. Four hours lecture, sixteen hours non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*

**THEATER ARTS 145 — 2 Units****Acting Shakespeare Workshop**

This course is an introduction to acting in the Shakespearian play with emphasis on script interpretation, the historical perspective, speaking verse, and physical movement. Students are required and evaluate plays from Shakespeare. Included in the course are performances of scenes and monologues. Three hours lecture, three hours non-lecture per week. Letter grade only. A nine-week course. *Transfer Credit: CSU; UC.*

**THEATER ARTS 146A-B — 2 Units****Broadway and Opera Singing**

(Same as Music 150A-B)

Prerequisite: Completion of Music 060 or 121 or 145 or equivalent experience.

A voice class for singers, actors and dancers with previous training. Prepares for solo and ensemble singing by improving breathing, vocal tone, range, agility, volume, diction, health, expression and self-confidence. Songs and arias from musical theatre and/or opera, memorized from printed music. One hour daily practice and attendance at an approved musical or opera production required. Pianist accompanies classes. No audition required. Concurrent enrollment in Music 115, Music 121A-B recommended for those who do not read music. Two hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*

**THEATER ARTS 147A-D — 1 Unit****Acting Shakespeare Projects**

This course is an acting studio in the rehearsal and performance of the scenes and monologues from the plays of Shakespeare. One hour lecture, five hours non-lecture a week. Letter grade only. A nine-week course. *Transfer Credit: CSU; UC.*

**THEATER ARTS 150 — 1 Unit****Acting Workshop**

The preparation of monologues and scenes for class and public presentation. Stressed in the course are the fundamentals of acting skills, such as interaction, memorization, concentration, characterization and the projection of voice. Students will also study effective Movement for the stage. Hours arranged for rehearsal and performance of projects. Students are required to attend two (2) college productions. One hour lecture, five hours non-lecture a week. Optional credit/no credit or grade. A nine-week course. *Transfer Credit: CSU; UC.*

**THEATER ARTS 151 — 2 Units****Acting Workshop**

The preparation of monologues and scenes for class and public presentation. Stressed in the course are the fundamentals of acting skills, such as interaction, memorization, concentration, characterization and the projection of voice. Students will also study effective Movement for the stage. Hours arranged for rehearsal and performance of projects. Students are required to attend two (2) college productions. One hour lecture, five hours non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*

**THEATER ARTS 152A-D — 1 - 2 Units****Acting Workshop, Advanced**

Advanced work in the preparation and performance of scenes, monologues, and one-act plays. One hour lecture and five hours non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*



**THEATER ARTS 160 — 2 Units****Introduction to Stage Direction**

This course introduces the student to the directing process for the stage. Included are units of study in: the use of the stage, casting the play, blocking the action, working with actors, rhythm, and the organization of the rehearsal process. Three hours lecture and three hours non-lecture a week. Letter grade only. *Transfer Credit: CSU; UC.*

**THEATER ARTS 165A-D — 1 Unit****Stagecraft Lab**

Introduction to stagecraft activities including scenery construction, set painting, light rigging, stage props and theater operations. One hour lecture, two hours non-lecture a week. Letter grade only. A nine-week course. *Transfer Credit: CSU; UC.*

**THEATER ARTS 170A-D — 1 Unit****Stage Crew Activity**

Participation in the technical preparation and operation of productions presented to the community. The student will be involved in one or more of the following areas of concentration: stage scenery building and painting, stage lighting, make-up, costumes, publicity, house management and acting. Assignments will be given to the student upon enrollment in the course. An open enrollment class. Fifty-four total semester hours. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*

**THEATER ARTS 171A-D — 1 - 2 Units****Play Production**

Participation in the preparation and operation of productions presented to the community. The student will be involved in one or more of the following areas of concentration: stage scenery building and painting, stage lighting, make-up, costumes, publicity, house management and acting. Assignments will be given to the student upon enrollment in the course. All actors will pass audition. Strongly recommended for theater majors. An open enrollment class. One hundred eighty hours arranged. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*

**THEATER ARTS 175 — 3 Units****Stage Scenery**

An in-depth study of all the diverse theater crafts: scenery, construction, properties, stage management and organization. A survey study of the theater design arts: scenery design, set construction and publicity. The course will include study of the historical development and major trends of stagecrafts. The student will be expected to prepare a practical project consisting of a scene design or scale model. Required for students planning to transfer to California State University, Long Beach and Fullerton. Three hours lecture, one hour nonlecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*

**THEATER ARTS 176 — 2 Units****Stage Lighting**

An introductory course in which the student will study the theories of lighting for stage, film and T.V. course. Includes basic electronics, color, projections, maintenance of lighting equipment and lighting design. Students will participate in the lighting of college productions. Recommended for students interested in television and cinema; required for students planning to transfer to California State University, Long Beach and University of California, Irvine. Two hours lecture a week. Optional credit/ no credit or grade. *Transfer Credit: CSU; UC.*

**THEATER ARTS 177 — 3 Units****Make-up**

A practical introduction to the techniques of applying theatrical make-up. Recommended for students of drama interested in gaining a better understanding of the proper uses of theatrical make-up. Required for students planning to transfer to California State University, Long Beach, Fullerton or Dominguez Hills. Three hours lecture, one hour non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*

**THEATER ARTS 178 — 3 Units****Costume Crafts**

An introduction to costuming for the theater, television and film. Topics included: fabrics, sewing, wardrobe observations, color coordination, script analysis and basic drawing. Class will design costumes for one Golden West College production and each student will work on the wardrobe crew on the main stage show. Required for students planning to transfer to California State University, Long Beach and Fullerton. Three hours lecture, one hour non-lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*

**THEATER ARTS 188 — 3 Units****Body Movements for the Actor**

Instruction in the use of the body as an expressive instrument in performance, the use of strength, flexibility, relaxation, control and the relationship of the body to the creative project are concepts which are discussed. Three hours lecture, one hour non-lecture a week. Letter grade only. This course may not be offered each semester. *Transfer Credit: CSU; UC.*

**THEATER ARTS 189 — 2 Units****Stage Combat**

Fundamental of stage combat emphasizing such weapons as quarterstaff, foil, epee, sabre, broadsword, rapier and dagger. Such stunt techniques as fist fighting and falls are included. Strongly recommended for acting majors and theater arts teachers. Two hours lecture a week. Optional credit/ no credit or grade. *Transfer Credit: CSU; UC.*

**THEATER ARTS 205 — 3 Units****Oral Interpretation**

(Same as Speech Communication 205)

Principles and practice of the oral communication of prose, poetry and drama, with understanding and appreciation. Three hours lecture a week. Optional credit/no credit or grade. This course may not be offered each semester. *Transfer Credit: CSU; UC.*

**THEATER ARTS 206 — 3 Units****Acting III — Scene Study**

Advanced stage techniques based on the study of selected dramatic scenes. Areas of concentration include projection, voice and diction, rhythm and styles of acting. Three hours lecture, one hour non-lecture a week. Letter grade only. *Transfer Credit: CSU; UC.*

**THEATER ARTS 207 — 3 Units****Acting IV — Classical Styles**

Intermediate acting techniques with particular emphasis on acting for the theater diction. Units of study include: phonetics, voice projection, vocal quality, dialects, and the application of vocal techniques to dramatic literature. Required of theater arts majors. Three hours lecture, one hour non-lecture a week. Letter grade only. *Transfer Credit: CSU; UC.*

**THEATER ARTS 210 A-B — 2 Units****Musical Theater Workshop**

Participation in musical theater productions such as musical comedy, musical drama, operetta and opera at Golden West College. The course will include study in singing, acting, dancing, lighting, set construction, props, costume construction and make-up. An open enrollment class. One hundred eighty hours arranged. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*

# TUTORING SKILLS

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## THE PROGRAM

These courses teach students to become effective tutors at Golden West College.

## COURSES

### TUTORING SKILLS 020 — 0.5 Unit Tutoring Practicum

This course will provide the tutor with supervised practice in conducting individualized and small-group tutoring sessions with Golden West College students. Enrollment usually open through end of twelfth week of the semester in the Tutoring Center. Fifteen hours arranged. Credit/no credit only.

### TUTORING SKILLS 107 — 1 Unit Introduction to Tutoring

Introduces tutors to various aspects of their new roles and their relationships with tutees. Emphasis is on the first tutoring session. Guidelines are provided for making an initial assessment of the tutee's learning needs. Twelve hours lecture and ten hours non-lecture. Credit/no credit only. *Transfer Credit: CSU.*

### TUTORING SKILLS 111 — 0.5 Unit The Tutoring Process

This course will provide the tutors with methods to use in helping tutees practice, reinforce and review the material they are learning. The tutors will also generate new study aids relevant to the subjects they are tutoring for use during their tutoring sessions. Individualized class equivalent to nine hours. Credit/no credit only. *Transfer Credit: CSU.*

# VIETNAMESE

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## THE PROGRAM

Refer to FOREIGN LANGUAGE for Program information.

## TRANSFER INFORMATION

Refer to FOREIGN LANGUAGE for Transfer Information.

## COURSES

### **VIETNAMESE 060 — 3 Units** **Practical Vietnamese, Beginning**

This course is designed to introduce the student to the fundamental skills of spoken Vietnamese. Students will learn correct pronunciation, basic structural patterns and necessary vocabulary in order to carry on simple conversations. Three hours lecture a week. Optional credit/no credit or grade.

### **VIETNAMESE 068 A-B - 3 Units** **Vietnamese for Medical Personnel**

This is a beginning course in Vietnamese language for personnel in medical and health-related fields. Emphasis is given to medical and health related technology. Cultural aspects of Asian medicine and traditional Vietnamese treatments will also be addressed. Three hours lecture a week. Optional credit/no credit or grade

### **VIETNAMESE 180 — 5 Units** **Elementary Vietnamese**

This course is designed to introduce the student to the fundamental skills of spoken and written Vietnamese. Students will learn correct pronunciation, basic structural patterns, and necessary vocabulary in order to write and understand basic sentences and carry on simple conversations. Five hours lecture a week plus a minimum of one hour laboratory attendance to be arranged by the student with the instructor. Optional credit/no credit or grade. *Transfer Credit: CSU.*

### **VIETNAMESE 185 — 5 Units** **Elementary Vietnamese**

Prerequisite: Vietnamese 180 or equivalent proficiency.

This course is designed to introduce the student to the fundamental skills of spoken and written Vietnamese. Students will learn correct pronunciation, basic structural patterns, and necessary vocabulary in order to write and understand basic sentences and carry on simple conversations. Short and basic texts regarding aspects of Vietnamese culture to be discussed. Five hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU.*

### **VIETNAMESE 280 — 4 Units** **Intermediate Vietnamese**

Prerequisite: Vietnamese 185 or equivalent proficiency.

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. Four hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*

### **VIETNAMESE 285 — 4 Units** **Intermediate Vietnamese**

Prerequisite: Completion of Vietnamese 280 or equivalent proficiency.

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. Four hours lecture a week. Optional credit/no credit or grade. *Transfer Credit: CSU; UC.*

# WILDLIFE

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## TRANSFER INFORMATION

*Lower division major courses:*

### **Humboldt State University:**

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Biology 180, 185, 190; Computer Science 130; Mathematics 130 or 170 or 180;

**Plus:**

Chemistry 110 and Physics 120

**OR**

Chemistry 180 and 185 (or Physics 120)

# WOMEN'S STUDIES

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## TRANSFER INFORMATION

### **University of California, Irvine:**

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Several emphasis are available, see the GWC Social Science counselor for details.

# WRITTEN COMMUNICATION

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## TRANSFER INFORMATION

*Lower division major courses:*

### **California State University, Fullerton:**

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**Advertising Option:**

Humanities 160/Journalism 160

**Journalism Option:**

Humanities 160/Journalism 160; Photography 150

**Photo Communications Option:**

Humanities 160/Journalism 160; Photography 150

**Public Relations Option:**

Humanities 160/Journalism 160; Photography 150

### **California State University, Long Beach:**

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**Journalism:**

(refer to Journalism section of this catalog)

**Public Relations:**

(Refer to the Public Relations section of this catalog)

# CERTIFICATES OF ACHIEVEMENT

## Communications Generalist Option

Recommended for those already employed or interested in upgrading skills to be more flexible and employable by small businesses, community, or volunteer agencies. The curriculum offers many choices for those seeking enrichment in subject matter skills and processes appropriate to their particular agency or job. Especially recommended for those who are responsible for preparing press releases, brochures, newsletters, and other publications.

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

<b>Required Courses</b>		<b>Units</b>
Co-Op 091A-D - 096A-C	Work Experience	1-4
Bus/Ofc Admin 103/ Marketing 103	Computer Keyboarding, Part I	1
<b>OR</b>		
Bus/Ofc Admin 104	Computer Keyboarding, Part II	1
<b>OR</b>		
Verified Typing Speed Of 30 Words A Minute		
<b>COMPLETE 16-20 UNITS FROM THE FOLLOWING:</b>		
Business 103/ Marketing 103	Public Relations	3
Drafting 100	Basic Engineering Drafting	3
English 100	Freshman Composition	3
English 194	Technical Writing I	3
Humanities 160/ Journalism 160	Intro To Mass Communications	3
Journalism 125	Writing For Public Relations	3
Library 110	Finding Information	1
Marketing 110	Salesmanship	3
<b>OR</b>		
Speech Comm 110	Public Speaking	3
Marketing 130	Advertising	3
Photography 150	Fundamentals Of Photography	3
Speech Comm 130	Work-Related Comm Skills	3
Speech Comm 100	Interpersonal Communication	3

17-24

## Journalism Option

Recommended for those seeking entry-level job skills in writing for publications (magazines, newspapers, newsletters, house organs, etc.) Also recommended for those already employed but interested in acquiring or upgrading writing skills to improve their vocational potential. Instruction in gathering, writing, and disseminating news and feature information.

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

<b>Required Courses</b>		<b>Units</b>
Journalism 185	Writing for News Media	3
Journalism 285A-D	Newspaper Production	3
Humanities 160/ Journalism 160	Intro To Mass Communications	3
Photography 150	Fundamentals Of Photography	3
Co-Op 091A-D - 096A-C	Work Experience	1-4

### COMPLETE 6-9 UNITS FROM THE FOLLOWING:

Business 103/ Marketing 103	Public Relations	3
English 100	Freshman Composition	3
Journalism 120	Magazine Article & Feature Writing	3
Journalism 125	Writing For Public Relations	3
Library 110	Finding Information	1
Marketing 110	Salesmanship	3
<b>OR</b>		
Speech Comm 110	Public Speaking	3
Marketing 130	Advertising	3
Speech Comm 130	Work-Related Comm Skills	3
Speech Comm 100	Interpersonal Communication	3
		19-25

**RECOMMENDED ELECTIVE:** The following course is specifically selected to enhance the Journalism Option curriculum.

Political Science 180	Introduction To Government	3
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Vocational information regarding careers in this field is available in the office of Counseling and Guidance.

## Public Relations Option

This program is designed for those seeking entry-level job skills in public relations. Also recommended for those already employed but interested in acquiring or upgrading writing skills to improve their vocational potential.

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

Required Courses		Units
English 100	Freshman Composition	3
Photography 150	Fundamentals Of Photography	3
Journalism 185	Writing for News Media	3
Business 103/ Marketing 103	Public Relations	3
Journalism 125	Writing For Public Relations	3
Co-Op 091A-D - 096A-C	Work Experience	2

### COMPLETE 3 UNITS FROM THE FOLLOWING COURSES:

English 110	Intro To Literature: Composition	3
Marketing 105	Industrial Marketing	3
Bus/Ofc Admin 102	Computer Keyboarding I, II, III	3
<b>OR</b>		
Bus/Ofc Admin 103	Computer Keyboarding, Part I	1
Political Science 180	Intro To Government	3
Psychology 100	Introductory Psychology	3
Speech Comm 100	Interpersonal Communication	3
Speech Comm 110	Public Speaking	3
Speech Comm 130	Work-Related Comm Skills	3
		22

## Technical Communications

*(May not be offered 1999-2000)*

This program provides the information and skills necessary for entry-level employment in technical communication. It is also recommended for those majoring in or employed in a wide variety of business, technical, medical, scientific, engineering, human services, police sciences, and related fields. The course also may be taken by those interested in gaining or up-grading skills in a particular area.

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

Required Core Courses		Units
English 194	Technical Writing I	3
English 195	Technical Writing II	3
Speech Comm 110	Public Speaking	3

### OR

Speech Comm 130	Work Related Comm Skills	3
Bus D P 110	Intro To Macintosh Computer	3
Bus D P 176A-B/ Art 176A-B	Intro To Desktop Publishing	3
Bus D P 177A-B/ Art 177A-B	Graphic Design Principles	3
Bus/Ofc Admin 025	Proofreading Skills	2
Comp/O A 157	Intro To IBM PC DOS	1.5
Comp/O A 159	Intro To Windows 3.1	1.5
Comp/O A 160	WORD For Windows, Intro	1.5
<b>OR</b>		
Comp/O A 164	DOS: WordPerfect, Intro	1.5
<b>OR</b>		
Comp/O A 167	WordPerfect For Windows, Intro	1.5
Comp/O A 161	WORD For Windows, Adv	1.5
<b>OR</b>		
Comp/O A 165	DOS: WordPerfect, Inter	1.5
<b>OR</b>		
Comp/O A 168	WordPerfect For Windows, Adv	1.5
Comp/O A 180	Lotus 1-2-3/Office	1.5
<b>OR</b>		
Comp/O A 182	Excel For Windows	1.5
		27.5

### ELECTIVE:

Bus D P 138	Business Presentation Graphics	3
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# ADMINISTRATION & FACULTY

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Learning Resources

Thomas N. Hermstad . . . . . Dean,  
Health, Physical Education & Athletics  
Athletic Director

Dr. David D. Hudson . . . . . Dean,  
Language Arts

Douglas G. Larson . . . . . Dean,  
Social Sciences,  
New Media Center

Vacant . . . . . Director,  
Disabled Students

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Special Student Services

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Health Professions  
Grievance Officer

Valerie A. Venegas . . . . . Director,  
Student Activities

David Barr . . . . . Associate Dean,  
Criminal Justice Training Center



## Faculty

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**David F. Anthony** Dean,  
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**Evelyn V. Armstrong** Nursing

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**Warren S. Carter** TV Production  
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- Thomas N. Hermstad** Professor, Physical Education  
Dean, Physical Education & Athletics  
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- Karen L. Hinton** Assistant Professor, Counselor/EOP/S and Care Programs  
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- Lou Ann H. Hobbs** Professor, Librarian  
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- Beth Hooper** Professor, Mathematics  
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- David A. Horowitz** Professor, Mathematics  
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- Carol A. Hughes** Associate Dean, Student Health Services  
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- Maryruth "Mickey" Jackson** Professor, English  
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- Francis A. Jessoe** Mathematics
- Robert J. Johnson** Professor, ESL/Special Education (Disabled Students Program)  
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- Joanne G. Kashdan** Professor, English  
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- Cherie S. Kay** Physical Education  
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- Patrick J. Kennedy** Professor, English  
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- Valerie Klein** Nursing  
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- David L. Koenig** Associate Professor, Cosmetology  
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- Thomas M. Kubis** Music  
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- Roscoe E. Lancaster** Professor, Chemistry  
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- Douglas G. Larson** Dean, Social Science, New Media Center  
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- Donald A. Lindsay** Professor, Biological Sciences  
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- James R. Long** Professor, Sociology and Psychology  
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- John C. Lundquist** Professor, English  
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- L. Joelene Mack** Professor, Office Administration and Business  
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- Dean W. Mancina** Professor, Instructional Coordinator, Tutorial Center  
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- Ernest "Chip" Marchbank** Counselor  
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## Professor Emeritus

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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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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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