
Programs of Study

AA = Associate in Arts Degree and AS= Associate in Science Degree (4 semesters, 60+ units)

AD-T = Associate Degree for Transfer (California State University system, 60 units)

C = Certificate of Achievement and LC = Local Certificate (1-3 semesters, short-term training)

The 2018-2019 course catalog requires an addition. The following programs should be added:

Agriculture Sales and Marketing	C
Cybersecurity	C
English.	AA-T
Industrial Automation	C
Project Management.	C

Agriculture Sales and Marketing

Agriculture Sales and Marketing Certificate of Achievement (COA)

The Agriculture Sales and Marketing will develop and expand the student’s knowledge of Agriculture Business. The student will develop knowledge and skills sufficient to gain and hold entry-level jobs in Ag Sales and Marketing. The student will learn step-by-step sales techniques, stage presence, self-evaluation of voice, habits, abilities in sales, and understanding of sales career. This program will help students make decisions as to whether or not they are qualified in sales, and prepare them for a sales career if they choose that vocation.

Upon successful completion of the program, students will be able to:

- demonstrate characteristics of a good communication skills.
- demonstrate techniques to develop a sales relationship.
- maximize technology and resources to successfully market a good or product
- model professional sales presentation strategies

Course #	Title	Units
Required Core Courses		
AGBUS 010	Introduction to Agriculture Business	3
AG 011	Agriculture Sales & Commnication	3
AGBUS 015	Computer Application to Agriculture	3
CIS-002G.....	Introduction to E-Commerce.....	3
AG 015X	Occupational Work Experience	1 - 8
Total		15

This is a **recommended sequence** of courses for timely completion of this program. Entry in to transfer level English and math required to follow this recommended sequence. Please see your counselor to formalize your personalized educational plan or for alternative planning.

SEMESTER 1		SEMESTER 2	
AGBUS-010.....	3	AG-011.....	3
CIS-002G.....	3	AGBUS-015.....	3
	6	AG-015X.....	3
			9

Cybersecurity

Introduction to Cybersecurity (Certificate of Achievement)

The Introduction to Cybersecurity Certificate of Achievement offers a problem-solving methodology built on key principles that are independent of specific technologies in a vendor neutral environment. The principles taught in this certificate are mappable, stackable, and track to today’s emerging technologies and teach students the security techniques and research skills required to stay on top of today’s ever-changing security environment. This certificate provides comprehensive training to begin a career focused on securing computing assets and information. Join our program to acquire skills and knowledge in the design, application, installation, operation, and maintenance of computer security systems through extensive hands-on experience in this rapidly growing field. This program of study prepares student to take the following certification exams: CompTIA is an ANSI accredited Certifier - 0731. The CompTIA Security+ program is included in the scope of this accreditation. The CompTIA Security+ certification may be kept current through the CompTIA Continuing Education program.

Upon successful completion of the program, students will be able to:

- troubleshoot and diagnose security issues;
- conduct security audits and penetration testing;
- assist in developing and implementing security plans and procedures;
- assist in developing and presenting security awareness;
- evaluate, recommend and install security hardware and software;
- monitor computer systems to detect inappropriate use;
- develop incident, disaster recovery, business continuity and emergency response plans.

Course #	Title	Units
Required Core Courses		
CIS-005E.....	Introduction to Information System Security.....	3
CIS 005F	Intro to Information Assurance	3
CIS 005G	Computer Forensics Fundamentals	3
CIS-005H.....	Operating Systems – Linux.....	3
CIS-042.....	System Design and Analysis.....	3
	Total	15

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SEMESTER 1		SEMESTER 2	
CIS-005H.....	3	CIS-005F.....	3
CIS-005E.....	3	CIS-005G.....	3
CIS-042.....	3		6
	9		

English

Associate of Arts in English for Transfer Degree (English AA-T)

The Associate of Arts in English for Transfer Degree (AA-T) program is designed to provide entry-level skills and knowledge for a student transferring to a 4-year institution with a major in English. The English major requires 18 units in English and related fields. Course work in this program will provide a foundation in subjects students will study as English majors in 4-year colleges or university programs. The English major prepares student for four-year programs with emphasis in composition, literature, and creative writing.

To earn the Associate in Arts in English for Transfer Degree, a student must:

- Complete all degree course requirements in the major as outlined below with grades of C or better.
- Complete a minimum of 60 CSU-transferable semester units with a minimum grade point average of 2.0.
- Complete either the CSU General Education Breadth pattern (CSU GE) which requires a minimum of 39 units, or the Intersegmental General Education Transfer Curriculum (IGETC), which requires 34-38 units. Double counting of courses is encouraged and permitted. Students are not required to complete the West Hills College Lemoore’s local graduation requirements (Health Education 35 and two units of activity courses, if applicable).Program Student Learning Outcomes

Upon successful completion of the program, students will be able to:

- write about topics in a manner that demonstrates college-level writing skills with lucid claims for a variety of purposes and audiences. This writing will exhibit critical thinking, control of meaning, maturity of style, and appropriate tone.
- identify the strengths and weaknesses of a piece of writing, including cogent or fallacious reasoning, as well as the assumptions, values, rhetorical moves, premises, and logical progressions.
- exhibit an ability to interpret and analyze a variety of fiction and non-fiction works from a variety of genres, eras, and cultures.
- locate, evaluate, interpret, and engage appropriate and credible sources and correctly incorporate source material into their arguments in rhetorically effective ways

Course #	Title	Units
Required Core Courses		
ENG-002.....	Introduction to Literature.....	3
ENG-003.....	Critical Thinking	3
ENG-004.....	World Literature	3
ENG 005	American Literature	3
ENG-025.....	Introduction to Creative Writing.....	3
Elective taken from recommended list below (Choose 1)		
HUM-001.....	Introduction to Western Culture.....	3
JOURN-001.....	Introduction to Mass Communication.....	3
JOURN-002A...	Introduction to News Writing.....	3
COM-002.....	Oral Interpretation of Literature.....	3
PA-001.....	Introduction to Theater.....	3
LING-011.....	Introduction to Linguistics.....	3
	Total.....	3
	Total	18

This is a **recommended sequence** of courses for timely completion of this program. Entry in to transfer level English and math required to follow this recommended sequence. Please see your counselor to formalize your personalized educational plan or for alternative planning.

SEMESTER 1	SEMESTER 2	SEMESTER 3	SEMESTER 4
ENG-001A..... 3	ENG-002..... 3	ENG-025..... 3	ENG-004..... 3

AREA B1.....	4	ENG-003.....	3	AREA B2.....	3	ENG-005.....	3
IS-001.....	3	COM-001.....	3	MARJOR ELECTIVE....	3	POLSCI-001.....	3
AREA E.....	3	MATH-025.....	4	HIST-017A or HIST-017B.	3	ELECTIVE 001-049.....	7
AREA C1 (HUM-001 or PA-001).....	3		13	AREA D3.....	3		16
	16				15		

Industrial Automation

Introduction to Industrial Automation (Certificate of Achievement)

The Introduction to Industrial Automation Certificate program is modeled after local industry competency standards and includes study in the following areas: electrical theory and components, soldering, wiring diagrams, safety programmable logic controllers, and Allen Bradley SLC 500 and CLX 5000 computer integrated manufacturing. This program will provide the necessary knowledge and skills to increase job performance for careers in electronics technology. Students will be prepared for entry level positions in petroleum/energy, manufacturing automation, process control, logistics and distribution, material processing, and industrial maintenance.

Program Student Learning Outcomes

Upon successful completion of the program, students will be able to:

- demonstrate proficiency of safety principles required for industrial employment.
- demonstrate proficiency in automation programming/troubleshooting related to programmable logic controllers.
- demonstrate problem solving skills used in industrial manufacturing environments.
- demonstrate an understanding of industrial manufacturing and electronics.
- demonstrate an understanding of the core hardware and theory related to programmable automation controllers.

Course #	Title	Units
Required Core Courses		
ELET 001	Basic Electronics (dc)	3
ELET 002	Electronic Circuits	3
ELET 003	Programmable Logic Controllers	3
ELET 006	Electric Motors & Controls	4
ITEC 008	Mechanical Systems	3
ITEC 015X	Occupational Work Experience Education	1 - 8
Total		18

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SEMESTER 1		SEMESTER 2	
ELET-001.....	3	ELET-002.....	4
ELET-003.....	3	ELET-006.....	4
ITEC-008.....	3	ITEC-015X.....	1
	9		9

Project Management

Project Management (Certificate of Achievement)

The Project Management Certificate Program provides a front-to-back learning process required to complete goals and efficiently produce goods and/or provide services. Project management is one of the fastest growing careers globally, because it applies to the needs of all industries. This program will present all the steps of project management outlined in the Project Book of Knowledge (PMBOK) published by the Project Management Institute (PMI), the largest organized project management association in the world. Program content prepares students to take the certification prep course, CAPM, which is the entry-level certification with PMI.

Upon successful completion of the program, students will be able to:

- Demonstrate understanding of project management principles and practices while maintaining high standards of practice, making ethical judgments and decisions in a respectful, and sustaining professional manner
- Conduct project planning activities that accurately forecast project costs, timelines, and quality. Implement processes for successful resource, communication, and risk and change management
- Create project management documents and plans in written, verbal, and non-verbal form, utilizing industry terminology.
- Manage the human resources of a project including organizing, managing and leading the project team, using effective strategies to influence others, manage conflict, and lead teams to successful project completion
- Manage projects effectively including the management of scope, time, costs, and quality, while satisfying the needs for which the project was undertaken
- Manage project risk, including identifying, analyzing and responding to risk
- Analyze and manage stakeholder expectations and engagement to ensure a successful project outcome

Course #	Title	Units
Required Core Courses		
BUS 019A	Introduction to Project Management	3
BUS 019B	Project Integration & Scope Management	3
BUS 019C	Project Time & Cost Management	3
BUS 019D	Project Quality Management	3
BUS 019E	Project Human Resources & Com Management	3
BUS 019F	Project Risk & Procurement Management	3
Total		18

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SEMESTER 1		SEMESTER 2		SEMESTER 3	
BUS-019A.....	3	BUS-019C.....	3	BUS-019E.....	3
BUS-019B.....	3	BUS-019D.....	3	BUS-019F.....	3
	6		6		6