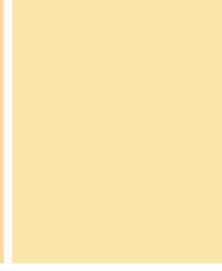
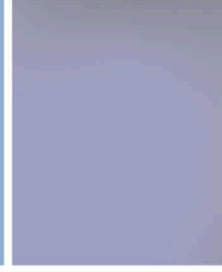
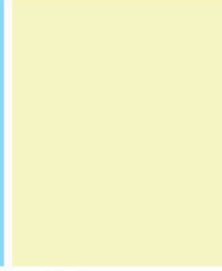
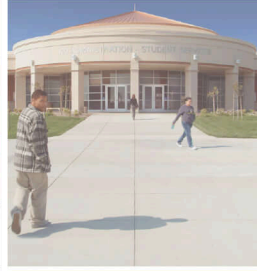
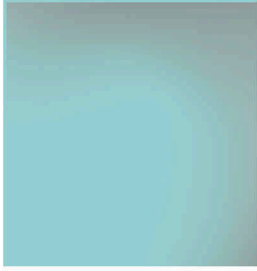
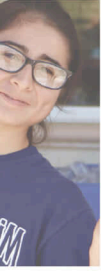
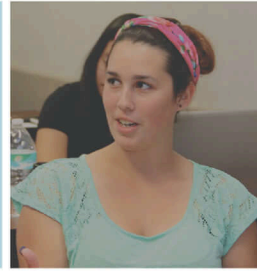




**WEST HILLS COLLEGE**  
**LEMOORE**

# *Catalog* **2020**





**West Hills College Lemoore**

# **Catalog**

**2020-2021**



**WEST HILLS COLLEGE  
L E M O O R E**

[westhillscollge.com](http://westhillscollge.com)

555 College Ave., Lemoore, CA 93245 • 559.925.3000

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# About

## About This Catalog

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 that the Board of Trustees of the West Hills Community College District and the Chancellor of West Hills College reserve the right to add or delete classes and to add, amend, or repeal rules, resolutions or policies within the administrative area of such officers, including registration dates and information. Courses listed herein may not be offered as a result of staff reductions, low enrollments, or state legislation and/or financial considerations. All classes are offered subject to sufficient enrollment to justify them economically. In those cases in which classes must be canceled for lack of enrollment, every attempt will be made to reschedule students to meet their needs. It is the policy of the West Hills Community College District that unless specially exempted by statute, every course section or class, the average daily attendance of which is to be reported for State funding, 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 and who meets such prerequisites as may be established pursuant to Education Code Title V section 58100. This catalog is being distributed by the most cost-effective method available for West Hills College to meet an obligation to inform citizens about its courses and programs.

## Photo Release

West Hills Community College District, a non-profit California Community College District, reserves the right to take and use photographs, video, and electronic images of students and visitors taken on college property and at college sponsored events for marketing and promotional purposes. If you would like to opt-out please make a request in writing to the district Marketing, Communications, and Public Information Office via email at [marketing@whccd.edu](mailto:marketing@whccd.edu).

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# President's Message



**W**est Hills College Lemoore (WHCL) welcomes you to the 2020-2021 academic year. The WHCL Catalog is your guide to navigating college policies and procedures, to accessing support services, and to understanding your rights and responsibilities as a student at WHCL.

WHCL offers a breadth of associate degree and certificate programs, opportunities for advancing your career, excellent athletic programs, and outstanding co-curricular activities including our excellent athletic programs and the WHCL Associated Student Body (ASB). Our esteemed faculty and supportive staff take pride in building personal connections with you to support your academic success.

WHCL's commitment to your success is evident in our practices, services, and beautiful facilities. Our Open Educational Resources (OER) eliminate or considerably reduce the cost of textbooks with the use of free/low-cost online materials. WHCL offers accelerated paths to shorten your time to completion, real-time online counseling, help finding employment and high quality instruction. Each year we develop and launch new programs and services to provide additional educational opportunities and support.

WHCL is relentless in our pursuit of student success, and we promise to do all we can to help you achieve your dreams. Please feel free to contact me if there is anything I can do to help you. I look forward to seeing you around campus!

Best wishes for a successful year,

A handwritten signature in black ink that reads "Kristin Clark". The signature is written in a cursive, flowing style with a long horizontal line extending to the right.

Dr. Kristin Clark  
President, West Hills College Lemoore

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# Administrators

## West Hills College Lemoore

559-925-3000

559-924-8065 (TTY)

[www.westhillscollge.com](http://www.westhillscollge.com)

### Board of Trustees

Mark McKean, *President*

Jeff Levinson, *Vice President*

Nina Oxborrow, *Clerk*

Salvador Raygoza

Steve Cantu

Bobby Lee

Martin Maldonado

Angie Mora, *Student Trustee*

### West Hills College Lemoore Administration

Kristin Clark, *President*

Val Garcia, *Vice President, Student Services*

James Preston, *Vice President, Educational Services*

Kris Costa, *Dean of Career Technical Education (CTE)*

Elmer Aguilar, *Dean of Student Services*

Sue Warner, *Dean of Educational Services*

Maria Gonzalez, *Associate Dean of Categorical Programs*

Andrea Picchi, *Interim Associate Dean of Athletics*

### District Administration

Stuart Van Horn, *Chancellor*

Richard Storti, *Deputy Chancellor of Business Services*

Kelly Cooper, *Vice Chancellor of Educational Services & Technology*

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# Instructional Calendar

## West Hills Community College District

### 2020-2021

#### 2020 Summer Session

May 26 – July 31, 2020 . . . . .	Instruction Begins/Ends
July 3 . . . . .	Independence Day Observed

#### 2020 Fall Semester

August 13 . . . . .	Th . . . . .	Professional Dev Day, No Classes
August 14 . . . . .	F . . . . .	Professional Dev Day, No Classes
August 17 . . . . .	M . . . . .	Instruction Begins
September 7 . . . . .	M . . . . .	Labor Day, No Classes
October 9 . . . . .	F . . . . .	Last Day to Petition to Graduate
October 12 . . . . .	M . . . . .	Second 9-week Classes Begin
November 13 . . . . .	F . . . . .	Last Day to Withdraw with a W
November 11 . . . . .	M . . . . .	Veteran's Day Observed, No Classes
November 26-27 . . . . .	Th-F . . . . .	Thanksgiving, No Classes
December 14-18 . . . . .	M-F . . . . .	Finals Week
December 18 . . . . .	F . . . . .	End of Fall Semester

Total Instructional Days: 87

#### 2021 Spring Semester

January 14 . . . . .	Th . . . . .	Professional Dev Day, No Classes
January 5 . . . . .	F . . . . .	Professional Dev Day, No Classes
January 18 . . . . .	M . . . . .	Martin Luther King Day, No Classes
January 19 . . . . .	T . . . . .	Instruction Begins
February 12 . . . . .	F . . . . .	Lincoln's Day Observed, No Classes
February 15 . . . . .	M . . . . .	Washington's Day Observed, No Classes
March 12 . . . . .	F . . . . .	Last Day to Petition to Graduate
March 22 . . . . .	M . . . . .	Second 9-week Classes Begin
March 29 – April 2 . . . . .	M-F . . . . .	Spring Recess
April 23 . . . . .	F . . . . .	Last Day to Withdraw with a W
May 24-28 . . . . .	M-F . . . . .	Finals Week
May 27 . . . . .	Th . . . . .	Lemoore Commencement
May 28 . . . . .	F . . . . .	Coalinga Commencement
May 28 . . . . .	F . . . . .	End of Spring Semester

Total Instructional Days: 88

# General Information

## History

The establishment of a college for the Coalinga Union High School District was proposed in the spring of 1932. The official beginning of the Coalinga Extension Center of Fresno State College dates from October 3, 1932. In September 1941, Coalinga Junior College became an independent unit under the direction of the Governing Board of the Coalinga Union High School District. Construction of a new campus on Cherry Lane near the northern limit of the City of Coalinga was begun on October 3, 1955 and the buildings were occupied on September 13, 1956.

In November of 1961, the voters of Coalinga Union High School District approved the formation of a separate junior college district and in June of 1962, the voters of Lemoore High School District voted to annex to the college district, as did voters of Riverdale and Tranquility High School Districts in December of 1962. Effective July 1, 1969, the official name of the college was changed to West Hills College in keeping with the nature of the expanded district.

In order to effectively serve the college district, West Hills College built the North District Center in the city of Firebaugh in 1971. In 1979 the District purchased land in the City of Lemoore and in 1981 a classroom building and an office were erected. This was the Kings County Center until January 2002. On September 26, 2000, the Board of Trustees signed and accepted the "Agreement of Donation of Land for the West Hills College Lemoore" a generous donation from Robert and Mardell Pedersen and Lionel and Lola Semas. The land given in this donation was developed into the current site of West Hills College Lemoore since January 2002.

## Accreditation

West Hills College Lemoore received its initial accreditation in 2006 by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges. West Hills College Lemoore's accredited status was reaffirmed by the Commission in June 2017. The Accrediting Commission is an institutional accrediting body recognized by the United States Department of Education and the Council for Higher Education Accreditation. The Commission's address is 10 Commercial Boulevard, Suite 204, Novato, California, 94949. The Commission's telephone number is 415-506-0234. E-mail: [accjc@accjc.org](mailto:accjc@accjc.org)

## Mission Statement

West Hills College Lemoore serves a diverse community of students who seek an affordable, accessible, relevant, and rigorous education. The college community is dedicated to student learning and achievement by providing quality courses that lead to certificates, associate degrees, transfer, and career pathways.

## Vision Statement

West Hills College Lemoore is committed to the relentless pursuit of student success.

## Institutional Student Learning Outcomes (ISLOs)

West Hills College Lemoore identifies the following knowledge, skills, abilities, and attitudes that students should master as a result of their overall college experience.

### Communication Competency

- Develops and presents cogent, coherent and substantially error-free writing for communication to general and specialized audiences.
- Demonstrates effective interactive communication through discussion, i.e., by listening actively and responding constructively and through structured oral presentations to general and specialized audiences.
- Negotiates with peers an action plan for a practical task and communicates the results of the negotiation either orally or in writing.

### Analytical Inquiry

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- Identifies and frames a problem or question in selected areas of study and distinguishes among elements of ideas, concepts, theories or practical approaches to the problem or question.

**Information Competency**

- Identifies, categorizes, evaluates and cites multiple information resources so as to create projects, papers or performances in either a specialized field of study or with respect to a general theme within the arts and sciences.

**Quantitative Reasoning**

- Presents accurate interpretations of quantitative information on political, economic, health-related or technological topics and explains how both calculations and symbolic operations are used in those offerings.
- Creates and explains graphs or other visual depictions of trends, relationships or changes in status.

**Ethical Reasoning**

- Describes the ethical issues present in prominent problems in politics, economics, health care, technology or the arts and shows how ethical principles or frameworks help to inform decision making with respect to such problems.

**Ability to Engage Diverse Perspectives**

- Students will be able to describe how knowledge from different cultural perspectives might affect interpretations of prominent problems in politics, society, the arts and global relations.
- Describes, explains and evaluates the sources of his/her own perspective on selected issues in culture, society, politics, the arts or global relations and compares that perspective with other views.

**Personal, Academic, and Career Development**

- Assesses personal knowledge, skills, and abilities; sets personal, educational, and career goals; works independently and in group settings; and identifies lifestyle choices that promote self-reliance, financial literacy, and physical, mental and social health.

**Academic Freedom**

The West Hills Community College District is committed to the principles of academic freedom as core values that underlie teaching, scholarship, creative activity, and service to the public, our community, and the larger scholarly community. The principles of academic freedom are part of the broader protections of freedom of expression, guaranteed by the First Amendment of the United States Constitution. Academic freedom is essential to these purposes and applies both to teaching and research.

Freedom in research is fundamental to the advancement of truth. Academic freedom in its teaching aspect is fundamental for the protection of the rights of the teacher to teach and of the student in the freedom to learn. Academic freedom carries with it duties correlative with rights.

The right to exercise any liberty implies a duty to use it responsibly. As a right, it guarantees the instructor freedom to express and explore diverse and competing viewpoints, interpret personal findings, and communicate the conclusions without being subjected to interference, molestation, or penalty because the conclusions are at variance with those of other persons. As a responsibility, it carries the obligation to study, to investigate, to present, to discuss, and to interpret, fairly and objectively, facts and ideas related to the instructor's assignments and to avoid teaching material which has no relation to the subject or is inconsistent with course objectives.

When faculty speak or write as citizens they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence, they should at all times abide by standards of professional ethics, be accurate, should exercise appropriate restraint, should show respect for the opinion of others, and avoid creating the impression of speaking or acting for the district.

The West Hills Community College District seeks to develop in its students a sense of thoughtful independence. To do so, students and faculty must be free within the classroom and through scholarly research, creative activity,

and community service to explore the widest possible range of viewpoints. The District specifically endorses the following portion of the American Council on Education's Statement on Academic Rights and Responsibilities:

“The validity of academic ideas, theories, arguments and views should be measured against the intellectual standards of relevant academic and professional disciplines. Application of these intellectual standards does not mean that all ideas have equal merit. The responsibility to judge the merit of competing academic ideas rests with colleges and universities and is determined by reference to the standards of the academic profession.”

The West Hills Community College District considers academic freedom defined by its attendant rights and responsibilities as a vital, primary force in the achievement of the goals and objectives of our colleges and the communities we serve.

## **Compliance Statement**

West Hills College Lemoore does not discriminate on the basis of race, color, national origin, sex (including sexual orientation), handicap (or disability), or age in any of its policies, procedures, educational programs, activities or practices, in compliance with Title VI of the Civil Rights Act of 1964 pertaining to race, color, and national origin and Title IX of the Educational Amendments of 1972, 20 U.S.C. §§ 1681 et seq (Title IX) and its implementing regulations, 34 C.F.R. Part 106.; Section 504 of the American Disabilities Act of 1990 pertaining to handicap; and the Age Discrimination Act of 1975 (pertaining to age).

This nondiscrimination policy covers admission and access to, and treatment and employment in, the College's programs and activities, including vocational education.

The lack of English language skills will not be a barrier to admission and participation in the college's vocational education programs. West Hills College Lemoore recognizes its obligation to provide overall program accessibility throughout the college for handicapped persons.

Inquiries regarding Federal laws and regulations concerning nondiscrimination in education or the District's compliance with those provisions may also be directed to: Office for Civil Rights, U.S. Department of Education, Old Federal Building, 50 United Nations Plaza, Room 239, San Francisco, California 94102.

The coordinator for Title IX, Section 504/ADA is Dr. Richard Storti, Vice Chancellor of Business Services/Human Resources. Inquiries regarding the equal opportunity policies, the filing of grievances or grievance procedures covering discrimination complaints may be directed to: Dr. Richard Storti, Vice Chancellor, Business Services/Human Resources, West Hills College District, 275 Phelps Ave, Coalinga, CA 93210, (559) 934-2160.

Inquiries regarding Federal laws and regulations concerning nondiscrimination in education or the District's compliance with those provisions may also be directed to: Office for Civil Rights, U.S. Department of Education, 50 Beale Street, Suite 7200, San Francisco, California 94105, 415.486.5555 – OR THE: Department of Fair Employment & Housing, 1900 Mariposa Mall, Suite 130, Fresno, CA, 93721.

*West Hills College is an Equal Opportunity Employer.*

## **Declaracion de Cumplimiento**

West Hills College no discrimina por razón de raza, color, origen nacional, sexo (incluyendo el acoso sexual), handicap (o discapacidad) o de edad en cualquiera de sus políticas, procedimientos, programas educativos, actividades o prácticas, en cumplimiento del título VI de la ley de derechos civiles de 1964 relativas a raza, color, origen nacional y Título IX de las enmiendas educativas de 1972, 20 U.S.C. §§ 1681 et seq. (Título IX) y su normativa de desarrollo, 34 C.F.R. parte 106.; Sección 504 de la American Disabilities Act de 1990 referente a discapacidad; y la ley de discriminación de edad de 1975 (edad).

Esta política de no discriminación incluye admisión y acceso a y tratamiento y el empleo en programas y actividades, incluyendo la educación vocacional de la Universidad.

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La falta de conocimientos del idioma inglés no será una barrera para la admisión y participación en programas de educación vocacional de la Universidad. Universidad del oeste de colinas reconoce su obligación de proporcionar la total accesibilidad del programa a través de la Universidad para personas con discapacidad.

Preguntas con respecto a las leyes federales y reglamentos relativos a la no discriminación en la educación o cumplimiento del distrito las disposiciones también deben dirigirse a: Oficina para los derechos civiles, Departamento de Educación de Estados Unidos, Old Federal Building, 50 Naciones Unidas Plaza, Room 239, San Francisco, California 94102.

El Coordinador de Título IX, sección 504/ADA es Dr. Richard Storti, Vice Canciller de negocios servicios y recursos humanos. Las consultas sobre las políticas de igualdad de oportunidades, la presentación de reclamaciones o procedimientos para quejas sobre quejas de discriminación puede ser dirigida a: Dr. Richard Storti, Vice Canciller, negocios servicios y recursos humanos, Distrito Universidad West Hills, 275 Phelps Ave, Coalinga, CA 93210, (559) 934-2160.

Preguntas con respecto a las leyes federales y reglamentos relativos a la no discriminación en la educación o cumplimiento del distrito las disposiciones también deben dirigirse a: Oficina de derechos civiles, Departamento de educación, 50 Beale Street, Suite 7200, San Francisco, California 94105, (415) 486-5555-OR el: Departamento de Feria de empleo y vivienda, 1900 Mariposa Mall, Suite 130, Fresno, CA, 93721.

*Universidad del oeste de colinas es un empleador de igualdad de oportunidades.*

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# Admissions

## Help Desk Services

Student's first contact for assistance should be any of the student services staff located at the Eagle Help Desk in the Student Union at West Hills College Lemoore. You can contact the Eagle Desk by phone at 559-925-3000 during school hours. After hours assistance and technical assistance is also available to assist you via email at [helpdesk@whccd.edu](mailto:helpdesk@whccd.edu) or by phone at 559-934-2002.

## Eligibility Requirements

- Admission to West Hills College Lemoore requires one of the following:
- High school graduation.
- Successful completion of the California High School Equivalency Examination or G.E.D.
- Attainment of adult status, 18 years of age.
- Recommendation from the principal of the high school the student is attending and parental permission.
  1. Student must be approved for "advanced scholastic or vocational work," and must be identified as a special part-time or full-time student. Some courses may have restricted access based on age or
  2. Students may be admitted as a special part-time or full-time student (dual enrollment) if:
    - the class is open to the general public or the class is offered during the normal school day at the student's high school campus; and
    - the student is currently enrolled in grade 11 or 12 (Junior or Senior year). Exceptions may be made for some special programs and course work, and
    - the student has demonstrated eligibility for instruction by completing assessment and orientation.

### Eligibility for Dual Enrollment Admission Definitions:

1. Advanced scholastic or vocational work is identified as college-level, degree-applicable course work.
2. A special part-time student is identified as a high school student who is attending high school and community college concurrently, and is enrolled in 11.0 college units or less.
3. A special full-time student is identified as a high school student who has been completely released by his or her high school to attend West Hills College Lemoore fulltime, and is enrolled in 12.0 units or more.

*Pursuant to California Education Code Section 76001 (d), specially admitted part-time students may not enroll in more than 11 units per semester.*

*Pursuant to California Education Code Section 76300 (f), specially admitted part-time students may be exempt from payment of the enrollment fees, per special action of the Board. All other appropriate fees shall be assessed.*

*Specially admitted students released from their high school to attend full-time must pay the enrollment fee and all other appropriate fees as assessed. However, full-time special admit students may qualify for the California College Promise Grant program.*

## Admission Procedure

Students must apply using our online application available at [www.westhillscollege.com/lemoore](http://www.westhillscollege.com/lemoore) or by visiting the Student Union or Administration building on campus.

## Orientation

Orientation is required for all new students and provides you with the tools and skills to navigate your first semester. West Hills College Lemoore Orientation is scheduled at a variety of times in the traditional face-to-face setting and orientation is also available online. Students are exempt from orientation if they have attended and/or participated in orientation at another college.

## Placement Tests

Pursuant to Assembly Bill 705, we are pleased to share that all students have an opportunity to qualify for transfer-level math and English using a “new” placement guide, which focuses on using your high school records instead of our old assessment tests. Using this information, we can provide you with a variety of academic and student support services to help you succeed.

For more information on placement, please contact the West Hills College Lemoore Eagle Help Desk at (559) 925-3000

## Transcript Evaluation

For those applicants who want their high school or official college transcripts reviewed to clear course prerequisites or evaluated to prevent repetition of successfully completed coursework, students should arrange to have academic transcripts from their graduating high school or prior colleges sent to Admissions and Records. Electronic official versions of the transcripts may be sent to [transcripts@whccd.edu](mailto:transcripts@whccd.edu). The student must notify the institution previously attended to mail official transcripts directly to West Hills College Lemoore, 555 College Ave., Lemoore, CA 93245. For timely evaluation, all transcripts should arrive prior to the student’s registration date to prevent an interruption to the automated registration process. All transcripts become the property of the College and photocopies may not be released.

## Student Correspondence

West Hills College Lemoore has reduced its environmental footprint by limiting most paper communications. Our primary mode of correspondence to the student is the college-provided email address. This email account is assigned once a student submits an application and (re)sets their “MyWHCCD” password. We strongly encourage you to check your email often, as information we send will often be time sensitive and important to your successful college career.

## Registration and Course Schedule

Registration is the formal process of securing a seat in and arranging courses desired by the student into a program of classes. Semester class schedules are available online via the student portal, [myWestHills \(https://westhillscollge.com/portal\)](https://westhillscollge.com/portal).

### Reg365

West Hills College Lemoore makes it possible for students to register in advance for classes for an entire year! Students are able to register for all three terms, Summer, Fall, and Spring, of the academic year at once. This allows students to plan and guarantee their class schedule for a full academic year.

Reg365 is open to all students enrolled at West Hills College Lemoore, but will benefit students with an educational plan the most. They will already know which classes they need to take if they’re following their educational plan and making academic progress. Students who are eligible for priority enrollment registration will be notified via email as well as their student portal.

### Open Educational Resources (OER)



West Hills College Lemoore has a number of courses that have been designated in the course schedule as Open Educational Resource (OER) courses. No textbook purchase is required for OER courses. The free, no cost educational materials in these courses may include modules, textbooks, videos, software, and other tools and resources. Computer and Internet access are required and accessible in the Learning Resource Center on campus if needed. OER courses in the schedule will be designated by the icon to the right.

Additionally, West Hills College Lemoore currently has three Zero Textbook Cost (ZTC) degrees available to students. Students in the following degree programs can complete their 60 units by taking designated OER courses in the schedule and complete their degree with no textbook costs.

- AA-T Elementary Education

- AA-T Psychology
- AA-T Sociology

### **Registration Holds**

All student obligations must be met before a student's record is considered clear. Outstanding holds may the ability to obtain enrollment verifications, grades, diplomas, and other services offered by the college.

### **Enrollment Priorities**

West Hills College Lemoore provides priority registration to students who enroll for the purpose of degree or certificate attainment, transfer to a four-year college or university, or career advancement.

For the purposes of priority registration eligibility, a student must complete orientation, (Formerly placement test), and have a current educational plan. Some further considerations are:

- First-time students shall be defined as students with no district courses recorded on their academic record, and who have not previously been awarded priority registration.
- Potential graduating seniors and first time students are required to complete orientation, multiple measure/self-placement, and an education plan.
- Continuing students are students who are currently enrolled during the semester when the registration period occurs. All continuing students must have a completed student education plan on file to receive early registration.

Students are required to meet all criteria for registration priority before a deadline approximately one month before the registration period opens. These registration priorities also apply to courses offered during the summer session.

Students may have the following registration priority, in the order listed below:

- Students who are eligible may be:
- Member of the armed forces or veterans;
- Foster youth or former foster youth;
- Verified homeless students under age 25;
- CalWorks eligible and receiving services;
- Disabled Student Programs and Services (DSPS); or
- Extended Opportunity Programs and Services (EOPS)
- Members of the West Hills College President's Scholars Program
- TRIO (SSS, Upward Bound) CAMP students; continuing students with at least 45 completed or in progress units; and potential graduating high school seniors
- Continuing students with a Student Education Plan (SEP) between 30 and 44.9 completed or in progress units
- Continuing students with a Student Education Plan (SEP) between 15 and 29.9 completed or in progress units
- Continuing students with a Student Education Plan (SEP) and with less than 14.9 completed or in progress units, all other eligible first time students

Registration priority may be lost at the first registration opportunity after a student:

- Is placed on academic or progress probation or any combination thereof as defined in these Board Policy and Administrative Procedure 4250 for two consecutive terms; or
- Has earned or is in progress in seventy (70) or more degree-applicable semester equivalent units at the district.

For purposes of this section, a unit is earned when a student receives a grade of A, B, C, D or P as defined in Board Policy and Administrative Procedure 4230. This 70-unit limit does not include units for non-degree applicable English as a Second Language or basic skills courses as defined by the college Vice President of Educational Services. However, these units will be used for the purposes of placing students into a priority group. Students enrolled in high unit majors or programs as designated by the college Vice President of Educational Services may be exempted from the 70-unit maximum.

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Units earned through transfer, credit by examination, advanced placement, military credit, Joint Service Transcripts (JST), International Baccalaureate, or other similar programs shall not count in unit values for priority registration purposes.

The District shall notify students who are placed on academic or progress probation, of the potential for loss of enrollment priority. The district shall notify the student that a second consecutive term on academic or progress probation will result in the loss of priority registration as long as the student remains on probation. The District shall notify students who have earned 75% or more of the unit limit, that enrollment priority will be lost when the student reaches the unit limit.

### **Appeal of Loss of Enrollment Priority**

Students may appeal the loss of enrollment priority when the loss is due to extenuating circumstances. Extenuating circumstances are documented, verified cases of accidents, illnesses or other circumstances beyond the student's control or when a student with a disability applied for, but did not receive a reasonable accommodation in a timely manner. The Vice President of Student Services or his/her designee will review the appeal and determine its status at his/her sole discretion.

### **Late Registration**

Students may add classes through the first day of any class section. After the first day of class, students may add classes through the registration period with instructor add authorization. Students may make program changes during the first week (or the equivalent) of instruction, online or through the Student Services office, with instructor add authorization as long as prerequisites have been met for the desired course. After the first week of the semester, students may add a course with instructor add authorization and area administrator approval.

### **Wait Lists**

When seats are not available, 5 days prior to the start of the term, students may add themselves to a course section waitlist. If seats become available, the first eligible student is granted permission to register and is informed via my.whccd.edu email address. This permission expires within five (5) days after being granted.

The waitlist acts as an indicator of interest to allow West Hills College Lemoore administrators to determine if another course section should be opened. West Hills College Lemoore cannot guarantee that seats will become available or that additional sections will be opened but will make every effort to redirect you to alternative sections with seat availability.

### **Auditing Courses**

Education Code section 76370 authorizes districts to charge students who audit courses a fee not to exceed \$15 per unit per semester. Students auditing courses are prohibited from changing their enrollment to credit status, and the attendance of auditors is not included for purposes of state apportionment. Please note that students enrolled for credit in ten or more semester units may audit an additional three or fewer units without paying this fee. There is no authority for districts that establish this fee to allow any other type of waiver.

### **Adding or Dropping a Class**

Students may change their schedule by adding or dropping full-semester classes through the first week of instruction using the MyWestHills portal with instructor permission as long as prerequisites have been met for the desired course addition.

**Full Term (18 week) courses** — A course may be dropped during the first three weeks of instruction without a notation appearing on the academic record. A grade of W will be assigned from the fourth week through the end of the 13th week. If the student remains enrolled in a class through the beginning of the 14th week, a letter grade other than W will be assigned. It is the student's responsibility to drop a class in which he/she no longer wishes to be enrolled.

**Short-term (less than 18 week) courses** — A course may be dropped prior to the first 20% of instruction without a notation appearing on the academic record. A grade of W will be assigned to any drops from the 20% point and before the 75% point of instruction. If the student remains enrolled in a class from the 75% point on, a letter grade

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other than W will be assigned. It is the student's responsibility to drop a class in which he/she no longer wishes to be enrolled.

*Special Note: For classes with less than 5 meetings, you must drop prior to the start date of instruction to prevent a notation or grade appearing on your record.*

## **Class Cancellations**

Courses listed in the schedule of classes may be cancelled due to low enrollment. If a class is cancelled, fees will automatically be refunded and credited to the students' account. Every effort will be made to inform students of other available sections. Early registration and attendance at first class meetings will help prevent scheduled classes from being cancelled.

# Tuition and Fees

## Student Fees

*NOTE: All fees must be paid in full at the time of registration unless otherwise indicated. Fees are subject to change without advance notice by the Board of Trustees of the West Hills Community College District and/or the California State Legislature.*

### Resident Enrollment Fees

California residents (per unit) ..... \$46

### Non-resident fees and tuition:

Enrollment fees (per unit) ..... \$46

Tuition (per unit) ..... \$258

Capital outlay (per unit) ..... \$67

Total cost per unit for non-resident students' academic year ..... \$371

### Fee Waivers

Certain categories of students may be eligible for fee waivers. Please contact Admissions & Records or Financial Aid Office staff for more information on eligibility criteria and applications.

### Audit Fee

Class audit fee (per unit) ..... \$15

### Credit by Exam

Course enrollment (per unit) ..... \$46

### Other Fees or Costs

Associated Student Body (ASB) Activity Fee (optional) ..... \$10 per semester

Student Representation Fee ..... \$2 per semester (Mandatory)

Parking ..... No charge

### Transcripts

First two ..... No charge

More than two ..... \$5 each

Rush processing ..... \$10 each

### Books & Supplies

A full-time student can expect to spend \$700-800 on textbooks and supplies. Save money by purchasing used textbooks at the college bookstore or save up to 50% through textbook rental. Textbook ISBN numbers are available for purchasing books via online web sites. Open Educational Resource (OER) and eReader books are available at no to very low cost as well.

### Materials Fees

Selected courses may require materials that are of lasting value beyond the term of the course. The materials are essential to satisfaction of course objectives, have value to the student outside the classroom, belong to the student, and may be taken home. Students must pay these fees at the time of registration. Materials fees will be refunded if the class is canceled or if the student withdraws according to the refund policy.

## Payment

Payment may be submitted over the phone or online through myWestHills. Click Web advisor for students, Student Financial Information, Pay on My account. You may also make a payment at the Eagle Help Desk in the Student Union on the West Hills College Lemoore campus

## Refunds

Students are eligible for a full refund for classes that are dropped before the class begins and when a class is canceled by the college.

Refunds must be requested, withdrawal from a course does not automatically trigger a refund of fees. Refunds may be requested through MyWestHills. Click Student Resources, Refund Request complete the form, and submit.

### Enrollment fee refunds for semester classes (18 weeks)

- 100% refund if you withdraw during the first two weeks of instruction
- No refund if you withdraw after the second week of instruction

### Short-term classes

- 100% refund if you withdraw during the first 10% of the class
- No refund if you withdraw after 10% of the course

## Military Services

West Hills College Lemoore provides assistance to Service Members, Spouses of Service Members, Veterans, and Dependents of Veterans.

### Service Members

- Tuition Assistance

### Spouses

- My Career Advancement Account (MyCAA) Scholarship

### Veteran Educational Benefits

- Chapter 30- Active Duty Educational Assistance Program, Montgomery GI Bill \*
- Chapter 31- Vocational Rehabilitation
- Chapter 33- Post-9/11 GI Bill \*
- Chapter 35- Survivors and Dependents Educational Assistance Program
- Chapter 1606- Selected reserve Educational Assistance Program
- Chapter 1607- Reserve Educational Assistance Program (REAP)
- Cal Vet Fee Waiver

### For more information on these and other services, call:

- Military Service Members and Spouses (559) 925-3350
- Veterans and Dependents (559) 925-3215

*Special Note: Fees are due at time of registration. Non-payment will result in being withdrawn from all classes. Students that are eligible for the Post 9/11 GI Bill (chapter 33) and VA Vocational Rehabilitation (Chapter 31) need to contact West Hills College Lemoore VA Certifying Official.*

## Residence Eligibility

### Determining Residency for Tuition Purposes

Each student enrolled or applying for admission to any California community college must provide information and evidence deemed necessary by the district governing board to determine his or her classification. An oath of affirmation may be required in connection with taking testimony necessary to ascertain a student's classification.

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The determination of a student's residency classification will be made in accordance with the provisions of residence policies as provided by the state of California and the residence determination date for the semester which the student proposes to attend. Due to the complexity of determining residency, West Hills College reserves the right to ask for any additional information needed on a case-by-case basis.

Each person enrolled in or applying for admission to a California Community College is, for the purposes of admission and/or tuition determination, classified as a resident or a non-resident.

**Resident** — A citizen of the United States or a person who holds a status which allows him or her to establish residency in the United States, who has proof of physical presence in the State of California for one year and a day, and who presents evidence of intention to make California his or her permanent home. Dates on any documentary evidence should correspond to dates of physical presence in California.

**Non-Resident** — A person who does not meet the residency requirements of the State of California or who is a citizen of a foreign country and holds only temporary status in the U.S.

**Minors** — The residence of the parent with whom the minor child resides is considered the legal residence of that minor child. The residence of an unmarried minor who has a living parent cannot be changed by his/her own act, by the appointment of a legal guardian, or by relinquishment of a parent's right of control. A married minor may establish his/her own residence. An unmarried minor may establish California residency by:

- Has not been an adult resident of California for more than one year and
- Is either the dependent child of a California resident who has not had residence for more than one year prior to the residence determination date, or has a parent who has both contributed court-ordered support for the student on a continuous basis and has been a California resident for a minimum of one year. The exception continues until the student has been in the state the minimum time necessary to become a resident (one year from time of California entry), as long as continuous attendance is maintained at the college.

**United States Bureau of Indian Affairs** — California Education Code Section 68077 (amended 1993): A student who is a graduate of any school located in California that is operated by the United States Bureau of Indian Affairs shall be entitled to resident classification. This exception shall continue so long as continuous attendance is maintained by the student at an institution.

### Residency Exceptions

Details available on the WHC Lemoore Admissions web site (See Resource page for contact information).

- Military Service Members stationed in California are considered residents for enrollment fee purposes, except those assigned to California for educational purposes.
  - Spouse or dependent of a Military Service Member who is classified as a California resident is also exempt from non-resident tuition.
  - Veteran and/or dependent who reside in California and are attending a California school within 3 years of discharge will receive Resident Tuition Rate.
  - U.S. citizens, permanent residents, and Undocumented students who have attended a California high school for three years and graduated from a California high school may be eligible for a non-resident tuition fee waiver.
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# Academic Regulations

## Classification of Students

**Full-Time** — Students enrolled for 12 or more semester units of college credit.

**Part-time** — Students enrolled for fewer than 12 semester units of college credit.

## Student Study-Load Regulations

The California Education Code defines a college semester unit as one lecture hour of class plus two hours of study per week per semester. For one laboratory unit, a college unit represents three hours of work in laboratory or in comparable experience under classroom supervision.

A normal schedule of 15 semester units assumes the average student will devote approximately 45 hours per week to class attendance and preparation.

The Dean of Students' approval is required for enrollment of more than 18 semester units. If a student wishes to appeal a decision, he or she may do so by contacting the Dean of Students, who will then meet with the student's counselor to render a final decision.

## Remedial Coursework Limit Policy

West Hills College Lemoore offers limited options in remedial coursework through pre-collegiate basic skills courses in reading, writing, learning skills, study skills, mathematics and English as a Second Language (ESL). These courses are designated as non-degree applicable credit courses by their number (100 and above).

A student's need for remedial coursework shall be determined by the student's counselor through the use of appropriate assessment instruments and multiple measures. Once enrolled, no student shall attempt and/or receive more than 30 semester units of credit for remedial coursework at West Hills College Lemoore. A new student who does not attain full eligibility status for college level work within this unit limit shall be dismissed and referred to adult, non-credit education courses.

The following students are exempt from the limitation on remedial coursework:

- Students enrolled in one or more courses of English as a Second Language.
- Students identified by the Disabled Student Program Services (DSPS) as having a learning disability.

After attempting and/or completing 30 semester units of remedial coursework and showing satisfactory progress by maintaining a 2.00 cumulative grade-point average, students may be allowed additional units of remedial coursework upon petition to the Dean of Students. Students must file a petition with their counselor specifying the additional course(s) in which the student may enroll.

## Pass/No Pass Classes

Students planning to transfer to a four-year college or university should take classes for a letter grade, not as pass/no pass. Only selected courses are offered on this basis. A student must select the pass/no pass option in a class by the end of the fourth week for semester-length courses and 30% of the course for short-term courses within the semester. Under the P/NP policy, if a student successfully completes the course requirements, he/she will be granted credit and will receive units but no grade points. If the student does not successfully complete the course requirements, the student's record will reflect units attempted but the student will not have grade points calculated. The student decision is final and cannot be changed, for any reason, back to a grade once this option is selected.

This policy is designed primarily to permit the student to explore areas of curriculum with which he/she is not familiar without jeopardizing his/her grade point average. If students plan to eventually transfer to another institution, students should refer to the catalog of that transfer institution on the maximum number of P/NP units that will be accepted. See course descriptions for courses offered under this option.

## Attendance

Students are expected to attend all sessions of each class in which they are enrolled. Students who do not attend the first class meeting may be dropped by the instructor as a no-show. Excessive absences may result in the student being dropped from his/her class. If unusual circumstances prevent the student from attending, he/she should notify the college. However, the decision to retain a student in class is the decision of the instructor. To assure no grade penalty for the course, the student should go online and drop themselves from the course. Students are responsible for ensuring that they are dropped from class and should not rely on the instructor or other processes dropping them. No person may attend or participate in a class without being properly enrolled.

## Examinations

Final examinations are required in all courses. Students are expected to take the examinations at the regularly scheduled times. Students must make accommodations with the instructor and obtain approval from the Vice President of Educational Services prior to the scheduled final examination if they are unable to attend the final exam date. Failure to do so may result in a substandard grade.

## Grading Standards

Pursuant to Section 51306 of Title 5, the grading practices of West Hills College Lemoore shall be as follows:

Grade Symbol	Definition	Points
A .....	Excellent .....	4
B .....	Good .....	3
C .....	Satisfactory .....	2
D .....	Passing, less than satisfactory .....	1
F .....	Failing .....	0

- (P) Pass:** At least satisfactory-units awarded; not counted in grade point averages. A P (pass) indicates a grade of C or better. The P grade will not be included in computing the student's grade point averages. The student will decide no later than the end of the fourth week for a semester length course or by the 30% point for a short-term course whether he/she wishes to take the course on a P/NP basis or on the conventional grading system basis-a letter grade of ABCDE. For credit toward his/her AA or AS degree, a student will not be permitted to take more than fifteen (15) units on the P/NP basis or twelve (12) units if majoring in the CIS/Business program.
- (NP) No Pass:** Less than satisfactory or failing-units not counted in grade point averages
- (I) Incomplete:** Incomplete academic work for unforeseeable, emergency and justifiable reasons at the end of the term may result in an "I" symbol being entered in the student's record. The student must complete at least 75% of the required course work. The condition for the removal of the "I" shall be stated by the instructor in a written record and supplied to the student. This record must be given or mailed to the student and a copy on file with the Educational Services and Registrar's Office. A final grade shall be assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has passed. The "I" may be made up no later than one year following the end of the term in which it was assigned. A student may petition in writing to the Curriculum Academic Review Committee for a time extension (one semester only) due to unusual circumstances. An "I" shall not be used in calculating units attempted nor for grade point averages.
- (IP) In Progress:** The IP symbol shall be used only in those courses which extend beyond the normal end of an academic term. The IP symbol shall remain on the student's permanent record in order to satisfy enrollment documentation. The appropriate grade and unit credit shall be assigned and appear on the student's permanent record for the term in which the course is completed. A student may receive an IP grade when the class extends beyond the normal end of the semester. An appropriate evaluation grade shall be assigned when all course work has been completed within the following college semester. Instructors assigning an In Progress (IP) grade will be required to submit a present status grade at the end of the first term, which is sent to the student through the address in the college database. The student must then enroll in the course and complete all course work during the following semester. Should the student not re-enroll and complete the course work within the following semester, the present status grade will be entered on the student's transcript.

**(RD) Report Delayed:** The RD symbol may be assigned by the registrar only. It is a temporary notation to be replaced by a permanent symbol as soon as possible. The RD symbol will not be used in calculating grade point averages.

**(W) Withdrawal:** A student may withdraw from a class or classes prior to the end of the thirteenth week or prior to attending 70% of the class sessions of a short term course and receive a grade of W. If a student remains enrolled in a class beyond 70%, then a grade other than a W must be assigned. A student may also receive a W after the 70% upon petition and consultation with the appropriate faculty in extenuating circumstances such as verified cases of accidents, illnesses or other circumstances beyond the control of the student. A W shall not be used in calculating grade point averages

**(EW) Excused Withdrawal:** Excused Withdrawal occurs when a student is permitted to withdraw from course(s) due to specific events beyond the control of the student affecting his or her ability to complete a course(s) and may include a job transfer outside the geographical region, an illness in the family where the student is the primary caregiver, when the student who is incarcerated in a California state prison or county jail is released from custody or involuntarily transferred before the end of the term, when the student is the subject of an immigration action, or other extenuating circumstances making course(s) completion impracticable.

**(MW) Military Withdrawal:** Military Withdrawal occurs when a student who is a member of an active or reserve United States military service receives orders compelling a withdrawal from courses. Upon verification of such orders, the MW symbol may be assigned at any time after the period established by the governing board during which no notation is made for withdrawals. The student must provide copy of military orders with request for military withdrawal. Military Withdrawals shall not be counted in progress probation and dismissal calculations. In all cases, verification of orders compelling a student to withdraw from courses must be filed with the Registrar before the MW symbol will be assigned.

## Grade Point Average (GPA)

To graduate from West Hills College Lemoore, a student must attain a 2.0, or C cumulative grade point average. Scholastic standing is determined by dividing accumulated grade points by the number of units attempted. In addition, a GPA of 2.0 must be maintained within the major.

## Grade Changes

The determination of the student's grade by the instructor shall be final in absence of mistake, fraud, bad faith or incompetency. The following policies apply to changes of grades, except for changes of Incomplete (I) and Withdrawal (W) grades.

- In general, all course grades are final when filed by the instructor at the end of the term. These grades become a part of the student's permanent record.
- A change of grade shall not occur as a consequence of the acceptance of additional work or re-examination beyond the specified course requirements.
- A request for a grade change shall be initiated by the student affected or by the instructor within the next regular semester following the award of the original grade. If the instructor determines that there is a valid basis for the grade change, a grade change form shall be used to notify the Registrar. If the instructor determines that there is not a valid basis for the change and denies the student's request, the instructor's decision, subject to the Student Grievance Procedure, is final.
- The change of grade form must be completed by the instructor, signed by the Vice President of Educational Services and submitted to the Registrar. Once the change of grade is processed, students shall be notified by the Registrar or the Registrar's designee.

## Prerequisite/Corequisite Policy

It is the intent of West Hills College Lemoore to guide students into courses in which they will have the greatest chance for academic success. West Hills College Lemoore requires students to successfully complete prerequisites/corequisites as pre-enrollment preparation. (Successful completion is defined as a grade of C or better for the minimum prerequisite/corequisite requirement.) It is the student's responsibility to meet the necessary prerequisite(s) for any course taken. The student may be dropped from any class where it is verified that the necessary prerequisite has not been met.

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Whether or not a prerequisite is specifically stated, the instructional staff of West Hills College Lemoore assumes that each student who enrolls in a transfer-level course possesses sufficient competencies in the areas of reading, writing and math to be able to benefit from instruction.

Prerequisites, corequisites, or strongly recommended preparation for each course is listed in the catalog description. A prerequisite is a course requirement that a student must meet in order to demonstrate current readiness for enrollment in a course or educational program. A corequisite: is a course that a student is required to take concurrently in order to enroll in another course. An advisory means that a student is advised, but not required, to meet certain conditions before or in conjunction with a course or educational program.

Prerequisites/corequisites listed in the catalog and the schedule of classes, include:

- Courses for which specific prerequisites/corequisites have been established.
- Sequential course work in a degree-applicable program.
- Courses in which an equivalent prerequisite/corequisite exists at a four-year transfer college or university.
- Questions about prerequisites/corequisites should be resolved with a counselor or instructor prior to the first day of class.

### **Prerequisite/Corequisite Challenge Procedure**

Any prerequisite/corequisite may be challenged by a student. It is advised that a counselor is seen to discuss this process. The forms may be obtained from the counseling staff, who will explain the procedure. Criteria for challenging a course may be:

- Knowledge or ability to succeed in the course without the prerequisite/corequisite.
- The course that provides the prerequisite/corequisite is not readily available.
- Belief that the prerequisite/corequisite is discriminatory or being applied in that manner.
- The prerequisite/corequisite has been met at another institution, but transcripts are not on file in the Office of Admissions and Records.

There are deadlines in which the prerequisite/corequisite challenge must be met in order to enroll. The challenge will be reviewed after the challenge procedure has been completed. The student will be informed in writing of the determination of the challenge promptly, in some cases within five working days.

### **Limitation on Enrollment**

Enrollment may be subject to limitations based on reasons of:

- Health and safety
- In cases of intercollegiate competition, honors courses, or public performance courses, allocation of available seats to those students judged most qualified and providing that such courses are not core requirements for a major or a general education requirement for which there is no other course available or;
- One or more sections of a course are limited to a cohort of students when other sections of the same course are available for open enrollment.

### **Challenge of a Limitation on Enrollment**

Any limitation on enrollment may be challenged by a student on the grounds listed below. The student shall bear the initial burden of demonstrating that grounds exist for the challenge. If space is available in a course when a student files a challenge to the limitation on enrollment, West Hills College Lemoore shall allow the student to enroll in the course. West Hills College Lemoore shall resolve the challenge in a timely manner. If the challenge is upheld, the student shall be allowed to remain in the course. If no space is available in the course when a challenge is filed, the challenge shall be resolved prior to the beginning of registration for the next term.

### **Grounds for Challenging a Limitation on Enrollment**

A student may challenge a limitation on enrollment in a course if:

- The course is required in order for the student to receive a degree or certificate and no other course is offered during the semester of the challenge to meet the requirement and;
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- The student's graduation from the degree or certificate program will be delayed if he/she is unable to enroll in the course during the semester of the challenge.

### **Procedures for Challenging a Limitation on Enrollment**

- Submit a Petition to Challenge a Limitation on Enrollment to the Dean of Students no later than the first day of the semester in order to receive a decision by the fifth day of the semester.
- Attach a current Student Educational Plan indicating that the course is required to receive a degree or certificate.
- You must prove that your graduation will be delayed by one or more semesters if you are not allowed to enroll in the course.

## **Course Repetition**

Certain courses are repeatable for credit. Such courses are identified in the catalog as repeatable in the course description with the number of times also indicated. Courses that are repeatable are approved for inclusion in this category on the following basis:

- Skills or proficiency are enhanced by supervised repetition and practice or;
- Active participation experience is a basic means by which learning occurs.

Students may repeat courses in which substandard grades ("D", "F", "NP") were earned. Permission is not required for repeating a course when a substandard grade has been issued. Students are allowed to repeat the course one time only. Upon completion of a repeated course, the better of the two grades will be used in the computation of the student's grade point average. Courses that are repeated shall be recorded on the student's permanent academic record using an appropriate symbol. Annotating the permanent academic record shall be done in a manner that all work remains legible, insuring a true and complete academic history.

### **Course Repetition Under Special Circumstances**

West Hills College Lemoore may permit students to repeat courses for which substandard grades were recorded. Repetition of such courses shall be permitted only upon petition of the student and with written permission of the Vice President of Educational Services based upon findings that circumstances exist which justify course repetition. Such circumstances may be a significant lapse of time since the student previously took the course, significant changes in technology, methodology and content have occurred or a higher grade is required by a specific educational program. When a student is allowed to repeat courses under these circumstances, the student's permanent academic record shall be maintained in such a manner that all work remains legible, insuring a true and complete academic history. Grades awarded for courses repeated under the provisions of this policy shall not be counted in calculating a student's grade point average.

## **Honors**

**President's Citation:** A student will receive the President's Citation if 12 units or more are completed with a GPA of 4.0 in one semester.

**Dean's List:** A student's name will be placed on the Dean's List if that student completes a total of 12 units or more with a GPA of at least 3.0, with no grade below C, in one semester.

Physical education activity classes and pass/no pass classes are not considered in computing GPA for eligibility for the Dean's List and President's Citation. Incomplete grades or credit-by-examination classes are not computed for eligibility.

## **Academic Probation**

A student must maintain a C average, 2.0 GPA, on all attempted course work at West Hills College Lemoore with 12 or more accumulated units, or he/she will be placed on academic probation. A student will be removed from academic probation when his/her accumulated GPA at West Hills College Lemoore is 2.0 or higher.

### **Notification of Academic and Progress Probation**

Each student shall be notified of his/her academic difficulty and the availability of college support services. Notification will occur, at a minimum, under the following conditions:

- When the student's grade point average falls below 2.0 in all units attempted, a notice that the student is on probation shall be sent to the student informing him/her that he/she is on academic probation. "All units attempted" is defined as all units of credit for which the student is or has been enrolled.
- When the percentage of a student's recorded entries of "W," "I," "NC" and "NP" reaches or exceeds one third (33%) of all units in which a student has enrolled, the student shall be placed on progress probation and notified.
- At the end of the third semester on which the student is on academic or progress probation, a notice that the student is subject to dismissal will be sent to the student informing him/her that he/she is subject to dismissal.

All probation notices will be sent to the student's West Hills Community College District provided email account.

The notice to the student will cover, at a minimum, the significance of being on probation and description of the services available.

A student who is on academic probation and earns a semester grade point average of 1.75 or better shall not be dismissed as long as this minimum semester grade point average is maintained.

## **Academic Dismissal and Procedures**

For purposes of this procedure, semesters shall be considered consecutive on the basis of the student's enrollment, so long as the break in the student's enrollment does not exceed one full primary term.

A student who is on academic probation shall be subject to dismissal if the student has earned a cumulative grade point average of less than 1.75 in all units attempted in each of three consecutive semesters.

A student who has been placed on probation shall be subject to dismissal if the percentage of units in which the student has been enrolled for which entries of "W", "I", "NC", and "NP" are recorded in at least three consecutive semesters reaches or exceeds thirty-three percent (33%).

### **Dismissal Notification**

The dismissal notification to the student that he/she is subject to dismissal will cover, at a minimum, reference to this procedure, an explanation of what dismissal means, procedure for reinstatement, and procedure to appeal the dismissal.

### **Appeal of Dismissal**

The student has the right to appeal a proposed dismissal action if the student thinks facts exist that warrant an exception to the dismissal action. The student must file the written petition of appeal with the college Chief Student Services Officer (CSSO) within thirty (30) days after the dismissal notification was sent. If the student fails to file a written petition within the thirty (30) days, the student waives all future rights to appeal the dismissal action. It is the student's responsibility to indicate on the petition a clear statement of the grounds on which continued enrollment should be granted and to provide evidence supporting the reasons. Petitions will be reviewed by the college CSSO.

The student will continue on probation until the college CSSO decides on the student's appeal.

The decision of the college CSSO will be communicated to the student in writing within ten (10) days of receipt of the student's appeal.

The student may appeal the decision of the college CSSO in writing to the College President in accordance with Administrative Procedure 5530, Student Rights and Grievances.

If the dismissal appeal is granted, the student will be continued on probation for an additional semester. At the end of the additional semester, the student's academic record will again be evaluated to determine whether the student may be removed from probation, should be dismissed, or should be continued on probation.

### **After Fall Dismissals**

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Due to the fact that students traditionally enroll in spring classes before fall grades are available, special circumstances exist for dismissals after the fall semester. However, if all grades are available prior to the start of the spring semester, the student is notified and may be dropped from spring pre-enrolled courses. Dismissal notifications will be sent no later than February informing students that:

- If students are enrolled in the spring semester, they may be permitted to continue on probation. However, they will not be allowed to register for additional classes.
- Dismissal status will be reevaluated at the end of the spring semester.
- If students are not enrolled in the spring semester, they have the right to appeal dismissal in accordance with the appeal process.

### **Standards for Evaluating Appeals and Readmission**

In consideration of whether to grant or deny an appeal for dismissal, the CSSO may consider the following criteria:

- The student accepts a prescribed intervention, such as enrolling in a corrective program designed to assist him/her in improving academic skills, obtaining academic counseling, and/or limiting course load.
- Documented extenuating circumstances (considered during appeal).
- Marked improvement between the semesters on which dismissal was based.
- Semesters on which dismissal was based were atypical of past academic performance.
- Formal or informal educational experiences since completion of semesters on which dismissal was based.
- Improved GPA as a result of grade changes, fulfillment of incomplete courses, or academic renewal.

### **Withdrawal from College**

Any student leaving West Hills College Lemoore at any time after registration must formally withdraw from the institution. A withdrawal petition must be obtained from the West Hills College Lemoore Admissions and Records Office. It is the responsibility of the student to file the withdrawal petition with the Student Services Office.

The student who discontinues work without formal withdrawal does so at the risk of having registration privileges curtailed and recommendations to another institution or employer denied and of receiving a grade of F in classes in which he/she is enrolled.

If a student withdraws, all books and equipment belonging to the college must be returned or purchased from the college.

### **Transcript of Record**

The West Hills College Lemoore transcript is a duly certified record of all work completed or undertaken by the student at the college. Two transcripts are furnished free upon request via the myWestHills portal. For each additional transcript, the student is required to pay \$5.00. Students must request in writing that their transcripts be sent. There will be a \$10.00 rush fee charged for transcripts issued within 24 hours of receipt of the request.

High school and college transcripts of record that are submitted to West Hills College Lemoore become the property of the college and cannot be forwarded to other institutions.

### **Catalog Rights**

A student must fulfill degree requirements as stipulated in the West Hills College Lemoore catalog. A student who maintains "continuous enrollment" may elect:

- The catalog in effect at the time the student began attending a California public community college or California State University campus or any combination thereof, or
- The catalog in effect at the time the student began attending West Hills College Lemoore, or
- The catalog in effect at the time the student is graduated from West Hills College Lemoore.

Continuous enrollment is defined as being officially enrolled in one primary term per academic year regardless of the number of units completed. Also, a student is considered to be in attendance even if he/she registered and totally withdrew from the school during the semester/term as long as the official transcript so indicates. Active military duty

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will maintain a student's continuous attendance status providing the student returns at the first registration for fall/spring semester following release.

## **Academic Renewal Policies and Procedures**

The "Academic Renewal Policy and Procedures" agency shall be the District Registrar. The Registrar will use multiple methods of assessment to determine eligibility for academic renewal and retain the right to reject any requests determined by the committee to be without merit.

Grades of D and F, not reflective of the student's present scholastic level of performance, may be alleviated and disregarded in the computation of grade point averages. When academic work is alleviated, the permanent record shall be appropriately annotated in a manner to ensure that all entries are legible and that a true and complete record is maintained.

Up to 12 semester units of substandard (D and F) course work at West Hills College Lemoore may be alleviated. However, courses which are required for a degree/certificate which has been granted may not be alleviated if the degree/certificate would not have been awarded without those courses.

Since completion of the work to be alleviated, the student must have completed a minimum of number units indicated in one of the three options listed below and earned a cumulative GPA for those units equal to or above that listed. A student is encouraged to use the option with the largest number of units when possible.

- 24 semester units of coursework with a GPA of 2.00 or
- 18 semester units of coursework with a GPA of 2.50 or
- 12 semester units of coursework with a GPA of 3.00.

The Registrar will use the information obtained from the student's academic transcript as one of the multiple measures of assessment. The following steps and conditions must be met for consideration

- At least three years have elapsed since the coursework to be disregarded was recorded.
- The student must consult with a West Hills College Lemoore academic counselor.
- The student must submit an Academic Renewal Petition Form to the Curriculum Academic Review Committee stating the reasons for requesting academic renewal.
- The student petition lists the specific courses to be considered under the academic renewal policy.
- The student must submit copies of transcripts from all institutions relevant to the petition.
- Once the petition for academic renewal is approved, the action is not reversible.

Whenever possible, students should repeat courses for which substandard grades were earned rather than seek academic renewal.

To apply for Academic Renewal, students must complete the Academic Renewal Petition Form in the Administration Building. Official transcripts of all academic work (from all accredited schools) must be on file in the Administration Building at the time of request for Academic Renewal.

### **Academic Renewal Procedures**

The student must request the application for Academic Renewal Petition Form from the student's academic counselor; and submit the form to the Vice President of Educational Services Office before the first day of the fourth week of instruction each semester.

Upon completion of the requirements by the student, the Vice President's Office will forward the Petition for Academic Renewal to the Registrar's Office for review and determination of approval or denial.

If approved, the Vice President's Office and College Registrar will process the academic renewal and adjusts the student's credit hours and GPA; and send a letter specifying the processed academic renewal to the student.

If denied, the Registrar will notify the student specifying the reasons for denial and process for re-submission of petition.

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# Special Programs

## Department of Defense Voluntary Education Partnership Memorandum of Understanding

West Hills College Lemoore actively supports the philosophy and concepts of this designation as established by the American Association of Community Colleges. West Hills College Lemoore acts in accordance with the DOD principles and criteria. Our dedication ensures the following:

- Reducing barriers to access and completion such as minimum residency requirements
- Considering American Council on Education (ACE) recommended military training evaluations for award of course credits
- Providing each matriculating Service member with a Student Education Plan that specifies which transfer courses and prior learning credits have been awarded and which courses will be needed to complete a selected degree.
- Residency requirements are 12 units of completed coursework.
- Service members, spouses and their dependents share in the educational opportunities, programs and services available to the general public.
- Service members, spouses and their dependents can continue their education through the online program.
- Service members, spouses and their dependents may transfer credits from another accredited college.

## Non-Traditional Credit and Prior Learning Assessment (PLA) Options

West Hills College Lemoore offers students several options to earn course credit toward a degree or certificate.

Options such as Credit by Examination, AP Tests, and CLEP Tests allow students to earn course credit as an alternative to enrolling in a traditional semester-length course. Below is a list of the non-traditional options for earning course credit and the circumstances that students must meet:

### Credit by Examination Policy

- Credit by examination may be obtained by one of the following methods:
- Credit by satisfactory completion of an institutional examination administered by the college in lieu of completion of an active course listed in the current college catalog.
- Achievement of a score of 3 or higher on an Advanced Placement (AP) Examination administered by the College Board.
- Achievement of a score that qualifies for credit by examination in the College Level Examination Program (CLEP).
- Achievement of a score of 5 or above on a high level International Baccalaureate (IB) examination administered by the International Baccalaureate.
- Credit by satisfactory completion of portfolio assessment administered by the college in lieu of completion of an active course listed in the current college catalog.
- Credit for military service, training, and experience as recommended by the American Council on Education (ACE) Directory.

### Credit by Institutional Examination Administered by the College

- The course must be currently offered at the college and credit may be granted only for a course listed in the current West Hills College Lemoore catalog.
  - A maximum of 15 units may be earned and applied to an Associate degree through the credit by the examination process.
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- Petitions must be filed through the Educational Services Office. Final approval of each petition is granted by the instructor concerned and the Vice President of Educational Services.
- The challenge examination option for course credit may be given at the discretion of the individual instructor.
- The student, upon receiving approval to take an examination, will pay West Hills College Lemoore a per unit fee equal to the per unit enrollment fee for the course.
- Challenge examinations may be given only by full-time instructors who currently teach the course. In the event that the course is being taught completely by part-time instructors, the Vice President of Educational Services will identify which part-time instructor will give the examination.
- The student must be currently registered at the college and must not be subject to academic probation or dismissal.
- Units for which credit is given pursuant to the provisions of this section shall not be counted in determining the 12 semester hours of credit in residence required for an associate degree by California Education Code Section 55050.
- Normally, activity and performance courses will not be approved for credit by examination.
- Summer session courses and short term classes may not be challenged.
- Students wishing to challenge a class in which they are currently enrolled must file a petition prior to the beginning of the third week of instruction. Upon approval of the petition, the student must drop the class.
- Students wishing to challenge a class in which they are currently not enrolled must file a petition prior to the sixth week of instruction.
- The student may not have previously taken the course and received a grade other than a “W”.
- From the date of notification of approval, a maximum of four weeks will be allowed to pay the fee and complete the challenge.
- Challenge of the same course will be allowed no more than twice. The required fee will be imposed on each challenge.
- Letter grades A through F, unit value and grade points will be entered on the transcript in the usual manner. Courses cannot be challenged on a pass/no pass basis. The instructor’s grade with date of test will be filed with Admissions and Records.
- Credits by examination are not applicable to meeting unit load requirements.
- The student’s academic record will clearly indicate the credit was earned by examination.
- No duplication of credit will be allowed for students who complete any courses equivalent to those covered by the examination.

### **Advanced Placement Examinations**

West Hills College Lemoore will grant unit credit to those students who participate in the Advanced Placement Examinations offered by the College Examination Board. Students will receive unit credit, not a letter grade, with scores of 3 or higher for purposes of general education requirements, graduation and/or advanced placement into West Hills College Lemoore courses. In order to receive credit, a student must be currently enrolled at West Hills College Lemoore.

- Students must submit their requests and have their official copy of The College Board test scores forwarded to the West Hills College Lemoore Office of Admissions and Records.
- Requests should be made prior to registration, or as soon as possible during the first semester of attendance.
- No duplication of credit will be allowed for students who complete or will complete any courses equivalent to those covered by the examination.
- Students should understand that some transfer institutions do not allow and/or limit credit by examination.

Please refer to the Advance Placement Conversion table found at <https://westhillscollge.com/documents/whccd-ap-chart.pdf>. This chart illustrates what WHCCD will award students for successful completion of an AP exam. It also displays what credit WHCCD will award toward the certification of CSU GE Breadth and IGETC. This does not guarantee or imply the CSU or UC institutions will accept or award credit in the same manner.

## Credit for Military Schools

A student who is currently Active Duty or a Veteran that has been honorably discharged may petition and be awarded credit. In all cases, the American Council on Education (ACE) 'Guide to the Evaluation of Educational Experiences in the Armed Forces' will be followed:

- West Hills College Lemoore will award equivalent college course credit for Military Service Schools as recommended by the ACE Directory.
- A maximum of twenty seven (27) semester units of elective degree credit may be awarded for those service schools that the ACE Directory recommends for specific lower division credit, but for which West Hills College Lemoore does not offer a specific equivalent.
- In addition, three (3) semester units for Health Education 35 will be awarded. A petition for HE 35 must be completed.
- West Hills College Lemoore Request for Evaluation of Military Record must be an official military Joint Services Transcript (JST).
- All units granted by West Hills College Lemoore will be placed officially on the current transcript of the student. (See also section on Veterans for additional information).
- Grades and grade points will not be assigned to college credits granted through military experience.
- An evaluation of all the student's prior credits (military, transfer, exams) in relation to the students declared major should be applied for before or completion of two semesters.

## CLEP (College Level Examination Program)

West Hills College Lemoore allows a maximum of 24 semester units of credit which can be earned for successful completion of the College Level Examination Program (CLEP) - General Examinations and/or Subject Examinations at the 50th percentile or above.

- Students must be currently registered at West Hills College Lemoore before credit is posted to their transcripts.
- The student has official CLEP examination score reports mailed from the College Board to the West Hills College Lemoore Office of Admissions and Records.
- The English portion is not acceptable at West Hills College Lemoore.
- Grades and grade points will not be assigned to college credits earned through CLEP examinations.
- Students should understand that some transfer institutions do not allow and/or limit credit by examination.

## International Baccalaureate

West Hills College Lemoore will grant credit for successfully completing high level International Baccalaureate (IB) examinations, where a score of 5, 6, or 7 has been earned. Standard level examinations are not granted credit. Credit may be granted under the following circumstances:

- The student has official IB transcripts mailed from the International Baccalaureate to the West Hills College Lemoore Office of Admissions and Records.
- The student received the minimum acceptable score on the IB examination as recommended by the California Community College General Education IB score equivalency list.
- Students should understand that some transfer institutions do not allow and/or limit credit by examination.
- Grades and grade points will not be assted to college credits earned through IB examinations.

## Credit by Portfolio Assessment

West Hills College Lemoore will grant credit for satisfactory completion of portfolio assessment administered by the college in lieu of completion of an active course listed in the current college catalog. Credit may be granted under the following circumstances:

- The student must be currently registered at the college.
  - The student must not be subject to academic probation or dismissal.
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- Portfolio assessment may be performed by full time faculty who currently teach the course and who agree to perform the assessment. In the event that the course is being taught completely by adjunct faculty, the Vice President of Educational Services will identify which adjunct faculty agrees to perform the assessment.
- If no faculty is available, request for Credit by Portfolio Assessment may be denied; however, every effort will be made to provide portfolio assessment when requested.
- A separate portfolio assessment shall be conducted for each course for which credit is to be granted.
- The student may request portfolio assessment for a single course only once within the District.
- A maximum of 15 units may be earned through Credit by Portfolio Assessment.
- The student will meet with a counselor to request portfolio assessment.
- The student has been advised that the alternative methods for awarding credit may or may not transfer to another institution.
- The student will enroll in Portfolio Development (IS051) when requesting portfolio assessment for the first time.
- The student will assemble a portfolio that articulates, documents, and verifies their college level learning, knowledge, or skills acquired through experience.
- The student will pay for the assessment of their portfolio.
- The faculty determine that portfolio assessment adequately measures mastery of the course content as set forth in the outline of record.
- If faculty member determines that the college level learning demonstrated in the portfolio is equal to the grade of “C” or better, credit will be awarded. If the knowledge is judged to be insufficient, the faculty member will deny credit.
- Credits acquired are not applicable to meeting unit load requirements.
- No duplication of credit will be allowed for students who complete any courses equivalent to those covered by the examination.
- Grades of “Pass” and “No Pass” will be assigned to credit earned through portfolio assessment.

### **Credit for Articulated High School Courses**

Credit shall be granted to high school students who earn a grade of ‘A’ or ‘B’ in the articulated high school courses and shall be clearly noted as 2+2 Articulation and no grade shall be recorded on the student academic record.

Any student who successfully completed a high school course that was articulated under the terms of a previous agreement and that meets a requirement outlined above shall be permitted to apply the credit so earned according to the terms of the previous agreement, under the catalog rights at the time the course was taken.

- Courses for which credit is given pursuant to the provisions of this section shall not be counted in determining the 12 semester hours of credit in residence required for an associate degree.
- The student may, optionally, request and complete credit by examination from the college for these articulated courses. If the student successfully completes the credit by exam, the course completion information is posted to the student’s transcript along with a notation of credit by examination.

### **Transfer of College Units to High School**

A high school non-graduate student may choose to transfer college units to high school to satisfy the high school graduation requirements. The student should understand that high school graduation is not a requirement for admission to West Hills College Lemoore for persons eighteen years of age or older. The student should check with their high school regarding the transfer of college units to the high school for graduation before enrolling in college courses.

### **Transfer Credits Accepted from other Institutions**

Students may transfer credits completed at another regionally accredited institutions to fulfill prerequisite, general education, major, and/or elective unit requirements for the Associate Degree or Certificate Programs offered at West Hills Community College District. Incoming transfer credits will only be accepted from institutions accredited by one of the following accrediting bodies:

- Middle States Commission on Higher Education (MSCHE)

- New England Association of Schools and Colleges Commission on Institutions of Higher Education (NEASC-CIHE)
- Northwest Commission on Colleges and Universities (NWCCU)
- North Central Association of Colleges and Schools The Higher Learning Commission (NCA-HLC)
- Southern Association of Colleges and Schools (SACS) Commission on Colleges
- Western Association of Schools and Colleges Accrediting Commission for Community and Junior Colleges (WASC-ACCJC)
- Western Association of Schools and Colleges
- Senior College and University Commission (WASC-SCUC)

To be eligible for transfer credit, students must have all official transcripts sent to the Admissions & Records at the prospective campus of attendance and complete the “Request for Transcript Evaluation” form. Staff will review transcripts and post credits as appropriate to the student’s academic record. Transcripts submitted become permanent property of West Hills College and cannot be returned to student or released elsewhere.

### **Acceptance of Upper Division Coursework**

West Hills College Lemoore will accept coursework completed at the upper division level under the following conditions:

- The course must have been completed at a regionally accredited (e.g. WASC) college or university.
- The course must be deemed comparable to West Hills College Lemoore course by the faculty in the discipline, or an appropriate designee, or an articulation agreement. Upper division courses or more advanced courses may be used in lieu of lower division course competencies.
- A maximum of 12 upper division units will be allowed.
- The upper division course may be used to satisfy a West Hills College Lemoore major requirement, an associate degree general education requirement, or a prerequisite.
- Courses will be accepted for subject credit only. Upper division courses will not be used to certify CSU GE or IGETC requirements. Students will still need 60 lower division transfer units to be eligible for admission to the CSU or UC.
- Grades earned will be calculated in the same manner as those transferred from another college or university.

### **Auditing Courses**

Education Code section 76370 authorizes districts to charge students who audit courses a fee not to exceed \$15 per unit per semester. Students auditing courses are prohibited from changing their enrollment to credit status, and the attendance of auditors is not included for purposes of state apportionment. Please note that students enrolled for credit in ten or more semester units may audit an additional three or fewer units without paying this fee. There is no authority for districts that establish this fee to allow any other type of waiver.

### **International Students’ Admission**

West Hills College Lemoore will not be accepting new applications from international students at this time.

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# Students' Rights and Responsibilities

## Code of Conduct

West Hills College Lemoore exists to educate individuals in its community. All other considerations are secondary. The college will not infringe on anyone's constitutional rights and the right to dissent and to protest will be supported. However, the right to dissent and to protest must not be confused as a right to disrupt operation of the institution. No individual or group can be permitted to infringe on the rights of others to secure an education.

This general policy will apply to any student who deliberately prevents, physically or verbally:

- Students from pursuing their authorized curricular or co-curricular interests.
- Faculty and administrators from fulfilling their professional responsibilities.
- Classified employees from fulfilling their prescribed duties.
- Authorized guests from carrying out the presentations for which they were invited.
- The safety of persons, or the security of college property.

In line with the above policy, the following are guidelines for acceptable student conduct. A student enrolling in West Hills College Lemoore assumes an obligation to behave in a manner compatible with the college's function as an educational institution. Any student or applicant may be disciplined for any one or more of the following causes, when the discipline is related to college activity or attendance:

1. Causing, attempting to cause, or threatening to cause physical injury to another person.
  2. Open contempt for any safety rules and regulations of the District.
  3. Disruption or obstruction of teaching; research; administration; disciplinary proceedings; other West Hills Community College District (WHCCD) activities, including its public service functions on or off campus; or other authorized non-WHCCD activities when the act occurs on WHCCD premises.
  4. Possession, sale, or otherwise furnishing any firearm, knife, explosive, dangerous chemicals or other dangerous object including, but not limited to, any facsimile firearm, knife or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a District employee, which is concurred in by the College President.
  5. Unlawful possession, use, sale, offer to sell, furnishing, or being under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the California Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, offering, arranging or negotiating the sale of any drug paraphernalia as defined in California Health and Safety Code Section 11014.5.
  6. Committing or attempting to commit robbery or extortion.
  7. Causing or attempting to cause damage to District property or to private property on campus.
  8. Stealing or attempting to steal District property or private property on campus, possession of or knowingly receiving stolen District property or private property on campus.
  9. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the college or the District.
  10. Sexual assault or sexual exploitation regardless of the victim's affiliation with the District (see Board Policy and Administrative Procedure 3540, Sexual and Other Assaults).
  11. Committing sexual harassment as defined by law or by District policies and procedures (see Board Policy and Administrative Procedure 3430, Prohibition of Harassment; and Administrative Procedure 3435, Discrimination and Harassment Investigations).
  12. Engaging in harassing or discriminatory behavior based on age, disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, marital status, political affiliation, or any other status protected by law. These acts or behaviors may not rise to the level of a crime or a violation of state or federal law, but may constitute the creation of an unsafe, negative, or unwelcome environment for the targeted individual.
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13. Engaging in intimidating conduct or bullying against another student through words or actions, including direct physical contact; verbal assaults such as teasing or name-calling; social isolation or manipulation; and cyberbullying.
  14. Willful misconduct which results in injury or death to a student or to college personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the District or on campus.
  15. Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, District personnel.
  16. Academic misconduct such as cheating, plagiarism (including plagiarism in a student publication), fabrication and facilitating, or engaging in other academic dishonesty.
    - The term “cheating” includes, but is not limited to:
      - Use of any unauthorized assistance in taking quizzes, tests, or examinations;
      - Dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or acquisition, without permission, of tests or other academic material belonging to a member of the WHCCD faculty or staff.
    - The term “plagiarism” includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the buying or selling of term papers or other academic materials.
  17. Dishonesty, forgery, alteration, or misuse of college documents, records, identification, key, or electronic device; or knowingly furnishing false information to the District.
  18. Failure to identify oneself to, or comply with, the directions of a District or college official, employee, law enforcement officer, or other public official when requested to do so; or resisting or obstructing such official in the performance of or the attempt to perform their duties.
  19. Unauthorized entry upon or use of District or college facilities.
  20. Lewd, indecent or obscene conduct on District owned or controlled property, or at District sponsored or supervised functions.
  21. Engaging in expression which is obscene, libelous or slanderous, or which so incites students as to create a clear and present danger of the commission of unlawful acts on college or district premises, or the violation of lawful District administrative procedures, or the substantial disruption of the orderly operation of the District.
  22. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
  23. Violation of published WHCCD policies, rules, or regulations, including those concerning student organization and the use of District or college facilities or the time, place, and manner of public expression or distribution or posting of materials.
  24. Violation of federal, state or local law on WHCCD premises or at WHCCD sponsored or supervised activities.
  25. Participation in a campus demonstration which disrupts the normal operations of WHCCD and infringes on the rights of other members of the WHCCD community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on WHCCD premises or at WHCCD sponsored or supervised activities.
  26. Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction including, but not limited to, handwritten or typewritten class notes, except as permitted by any District policy or administrative procedure.
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27. Theft or other abuse of phones, electronic devices or computer time including, but not limited to:
    1. Unauthorized entry into a WHCCD system file to use, read, or change the contents or for any other purpose.
    2. Unauthorized or illegal transfer or downloading of files
    3. Unauthorized use of another individual's identification and password.
    4. Unauthorized use of electronic devices in the classroom including, but not limited to, head phones, cellular phones, and tablets.
    5. Use of computing facilities to interfere with the work of another student, faculty member, or WHCCD staff member.
    6. Use of computing facilities to download or view material deemed to be lewd, indecent and/or obscene matter that is not education related.
    7. Use of computing facilities to send obscene or abusive threatening messages.
    8. Use of computing facilities to interfere with normal operation of WHCCD computing systems.
  28. Abuse of the Standards of Student Conduct including, but not limited to:
    1. Failure to obey the summons of a Student Conduct Hearing Panel or appear at the request of a WHCCD official.
    2. Falsification, distortion, or misrepresentation of information.
    3. Disruption or interference with the orderly conduct of a judicial proceeding or Student Conduct Hearing Panel.
    4. Institution of a judicial proceeding or Student Conduct Hearing Panel knowingly without cause.
    5. Attempting to discourage an individual's proper participation in, or use of, the WHCCD judicial system.
    6. Attempting to influence the impartiality of a member of a judicial body prior to and/or during the course of the judicial proceeding or Student Conduct Hearing Panel.
    7. Failure to comply with the sanctions imposed under the Student Code of Conduct and/or Education Code
  29. Failure to repay debts to the District; return District property; or return the property of any member of the District community.
  30. Any attempt to steal, take, carry, lead, or take away the personal property of another, or fraudulently appropriates property which has been entrusted to him or her, or knowingly and designedly, by any false or fraudulent representation or pretense, defrauds any other person of money, labor or property, or who causes, procures, or obtains credit and thereby, or fraudulently, gets or obtains possession of money or property, or obtains the labor or service of another.
  31. Unauthorized gambling on District property or at any District function.
  32. Participation in hazing or any method of initiation or pre-initiation into a campus organization or other activity engaged in by the organization or members of the organization at any time that causes, or is likely to cause, physical injury or personal degradation or disgrace which can inflict psychological or emotional harm to any student or other person.
  33. Inflicting mental harm upon any member of the District community; taking any action for the purpose of inflicting mental harm upon any member of the District community; taking any reckless, but not accidental action, from which mental harm to a member of the District community could result; causing a member of the District community to believe that the student or his/her agent may cause mental harm to that person or any member of his/her family or any other member of the District community; any act which purposefully demeans, degrades, or disgraces any person.
  34. Transferring, lending, borrowing, altering or unauthorized creation of identification or login rights.
  35. Engaging in sexual misconduct including, but not limited to unwelcome behaviors focused on sex and/or gender that may or may not be sexual in nature (see Board Policy and Administrative Procedure 3430, Prohibition of Harassment; Administrative Procedure 3435, Discrimination and Harassment Investigations; and Board Policy and Administrative Procedure 3540, Sexual and Other Assaults).
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36. Stalking behavior in which a student repeatedly engages in a course of conduct directed at another person and makes a credible threat with the intent to place that person in reasonable fear for his or her safety, or the safety of his or her family; where the threat is reasonably determined by the college disciplinary officer to create substantial emotional distress, torment, create fear, or to terrorize the person (see Board Policy and Administrative Procedure 3430, Prohibition of Harassment; Administrative Procedure 3435, Discrimination and Harassment Investigations).
37. Sexual stalking directed at a specific person that would cause a reasonable person to feel fear or suffer substantial emotional distress due to another's sexual interest. Such stalking behaviors may include pursuing or following; unwanted communication or contact including face-to-face encounters, telephone calls, voice messages, electronic messages, web-based messages, text messages, unwanted gifts, etc.; trespassing; and surveillance or other types of observation.
38. Unauthorized or forcible trespass on, entry to, possession of, receipt of, or use of any District services, grounds, equipment, resources, properties, structures, vehicles, or facilities, including the unauthorized use of the District's name, insignia, or seal without permission or authorization.
39. Tape recording any person on District property or at any District function without that person's knowledge or consent. This definition shall not apply to recordings conducted in public, in a commonly recognized public forum.
40. Driving unsafely on District property or while taking part in any District function, or repeated violation of District parking regulations.
41. Violation of any health, safety, or related regulations, rules or ordinances on District property or at any District function.
42. Violation of any federal, state or local law on District property, at a District function or involving a member of the District community.
43. Violation of any rule or regulation posted on District property by the District or the college, or printed in any District publication.
44. Violation of published computer/network usage policies, procedures, or guidelines (see Board Policy 713, Acceptable Use of Electronic Resources; and Board Policy 714, Protection of Electronic Resources).

Attempting to do any of the causes identified above. Any cause set forth in California Education Code Section 76033.

## Check Your Student Email

All West Hills College Lemoore students are provided with an email account which will be the primary form of communication for the college. It is important that you regularly check your West Hills College Lemoore email account which is available through the myWestHills portal. Information regarding financial aid, account balances, class schedule updates, support services, clubs and activities will be sent via email. Direct your email questions to the Helpdesk at [helpdesk@whccd.edu](mailto:helpdesk@whccd.edu) or 559-925-3000.

## Drug Abuse Policy

For the protection of other students at West Hills College Lemoore and in compliance with California Education Code, the Dean of Student Services is authorized to expel or suspend a student whenever it has been established to the satisfaction of the Governing Board of West Hills Community College District and the Chancellor, as the case may be, that the student has on college premises used, sold, or been in possession of alcohol, narcotic or other hallucinogenic drugs or substances, or has on college premises inhaled, or breathed the fume of, or ingested any poison.

## Affirmative Action

The West Hills Community College District, under the approved Faculty and Staff Diversity Plan, is committed to the concept and principles of affirmative action in providing equal opportunity in education and employment for all persons and to prohibit discrimination based on race, sex, color, religion, age, national origin, disability, marital status, Vietnam-era veteran status, or sexual orientation. This commitment applies to every aspect of education and personnel policies and practices in employment, development, advancement and treatment of employees, students and the general public.

“La Institución de West Hills College Lemoore cumple con la Acción Afirmativa y la Igualdad de Oportunidades en la política, los procedimientos y la practica que tienen que ver con el empleo, la accesibilidad, y la admisión de estudiantes.”

### **Administrative Provisions for Changes or Waivers**

West Hills Community College District reserves the right to change any provisions or requirements at any time within the student's term of enrollment at the college and shall not be responsible for any interruptions in the student's educational program due to unforeseen circumstances beyond the control of the college.

Any regulation adopted by the administration of the college and approved by the West Hills College Board of Trustees, shall have the same force as a printed regulation in the catalog and shall supersede, upon promulgation, by posting on official bulletin boards any ruling on the same subject which may appear in the printed catalog and other official bulletins of the college.

Students are responsible for meeting in full the requirements for graduation set forth in the college catalog. The West Hills College Lemoore staff assists in the planning of a program, but the final responsibility for meeting the requirements for graduation rests with the student.

Students who desire a waiver to any West Hills College Lemoore graduation policy or procedure should put their request in writing to the Vice President of Educational Services.

### **Family Educational Rights and Privacy Act of 1974**

All student records of West Hills College Lemoore are kept in accordance with the provisions of the Family Education Rights and Privacy Act of 1974.

Students may request access to those campus records which personally identify the student; the student may challenge the accuracy of the record or the appropriateness of its retention in the campus records. Student consent is needed for the release of records covered by the Act to outside parties (e.g., prospective employers), except for those agencies entitled to access under the provisions of the Act (e.g., campus officials, other schools, federal educational and auditing officers and requests in connection with the application or receipt of financial aid). These provisions apply to records received and used after November 19, 1974. A student may request a copy of a record that the student has consented to being released.

The Act authorizes West Hills College Lemoore to regard the following information as “Directory Information” and to release this information without student consent: student's name, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received and the most recent previous educational agency or institution attended by the student.

If a student does not wish any or all directory information released without his/her consent, he/she must inform the Admissions and Records Office in writing within ten (10) days after classes begin.

To inspect, review, or challenge any of their educational records, students must make such a request in writing to the Director of Admissions and Records/Registrar.

Under the Family Educational Rights and Privacy Act (FERPA), the rights currently held by parents transfer to the student once the student enters a post-secondary institution, without regard to the student's age. Students at the post-secondary institutions have the right to inspect and review their education records. Under FERPA, schools may, but are not required to, provide parents of students who are dependent for tax purposes access to the student's education records.

Particular questions with respect to a student's prerogatives under the Family Educational Rights and Privacy Act of 1974 should be directed to the office of the Director of Admissions and Records/Registrar.

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## Sexual Harassment Policy

It is the policy of West Hills Community College District to prohibit sexual harassment in the workplace and in all programs and activities of the district. The Board of Trustees declares that it intends to act promptly, visibly and vigorously in demonstrating a strong disapproval of sexual harassment.

Sexual Harassment Defined. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status, or progress.
- Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.
- The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.
- Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the district.

Harassment on the basis of sex is a violation of Section 703 of Title VII of the 1964 Civil Rights Act, which is enforced by the Equal Employment Opportunity Commission. Sexual harassment is included among legal prohibitions against discrimination. Title IX of the Education Amendments of 1972 also establishes sexual harassment as discriminatory and unlawful. The college Title IX Coordinator is Vice President of Student Services, Val Garcia. More information regarding Title IX can be found at <https://westhillscollge.com/lemoore/student-life/campus-safety/> for more information.

In determining whether conduct constitutes sexual harassment, the circumstances surrounding the conduct will be considered.

A copy of the district's sexual harassment policy and procedures may be obtained from the District's Human Resources Office.

## Student Grievance Procedure

In order to protect the rights of individual students, the Board of Trustees of the West Hills Community College District has adopted certain due process procedures. If a student feels that they have been subjected to unjust action or denied their rights by a member of the academic community, the student can seek redress according to the West Hills College Lemoore grievance procedure contained within Administrative Procedure 5530, Student Rights and Grievances. Copies of these procedures may be obtained by any student from the Dean of Student Services Office at any time during office hours.

## Policies Prohibiting Discrimination in Education

It is the policy of West Hills Community College District not to discriminate on the basis of race, sex, color, religion, age, national origin, disability, marital status, Vietnam-era veteran status or sexual orientation. This policy extends to all programs and activities, as required by Federal Law, including Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Vietnam Era Readjustment Assistance Act of 1974 and the Americans with Disabilities Act of 1990. The DSPS Director/Counselor is the Section 504 Coordinator. The Director of Human Resources/Affirmative Action Officer is the Title IX Coordinator and the ADA Coordinator.

## Off Campus Meetings and Field Trips

**Student Transportation:** Throughout the school year many classes may meet at off campus locations. The college does not provide transportation to these sites and all transportation arrangements are the responsibility of each of the students enrolled in the class. Although district personnel may assist in coordinating this transportation and/or may recommend travel time, routes, caravan, etc., these recommendations are not mandatory. West Hills College Lemoore is in no way responsible nor does West Hills College Lemoore assume responsibility for any injuries or losses resulting from this non-college sponsored transportation. If you ride with another student, that student is not an agent of, or driving on behalf of, the college.



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**Voluntary Field Trips:** Throughout the school year, West Hills College Lemoore may sponsor voluntary field trips and excursions in which students may want to participate. Be advised as stated in the California Code of Regulations, Subchapter 5, Section 55450, if you participate in a voluntary field trip or excursion you are deemed to have held harmless the district, its officer, agents and employees from all liability or claims which may arise out of or in connection with your participation in this activity.

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# Student Services

Student Services are an important and integral function at West Hills College Lemoore. The college develops and offers a wide scope of support services dedicated to supplementing and complementing instructional programs and providing educational and cultural resources to students, faculty, administrative staff and the community.

Our goal is to recruit, retain and graduate students. We believe that education that is accessible to all is a sound investment for the individual and the community. We want to ensure and facilitate student academic success by providing high quality supportive services responsive to the needs of our college's diverse population.

As a result of our vision and determination, Student Services is a leader and catalyst for change within West Hills College Lemoore.

We are proud of the respect Student Services has earned throughout our district. We encourage students to utilize these services as a part of their goal for educational success.

## Counseling

All students should consult a counselor to develop a Student Educational Plan. Your Student Educational Plan is your roadmap to completion. This plan will assist in the completion of a certificate, associate degree or transfer program. Students should seek out their counselor or advisor to update their Student Education Plan, update the major and/or educational goal; or if they need a current Student Educational plan for other departments (e.g. Financial Aid, Veterans, etc.)

West Hills College Lemoore counseling programs include the following:

- Academic counseling, in which the student is assisted in assessing, planning and implementing immediate and long-range academic goals.
- Career counseling, in which the student is assisted in assessing his/her aptitudes, abilities and interests; the student is advised concerning the current and future employment outlook and how to best prepare for an occupation.
- Personal counseling, in which the student is assisted with personal, family, or other social concerns when the assistance is related to the student's education. Otherwise, referrals will be made to appropriate public and or private agencies.

## Matriculation

Matriculation is a process that brings a college and an enrolling student into an agreement for the purpose of realizing the student's educational goal. The agreement acknowledges responsibilities of both parties to attain those objectives through the college's established programs, policies and requirements.

- On the college's part, the agreement includes providing:
  - An admission process.
  - Orientation to college programs, services and procedures.
  - Pre-enrollment assessment and counseling for course selection.
  - A suitable curriculum or program of courses.
  - Continuous follow-up on student progress with referral to support services when needed.
  - A program of institutional research and evaluation.

On the student's part, the agreement includes:

- An expression of at least a broad educational intent at entrance and willingness to declare a specific educational objective within a reasonable period of enrollment.
  - Diligence in class attendance and completion of assigned course work.
  - Completion of course and maintenance of progress toward an educational goal according to standards established by West Hills College Lemoore and the State of California.
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The purpose of matriculation is to ensure access to appropriate programs and courses offered by community colleges to all students who can benefit and to facilitate successful completion of student educational objectives in accordance with applicable standards of educational quality as determined by the Board of Governors and the Board of Trustees of West Hills Community College District.

The goals of matriculation include, but are not limited to, student success and institutional effectiveness.

## **Students' Rights and Responsibilities in the Matriculation Process**

### **Student Educational Plan**

Students will be required to express at least a broad educational intent upon admission and to declare a specific educational goal within a reasonable period. They are also required to participate in counseling or advisement, diligently attend class and complete assigned coursework. Students will be expected to maintain progress toward an educational goal according to standards established by the district.

Each student will be required to identify a specific educational goal. Once a specific educational goal has been declared, students will need to complete a Student Educational Plan in consultation with a counselor. Students who fail to fulfill these responsibilities or fail to cooperate with the district may be suspended, or services may be terminated as authorized in Section 55520 of the California Educational Code, provided that the district does not suspend or terminate any service to which a student is otherwise entitled under any other provision of law.

The West Hills Community College District shall ensure that information in written form describing their rights and responsibilities is available to all students.

The West Hills Community College District shall also ensure that the matriculation process is efficient, so that students are not discouraged from participating in college programs. Whenever possible, students will be permitted to avoid additional testing by submitting scores on recently-taken tests that correlate with those used by the district.

Information obtained from the matriculation process shall be considered student records and shall be subject to the requirements of district policy in accordance with the Family Education Rights and Privacy Act of 1974.

The West Hills Community College District has established the following exemptions within the Matriculation Plan:

- Orientation services have already been provided by the college.
- The student has received an AA/AS degree or higher.
- The student is enrolled exclusively in physical education activity courses or other courses with no basic skills or prerequisites/co-requisites required.
- The student attends West Hills College Lemoore courses for which high school credit will be awarded.

## **Apprenticeship**

Apprenticeship programs are organized in cooperation with a joint apprenticeship committee, a unilateral apprenticeship committee, or an individual employer of the respective craft for the training of apprentices approved by the State of California, Division of Apprenticeship Standards. West Hills College Lemoore supports apprenticeship training by offering select committees and employers' apprentice instruction. For more information, contact [559.934.2168](tel:559.934.2168).

## **Extended Opportunity Program and Services (EOPS)**

The Extended Opportunity Program and Services (EOPS) is a state funded program that provides over and above support services to full-time students (part-time allowed for students with disabilities) with financial and educational needs. Eligibility is determined by income level and demonstration of need.

The following services are available:

- Academic and Career Planning
  - Transfer Assistance and Application Fee Waivers
  - Orientation
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- Additional Counseling and Workshops
- Priority Registration
- School Supplies
- Additional Financial Aid and Book Grants
- Transportation Assistance

For more information, please contact the EOPS Program at [559-925-3330](tel:559-925-3330).

## **CalWORKs**

California Work Opportunity and Responsibility to Kids is California's Welfare plan in response to Federal TANF (Temporary Aid to Needy Families) Program. Students who are enrolled in credit or noncredit classes are eligible to participate. Additionally, students must be receiving AFDC/TANF, be named on the case and be receiving the adult benefits.

CalWORKs students receive counseling and case management services, job placement, career development, work-study, child care, educational planning, workshop opportunities and coordination with other campus programs such as Cooperative Agencies Resources for Education (CARE). The CalWORKs programs works in conjunction with the Kings County Department of Social Services. Individuals interested in the CalWORKs program can contact the CalWORKs Counselor in room 270B.

For more information, please contact the CalWORKs Program at [559.925.3330](tel:559.925.3330).

## **Cooperative Agencies Resources for Education (CARE)**

The CARE Program at West Hills College Lemoore is associated with the college's Extended Opportunity Program and Services (EOPS). The focus of the CARE Program is to assist single parents on AFDC via supplemental grants and workshops that will provide the necessary support for their academic success and retention. Acceptance to EOPS is required.

For more information call the EOPS /CARE Program at [559.925.3330](tel:559.925.3330).

## **Disabled Students Programs and Services (DSPS)**

DSPS provides support to students who have a verifiable disability that result in an educational limitation. Students with a physical disability, visual impairment or auditory impairment, mental health disability, permanent or temporary health concerns, or a learning disability can receive assistance from specialized personnel. Services may include the following:

- Academic and career planning
- Adaptive computer technology
- Community liaisons
- Computer Assisted Real Time (CART) captioning services
- Educational assistance classes
- Electronic textbooks
- Learning disability assessments
- Mobility cart services
- Note taker service
- Priority registration
- Sign language interpreting
- Testing accommodations

For more information, please contact the DSPS Program at [559.925.3330](tel:559.925.3330).

## **Transfer Center**

The Transfer Center is located in the Administration Building and serves students who are transferring to the California State University system (CSU), the University of California system (UC), private and out-of-state colleges and universities. Services offered include:

- College catalogs
- A resource library of directories and transfer publications
- Contact with representatives from four-year institutions
- Tours to four-year institutions
- Applications to four-year institutions
- Transfer planning assistance
- Workshops on transfer issues

## **Military Program**

### **Department of Defense Voluntary Education Partnership Memorandum of Understanding**

West Hills College Lemoore supports the Principles of Excellence guidelines as an educational institution participating in the federal tuition assistance program. West Hills College Lemoore acts in accordance with the DOD principles and criteria.

West Hills College Lemoore is dedicated to assisting the military service members, veterans and their dependents allowing them to earn their associate degree and the option to continue their college education.

Per the recommendation of the American Council of Education (ACE) credit will be awarded for military training and experience.

- Courses may be obtained through online and/or traditional classrooms.
- Courses are offered in two 18 week, four 9 week and one summer intersession.
- Student Educational Plans shall be issued to enhance the academic goals of the service member and their dependents.
- Transfer credits will be accepted from an accredited institution.
- Counselors, advisors and student service personnel will be readily available to assist the servicemember and their dependents.

For more information on the Voluntary Education Military Program call [559.925.3216](tel:559.925.3216) or visit <https://westhillscollge.com/lemoore/resources/student-support/active-military/>

### **Tuition and Fees for Military Service Members**

Fees are due at time of registration. If fees not paid in full, withdrawal from all classes for non-payment may take place. Students that are eligible for Tuition Assistance through their military branch need to contact West Hills College NAS Lemoore Site Coordinator.

### **Residency for Military Service Members**

A qualified active duty member and/or dependent who reside in California and are attending a California school may receive in state tuition rates. Contact West Hills College NAS Lemoore Site Coordinator for assistance.

### **Financial Aid for Military Service Members**

Other financial assistance may be available by completing a FAFSA application (Free Application for Federal Student Aid) only at [www.fafsa.gov](http://www.fafsa.gov).

### **Registration for Military Service Members**

Active duty members may be eligible for priority registration based on their current military orders. In order to be eligible, members must submit a copy of their current orders to the West Hills College NAS Lemoore Site Coordinator.

For the purposes of priority registration eligibility, all active duty service members must complete orientation, multiple measure/self-placement, and have a current education plan. Some further considerations are:

- First-time students shall be defined as students with no district courses recorded on their academic record, and who have not previously been awarded priority registration.

- Potential graduating seniors and first time students are required to complete orientation, multiple measure/ self-placement, and an education plan.
- Continuing students are students who are currently enrolled during the semester when the registration period occurs. All continuing students must have a completed student education plan on file to receive early registration.

Students are required to meet all criteria for registration priority before a deadline approximately one month before the registration period opens. These registration priorities also apply to courses offered during the summer session.

### **Refund Policy for Military Service Members**

West Hills College Lemoore returns unearned military tuition assistance funds on a proportional basis through at least the 60% portion of the term for which they were provided regardless of the reason for withdrawal (service-related or otherwise). Any unearned TA funds will be returned directly to the military service, not to the service member.

West Hills College Lemoore will work with service members that stop attending due to a military service obligation in identifying solutions that will not result in a student debt for the returned portion. Military tuition assistance is awarded based on students completing the entire term it was awarded. When a student withdraws, they may no longer be eligible for the full amount.

Tuition Assistance eligibility will be recalculated for students who officially withdraw from a course prior to completing 60% of the enrollment period. The official last date of attendance is used to determine the number of days completed. Recalculation of eligibility is based on the percentage of TA benefits earned.

The Department of Defense requires that the college return any unearned TA applied to institutional charges. The student will then owe the college the amount that was returned.

### **Veterans**

West Hills College Lemoore is approved for training of veterans, dependents of deceased and disabled veterans under applicable federal and state laws administered by the Veterans' Administration and the State Department of Veterans' Affairs.

### **Veterans Resource Services**

West Hills College Lemoore is privileged to welcome veterans, reservists, military personnel and their families to our College community. We value your service, and we are here to help ease your transition from the military to college life.

Our Military Services team understand the unique challenges veterans face, and we arm students with the support and resources needed to meet their personal and academic goals.

### **Veterans Upward Bound (VUB)**

The West Hills College Lemoore Veterans Upward Bound program is a FREE program that helps prepare Veterans to enter, be successful, and to graduate from college.

### **Services**

- Individualized career assessment and planning
- Application assistance
- Financial aid and GI Bill® information
- Help obtaining military and other transcripts
- Advisement and assistance with college admission and enrollment steps
- Academic Counseling
- College preparation instruction and tutoring for Math and English skills improvement
- Preparation and testing for academic placement exams
- Access to other resources: study areas, campus library, computer labs, and student union
- Referrals to additional college and community resources

### **Eligibility**

- Meet military service requirements

- Received other than a dishonorable discharge
- Completed a minimum of 180 days of active service; or was a member of a reserve component of the Armed Forces called to active duty for more than 30 days; or was a member of a reserve component of the Armed Forces who served on active duty on or after September 11, 2001
- S. Citizen, resident or applying for residency
- Low-income and/or first-generation

For more information on these and other services, call: 559-925-3345

### **Veteran Education and Vocational Programs**

West Hills College Lemoore provides assistance to Veterans and dependents for the following benefit programs

- Chapter 30- Active Duty Educational Assistance Program, Montgomery GI Bill ®
- Chapter 31- Vocational Rehabilitation
- Chapter 33- Post-9/11 GI Bill ®
- Chapter 35- Survivors and Dependents Educational Assistance Program
- Chapter 1606- Selected reserve Educational Assistance Program
- Chapter 1607- Reserve Educational Assistance Program (REAP)

### **Tuition and Fees for Veterans**

Fees are due at time of registration. Fees not paid in full, withdraw from all classes for non-payment will take place. Students that are eligible for the Post 9/11 GI Bill ® (chapter 33) and VA Vocational Rehabilitation (Chapter 31) need to contact West Hills College Lemoore VA Certifying Official.

### **Residency for Veterans**

A qualified veteran and/or dependent who reside in California and are attending a California school within 3 years of discharge can receive in state tuition rates. Contact West Hills College Lemoore VA Certifying official for assistance.

### **Financial Aid for Veterans**

Other financial assistance may be available by completing a FAFSA application (Free Application for Federal Student Aid) only at [www.fafsa.gov](http://www.fafsa.gov).

### **Registration for Veterans**

Veterans may be eligible for priority registration for 15 years following their discharge from active duty. In order to be eligible, veterans must take a copy of their DD 214 discharge papers to the West Hills College Lemoore, Certifying Official.

For the purposes of priority registration eligibility, all veterans must complete orientation, multiple measure/self-placement, and have a current education plan. Some further considerations are:

- First-time students shall be defined as students with no district courses recorded on their academic record, and who have not previously been awarded priority registration.
- Potential graduating seniors and first time students are required to complete orientation, multiple measure/self-placement, and an education plan.
- Continuing students are students who are currently enrolled during the semester when the registration period occurs. All continuing students must have a completed student education plan on file to receive early registration.

Students are required to meet all criteria for registration priority before a deadline approximately one month before the registration period opens. These registration priorities also apply to courses offered during the summer session.

### **Attendance Standards for Veterans Using Educational Benefits**

The last date of attendance for each course is reported to the VA when a student officially withdraws, is withdrawn by faculty or stops attending without officially withdrawing. For VA education benefits a “W” grade is considered punitive and the last date of attendance must be reported to the VA.

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All changes in credit must be reported to the West Hills College Lemoore Certifying Official. ***If changes are not reported in a timely manner it can cause an overpayment of VA education benefits.***

### **Reporting “F” Grades for Veterans Using Educational Benefits**

Each semester the academic progress of VA students will be monitored for “F” grades. If a failing (“F”) grade is received in a course, the VA will only be notified if the failing grade is due to a lack of class attendance or lack of completing assignments or the final. If a student received an “F” grade, an email will be sent to the instructor. The instructor is required to state whether the student completed the class and received the “F” on the basis of work completed, or if the student received the failing grade based on lack of class attendance or participation. In the latter case, the instructor must indicate the month and the day they last attended and/or stopped participating.

No further action will be necessary for those who received a “F” grade based on work completed in the class. If the “F” grade is a result of non-attendance, the VA will be notified of the last date of attendance or assignment/final reported by the instructor. Due to the reported information a possible overpayment of VA education benefits can be generated.

*Special Note: Online attendance is based on assignments, tests, quizzes, discussion boards etc. Logging into an online class does not count as attendance.*

### **Prior Credit for Veterans**

All prior credit must be reviewed and credit granted as appropriate to an approved program that has been selected by the veteran student. Individuals may apply for military credit at West Hills College Lemoore based on recommendations by the ACE Guide. A petition for Health Education 35 must be completed. An evaluation of all the student’s prior credits (military transcripts, prior colleges) in relation to the student’s declared major should be applied for before or upon completion of one semester.

*Special Note: \*\*Public Law 115-48, Section 304, as amended by the Department of Veterans Affairs Expiring Authorities Act of 2017, Public Law 115-62, §411\*\**

### **Academic Counseling for Veterans**

The new student advisement is especially important for veterans because the veteran is required to select an approved program and can only receive benefits for taking courses that are required to complete the approved program.

Non payable courses include physical education (except for dependents and P.E. majors); health education (except for dependents and H.E. Majors); NP (no pass reported as a drop at the end of the semester); and “F” grade as the result of non-attendance; or general work experience classes.

Students enrolled in short-term classes should be aware they will only be paid for those units during the time of actual class time. The VA will only pay for classes that have been completed. If a student must drop a class due to “Mitigating circumstances”, the student will have to provide documentation to VA if an overpayment is in result.

The student is required to repay all benefits received for a withdrawn class from the day the class was dropped. This applies when there is no “Mitigating circumstances”.

Students are required to report any changes in classes, units, address, phone number or program to West Hills College Lemoore staff. Contact the VA Certifying official at West Hills College Lemoore at [559-925-3215](tel:559-925-3215).

### **Probation and Disqualification for Veterans**

The law requires that educational assistance benefits to veterans and other eligible persons be discontinued when the student ceases to make satisfactory progress toward completion of his or her training objective. The VA will allow two semesters of academic probation (grades below 2.0). Students will not receive benefits for the third consecutive semester of academic probation. (Students are recommended to make an appointment with the VA counselor for student options).

### **Workplace Internship Network (WIN) Center**

The Workplace Internship Network (WIN) Center supports the West Hills College Lemoore mission of preparing students for careers. The WIN Center provides a variety of drop-in services to students who seek assistance with

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career assessments, career development, job searches, resume and cover letter development, pre-employment, job placement assistance, finding an internship or industry connection for projects and all things career readiness. In addition, the WIN Center assists faculty with Work Based Learning opportunities on campus including guest speakers, field trips, and the annual Entrée to Employment event. WIN Center staff organize monthly events to assist students in their exploration and awareness of careers in their major and to help students network with employers that may be hiring or looking to hire qualified graduates.

### **Eagle Closet**

Students can find the Eagle Closet in the WIN Center. This closet is designed to help students get outfitted for an interview or career readiness event. Clothes are either purchased or donated by partners and given to students to start their professional wardrobe. Students that seek help finding professional business attire can drop-in to the WIN Center to get assistance.

### **Internships**

Students can find internships to help them learn more about their chosen career field and develop their work experience in an industry sector through an internship. An internship is a highly-structured, career preparation activity where students are placed at a work site, usually for a semester or more, to participate in and observe work within a given industry. Internships are designed to give students hands-on experience, providing them with a deeper understanding of an occupational area and industry.

Interns may be paid or unpaid. If unpaid, the intern is viewed as a volunteer by the employer. If the intern is paid, then they are viewed as an employee of the company; however, employment isn't guaranteed at the end of an internship. Internships help students develop the essential skills that employers value such as communication, collaboration, creativity, teamwork and work ethic. WIN Center staff can assist students get ready for an internship interview, resume submission or other preparation activities.

### **Jobspeaker online platform**

Students looking for a job on campus or off can use the online Jobspeaker platform. Jobspeaker is a mobile app and online tool that helps students:

- Find a job or internship – paid, unpaid, on campus or off campus
- Manage a job or internship search, resumes, and profiles
- Connect with on campus events
- Learn about scholarships and work based learning opportunities

Jobspeaker pulls from many different websites, including Indeed and Monster, and also features jobs posted directly by employers who want to hire West Hills College Lemoore students. Students may login to Jobspeaker with their WHCCD email and password. For more information or help with Jobspeaker or any of the services offered, contact the WIN Center at [559.925.3388](tel:559.925.3388).

## **Student Financial Assistance**

West Hills College Lemoore recognizes that many students need financial assistance in order to continue their education. Every effort is made to help as many students as possible through the various financial aid programs administered by the college.

The financial aid programs are limited with a major portion of the funding provided by the federal and state governments. Priority application deadlines are established each year and students are encouraged to apply in advance of these deadlines to ensure fund availability by the start of the semester. However, federal aid programs accept applications throughout the academic year. Any student who can demonstrate a degree of need qualifies for financial assistance and can, therefore, expect help depending upon the availability of funds. Information can be obtained from the Financial Aid Office, at [559.925.3310](tel:559.925.3310).

## **Grants**

To apply for financial aid programs administered by the college, students must file a Free Application for Federal Student Aid (FAFSA) listing West Hills College Lemoore, Title IV Code #041113, among the colleges to receive

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information. Financial aid applications are available online at [www.fafsa.gov](http://www.fafsa.gov) every year beginning in October for the following school year. A FSA ID will be required to sign the application electronically. To get an FSA ID, go to <https://fsaid.ed.gov/npas/index.htm>

Students who apply annually by March 2nd are given priority consideration by West Hills College Lemoore and meet the Cal Grant deadline for state grants. Awards are contingent upon available funds. West Hills College Lemoore participates in the following federal, state and institutional financial aid programs.

### **Pell Grants (Federal)**

Federal Pell Grants are available only to undergraduate students who have not received a bachelor's degree. This grant must be applied for by students before consideration of any other grant aid program can be made. The Pell Grant amount is determined by a formula that considers the student's enrollment status and expected family contribution. For the 2019 -2020 academic year, annual awards range from \$657 to \$6,195 for students who qualify.

### **California College Promise Grant (CCPG)**

The California College Promise Grant is a state program that waives community college enrollment fees. Students must be a resident of California or determined to be AB540 by the Registrar's Office, and either be eligible through completion of the Free Application for Federal Student Aid (FAFSA), or the Promise Grant Application by meeting specified income criteria, or being a current recipient or dependent of a recipient of TANF/CalWorks, SSI/SSP or General Assistance, or have a dependent's fee waiver from the Veteran's Affairs Department, or Congressional Medal of Honor or 9-11 dependent, or dependent of a deceased law enforcement/fire suppression personnel killed in the line of duty. The CCPG covers an academic year beginning with the summer term and eligibility continues for the fall and spring terms as long as academic progress is maintained. CCPG Applications are available at the Financial Aid Office.

### **Maintaining California College Promise Grant Eligibility (CCPGC)**

Students who qualify for the CCPG must maintain academic and progress standards in order to continue to receive the fee waiver and priority registration. Successful academic standing is a cumulative GPA of 2.0 or higher. Students whose GPA falls below 2.0 for two consecutive primarily terms (fall and spring), may lose their fee waiver. In addition, if the cumulative number of units completed is less than 50 percent in two consecutive terms (fall and spring), students may also lose the fee waiver. Students will be notified within 30 days of the end of each term of their status and that a second term of probation will result in a loss of the CCPG eligibility at the next registration opportunity.

If a student loses CCPG eligibility, they can regain eligibility by:

- Improving GPA or course completion
- Appeal under extenuating circumstances
- Appeal under significant academic improvement
- Not attend school for two consecutive primary terms.

Affected students can submit an appeal form to the Office of Student Services. To assist students with improved academic success, students can receive academic support, tutoring, and assistance from their counselor(s) and advisors, student success teams support, workshops or class enrollment in an intervention class.

### **California College Promise Waiver (LCCPW)**

The California College Promise Program Enrollment Fee Waiver is a state program that waives community college enrollment fees for first-time, full-time students. Students must be a resident of California or determined to be AB540 by the Registrar's Office and must have completed either the Free Application for Federal Student Aid (FAFSA) or the California Dream Act Application (CADAA) and not be eligible for the California College Promise Grant.

Students must use Reg365 and enroll in at least 15 units for both Fall and Spring terms. The LCCPW covers an academic year beginning with the summer term and eligibility continues for the fall and spring terms as long as the student maintains enrollment of at least 15 units for the fall and spring terms and academic progress is maintained by

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completing at least 15 units in the fall semester with a 2.0 gpa. A Terms of Agreement will be sent to all those who meet the initial criteria for completion and submission to the Financial Aid Office. This form is also available at the Financial Aid Office. This waiver is only for the 1<sup>st</sup> academic year.

**Cal Grant B Program (State)**

Cal Grants are available through the California Student Aid Commission (CSAC) to students who are residents of California and file the FAFSA by March 2nd. An additional deadline of September 2nd for community college students allows them to be considered for a second round of competitive awards. The Cal Grant program consists of Entitlement and Competitive awards. Entitlement awards are guaranteed to students who have graduated high school in 2015 – 2016 or later and meet the eligibility requirements. As of January 2016, AB540 students can apply for an entitlement award by completing a California Dream Act Application (CADAA) at <https://dream.csac.ca.gov/>. Competitive awards are offered on a competitive basis to those students who did not receive entitlements and are not guaranteed.

A GPA Verification Form must be submitted to CSAC for all new Cal Grant applications by March 2nd. West Hills College Lemoore, as well as most schools, submits these GPAs electronically. Only students who have college units at more than one school must mail a certified Cal Grant Grade Point Average Verification Form to CSAC by March 2nd. Students are advised to submit the GPA verification form to the appropriate school at least 10 days in advance of the deadline. Students awarded a Cal Grant A will have their awards put on reserve until they transfer to a four year California college or university, as these funds are credited toward tuition fees. Students awarded a Cal Grant B receive a stipend to help cover living expenses. If students are transferring to a four year California college or university, students receive tuition assistance in addition to the stipend.

The maximum grant is \$1,672 per academic year. Applications and further information are available at California high school counseling offices *and on the web at* [www.calgrants.org](http://www.calgrants.org).

**Cal Grant C Program (State)**

Cal Grant C awards are for students enrolled in an occupational or vocational course of study and intend to receive a Certificate of Achievement or Associate's Degree. Grants are based on the student's need and help cover the cost of, books, supplies, tools and special clothing. The maximum grant is \$547 per academic year.

**Student Success Completion Grant**

The Student Success Completion Grant is available to Cal Grant B or C recipients who are enrolled full time for the Fall and/or Spring terms. The Student Success Completion Grant pays full-time Cal Grant B or C recipients a maximum of \$1,298 annually at \$649 per semester for eligible students who enroll and attend 12 through 14.99 units per term and a maximum of \$4,000 annually at \$2,000 per semester for eligible students who enroll and attend 15 units or more per term.

**Federal Supplemental Education Opportunity Grant (FSEOG)**

The basic purpose of this program is to assist undergraduate students whose exceptional financial need would prevent them from attending college. The grant is awarded to students who have the highest need, have attempted less than 60 units and are eligible to receive Pell grants. Students receiving FSEOG funds must be enrolled in at least 6 units per semester. Students must file a FAFSA by March 2nd to receive priority consideration, as there are insufficient funds to meet the needs of all eligible students. Awards are made on a first come, first served basis to eligible students. The average annual award is \$400.

**College Work Study (Federal and State)**

The College Work Study Program provides part-time employment opportunities giving students the chance to earn money to cover school expenses. An effort is made to find jobs which are related to students' academic programs, yet do not conflict with their class schedules. Students work a maximum of 19 hours per week during the regular academic period and up to 25 hours per week when classes are not in session. Jobs may be on or off-campus. Off-campus jobs must be for a non-profit agency.

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## Direct Student Loan Program

West Hills College Lemoore participates in the William D. Ford Federal Direct Loan Program. Direct loans are low interest loans for students and parents to help pay for the cost of a student's education. The lender is the U.S. Department of Education rather than a bank or other financial institution. Direct loans are a form of financial aid and must be repaid with interest. Students who have demonstrated financial need may apply for a Direct Subsidized Loan. The federal government pays the interest on subsidized student loans while students are enrolled in at least 6 units and during a grace period afterward. Students who are not eligible for a subsidized loan and do not have a financial need as calculated by the financial aid office may apply for a Direct Unsubsidized Loan. The interest on an unsubsidized loan begins immediately and is not paid by the government. The interest rate for both loans is 3.86%. To apply for direct loans, students must file a FAFSA, attend an Entrance Workshop, sign a Master Promissory Note (MPN) and complete a loan application. Loan maximum amounts are based on grade level and eligibility. Parents of dependent students may borrow funds from the Direct Parent Loan for Undergraduate Students (PLUS) program. The interest rate is 6.41%.

## Emergency Student Loan Program

These short-term loans may be made to students who need a small sum during difficult short-term economic times. Students may borrow up to \$100. All loans must be repaid within 30 days of request.

## Scholarships

West Hills College Lemoore offers a variety of local and institutional scholarships and maintains applications for outside scholarships. Awards are made on the basis of scholastic achievement, selected major, citizenship, leadership and/or need. Scholarships are offered through the generosity of citizens and civic groups in the West Hills Community College District and surrounding area. Criteria vary with each scholarship. Brochures and applications for the following academic year are available each spring from the Financial Aid Office.

Institutional and local scholarship applications may be obtained online and from any of the West Hills College District locations: Lemoore, Coalinga, Firebaugh and NASL. Applications for outside scholarships may also be obtained by contacting any counselor.

West Hills College Lemoore scholarship applications must be submitted to the West Hills College Foundation and received by the March 1st deadline. Applications must be legible and complete to be considered.

## Student Refunds/Repayments

### Refunds

You may be eligible for a refund if your student account charges, like enrollment fees, from all sources are less than payments you or others made on your behalf. If a refund is due to you and caused, in full or in part, by receipt of financial aid funds, the West Hills District Business Office distribute it to you as scheduled and shown on the Financial Aid website or myWestHills portal. For refunds not caused by receipt of financial aid, you must request a refund directly from the Dean of Students.

If you withdraw completely from all courses at West Hills and received federal financial aid, the Financial Aid Office staff must calculate if you are eligible for additional refunds or if you owe money back to the federal government. Federal financial aid regulations require institutions to calculate eligibility of financial aid used for institutional costs through the 60% point (11th week at West Hills College Lemoore) of the enrollment period for which the aid was intended. This requirement applies to students who withdraw or are dropped from school on before the 60% point of the term. This refund/repayment policy applies to any student who withdraws from or stops attending all classes prior to the 60% point of the semester. For a more detailed description of the West Hills College Lemoore refund policy, inquire in the Financial Aid Office and ask for the Refund Policy.

If a repayment from the student is owed to the federal aid program(s), the calculated refund will be credited to the federal Title IV or state programs in the following order:

- Outstanding balances of any Federal Direct Student Loans

- Federal Pell Grant Program
- Federal SEOG (Supplemental Educational Opportunity Grant)
- State Grant

**Repayment Policy**

When a student withdraws, drops out, or is expelled on or after the first day of class in a payment period, the institution will determine whether the student received an overpayment of financial aid funds for non-institutional expenses. The overpayment is the difference between the amount received as cash disbursements and the amount incurred for non-institutional costs during the portion of the payment period that the student was actually enrolled. Employment (including Federal College Work-study) is not considered in determining the amount of cash disbursement.

A student who owes a repayment on a Direct Student Loan, Federal Pell Grant, FSEOG, or SSIG is ineligible for further Title IV assistance until the repayment is made. This information will be reported to the national student aid database and will be reflected on future Student Aid Reports (SARs) until paid.

- The institution takes the following steps to contact students about required overpayments:
  - A hold is placed, preventing registration and release of student records.
  - Three written requests for repayment are mailed to the student.
  - The overpayment is submitted to the California State Tax Office.
  - The overpayment may be referred to the Department of Education for collection.
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# Student Life Programs

Student life on West Hills College Lemoore (WHCL) is all about learning, discussing, and debating; meeting people from diverse backgrounds; making new and lasting friendships; engaging in activities and service; attending events; getting involved with student organizations and clubs. WHCL provides several opportunities for personal growth, leadership development, school spirit, and service within the context of a rich and meaningful academic experience.

## Associated Student Government (ASG)

The official organization representing the students of West Hills College Lemoore is the Associated Student Government (ASG), which all students are encouraged to join. The leadership of the ASG is composed of the following branches: Student Senate, Executive Board, and their subsidiaries. The ASG is made up of elected and appointed student officers who serve as the “voice” of the students to the college administration. Student government works to improve the relationship between the student and the college through open communications with the student population and college staff, represents students on college committees, oversees the day-to-day tasks of student business, and implements activities designed to enhance the collegiate experience. Each branch meets regularly to conduct the business of the Associated Student Body. Student Senate and Executive Board meetings are open to the campus community to which all students are encouraged to attend.

Students can support the efforts of ASG by contributing a \$10 student activity benefit fee each semester. The fee provides the student to free entry to athletic events, access to campus student activities and incentives, discounts in the community and other benefits. Students can select the fee by clicking the appropriate box during registration. Students who opt into the fee receive a special sticker to add to their WHCL student ID card indicating so. The fee goes toward funding student leadership training, student activities, and campus service projects

A student identification card is available at the front counter of the Student Union Building. Students may be required to obtain a Student Identification Card to gain access to computer labs and to check out library books — access to discounts at student games, etc., is not included with the general student identification card. A \$10 replacement fee is charged for lost or damaged cards.

## Student Organizations

Club participation in college sets the stage for a lifetime of leaning in, reaching out and building connections that bridge barriers, builds skill-sets, and enhances the college experience.

Clubs and organizations with service, political, academic, social, athletic and cultural objectives offer students the opportunity to participate in areas of specific interest. Representatives from each campus club comprise the Inter-Club Council and serve as a recommending subsidiary to the Associated Student Government Executive Board.

The following are our current campus clubs. Check them out!

**Business Entrepreneurship Club (BEC)** - Creates a reliable network of students of campus who apply business principles to real-life situations and support prospective/current student entrepreneurs. Contact: Tony Oliveira ([tonyoliveira@whccd.edu](mailto:tonyoliveira@whccd.edu))

**Dream Achievers** - Dedicated to advocacy, outreach, service, and creating a safe space for undocumented students. Contact: Anna Moreno ([miprofessora2006@hotmail.com](mailto:miprofessora2006@hotmail.com))

**Eagle Pantry** — Supports a nationally chartered food recovery program to fight student food insecurity. Contact: Jameson Birrell ([jamesonbirrell@whccd.edu](mailto:jamesonbirrell@whccd.edu)) or Sze Ki Liu ([szekiliu@whccd.edu](mailto:szekiliu@whccd.edu))

**Educators Rising** — State chartered, a student-run branch of TEAM Teach; works towards the development of future educators. Contact: Shannon Turmon ([shannonturmon@whccd.edu](mailto:shannonturmon@whccd.edu))

**Epicurean Club** – Committed to influencing people by nurturing their body and soul with healthy meals. Members are able to gain experience in the art of culinary through exposure to real world culinary industry experiences. Contact Chef Raia ([christianraia@whccd.edu](mailto:christianraia@whccd.edu))

**GAINS** – Provides a positive, motivational, and informative space where members can gain knowledge in healthy lifestyles for the achievement of their own personal goals. Contact Fidela Jimenez Zaragoza ([fidelabyars@whccd.edu](mailto:fidelabyars@whccd.edu))

**Go Green Club** – Geared towards creating an honest self-sustained movement that brings awareness to on-going environmental issues. Contact Jacqui Shehorn ([jacquelineshehorn@whccd.edu](mailto:jacquelineshehorn@whccd.edu))

**Mission Possible Awareness Club (MPAC)** — Raises awareness of issues related to individuals with disabilities, and encourages those with disabilities that success is possible. Contact: Derek Lopez ([dereklopez1@whccd.edu](mailto:dereklopez1@whccd.edu)) or Pearl Robinson ([pearlrobinson@whccd.edu](mailto:pearlrobinson@whccd.edu))

**Students Promoting Learning Art Appreciation Techniques (SPLAAT)** — Promotes art appreciation and student creativity through art on campus. Contact: Kristen Kennedy ([kristenkennedy@whccd.edu](mailto:kristenkennedy@whccd.edu)) or David Brooks ([davidbrooks@whccd.edu](mailto:davidbrooks@whccd.edu))

**Phi Theta Kappa Honor Society** — Nationally chartered honor student society. Contact: Giselle Simon ([gisellesimon@whccd.edu](mailto:gisellesimon@whccd.edu))

**Rotaract Club of West Hills College Lemoore** – Is dedicated to community and international service. Members develop leadership and professional skills and build connections worldwide.

**Rhythm and Poetry** — Creates a safe space for self-expression through song, rap, poetry, etc. Contact: Mónica Reynoso ([monicareynoso@whccd.edu](mailto:monicareynoso@whccd.edu))

**West Hills Student Nursing Association (WHSNA)** — A nationally chartered student nursing association dedicated to assisting in the development of nursing students. Contact: Angela Rosati ([angelarosati@whccd.edu](mailto:angelarosati@whccd.edu))

### ASG Subsidiaries

**Spirit Council** – A sub-committee of ASG, dedicated to increasing student engagement, assisting in establishing and carrying out campus traditions, and promoting school spirit on campus. Contact: Mónica Reynoso ([monicareynoso@whccd.edu](mailto:monicareynoso@whccd.edu))

**Community Engagement Crew** – A sub-committee of ASG, is a group of students who are dedicated to service and assists in all activities on and off campus that require volunteers. Contact: Mónica Reynoso ([monicareynoso@whccd.edu](mailto:monicareynoso@whccd.edu))

For more information including meeting schedules, information, or details on starting a new club, contact the Associated Student Government Advisor at [559.925.3704](tel:559.925.3704).

### Athletics

West Hills College Lemoore is a participating member of the Central Valley Conference. Currently, West Hills College Lemoore offers the following sports:

- Men's Soccer
- Men's Basketball
- Men's Wrestling
- Women's Soccer
- Women's Basketball
- Women's Volleyball

For more information, please contact our Associate Dean of Athletics at [559.925.3304](tel:559.925.3304).

### Food Service

Food service at West Hills College Lemoore is available at Vel's Cafe, located in the Student Union, Monday through Thursday, 7:00 a.m. to 7:00 p.m. and Friday, 7:00 a.m.-2:00 p.m. Daily specials are available.

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# Instructional Services

## Instructional Goals

West Hills College Lemoore will provide:

- A transfer program.
- Occupational courses and programs to meet the immediate and projected needs of students.
- A procedure by which learning disabilities can be detected and remedial help made available.
- Instructional and support services for students with special needs, to include but not limited to, the physically and educationally disabled, the senior citizen and the re-entry student.
- Educational opportunities and learning experiences for all residents of the college district.
- General education in areas required for everyday living, such as communications and the humanities.
- Courses and programs that will enhance the physical and emotional well-being of the members of its service community.
- Courses and programs that will familiarize students with a wide cultural base so that they may become aware of their humanity and become effective members of society.
- Courses that will enable students and community members to acquire the knowledge, skill and experience in recreational activities for the enrichment of their lives.
- Support services for instructional courses and programs offered throughout the District.
- Experiences which will develop in students a sense of pride in themselves, their community, their nation and West Hills College Lemoore.

## Cooperative Work Experience Education (CWEE)

Cooperative Work Experience Education (CWEE) develops skills and knowledge by integrating classroom study with planned, supervised work experience. It is based on the principle that well educated individuals develop most effectively through an educational plan that incorporates work experience. Through these structured experiences, the students enrich their college studies, which enhance their total development.

There are two types of Cooperative Work Experience Education Programs:

**Occupational Work Experience:** This program is designed to extend occupational work opportunities through work, paid or voluntary, in the occupation of the student's major (Administration of Justice, Business, Child Development, Computer Information Systems, Health Science, Nursing and Hotel/Restaurant/Casino Management). Students may earn up to 8 units per semester or a maximum of 16 units of total credit. Occupational Work Experience class codes are listed as follows:

- Administration of Justice - AOJ 015X
- Agriculture – AG 015X
- Business – BUS 015X
- Computer Information System – CIS 015X
- Child Development – CD 015X
- Education- EDUC 015X
- Emergency Medical Training- EMT 015X
- Health Science – HS 015X
- Hotel/Restaurant/Casino Management – HRCM 015X
- Industrial Technology – ITEC 015X
- Nursing- NURS 015X
- Social Work- SW 015X

**General Work Experience:** This program is designed to aid the student in developing desirable work habits and need not be related to the college major or career intents. Students may earn up to 6 units per semester or a maximum of 16 units of total credit.

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- General Work Experience class code is listed as WE 015XX.  
\*\* California State University accepts 12 units of work experience, no matter which option is chosen. All units transfer as elective classes. For more information on transferability, please speak to a counselor.

### **Special Requirements for Enrollment in Work Experience Courses**

The student must:

- Be enrolled in work experience, either General or Occupational. To be enrolled in an Occupational Work Experience class, the student must have a declared major that corresponds to the work experience section they wish to be enrolled in, be currently enrolled in at least one other required core course for their declared major and have a job that is directly related to that declared major. If the student has completed all required courses for their major, they must be enrolled in at least one course that is directly related to their declared major.
- Be enrolled in a minimum of at least seven (7) total semester units and complete all seven units to be eligible for work experience credits (work experience units count in this seven unit minimum). During the summer session, students must be enrolled in at least one other class concurrently with work experience.
- Be employed (paid or volunteer work). One credit is awarded for 75 hours paid work. One credit is awarded for 60 hours of volunteer work.
- Have the cooperation of the employer/supervisor and be able to successfully acquire needed input, signatures and evaluations.
- Complete and sign all required documents found in the Work Experience Course Packet.
- Successfully complete the work hours required for units enrolled and have on file a signed verification of complete hours.
- Students less than 18 years of age may be required to have a work permit in order to participate in the Cooperative Work Experience Education program.

## **Library Learning Resource Center**

West Hills College Lemoore provides a variety of support services to students and faculty in the Library/ Learning Resource Center (L/LRC). A Librarian is available during hours of operation to assist student with research and other information needs. Additional research and information competency skills are explained to students during orientation sessions provided by a librarian in their classes throughout each semester.

Particular services available to students and staff include a book collection of 30,000 volumes, coin-operated copy machine, group study rooms, magazine and newspapers, reference book collection, research databases for use on or off campus and wireless access.

The L/LRC is open on Monday through Thursday from 7:30am to 8:00pm. On Friday, the L/LRC is open from 7:30am to 4:00pm. Summer hours may be different and will be posted.

The L/LRC can be contacted by calling [559-925-3420](tel:559-925-3420).

## **Academic Support**

### **Academic Center of Excellence (ACE)**

Located in Library/LRC room 459, the Academic Center for Excellence (ACE) gives students the academic tools they need to succeed. You have the opportunity to work with English, Math, and Science Faculty, and Supplemental Instruction Leaders to get academic support in all subject areas. To check out the hours for ACE go to: <https://www.westhillscollege.com/lemoore/resources/student-support/tutoring/>

### **GED Lab**

Located in Room 273 in the 200 wing, the GED lab is staffed with faculty to help you prepare to take the GED test (high school diploma equivalency). The GED lab also serves as the primary location for our ESL Non-Credit class and provides academic and career prep software such as Aztec, Learning Express, eCASAS ESL Assessment, and Career Pillars.

### **Tutoring (Peer-to-Peer)**

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Tutorial services are free and available to all students enrolled in classes at West Hills College Lemoore. There are a variety of subjects that have the tutoring option including Math, English, Chemistry, and Biology. Additionally, West Hills College Lemoore offers online tutoring for students who are not able to get to campus, or have the need for tutoring outside of the traditional Library/Learning Resource Center hours. For more information regarding how to sign up for tutoring services you can contact the Tutoring Coordinator at 925-3416. Additional information can be found on the website at: <https://www.westhillscollge.com/lemoore/resources/student-support/tutoring/>

## **Distance Learning**

West Hills College Lemoore is committed to meeting student needs. An emphasis has been placed on distance learning, or e-Learning, courses in order to make a college education available to students who live in the remote areas of the district or are otherwise unable to attend traditional classes. e-Learning describes the use of electronic technology to enhance the process of teaching and learning. West Hills College Lemoore offers online courses that can be completed from any location with an Internet connection. We also offer hybrid courses that combine online learning with one or more face-to-face meetings, and web-enhanced courses that meet regularly face-to-face but use technology to enrich the teaching and learning experience, and videoconference courses that allow students on multiple campuses to participate in class together.

### **Online**

Fully online courses at West Hills College Lemoore do not have a campus attendance requirement. Instead, students and faculty communicate using West Hills College Lemoore email, discussion boards, group chats and the online classroom. These classes are fully asynchronous and serve students worldwide. However, it may be necessary to come to a campus or testing center to take proctored exams in certain subjects such as Math. A pioneer in online education, the West Hills Community College District began offering online instruction in 1998.

### **Hybrid**

Hybrid courses are listed in the class schedule with fully online courses, but specify face-to-face meeting dates in their description. Students must carefully read the description of all classes in the class schedule to determine whether a class is fully online or hybrid.

### **Web-Enhanced**

Web-enhanced courses make use of Internet technologies to enrich and expand the learning experience for face-to-face classes. Teachers and learners have 24-hour access to course documents and other resources online.

### **Videoconference**

Videoconference courses allow the full breadth of academic curricula to be available to each campus. The technology of multi-conferencing brings together students and instructors throughout the district to optimize the interaction and learning experience of students at each site.

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# Graduation Requirements

## Duty to Grant

The Governing Board of West Hills Community College District (WHCCD) shall award the appropriate diploma, degree, or certificate whenever a student has completed all requirements for said program without regard to the length of time actually taken by the student to complete such requirements. The Governing Board shall grant to any student who has satisfactorily completed the requirements of any course of study in less than the prescribed time, credit for the full number of semester hours scheduled for such course. A student may request the review or periodic reviews and processes may identify a student's readiness and eligibility for an award. In either case, an award is processed with the successful completion of all program requirements.

Students should complete a student educational plan as early as possible. Students wishing to transfer to a four-year college or university should select the transfer institution and transfer major as early as possible. To assist with student planning, requirements are described in this section for:

1. Associate of Arts for Transfer (AA-T)
2. Associate of Science for Transfer (AS-T)
3. The Associate of Arts degree (AA)
4. The Associate of Science degree (AS)
5. Certificates of Achievement (COA)
6. Local Certificates (LC)

## Petition for Graduation

West Hills College Lemoore makes every effort to proactively identify and confer certificates and degrees. However, students are ultimately responsible for filing a "Petition for Graduation" with a counselor by the eighth week of the regular semester as noted in the instructional calendar. Students should petition for graduation during the semester in which he/she plans to complete the requirements of the certificate or degree program. If the student would like external courses reviewed for graduation eligibility, official transcripts must be on file in the Admissions and Records Office prior to or on the day the petition for graduation is submitted.

## General Education Requirements Philosophy Statement

The general education component of the associate degree introduces students to the humanities, social sciences and natural sciences. It exposes students to different areas of study; demands the acquisition and use of reading, writing, critical thinking and reasoning skills; imparts a sense of our shared cultural heritage and how to function as responsible, ethical individuals in a complex society; and instills a level of intellectual curiosity and self-awareness conducive to lifelong learning and personal growth.

Together with the West Hills College Lemoore major degree requirements, the general education component of the associate degree prepares students to:

1. Transfer to and function successfully in a baccalaureate degree granting institution, and/or
2. Enter the work force as a competent, productive citizen, and/or
3. Live a richer, more rewarding life.

General education is the distinguishing feature of higher education. It is a broadly-based core of knowledge and abilities, acquisition of which is the distinctive characteristic of the educated person. General education courses emphasize the ability to reason, to examine issues from different perspectives, to challenge authority, and to communicate ideas logically and confidently. General education courses instill open-mindedness, respect for differences among people, and knowledge of self. They provide an understanding of the human condition and of human accomplishments and encourage a life-long interest in learning.

General education courses are not primarily skills-based, nor are they limited to, or more appropriate for majors in any specialized field of study.

Courses that fulfill general education requirements:

1. Require reading, writing, computation and critical thinking.
2. Improve students' abilities to:
  1. communicate oral and written ideas effectively,
  2. define problems, design solutions and critically analyze results,
  3. work effectively and cooperatively with others,
  4. work independently,
  5. develop and question personal and societal values, make informed choices and accept responsibility for one's decisions,
  6. function as active, responsible, ethical citizens; acquire the curiosity and skills essential for lifelong learning.
3. Impart understanding, knowledge and appreciation of:
  1. our shared heritage, including the contributions of women, ethnic minorities and non-western cultures,
  2. the earth's ecosystem, including the processes that formed it and the strategies that are necessary for its maintenance,
  3. human social, political and economic institutions and behavior, including their interrelationships,
  4. the psychological, social and physiological dimensions of men and women as individuals and as members of our society.

### **Commencement Exercises**

Students who wish to be awarded a degree or a Certificate of Achievement are strongly urged to participate in the commencement exercises held at the end of the spring semester.

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# Associate Degree Requirements

The awarding of an associate degree symbolizes the college's successful attempt to lead students through learning experiences designed to develop certain capabilities and insights. Among these are the ability to think and communicate clearly and effectively, both orally and in writing; to use mathematics; to understand the modes of inquiry of the major disciplines; to be aware of other cultures and times; to consider ethical issues; and to develop the capacity for self-understanding. In addition, the student shall acquire sufficient depth in a field of knowledge to contribute to life time interest.

The Governing Board of West Hills Community College District shall confer the degree of Associate of Arts or Associate of Science upon a student who has demonstrated competence in reading, in written expression and in mathematics and who has satisfactorily completed at least 60 semester units of college work. Course work requirements must be fulfilled in a curriculum accepted toward the degree by West Hills College Lemoore as shown in this catalog.

An associate degree program can be planned to meet a variety of goals. It is important that you keep the following information in mind in planning a program of study.

## Specific Career Program or Major

It is strongly recommended that students see a counselor or advisor early in their college experience. This will help ensure that no unnecessary classes are taken, in particular within the student's academic record, or classes that will not transfer if that is the student's intention. Students are nonetheless encouraged to explore disciplines outside of their major for curiosity or to broaden one's perspective. In all cases, it is important for students to see a counselor or advisor so that a student's time to degree or certificate completion is not delayed.

This associate degree program requires :

1. at least 18 semester units in general education courses
2. a major area of study, with no grade lower than a "C",
3. elective units to complete 60 units and
4. overall grade point average of at least 2.0.
5. Of the required units, at least 12 semester units must be completed in residence at West Hills College Lemoore.

## Associate Degrees for Transfer

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

## Local Degree Graduation Requirements

The following West Hills College Lemoore courses meet the associate degree requirements:

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## I. Major Requirements,

A student must complete at least 18 semester units of study from a single discipline or related disciplines.

*\*At least 12 semester units must be completed in residence at West Hills College Coalinga or West Hills College Lemoore. (AP 4100)*

## II. General Education Requirements

### Area A. Language and Rationality

These courses emphasize both the content and form of communication. Students are taught the relationship of language to logic as well as how to analyze, criticize, and advocate ideas, to reason deductively and inductively, and to reach sound conclusions. Courses fulfilling this requirement provide understanding of the psychological and social significance of communication; focus on communication from the rhetorical perspective; reasoning and advocacy; organization; accuracy; the discovery and critical evaluation and reporting of information; reading, listening, speaking and writing effectively; and provide active participation and practice in written and oral communication.

1. English and Composition (3 units)  
    \_\_\_ English 001A
2. Analytical Thinking (3 units)  
    \_\_\_ Business 039  
    \_\_\_ Mathematics 001A, 001B, 002A, 002B, 010A, 010B, 015, 025, 045, 063, 064, 065

### Area B. Natural Sciences (3 units for AA - 6 units for AS)

These courses impart knowledge about living and non-living systems and mathematical concepts and quantitative reasoning with applications. Courses fulfilling this requirement promote understanding and appreciation of the methodologies and tools of science, emphasize the influence of scientific knowledge on the development of civilization, impart appreciation and understanding of basic concepts, not just skills and offer specific inquiry into mathematical concepts, quantitative reasoning and application.

- \_\_\_ Biology 010, 015, 032, 035, 038
- \_\_\_ Chemistry 001A, 001B, 002A
- \_\_\_ Earth Science 002
- \_\_\_ Geography 001, 004
- \_\_\_ Geology 001, 003
- \_\_\_ Physical Science 001, 002
- \_\_\_ Physical Science 002
- \_\_\_ Physics 002A, 002B, 004A, 004B, 004C

### Area C. Humanities (3 units)

These courses cultivate intellect, imagination, sensibility and sensitivity. They encourage students to respond subjectively as well as objectively and to develop a sense of the integrity of emotional and intellectual responses. Courses fulfilling this requirement study great work of the human imagination, increase awareness and appreciation of the traditional humanistic disciplines such as art, dance, drama, literature, and music, impart an understanding of the interrelationship between creative art, the humanities, and the self, provide exposure to both western and non-western cultures, and include foreign language courses.

- \_\_\_ Art 002, 003, 005A, 007, 015A, 016A, 016B, 020A, 042
- \_\_\_ American Sign Language 001, 002
- \_\_\_ English 001B, 002, 004, 025

- \_\_\_ Foreign Language Spanish 001, 002, 003, 004
- \_\_\_ Geography 002, 003
- \_\_\_ History 004A, 004B, 020, 021
- \_\_\_ Humanities 001, 022
- \_\_\_ Journalism 002A
- \_\_\_ Linguistics 011
- \_\_\_ Music 017A, 017B, 017C, 017D, 042
- \_\_\_ Performing Arts 001, 003, 014
- \_\_\_ Philosophy 001, 002, 003

**Area D. Social Science (3 units)**

These courses explore, at the micro and macro level, the social, political and economic institutions that underpin society. Courses fulfilling these requirements promote understanding and appreciation of social, political, and economic institutions, probe the relationship between these institutions and human behavior, examine these institutions in both their historical and contemporary context, include the role of, and impact on, non-white minorities and women and include both western and non-western settings.

- \_\_\_ Administration of Justice 001, 029
- \_\_\_ Child Development 005
- \_\_\_ Economics 001A, 001B
- \_\_\_ Geography 002, 003, 018
- \_\_\_ History 004A, 004B, 017A, 017B, 020, 021, 032, 034, 044
- \_\_\_ Political Science 001, 002, 004
- \_\_\_ Psychology 001, 002, 003, 004, 005, 006
- \_\_\_ Sociology 001, 002, 003, 005, 010

**Area E. Local District Requirements (3 units)**

These courses facilitate an understanding of human beings as integrated physiological, social and psychological organisms. These courses provide selective consideration of human behavior, sexuality, nutrition, health, stress, implications of death and dying and the relationship of people to the social and physical environment.

- \_\_\_ CD 004, 005
- \_\_\_ COM 005
- \_\_\_ HE 035
- \_\_\_ IS 001
- \_\_\_ KINES 001
- \_\_\_ NUT 001
- \_\_\_ PE 002, 003, 007, 008, 011, 016, 018, 019, 021, 023  
024, 025A
- \_\_\_ PSYCH 001, 002, 003, 004, 029
- \_\_\_ SOC 003

*Health Ed 35 may be waived under special circumstances.*

*Students may not complete Area E using only physical activity courses.*

### III. Electives

Electives to complete the total of 60 degree units.

### IV. Competencies

#### A. Reading and Writing

\_\_\_ Completion of English 001A with a grade of C or higher, or

\_\_\_ Transferring to West Hills College Lemoore from another accredited college with a C grade or higher in a course equivalent to English 001A

#### B. Mathematics

\_\_\_ Completion of Mathematics 065 or higher with a grade of C or higher, or

\_\_\_ Transferring to West Hills College Lemoore from another accredited college with a C grade or higher in a course equivalent to Mathematics 065 or higher.

### V. Grade Point Average

\_\_\_ A student must maintain an overall 2.0 grade point average and have no grade lower than a “C” in the major.

*NOTE: While a course might satisfy more than one general education requirement, it may not be counted more than once for these purposes.*

## Associate of Science Degree Requirements

Candidates for the Associate of Science degree must have satisfactorily completed all of the requirements for the Associate of Arts degree and an additional three units of General Education in the area of natural science. The candidates must also have satisfactorily completed a major with a minimum of 18 semester hours in one of the following fields: engineering, physical or biological sciences, or occupational curriculums.

## Additional Associate Degree

Students desiring a further associate degree after completing all requirements for either the Associate of Arts or the Associate of Science degree may qualify for another degree by:

- Completing all requirements for the additional major.
- Completing necessary application forms for the degree.
- A minimum of 12 units for the additional degree must be completed in residence.

## Certificate Programs

Certificate programs are designed to give the student a concentration of skill courses adequate to provide immediate employment capability in a specialized field.

The course content and course patterns have been developed after considerable study of industry and employer requirements. The advice and recommendations of several lay advisory councils and information obtained in occupational surveys are to be utilized in the development of these programs.

Most Certificates of Achievement (COA) require 18 units or more of degree-applicable credit coursework with a grade point average of at least 2.0 in the area of certification, all certificates courses require grades C or above, a minimum of 12 semester units completed from West Hills College Lemoore, and all coursework as defined in the college catalogs.

Shorter credit programs that lead to a local certificate may be established by the District. Content and assessment standards for certificates shall ensure that certificate programs are consistent with the mission of the District, meet a demonstrated need, are feasible and adhere to guidelines on academic achievement.

Certificate requirements include:

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- a grade point average of at least 2.0 in the area of certification,
- a minimum of 12 units of the total completed in residence and required major courses.

# Transfer Information

## General Information

This section includes the specific requirements for transfer to four-year colleges and universities. West Hills College Lemoore offers lower-division transfer courses to meet the requirements for most baccalaureate majors. Students should consult a counselor or advisor to be certain they enroll in courses to meet the freshman and sophomore level requirements of the college or university of their choice. Many of the transfer students from West Hills College Lemoore plan to enter either the California State University (CSU) system or the University of California (UC) system.

Students are encouraged to consult the catalog of the college or university to which they intend to transfer. Admission requirements, as well as major and general education requirements, vary from institution to institution and students must assume the responsibility for selecting the courses that will permit them to achieve their educational objectives.

## California State University System General Education Requirements

Students who were eligible for admission to California State University based on their high school grade point average and SAT or ACT scores may transfer with less than 60 college units. The student must, however, have maintained a C average in all college work and must be in good standing. Students who were not eligible for admission from high school must complete 60 transferable college units with a 2.0 average. Students, who meet these minimum standards, while eligible for admission to a CSU campus, might not be accepted into an impacted major or department.

Completion of the CSU General Education Certification Course Pattern will meet the General Education-Breadth Requirements of CSU. Students who have attended other colleges are urged to meet with a counselor or advisor for help with satisfying General Education Breadth requirements. Students are advised that these are the minimum requirements and individual CSU campuses have the authority to add to the General Education-Breadth requirements. Students should consult with a counselor for additional information.

West Hills College Lemoore will certify completion of this pattern by area or in its entirety for students transferring to one of the 23 campuses of the California State University system. West Hills College Lemoore will provide full certification upon the completion of the thirty-nine (39) designated units. Copies of general educational certification will be sent with transcripts upon student request. Requests for certification of general education to the California State University system must be initiated by the student using forms available from the counseling staff.

The following West Hills College Lemoore courses meet this pattern. Courses may be used for credit in one area only.

### Area A. English Language Communication and Critical Thinking (3 courses, 9 units)

One course in each area: Oral Communication, Written Communication, Critical Thinking.

#### A1. Oral Communication

Communication 001, 003, 004

#### A2. Written Communication

English 001A, 001B

#### A3. Critical Thinking

Communication 003

Education 005

English 001B, 003

Philosophy 002

Sociology 002

### Area B. Physical Universe and its Life Forms (3 courses, 9 units)

One course in each area: Physical Science, Life Science, and Mathematics/Quantitative Reasoning.

**B1. Physical Science**

Chemistry 001A, 001B, 002A  
Earth Science 002  
Geography 001  
Geology 001, 003  
Physical Science 002  
Physics 002A, 002B, 004A, 004B, 004C

**B2. Life Science**

Biology 001A, 001B, 010, 015, 032, 035, 038

**B3. Laboratory Activity**

Biology 001A, 001B, 015, 032, 035, 035L, 038  
Chemistry 001A, 001B, 002A  
Geography 001  
Geology 001, 003  
Physical Science 002  
Physics 002A, 002B, 004A, 004B, 004C

**B4. Mathematics/Quantitative Reasoning**

Business 039  
Mathematics 001A, 001B, 002A, 002B, 010A, 015, 025, 045

**Area C. Arts and Humanities (9 units)**

At least 1 course in Arts and 1 from Humanities.

**C1. Arts**

Art 005A, 016A, 016B, 042  
Comm 002  
Humanities 001  
Music 042  
Performing Arts 001, 003, 014

**C2. Humanities**

American Sign Language 001, 002  
English 001B, 002, 004, 005  
Foreign Language Spanish 001, 002, 003, 004  
Geography 002, 003  
History 004A, 004B, 017A, 017B, 020, 021  
Humanities 001, 022  
Linguistics 011  
Philosophy 001, 003

**Area D. Social Sciences (9 units)**

Courses must be from at least 2 disciplines.

Administration of Justice 001, 029  
Child Development 005  
Economics 001A, 001B  
Ethnic Studies 036  
Geography 002, 003, 018  
History 004A, 004B, 017A\*, 017B\*, 020, 021, 032, 034  
Political Science 001\*, 002, 004  
Psychology 001, 002, 003, 005, 006, 029  
Sociology 001, 002, 003, 005, 010

*\*To meet U.S. History and constitutional requirements, History 017A or 017B and Political Science 001 is required.*

**Area E: Lifelong Learning and Self-Development (3 units)**

Students may not complete Area E using only physical activity courses

Child Development 004, 005 Communication 005

Health Education 035

Interdisciplinary Studies 001

Kinesiology 001

Nutrition 001

Physical Education 002, 003, 007, 008, 011, 016, 018, 019, 021, 023, 024, 025A

Psychology 001, 002, 003, 004, 029

Sociology 003

**Intersegmental General Education Transfer Curriculum (IGETC)**

Following the Intersegmental General Education Transfer Curriculum (IGETC) will permit a student who is undecided about a specific major or college choice to ultimately transfer from the community college to a campus in either the University of California (UC) or the California State University (CSU) systems without the need, after transfer, to take additional lower-division, general education courses. Courses may be used for credit in one area only.

Please note that completion of the IGETC is not a requirement for transfer to UC or CSU, nor is it the only way to fulfill the lower division, general education requirements of the UC or CSU prior to transfer. Depending on a student's major and field of interest, the student may find it advantageous to take courses fulfilling the CSU's general education requirements or those of the UC campus or college to which the student plans to transfer.

Copies of general educational certification will be sent with transcripts upon student request. Requests for certification of general education to the University of California system must be initiated by the student on forms available from the counseling staff.

The following is a list of West Hills College Lemoore courses that can be applied to the IGETC subject areas. A minimum "C" grade is required in each college course for IGETC. A "C" is defined as a minimum of 2.0 grade points on a 4.0 scale.

**Area 1: English Communication (3 courses, 9 semester units)****Area 1A — English Composition**

English 001A

**Area 1B — Critical Thinking (English Composition)**

English 001B, 003

**Area 1C — Oral Communication (CSU requirement only)**

Communication 001

**Area 2: Mathematical Concepts and Quantitative Reasoning (1 course, 3 semester units)**

Business 039

Mathematics 001A, 001B, 002A, 002B, 015, 025

**Area 3: Arts and Humanities (at least 3 courses, 9 semester units)**

One course from each area of the Arts and Humanities areas.

**Arts**

Art 016A, 016B, 042

Music 042

PA 001

**Humanities**

English 004  
Foreign Language Spanish 003, 004  
Geography 003  
History 004A, 004B, 020, 021  
Humanities 001, 022  
Philosophy 001, 003

**Area 4: Social and Behavioral Sciences (3 courses, 9 semester units)**

Courses from at least two disciplines.

Child Development 005  
Economics 001A, 001B  
Geography 002, 003, 018  
History 004A, 004B, 017A, 017B, 020, 021, 032, 034  
Political Science 001, 002, 004  
Psychology 001, 002, 003, 005, 006  
Sociology 001, 002, 005, 007

**Area 5: Physical and Biological Sciences (At least 2 courses required, 7-9 semester units)**

One course from each of the Physical Sciences and Biological Sciences areas.

**Physical Sciences**

Chemistry 001A, 001B, 002A  
Geography 001  
Geology 001, 003  
Physics 002A, 002B, 004A, 004B, 004C  
Physical Sciences 001

**Biological Sciences**

Biology 001A, 001B, 010, 015, 032, 035, 038

**Area 6: Language Other Than English (UC Requirement Only)**

Proficiency equivalent to two years of high school study in the same language or the following:

American Sign Language 001, 002  
Foreign Language Spanish 002, 003, 004

**US History, Constitution, and American Ideals: (CSU Requirements only) 6 units, one course each from Group 1 and 2.**

NOTE: This requirement is NOT part of IGETC, but it may be completed prior to transfer. At the CSU campus discretion, courses used to meet this requirement might double count for certain IGETC areas— see a counselor.

Group 1: HIST 017A or 017B

Group 2: POLSCI 001

**Transfer to the California State University System**

If you intend to transfer to a CSU campus, you should complete the requirements for your area of study as listed in this catalog and the maximum lower-division general education units allowed by the 23 California State University campuses. All CSU campuses require transfer-level English, speech/communication, critical thinking and math to be completed or in-progress prior to admission to the college.

**Transfer to the University of California**

If you intend to transfer to a UC campus or if you are unsure if you will transfer to a UC or CSU campus, you should complete the requirements for your area of study as listed in this catalog and the Intersegmental General Education Transfer Curriculum (IGETC). Completion of the IGETC requirements results in all lower division general education

units required by the 23 CSU campuses and the 9 UC campuses being completed. You should consult with a West Hills College Lemoore counselor to make sure this is your best associate degree choice.

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# 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)

Academic Readiness. . . . .	C
Administration of Justice. . . . .	AS-T
Administration of Justice - Correctional Science. . . . .	AA
Administration of Justice - Law Enforcement. . . . .	AA
Administration of Justice- Correctional Rehabilitation. . . . .	C
Agriculture Sales and Marketing . . . . .	C
Art - Studio Arts. . . . .	AA-T
Biology. . . . .	AS
Business - Entrepreneurship. . . . .	LC
Business - Retail Business Management. . . . .	C
Business Administration. . . . .	AS/AS-T
Business Bookkeeping. . . . .	C
Business Information Worker(BIW). . . . .	C
Business Management. . . . .	AS/C
Business Office Technologies. . . . .	AA
CIS - Computer Information Systems. . . . .	AS/AA
CIS - Introduction to Programming . . . . .	C
CIS - Networking Fundamentals. . . . .	C
CIS - Web Active Scripting. . . . .	LC
CIS - Web Business Management. . . . .	LC
CIS - Web Designer. . . . .	LC
Child Development. . . . .	AA/C
Child Development - Early Childhood Education. . . . .	AS-T
Child Development Permits. . . . .	LC
Communication Studies. . . . .	AA-T
Cybersecurity . . . . .	C
EMT - Paramedic. . . . .	AS/C
Elementary Teacher Education. . . . .	AA-T
Engineering. . . . .	AS
English. . . . .	AA-T
English as a Second Language (ESL). . . . .	C
Geography. . . . .	AA/AA-T
Geology. . . . .	AS-T
HRCM - Culinary: Chef Apprentice. . . . .	C
HRCM - Culinary: Culinary and Baking Arts. . . . .	LC
HRCM - Culinary: Pastry and Baking Arts. . . . .	LC
HRCM - HM: Hotel Management. . . . .	C
HRCM - HM: Hotel Skills. . . . .	LC
HRCM - RM: Bartender and Beverage Management. . . . .	LC
HRCM - RM: Dining Room Service and Management. . . . .	LC
HRCM - RM: Mixologist. . . . .	LC
HRCM - RM: Restaurant Management. . . . .	C
HRCM - RM: Restaurant Skills. . . . .	LC
Health Science. . . . .	AS
History. . . . .	AA-T
Hospitality, Restaurant and Casino Management. . . . .	AA
Industrial Automation . . . . .	C
Industrial Mechanic. . . . .	C
Kinesiology. . . . .	AA/AA-T
Liberal Arts - Arts and Humanities. . . . .	AA

Liberal Arts - Elementary Teacher Preparation. . . . .	AA
Liberal Arts - Math and Science. . . . .	AA
Liberal Arts - Social Science. . . . .	AA
Licensed Vocational Nurse to Registered Nurse . . . . .	AS/C
Mathematics. . . . .	AS-T
Nursing. . . . .	AS
Physics. . . . .	AS-T
Political Science. . . . .	AA-T
Project Management. . . . .	C
Psychology. . . . .	AA/AA-T
Sociology. . . . .	AA-T
Transfer Studies – CSU GE Breadth. . . . .	C
Transfer Studies – Full Intersegmental General Education Transfer (IGETC) Curriculum Certification: UC. . . . .	C

## Academic Readiness

### Academic Readiness Certificate of Achievement

The Academic Readiness Certificate is for students with learning and other disabilities. The certificate prepares students for the academic rigor of college level courses along with the development of academic skills to succeed in college. The Academic Readiness Certificate offers preparation in English and math courses and the development of career planning and college success skills.

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

- Facilitate student success in college level courses
- Implement critical thinking skills for college level courses
- Identify and evaluate career interests
- Enrich the collegiate experience for persons with learning and other disabilities
- Bestow empowerment through education

Course #	Title	Units
<b>Required Core Courses</b>		
IS 001 .....	College Success .....	3
IS 002 .....	Career Planning .....	1
GS 061 .....	Guidance Studies Content Area Support .....	0.5 - 1
GS 107 .....	GS Reading & Writing for Academic Readi .....	2
GS 108 .....	Guidance Studies Math for Academic Read. ....	2
	<b>Total .....</b>	<b>9</b>



# Administration of Justice

The Associate in Science Degree in Administration of Justice for Transfer (AS-T) is designed to prepare students to enter careers in law enforcement, corrections or investigative positions in the private sector. Students receive practical, “hands-on”, experiences in order to expose them to the fundamental concepts and tasks of law enforcement and corrections and ready them for the qualification and screening processes required to enter training enforcement academies.

## Administration of Justice AS-T Degree

### Program Student Learning Outcomes

Upon completion of the program, the student will be able to:

- identify the components of the criminal justice system to include law enforcement, corrections, courts and the three levels of state and federal courts.
- identify the protections afforded all persons as delineated in the first, fourth, fifth, sixth, eighth, and 14th Amendments; Students will identify that the Miranda decision came from the courts and is not a right enumerated in the Bill of Rights.
- identify the role of the Exclusionary Rule in the admissibility of evidence, the four exceptions to that rule and be able to identify the general rules of admissibility for all evidence.
- identify the various roles individuals play in a criminal event, such as principals, accessories, accomplices, and feigned accomplices and the four types of intent required that must be proven to establish an act as a crime.

### Associate Degree for Transfer requirements (pursuant to SB 1440):

- Complete a minimum of 18.0 semester units in a major or area of emphasis
- Complete IGETC or CSU General Education – Breadth requirements
- Complete total of 60.0 CSU transferable semester units
- Complete all required courses for the major or area of emphasis with a “C” or better
- Obtain an overall minimum grade point average of 2.0

Course #	Title	Units
<b>Required Core Courses</b>		
AOJ 001 .....	Introduction to Criminal Justice .....	3
AOJ 020 .....	Criminal Law .....	3
<b>List A: Choose any two of the following courses</b>		
AOJ 003 .....	Introduction to Corrections .....	3
AOJ 010 .....	Princ & Procedures of Criminal Justice .....	3
AOJ 016 .....	Human & Comm. Relations in Crim Justice .....	3
AOJ 022 .....	Criminal Evidence .....	3
AOJ 024 .....	Criminal Investigation .....	3
AOJ 032 .....	Juvenile Delinquency .....	3
<b>List B: Choose any two of the following courses:</b>		
MATH 025 .....	Introduction to Statistics .....	4
PSYCH 001 .....	Introductory Psychology .....	3
SOC 001 .....	Introduction to Sociology .....	3
	Total.....	18-19
	CSU-GE or IGETC requirements.....	34-39
	Electives (must be transferable to CSU).....	2-8
	<b>Total .....</b>	<b>60</b>

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
AOJ 001 ..... 3	AOJ 020 ..... 3	AOJ List A..... 3	AOJ List A..... 3
MATH 025 ..... 4	PSYC-001/SOC-001..... 3	BIO 010 ..... 3	Area C1/C2..... 3

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COM-001/004..... 3	SOC 002 ..... 3	Area C2..... 3	POLSCI 001 ..... 3
ENG 001A ..... 3	Area-B1..... 4	HIST-017A/017B..... 3	PSYCH 002 ..... 3
Elective 001-049..... 2	Area C1..... 3	Elective 001-049..... 3	Elective 001-049..... 3
<b>15</b>	<b>16</b>	<b>15</b>	<b>15</b>

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# Administration of Justice - Correctional Science

## Administration of Justice - Correctional Science AA

The Administration of Justice program is designed to provide the student an option of emphasizing Law Enforcement or Correctional Science. This program provides introductory and journey level course work in Administration of Justice for local, state, federal and private enterprise levels. This program enhances student development with philosophical, statutory, practical and, tactical experience and background necessary to successfully compete in a technologically advancing, competitive and rewarding career field. Upon successful completion of the program the student will be prepared for several career options in the Administration of Justice.

### Program Student Learning Outcomes

Upon completion of the program, the student will be able to:

- identify the rights afforded prisoners while incarcerated in jails and prisons.
- identify the psychological and physiological effects of institutionalization on male and female offenders and the effect changes in classification and case law create.
- identify the values and risks associated with probation, parole and other release programs.
- demonstrate the ability to conduct interviews and complete various types of reports.
- identify the rights afforded each accused individual including the 4th, 5th, 6th, 8th, 10th, and 14th amendments.

### Associate Degree Requirements:

- Complete a minimum of 18 semester units in a major or area of emphasis
- Complete Local General Education and District requirements
- Complete elective units for total of 60 degree applicable semester units
- Complete all required courses for the major or area of emphasis, English, and math with a “C” or better
- Obtain an overall minimum grade point average of 2.0

The following has been recognized as core course requirements by the Commission on Correctional Peace Officers Standards and Training (CPOST) for all new apprentices (entry-level) hired with the Department of Corrections and Department of the Youth Authority after July 1, 1995:

Course #	Title	Units
<b>Required Core Courses</b>		
AOJ 003	Introduction to Corrections	3
AOJ 004	Control & Supervision Inmates	3
AOJ 006	Correctional Interviewing and Counseling	3
AOJ 007	Legal Aspects of Corrections	3
AOJ 012	Written Criminal Justice Communications	3
AOJ 020	Criminal Law	3
Elective	AOJ 005, 016, 024, 029, 032, 015X	3
<b>Total</b>		<b>21</b>

*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	
AOJ 003	3	AOJ 006	3	AOJ 001	3	AOJ 020	3
AOJ 004	3	AOJ 007	3	AOJ 012	3	ELECTIVE 001-049	11
ENG 001A	3	AREA C	3	AOJ Elective	3		<b>14</b>
MATH 025	4	Elective 001-049	6	AREA B	3		
Area-E	3	ELECTIVE 001-049	3	Elective 001-049	3		
	<b>16</b>		<b>15</b>		<b>15</b>		

# Administration of Justice - Law Enforcement

## Administration of Justice - Law Enforcement AA

The Administration of Justice program is designed to provide the student an option of emphasizing Law Enforcement or Correctional Science. This program provides introductory and journey level course work in Administration of Justice for local, state, federal and private enterprise levels. This program enhances student development with philosophical, statutory, practical and, tactical experience and background necessary to successfully compete in a technologically advancing, competitive and rewarding career field. Upon successful completion of the program the student will be prepared for several career options in the Administration of Justice.

### Program Student Learning Outcomes

Upon completion of the program, the student will be able to:

- identify the components of the criminal justice system to include law enforcement, corrections, courts and the three levels of state and federal courts.
- identify the protections afforded all persons as delineated in the first, fourth, fifth, sixth, eighth, and 14th Amendments; Students will identify that the Miranda decision came from the courts and is not a right enumerated in the Bill of Rights.
- identify the role of the Exclusionary Rule in the admissibility of evidence, the four exceptions to that rule and be able to identify the general rules of admissibility for all evidence.
- identify the various roles individuals play in a criminal event, such as principals, accessories, accomplices, and feigned accomplices and the four types of intent required that must be proven to establish an act as a crime.

### Associate Degree Requirements:

- Complete a minimum of 18 semester units in a major or area of emphasis
- Complete Local General Education and District requirements
- Complete elective units for total of 60 degree applicable semester units
- Complete all required courses for the major or area of emphasis, English, and math with a “C” or better
- Obtain an overall minimum grade point average of 2.0

Course #	Title	Units
<b>Required Core Courses</b>		
AOJ 001 .....	Introduction to Criminal Justice .....	3
AOJ 010 .....	Princ & Procedures of Criminal Justice .....	3
AOJ 012 .....	Written Criminal Justice Communications .....	3
AOJ 016 .....	Human & Comm. Relations in Crim Justice .....	3
AOJ 020 .....	Criminal Law .....	3
AOJ 022 .....	Criminal Evidence .....	3
Elective.....	AOJ 005, 016, 024, 029, 032, 015X.....	3
<b>Total .....</b>		<b>21</b>

*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	
AOJ 001 .....	3	AOJ 010 .....	3	AOJ 012 .....	3	AOJ 022 .....	3
ENG 001A .....	3	AOJ 020 .....	3	AOJ 016 .....	3	ELECTIVE 001-049.....	12
MATH 025 .....	4	AREA C.....	3	AOJ ELECTIVE.....	3		<b>15</b>
Area-E.....	3	Elective 001-049.....	6	AREA B.....	3		
Elective 001-049.....	3		<b>15</b>	Elective 001-049.....	3		
	<b>16</b>				<b>15</b>		

# Administration of Justice- Correctional Rehabilitation

## Administration of Justice- Correctional Rehabilitation COA

The Correctional Rehabilitation Certificate of Achievement (COA) guides students toward successful employment in a correctional law enforcement agency. The certificate of achievement for correctional workers, developed in conjunction with local and state agencies, provides students with a broad range of correctional skills and competencies, which promote success in a variety of correctional settings. The certificate ensures correctional workers understand the history of correctional rehabilitation, the relationship between correctional and other law enforcement agencies, and the complex legal environment of the corrections worker. Students will understand the role of risk and needs assessments in developing treatment programs for correctional clients. Students who complete the certificate will be ready for the workforce, and the certificate provides a stepping-stone to continue their education and complete an A.A. in Administration of Justice or Corrections.

### Program Student Learning Outcomes

Upon completion of the program, student will be able to:

- Demonstrate an understanding of the history of corrections and rehabilitation and the relationship between the criminal justice and corrections subsystem.
- Demonstrate an understanding of the roles and responsibilities relative to the supervision and control of inmates in local, state and federal correctional institutions.
- Demonstrate the ability to communicate effectively in a correctional setting to include verbal and written communications or reports.
- Demonstrate an understanding of the doctrines of criminal liability in the United States and the classification of crimes against persons, property, morals, and public welfare.
- Demonstrate an understanding of the legal and historical framework, concepts and precedents that guide correctional practice in the United States.
- Demonstrate an understanding of the techniques of interviewing and counseling available to practitioners in corrections.
- Demonstrate understanding of the processes of Risk and Needs assessments relative to correctional clients.

Course #	Title	Units
<b>Required Core Courses</b>		
AOJ 003 .....	Introduction to Corrections .....	3
AOJ 004 .....	Control & Supervision Inmates .....	3
AOJ 006 .....	Correctional Interviewing and Counseling .....	3
AOJ 007 .....	Legal Aspects of Corrections .....	3
AOJ 012 .....	Written Criminal Justice Communications .....	3
AOJ 020 .....	Criminal Law .....	3
COM 001 .....	Elements of Speech .....	3
ENG-051A or Higher.....	Introduction to Communication Skills.....	3
<b>Total .....</b>		<b>24</b>

**For Gainful Employment information please visit:**

<https://www.westhillscollge.com/lemoore/degrees-and-certificates/gainful-employment/correctional-rehabilitation-cert.php>

*This is a **recommended sequence** of courses for timely completion of this program. Please see your counselor to formalize your personalized educational plan or for alternative planning.*

SEMESTER 1		SEMESTER 2	
AOJ 001 .....	3	AOJ 006 .....	3
AOJ 003 .....	3	AOJ 007 .....	3
AOJ 004 .....	3	AOJ 020 .....	3

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AOJ 012 .....	3	COM 001 .....	3
ENG-051A (or higher).....	3		<b>12</b>
	<b>15</b>		

# 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
<b>Required Core Courses</b>		
AGBUS 010 ....	Introduction to Agriculture Business .....	3
AG 011 .....	Agriculture Sales & Communication .....	3
AGBUS 015 ....	Computer Application to Agriculture .....	3
CIS 002G .....	Introduction to E-Commerce .....	3
AG 015X .....	Occupational Work Experience .....	1 - 8
<b>Total .....</b>		<b>15</b>

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
	<b>6</b>	AG 015X .....	1 - 8
			<b>9</b>

# Art - Studio Arts

## Art - Studio Arts AA-T

The Associate in Arts in Studio Arts for Transfer degree is designed to provide the opportunity to achieve an associate degree in the student’s area of specialization. Upon completion of a baccalaureate degree, students will be preparing for careers such as teaching, commercial art, museum curator, computer art, or to be self-employed. The Associate in Arts in Studio Arts for Transfer degree is designed to prepare students for a seamless transfer into the CSU system to complete a baccalaureate degree in Studio Arts or similar degree.

### Program Student Learning Outcomes

Upon completion of the program, student will be able to:

- articulate and apply the elements and principles of two-dimensional design.
- demonstrate an ability to solve a variety of problems related to the use of various drawing materials.
- articulate and apply the elements and principles of three-dimensional design.
- demonstrate an ability to solve a variety of problems related to the use of various painting materials and techniques.
- demonstrate an understanding of the historical development of art, be capable of identifying works from various art movements and periods in history, and be capable of articulating how context has influenced the creation of works of art during these movements and periods.

### Associate Degree for Transfer requirements (pursuant to SB 1440):

- Complete a minimum of 18 semester units in a major or area of emphasis
- Complete IGETC or CSU General Education – Breadth requirements
- Complete total of 60 CSU transferable semester units
- Complete all required courses for the major or area of emphasis with a “C” or better
- Obtain an overall minimum grade point average of 2.0

Course #	Title	Units
<b>Required Core Courses</b>		
ART 002 .....	Two-Dimensional Design .....	3
ART 003 .....	3 - Dimensional Design Fundamentals .....	3
ART 005A .....	Basic Drawing .....	3
ART 015A .....	Beginning Painting .....	3
ART 016A .....	Survey of Western Art: Pre-History .....	3
ART 016B .....	Survey of Western Art: Renaissance .....	3
ART 020A .....	Introduction to Digital Art .....	3
<b>Choose 3 units from the following:</b>		
ART 005B .....	Intermediate Drawing .....	3
ART 007 .....	Figure Drawing .....	3
	Total.....	24
	CSU-GE-B or IGETC requirements (allowing double counting).....	37-39
	CSU Transferable Electives.....	3-5
	<b>Total .....</b>	<b>60</b>

*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
ART 005A ..... 3	ART 002 ..... 3	ART 003 ..... 3	ART-005B or 007..... 3
ART-0015A.....	ART 016A ..... 3	ART 016B ..... 3	ART 020A ..... 3
ENG 001A ..... 3	MATH 045 ..... 3	AREA-A3.....	AREA-C2..... 3
COM-001 or 004..... 3	AREA-B1.....	BIO-010 or 015..... 3	AREA-D..... 3
IS 001 ..... 3	HIST-017A or 017B..... 3	POLSCI 001 ..... 3	ELECTIVE-001-049..... 2





# Biology

## Biology AS

The Biology Program provides students with the opportunity to earn an associate degree in the student's area of specialization and prepares the student for transfer to a four-year institution. Students completing the baccalaureate program or graduate school may be hired in the major or in a related field such as biochemistry, bioengineering, botany, clinical lab technology, environmental biology, forestry, oceanography, range management, wildlife/fisheries biology, or zoology.

### Program Student Learning Outcomes

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

- recognize and explain the individual structures and hierarchical levels of structure of living organisms
- relate the physiological functions of living organisms to homeostasis, at multiple levels of organismal complexity
- explain and apply basic chemistry principles as they relate to inorganic and organic molecules in biological systems
- manipulate advanced mathematical concepts and equations that can relate to biological systems and/or research
- explain and apply basic physics concepts that can relate to biological systems and/or research

### Associate Degree Requirements:

- Complete a minimum of 18 semester units in a major or area of emphasis
- Complete Local General Education and District requirements
- Complete elective units for total of 60 degree applicable semester units
- Complete all required courses for the major or area of emphasis, English, and math with a "C" or better
- Obtain an overall minimum grade point average of 2.0

Course #	Title	Units
<b>Required Core Courses</b>		
BIO 032 .....	Human Anatomy .....	4
BIO 035 .....	Human Physiology .....	4
BIO 038 .....	Microbiology .....	4
<b>Plus at least 8 units from the courses listed below:</b>		
CHEM 001A ...	General Chemistry I .....	5
CHEM 001B ...	General Chemistry II .....	5
CHEM 002A ...	Introductory Chemistry .....	4
MATH 001A ...	Introduction to Calculus .....	5
MATH 001B ...	Calculus With Applications .....	5
PHYSICS 002A	Mechanics and Thermodynamics .....	4
PHYSICS 002B	Elect., Mag., Optics & Modern Physics .....	4
<b>Total .....</b>		<b>20</b>

*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	BIO 032 .....	4	BIO 035 .....	4	BIO 038 .....	4
MATH 015 .....	5	AREA C.....	3	CHEM-002A or		BIOLOGY MAJOR.....	4
AREA-E.....	3	AREA D.....	3	CHEM-001A.....	4	ELECTIVE 001-049.....	8
ELECTIVE 001-049.....	3	ELECTIVE 001-049.....	6	Elective 001-049.....	6		<b>16</b>
	<b>14</b>		<b>16</b>		<b>14</b>		

# Business - Entrepreneurship

## Business - Entrepreneurship Local Certificate

The Entrepreneurship local certificate prepares students to start, run, and manage a new or existing business and addresses basic issues potential entrepreneur’s encounter. This certificate identifies methods for developing an individual’s business idea(s), its feasibility, the process of starting a business, how to acquire necessary resources, and the key parts of a business plan (development and execution). Students will develop an understanding of legal issues, marketing, financing, entrepreneurial resources, and complex tasks faced by individuals engaged in entrepreneurial activities.

Course #	Title	Units
<b>Required Core Courses</b>		
BUS 007 .....	Introduction to Entrepreneurship .....	3
BUS 032 .....	Small Business Management .....	3
CIS 002G .....	Introduction to E-Commerce .....	3
<b>Total .....</b>		<b>9</b>

*This is a **recommended sequence** of courses for timely completion of this program. Please see your counselor to formalize your personalized educational plan or for alternative planning.*

### SEMESTER 1

BUS 007 .....	3
BUS 032 .....	3
CIS 002G .....	3
<b>9</b>	

## Business - Retail Business Management

### Retail Business Management Certificate of Achievement

The Business Program of study prepares the student for entry level positions in areas such as bookkeeping, management and retailing. The business program provides a foundation for further study and is valuable for students interested in starting or enhancing their own business. The program provides students with an understanding of the operation of business in the American economic system.

#### Program Student Learning Outcomes

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

- demonstrate utilization of a variety of prevailing Microsoft office applications and accounting software.
- input and produce reports from business records.
- identify the basic elements of a contract and assess a contract's validity.
- compose business letters and employment applications choosing the appropriate delivery means.
- assess business situations from an owner's/manager's prospective including basic employment laws.

Course #	Title	Units
<b>Required Core Courses</b>		
BUS 001A .....	Beginning Principles of Accounting .....	4
or BUS 055 ....	Bookkeeping .....	3
BUS 018 .....	Business Law .....	4
BUS 020 .....	Introduction to Business .....	3
BUS 028 .....	Business Communication .....	3
BUS 032 .....	Small Business Management .....	3
BUS 035 .....	Human Resources Management .....	3
CIS 007 .....	Computer Concepts .....	3
Electives.....	BUS 013A/B, CIS 008, 042, ECON 001A/B, OR PHIL 003.....	3
<b>Total .....</b>		<b>25-26</b>

#### For Gainful Employment information please visit:

<https://www.westhillscollge.com/lemoore/degrees-and-certificates/gainful-employment/retail-business-management-cert.php>

*This is a **recommended sequence** of courses for timely completion of this program. Please see your counselor to formalize your personalized educational plan or for alternative planning.*

SEMESTER 1		SEMESTER 2	
BUS 020 .....	3	BUS-001A or 055.....	4
BUS 032 .....	3	BUS 035 .....	3
BUS 018 .....	4	BUS 028 .....	3
CIS 007 .....	3	BUS ELECTIVE.....	3
<b>13</b>		<b>13</b>	

# Business Administration

## Business Administration AS-T

The AS-T in Business Administration curriculum is designed to prepare students for a seamless transfer into the CSU system to complete a baccalaureate degree in Business Administration or similar major. While a baccalaureate degree is recommended preparation for those considering professional careers in this field, the completion of this suggested program will demonstrate commitment to the field, and provide comprehensive preparation for upper division work. Upon completion of the AS-T in Business Administration, students will be able to: 1) develop and understand the fundamental principles of business administration 2) utilize the mathematical and statistical tools available to them, and 3) promote the use of technology to support the field of business administration.

### Program Student Learning Outcomes

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

- compose, analyze, and interpret business reports.
- identify the basic elements of a contract and assess a contract’s validity.
- use basic Microsoft office applications.
- identify and/or describe major U.S. business practices and their relationship to the economy.

### Associate Degree for Transfer requirements (pursuant to SB 1440):

- Complete a minimum of 18 semester units in a major or area of emphasis
- Complete IGETC or CSU General Education – Breadth requirements
- Complete total of 60 CSU transferable semester units
- Complete all required courses for the major or area of emphasis with a “C” or better
- Obtain an overall minimum grade point average of 2.0

Course #	Title	Units
<b>Required Core Courses</b>		
BUS 001A .....	Beginning Principles of Accounting .....	4
BUS 001B .....	Elementary Principles of Accounting .....	4
BUS 018 .....	Business Law .....	4
CIS 007 .....	Computer Concepts .....	3
ECON 001A ...	Macroeconomics .....	3
ECON 001B ...	Microeconomics .....	3
BUS 039 .....	Quantitative Analysis .....	3
MATH 025 .....	Introduction to Statistics .....	4
	Total .....	28
	IGETC/CSU-GE Breadth (allowing double counting).....	37-39
	Electives as needed.....	2-4
	<b>Total .....</b>	<b>60</b>

*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
MATH 025 ..... 4	CIS 007 ..... 3	BUS 001A ..... 4	BUS 001B ..... 4
ECON 001A ..... 3	ECON 001B ..... 3	BUS 018 ..... 4	BUS 039 ..... 3
ENG 001A ..... 3	ENG-001B/SOC-002..... 3	AREA B1..... 4	BIO-10/015..... 3
AREA-C1..... 3	AREA-C2..... 3	COM-001/004..... 3	HIST-017A/017B..... 3
HE 035 ..... 3	POLSC-001..... 3	<b>15</b>	ELECTIVE 001-049..... 1
<b>16</b>	<b>15</b>		<b>14</b>

## Business Administration AS

The Business Administration curriculum is intended for those interested in transferring to a four-year college or university to earn a Bachelor of Arts or Science degree. Students are encouraged to consult with business staff to ensure that their course selections reflect their career interest and the career goals of their major.

### Program Student Learning Outcomes

Upon completion of the program, student will be able to:

- compose, analyze, and interpret business reports.
- identify the basic elements of a contract and assess a contract's validity.
- use basic Microsoft office applications.
- identify and/or describe major U.S. business practices and their relationship to the economy.

### Associate Degree Requirements:

- Complete a minimum of 18 semester units in a major or area of emphasis
- Complete Local General Education and District requirements
- Complete elective units for total of 60 degree applicable semester units
- Complete all required courses for the major or area of emphasis, English, and math with a "C" or better
- Obtain an overall minimum grade point average of 2.0

Course #	Title	Units
<b>Required Core Courses</b>		
BUS 001A .....	Beginning Principles of Accounting .....	4
BUS 001B .....	Elementary Principles of Accounting .....	4
BUS 018 .....	Business Law .....	4
BUS 039 .....	Quantitative Analysis .....	3
ECON 001A ...	Macroeconomics .....	3
ECON 001B ....	Microeconomics .....	3
<b>Total .....</b>		<b>60</b>

*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	ECON 001A .....	3	BUS 001A .....	4	BUS 001B .....	4
MATH 025 .....	4	AREA C.....	3	BUS 018 .....	4	AREA-B.....	3
BUS 020 .....	3	ELECTIVE 001-049.....	9	ECON 001B .....	3	ELECTIVE-001-049.....	9
AREA-E.....	3	<b>15</b>		AREA B.....	3	<b>16</b>	
ELECTIVE-001-049.....	3			<b>14</b>			
	<b>15</b>						

# Business Bookkeeping

## Business Bookkeeping Certificate of Achievement

The Business Program of study prepares the student for entry level positions in areas such as bookkeeping, management and retailing. The business program provides a foundation for further study and is valuable for students interested in starting or enhancing their own business. The program provides students with an understanding of the operation of business in the American economic system.

### Program Student Learning Outcomes

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

- demonstrate utilization of a variety of prevailing Microsoft office applications accounting software.
- input and produce reports from business records.
- compose business letters and employment applications choosing the appropriate delivery means.

### Program Requirements

Course #	Title	Units
<b>Required Core Courses</b>		
BUS-013A/B...	Word for Windows I & II.....	3
BUS 055 .....	Bookkeeping .....	3
BUS 074 .....	Computerized Accounting .....	3
BUS 020 .....	Introduction to Business .....	3
BUS 024 .....	Business Mathematics .....	3
BUS 028 .....	Business Communication .....	3
CIS 007 .....	Computer Concepts .....	3
CIS 034 .....	Introduction to Spreadsheets .....	3
<b>Total .....</b>		<b>24</b>

### For Gainful Employment information please visit:

<https://www.westhillcollege.com/lemoore/degrees-and-certificates/gainful-employment/business-bookkeeping-cert.php>

*This is a **recommended sequence** of courses for timely completion of this program. Please see your counselor to formalize your personalized educational plan or for alternative planning.*

SEMESTER 1		SEMESTER 2	
CIS-007.....	3	BUS 074 .....	3
BUS 055 .....	3	BUS 028 .....	3
BUS-013A & 013B.....	3	BUS 024 .....	3
CIS 034 .....	3	BUS 020 .....	3
	<b>12</b>	WE-015XX or BUS-015XX.....	1
			<b>13</b>

# Business Information Worker(BIW)

## Business Information Worker(BIW) Certificate of Achievement

The Business Information Worker (BIW) Certificate guides students toward successful employment in business and government. The BIW certificate of achievement for office workers, developed in conjunction with local employers, provides students with a broad range of entry-level office skills and applications which promote success in a variety of office environments. With a solid foundation in Microsoft Windows and Office as well as strong digital and web literacy skills, the Business Information Worker brings efficiency and productivity to the workplace. Completion of the Business Information Worker pathway also brings indispensable critical thinking, problem solving, and interpersonal skills to the workplace. Students who complete the certificate will be ready for the workforce and the certificate provides a stepping stone to continue their education and complete an A.S. in Business or an AS-T in Business Administration.

### Program Student Learning Outcomes

Upon completion of the program, student will be able to:

- demonstrate accurate text and data entry using a standard keyboard and/or numeric keypad at expected entry-level occupation production rate.
- organize correspondence and locate business documents by applying the 12 alphabetic and numeric filing rules.
- compose complex business letters, reports and employment applications choosing the appropriate delivery means.
- demonstrate utilization of basic information systems and a variety of prevailing Microsoft Office applications such as Microsoft Word, Microsoft Excel, and Microsoft Outlook.
- demonstrate proficiency in business communications and human relations/customer service.

Course #	Title	Units
<b>Required Core Courses</b>		
BUS 002 .....	Introductory Keyboarding .....	3
BUS 003 .....	Intermediate Keyboarding .....	3
BUS 013A .....	Word for Windows I .....	1.5
BUS 013B .....	Word for Windows II .....	1.5
BUS 015X .....	Occupational Work Experience .....	1 - 8
or WE 015XX ..	General Work Experience .....	1 - 6
BUS 028 .....	Business Communication .....	3
BUS 035 .....	Human Resources Management .....	3
BUS 067 .....	Filing and Records Management .....	2
CIS 007 .....	Computer Concepts .....	3
CIS 008 .....	Microcomputer Operating Environment .....	1
CIS 034 .....	Introduction to Spreadsheets .....	3
	<b>Total .....</b>	<b>25</b>

**For Gainful Employment information please visit:**

<https://www.westhillscollege.com/lemoore/degrees-and-certificates/gainful-employment/business-information-worker-cert.php>

*This is a **recommended sequence** of courses for timely completion of this program. Please see your counselor to formalize your personalized educational plan or for alternative planning.*

SEMESTER 1		SEMESTER 2	
CIS 007 .....	3	BUS 067 .....	2
CIS 008 .....	1	BUS 003 .....	3
BUS 002 .....	3	BUS 028 .....	3
BUS-013A & 013B.....	3	BUS 035 .....	3



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CIS 034 .....	3	WE-015XX or BUS-015XX.....	1
	<b>13</b>		<b>12</b>

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# Business Management

## Business Management AS and Certificate of Achievement

The Business Program of study prepares the student for entry level positions in areas such as bookkeeping, management and retailing. The business program provides a foundation for further study and is valuable for students interested in starting or enhancing their own business. The program provides students with an understanding of the operation of business in the American economic system.

### Program Student Learning Outcomes

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

- demonstrate utilization of a variety of prevailing Microsoft office applications and accounting software.
- input and produce reports from business records.
- identify the basic elements of a contract and assess a contract's validity.
- compose business letters and employment applications choosing the appropriate delivery means.
- assess business situations from an owner's/manager's prospective including basic employment laws.

### Associate Degree Requirements:

- Complete a minimum of 18 semester units in a major or area of emphasis
- Complete Local General Education and District requirements
- Complete elective units for total of 60 degree applicable semester units
- Complete all required courses for the major or area of emphasis, English, and math with a "C" or better
- Obtain an overall minimum grade point average of 2.0

Course #	Title	Units
<b>Required Core Courses</b>		
BUS 001A .....	Beginning Principles of Accounting .....	4
BUS 001B .....	Elementary Principles of Accounting .....	4
BUS-013A/B....	Word for Windows I & II.....	3
BUS 018 .....	Business Law .....	4
BUS 020 .....	Introduction to Business .....	3
BUS 024 .....	Business Mathematics .....	3
BUS 028 .....	Business Communication .....	3
BUS 032 .....	Small Business Management .....	3
BUS 035 .....	Human Resources Management .....	3
CIS 007 .....	Computer Concepts .....	3
CIS 034 .....	Introduction to Spreadsheets .....	3
<b>Total .....</b>	<b>.....</b>	<b>36</b>

### For Gainful Employment information please visit:

<https://www.westhillscollge.com/lemoore/degrees-and-certificates/gainful-employment/business-management-cert.php>

*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.*

### AS Degree Track:

SEMESTER 1	SEMESTER 2	SEMESTER 3	SEMESTER 4
ENG 001A .....	AREA C.....	BUS 001A .....	BUS 001B .....
MATH 025 .....	AREA D.....	BUS 018 .....	BUS 028 .....
BUS 020 .....	CIS 007 .....	BUS 032 .....	BUS 035 .....
Area-E.....	BUS-013A & 013B.....	CIS 034 .....	AREA B.....
Elective 001-049.....	BUS 024 .....	AREA B.....	<b>13</b>

15

15

17

**Certificate of Achievement Track:**

**SEMESTER 1**

BUS 020 .....	3
BUS-013A & 013B.....	3
CIS 007 .....	3
CIS 034 .....	3
	<b>12</b>

**SEMESTER 2**

BUS 001A .....	4
BUS 024 .....	3
BUS 028 .....	3
BUS 035 .....	3
	<b>13</b>

**SEMESTER 3**

BUS 001B .....	4
BUS 018 .....	4
BUS 032 .....	3
	<b>11</b>

# Business Office Technologies

## Business Office Technologies AA

The Business Office Technologies program offers a variety of certificates and an AA degree program that guide students toward successful employment in business and government.

### Program Student Learning Outcomes

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

- demonstrate accurate text and data entry using a standard keyboard and/or numeric keypad at expected entry-level occupation production rate.
- organize correspondence and locate business documents by applying the 12 alphabetic and numeric filing rules.
- compose complex business letters, reports and employment applications choosing the appropriate delivery means.
- demonstrate utilization of a variety of prevailing Microsoft office applications.
- assess business situations from a manager’s prospective.

### Associate Degree Requirements:

- Complete a minimum of 18 semester units in a major or area of emphasis
- Complete Local General Education and District requirements
- Complete elective units for total of 60 degree applicable semester units
- Complete all required courses for the major or area of emphasis, English, and math with a “C” or better
- Obtain an overall minimum grade point average of 2.0

Course #	Title	Units
<b>Required Core Courses</b>		
BUS 002 .....	Introductory Keyboarding .....	3
BUS 003 .....	Intermediate Keyboarding .....	3
BUS 013A .....	Word for Windows I .....	1.5
BUS 013B .....	Word for Windows II .....	1.5
BUS 020 .....	Introduction to Business .....	3
BUS 050 .....	Employability Skills .....	1
BUS 052 .....	10-KEY Mastery .....	1
BUS 067 .....	Filing and Records Management .....	2
CIS 008 .....	Microcomputer Operating Environment .....	1
CIS 021 .....	Desktop Publishing .....	3
CIS 034 .....	Introduction to Spreadsheets .....	3
Electives.....	BUS 001A, 015X, 018, 024, 035, 055, CIS 007, 019B.....	3
<b>Total .....</b>		<b>29</b>

*This is a recommended sequence of courses for timely completion of this program. Entry in to transfer level English and is 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	BUS 003 ..... 3	CIS 008 ..... 1	BUS 028 ..... 3
MATH 045 ..... 3	BUS-013A & 013B..... 3	CIS 021 ..... 3	BUS 067 ..... 2
BUS 002 ..... 3	BUS 050 ..... 1	CIS 034 ..... 3	BUS ELECTIVE..... 3
BUS 052 ..... 1	AREA-C..... 3	BUS 020 ..... 3	ELECTIVE 001-049..... 6
AREA-E..... 3	AREA-D..... 3	AREA-B..... 3	<b>14</b>
<b>15</b>	ELECTIVE-001-049..... 2	ELECTIVE-001-049..... 3	
	<b>15</b>	<b>16</b>	

# CIS - Computer Information Systems

## Computer Information Systems AA and AS

The Computer Information Systems Program at West Hills College Lemoore teaches concepts, procedures and terminology as well as the skills and applications necessary to operate computers and network systems.

### Program Student Learning Outcomes

Upon completion of the program, student will be able to:

- demonstrate an understanding of four primary applications in the Microsoft Office Suite
- demonstrate an understanding of the keystroke required to complete the cutting, copying, and pasting of data from one type of documents into another documents.
- identify the basic HTML tags required to create a simple Web page. Students were given a basic coding assignment in which correct coding syntax was stressed in accordance with HTML, CSS and JavaScript standards.
- develop and complete ecommerce site or business plan.
- demonstrate an understanding of seven phases of the system development life cycle

### Associate Degree Requirements:

- Complete a minimum of 18 semester units in a major or area of emphasis
- Complete Local General Education and District requirements
- Complete elective units for total of 60 degree applicable semester units
- Complete all required courses for the major or area of emphasis, English, and math with a “C” or better
- Obtain an overall minimum grade point average of 2.0

Course #	Title	Units
<b>Required Core Courses</b>		
BUS-013A/B....	Word for Windows I & II.....	3
BUS 020 .....	Introduction to Business .....	3
BUS 024 .....	Business Mathematics .....	3
CIS 007 .....	Computer Concepts .....	3
CIS 019B .....	Database Creation & Management .....	3
CIS 034 .....	Introduction to Spreadsheets .....	3
<b>Total .....</b>		<b>18</b>

*This is a **recommended sequence** of courses for timely completion of this program. Entry in to transfer level English and math is 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	BUS-013A/B.....	3	CIS 007 .....	3	CIS 019B .....	3
MATH 045 .....	3	BUS 024 .....	3	CIS 034 .....	3	ELECTIVE 001-049.....	8
BUS 020 .....	3	AREA-C.....	3	AREA B.....	3	AREA B or ELECTIVE	
AREA-E.....	3	AREA-D.....	3	ELECTIVE 001-049.....	6	001-049.....	4
ELECTIVE-001-049.....	3	ELECTIVE-001-049.....	3		<b>15</b>		<b>15</b>
	<b>15</b>		<b>15</b>				

# CIS - Introduction to Programming

## CIS - Introduction to Programming Certificate of Achievement

The explosion of the internet in recent years has created a new demand for web programmers or web designers. These are people who have design skills specifically used for web design. In addition to being able to build websites, a web specialist must also be a master of communication - both in the visual and verbal arenas. The web specialist must know HTML, CSS, JavaScript, JAVA, server side scripting languages such as PHP/MySQL and other related web programming languages, which they will use to convert the everyday print documents that are used format he most basic communication level to the most advanced communication level with the inclusion of images and other multi-media formats to communicate their messages into a web-friendly format.

### Program Student Learning Outcomes

Upon completion of the program, student will be able to:

- Demonstrate competency in the use of common HTML code.
- Demonstrate competency using FTP to transfer web pages to a server.
- Construct pages that meet guidelines for efficient download.
- Construct pages that meet the needs of an identified audience.
- Construct efficient file structure for web sites.
- Demonstrate proficiency in the use of a WYSIWYG design software.
- Evaluate the functions of specific types of web pages in relationship to an entire web site.
- Design electronic text and web pages that include the standard textual components needed on web pages.
- Create web pages that meet accessibility needs of those with physical disabilities.
- Understand how CSS will affect web page creation.
- Understand the role of JavaScript in web page creation.
- Modify CSS and JavaScript for use on a web site.
- Understand the function of copyright in relationship to web design and coding.
- Utilize graphic design to enhance web pages.

Course #	Title	Units
<b>Required Core Courses</b>		
CIS 002 .....	Internet Programming HTML/CSS .....	3
CIS 002B .....	Internet Programming - CSS .....	3
CIS 002C .....	Internet Programming- Script Languages .....	3
CIS 002D .....	Intro to Programming Concepts & Methodology .....	3
CIS 002F .....	Internet Server Side Scripting .....	3
WE 015XX .....	General Work Experience .....	1 - 6
or CIS-015XX...	Occupational Work Experience.....	1 - 3
<b>Total .....</b>		<b>16-18</b>

*This is a **recommended** sequence of courses for timely completion of this program. Please see your counselor to formalize your personalized educational plan or for alternative planning.*

SEMESTER 1		SEMESTER 2	
CIS 002 .....	3	CIS 002C .....	3
CIS 002B .....	3	CIS 002D .....	3
<b>6</b>		CIS 002F .....	3
		WE-015XX or CIS-015XX.....	1-3
			<b>10</b>

**For Gainful Employment information please visit:**

<https://www.westhillscollge.com/lemoore/degrees-and-certificates/gainful-employment/cis-intro-to-programming-cert.php>

# CIS - Networking Fundamentals

## CIS - Networking Fundamentals Certificate of Achievement

Networking fundamentals explains computer networking basics in terms that can be easily understood, using concepts common to everyday, no-computing experience. A brief introduction to networking history provides context, explaining how networks have become so important to businesses and individuals. The certificate emphasizes networking fundamentals, explaining the software and hardware that makes networking possible. The certificate stresses understanding how and why networks work, rather than focusing on memorization of terms or numbers. Upon completion of the certificate, students will perform basic computer networks tasks, such as DSL connectivity or configuring connections to an Internet service provider. This certificate gives student the foundation needed to begin training for the CCNA (Cisco Certified Network Administrator) Certification or employment in a computer networking career.

### Program Student Learning Outcomes

Upon completion of the program, student will be able to:

- Take the CompTIA Network+ certification exam.
- Configure networking on systems and workstations.
- Understand and setup TCP/IP networks and subnets.
- Maintain physical and wireless network connections and equipment.

Course #	Title	Units
<b>Required Core Courses</b>		
CIS 005A .....	Info & Communication Tech Essentials .....	4
CIS 005B .....	Computer Network Fundamentals .....	3
CIS 005C .....	Routing & Switching Essentials .....	3
CIS 005D .....	System & Network Administration .....	3
CIS 042 .....	System Analysis and Design .....	3
WE 015XX .....	General Work Experience .....	1 - 6
or CIS -015XX..	Occupational Work Experience.....	1 - 3
<b>Total .....</b>		<b>17-19</b>

*This is a **recommended sequence** of courses for timely completion of this program. Please see your counselor to formalize your personalized educational plan or for alternative planning.*

SEMESTER 1		SEMESTER 2	
CIS 005A .....	4	CIS 005C .....	3
CIS 005B .....	3	CIS 005D .....	3
CIS 042 .....	3	WE-015XX or CIS-015XX.....	1
<b>10</b>		<b>7</b>	

**For Gainful Employment information please visit:**

<https://www.westhillscollge.com/lemoore/degrees-and-certificates/gainful-employment/cis-networking-fundamentals-cert.php>

# CIS - Web Active Scripting

## CIS - Web Active Scripting Local Certificate

Scripting generally refers to the class of computer programs on the web that are executed client-side, by the user's web browser, instead of server-side (on the web server). This type of computer programming is an important part of the active scripting concept, enabling web pages to be scripted; that is, to have different and changing content depending on user input, environmental conditions (such as the time of day), or other variables. This enables authors to create compelling and powerful web content. This specification covers extensions to HTML and HTML5 needed for client-side scripting, but leaves out the architectural and application programming interface issues for how scripting engines are implemented and how they communicate with the document and other objects on the same page. Languages which may be used are CSS, CSS3, JavaScript, JScript, VBscript, Hypertext Preprocessor Protocol (PHP), Perl, Active Server Pages (ASP and ASP.Net), Asynchronous JavaScript and XML (AJAX) and Simple Object Access Protocol (SOAP).

Course #	Title	Units
<b>Required Core Courses</b>		
CIS 002 .....	Internet Programming HTML/CSS .....	3
CIS 002C .....	Internet Programming- Script Languages .....	3
CIS 002F .....	Internet Server Side Scripting .....	3
<b>Total .....</b>		<b>9</b>

*This is a **recommended sequence** of courses for timely completion of this program. Please see your counselor to formalize your personalized educational plan or for alternative planning.*

### SEMESTER 1

CIS 002 .....	3
CIS 002C .....	3
CIS 002F .....	3
<b>9</b>	



# CIS - Web Business Management

## CIS - Web Business Management Local Certificate

This certificate examines the main issues involved in designing successful Internet and small business services. This module is designed around the idea that electronic commerce systems are new communication channels between entities. The e-commerce systems are then classified from the communication perspective, depending on what kind of entities it communicates and therefore defining what the main user requirements are. This area of study provides a student with an introduction to small business management and e-commerce.

Course #	Title	Units
<b>Required Core Courses</b>		
BUS 032 .....	Small Business Management .....	3
CIS 002G .....	Introduction to E-Commerce .....	3
<b>Total .....</b>		<b>6</b>

This is a **recommended sequence** of courses for timely completion of this program. Please see your counselor to formalize your personalized educational plan or for alternative planning.

### SEMESTER 1

BUS 032 .....	3
CIS 002G .....	3
	<b>6</b>

# CIS - Web Designer

## CIS - Web Designer Local Certificate

A Web designer is an information technology professional. Web designers are responsible for designing the graphics and overall layout of the pages of a website. In addition to having a keen understanding of computer science, web designers are unique in the fact that in order to perform their jobs effectively, they must also be artistically inclined. They may work within the IT department of an organization, for a graphic design firm or as an independent contractor.

Course #	Title	Units
<b>Required Core Courses</b>		
CIS 002 .....	Internet Programming HTML/CSS .....	3
CIS 002B .....	Internet Programming - CSS .....	3
CIS 002H .....	Internet Graphics .....	3
or CIS 002E ....	Web Design & Interactive Media .....	3
<b>Total .....</b>		<b>9</b>

*This is a **recommended sequence** of courses for timely completion of this program. Please see your counselor to formalize your personalized educational plan or for alternative planning.*

### SEMESTER 1

CIS 002 .....	3
CIS 002B .....	3
CIS 002H .....	3
<b>9</b>	

# Child Development

## Child Development AA

The West Hills College Lemoore Child Development Program offers a comprehensive background in the field of child growth and development. Program emphasis includes information directed at working with culturally diverse families, addressing the needs of children at risk through early intervention and creating and teaching developmentally appropriate curriculum to young children. Students will be offered information and skills for potential employment in Federal, State, non-profit, or privately owned early childhood educational/child care programs. Courses in this program may assist the student to qualify for Child Development Certificates issued by West Hills College and/or a Child Development Permit obtained from the State of California, Commission for Teacher Preparation and Licensing.

### Program Student Learning Outcomes

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

- comprehensive knowledge and will be able to identify, analyze and/or evaluate typical and atypical growth and development of young children.
- comprehensive knowledge of nutrition, health and safety issues and prevention strategies pertaining to young children.
- the ability to plan, create, implement and/or evaluate age-appropriate curriculum, while developing the ability to produce written observations and/or assessments.
- the ability to identify and work with diverse families and recognize socialization issues pertaining to children.
- knowledge of and have the ability to identify effective methods of working with diverse people.

### Associate Degree Requirements:

- Complete a minimum of 18 semester units in a major or area of emphasis
- Complete Local General Education and District requirements
- Complete elective units for total of 60 degree applicable semester units
- Complete all required courses for the major or area of emphasis, English, and math with a “C” or better
- Obtain an overall minimum grade point average of 2.0

Course #	Title	Units
<b>Required Core Courses</b>		
CD 002 .....	Teaching in a Diverse Society .....	3
CD 003 .....	Observations and Assessment .....	3
* CD 005 .....	Child Development .....	3
* CD 010 .....	Child, Family and Society .....	3
* CD 012A .....	Principles & Practices of Ece .....	3
CD 012B .....	Principles & Practices of ECE Field Wo Early Childhood Practicum-Field Exp .....	3
CD 016 .....	Introduction to Curriculum .....	3
CD 018 .....	Health, Safety and Nutrition .....	3
Electives.....	CD 004, 007, 008, 009, 011, 015, 017A, 017B, 017C, 020, 021, 022, or 023.....	6
<b>Total .....</b>		<b>30</b>

*\*As marked, these California state mandated core classes are required in order to teach in California and for the Child Development Permit.*

### For Gainful Employment information please visit:

<https://www.westhillscollege.com/lemoore/degrees-and-certificates/gainful-employment/child-development-teacher-level-cert.php>

*This is a **recommended sequence** of courses for timely completion of this degree 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.*

**AA Degree Track:**

SEMESTER 1		SEMESTER 2		SEMESTER 3		SEMESTER 4	
CD 005 .....	3	CD 018 .....	3	CD 002 .....	3	CD 003 .....	3
CD 010 .....	3	CD-ELECTIVE.....	3	CD 012A .....	3	CD 004 .....	3
ENG 001A .....	3	AREA-B.....	3	CD 016 .....	3	CD 012B .....	3
MATH-45.....	3	AREA-C.....	3	ELECTIVE-001-049.....	6	ELECTIVE-001-049.....	6
ELECTIVE-001-049.....	3	ELECTIVE-001-049.....	3				
	<b>15-17</b>		<b>15</b>		<b>15</b>		<b>15</b>

**Child Development Certificate of Achievement****Certificate of Achievement Track:**

SEMESTER 1		SEMESTER 2	
CD 002 .....	3	CD 003 .....	3
CD 005 .....	3	CD 012B .....	3
CD 010 .....	3	CD 018 .....	3
CD 012A .....	3	CD-ELECTIVES.....	6
CD 016 .....	3		
	<b>15</b>		<b>15</b>

# Child Development - Early Childhood Education

## Child Development - Early Childhood Education AS-T

The Associate in Science in Early Childhood Education for Transfer degree curriculum is designed to provide the opportunity to achieve a broad-based associate degree and a seamless transfer into the CSU system to complete a baccalaureate degree in Early Childhood Education. While a baccalaureate degree is recommended preparation for those considering professional careers in this field, the completion of this program will demonstrate commitment to the field, and provide comprehensive preparation for upper division work. Upon completion of this degree, students will be prepared to enter careers such as teaching, pre- school/child care operation, community service, social services, and government.

### Program Student Learning Outcomes

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

- comprehensive knowledge and will be able to identify, analyze and/or evaluate typical and atypical growth and development of young children.
- comprehensive knowledge of nutrition, health and safety issues and prevention strategies pertaining to young children.
- the ability to plan, create, implement and/or evaluate age-appropriate curriculum, while developing the ability to produce written observations and/or assessments.
- the ability to identify and work with diverse families and recognize socialization issues pertaining to children.
- knowledge of and have the ability to identify effective methods of working with diverse people.

### Associate Degree for Transfer requirements (pursuant to SB 1440):

- Complete a minimum of 18 semester units in a major or area of emphasis
- Complete IGETC or CSU General Education – Breadth requirements
- Complete total of 60 CSU transferable semester units
- Complete all required courses for the major or area of emphasis with a “C” or better
- Obtain an overall minimum grade point average of 2.0

Course #	Title	Units
<b>Required Core Courses</b>		
CD 002	Teaching in a Diverse Society	3
CD 003	Observations and Assessment	3
CD 005	Child Development	3
CD 010	Child, Family and Society	3
CD 012A	Principles & Practices of Ece	3
CD 012B	Principles & Practices of ECE Field Wo Early Childhood Practicum-Field Exp	3
CD 016	Introduction to Curriculum	3
CD 018	Health, Safety and Nutrition	3
	Total	24
	IGETC/CSU-GE Breadth	37-39
	Electives as Needed	0-2
	<b>Total</b>	<b>60</b>

*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	
CD 005	3	CD 018	3	CD 002	3	CD 003	3
CD 010	3	COM-001 or 004	3	CD 012A	3	CD 012B	3
ENG 001A	3	AREA-A3	3	CD 016	3	CD 004	3
MATH 045	3	AREA-C2	3	AREA-B1	4	BIO-010 or 015	3
AREA-C1	3	HIST-017A or 017B	3	AREA-C1/2	3	POLSCI 001	3



## Child Development Permits

The State of California, Commission for Teacher Preparation and Licensing, is responsible for issuing Child Development Permits to eligible students seeking employment in State funded early childhood educational programs or other selective children’s programs. The student with the intention of securing a Child Development Permit must follow mandated course requirements as outlined by the Child Development Permit Matrix handout. To secure a copy of the Child development Permit Matrix contact a Child Development Instructor or the coordinator of the Child Development Training Consortium. There is a monetary fee paid to the Commission for Teacher Preparation and Licensing when securing the Child Development permit and as required, all course work must be passed with a grade of “C” or better.

### Child Development Assistant Teacher Local Certificates

Course #	Title	Units
<b>A choice of 6 units from the following course list</b>		
CD 002 .....	Teaching in a Diverse Society .....	3
CD 003 .....	Observations and Assessment .....	3
CD 004 .....	Parenting .....	3
CD 005 .....	Child Development .....	3
CD 007 .....	Early Intervention .....	3
CD 010 .....	Child, Family and Society .....	3
CD 011 .....	Young Children With Exceptional Needs .....	3
CD 012A .....	Principles & Practices of Ece .....	3
CD 012B .....	Principles & Practices of ECE Field Wo Early Childhood Practicum-Field Exp .....	3
CD 015 .....	Children’s Literature and Language Arts .....	3
CD 016 .....	Introduction to Curriculum .....	3
CD 017A .....	Sex Ed for Parents & Teachers of Young C .....	1
CD 017B .....	Child Abuse Recognition & Prevention .....	1
CD 017C .....	Single Parenting .....	1
CD 018 .....	Health, Safety and Nutrition .....	3
CD 020 .....	Behavioral Mgmt in the Early Childhood C .....	2
CD 021 .....	Infant & Toddler Caregiving .....	3
CD 023 .....	Domestic Violence Recognition & Prevent. ....	1
<b>Total .....</b>		<b>6</b>

*This is a recommended sequence of courses for timely completion of this certificate program. Please see your counselor to formalize your personalized educational plan or for alternative planning.*

**SEMESTER 1**

CD-005 or CD-OPTIONS.....	3
CD-010 or CD-OPTIONS.....	3
	<b>6</b>

### Child Development Associate Teacher Local Certificates

Course #	Title	Units
<b>Required Core Courses</b>		
CD 005 .....	Child Development .....	3
CD 010 .....	Child, Family and Society .....	3
CD 012A .....	Principles & Practices of Ece .....	3
Electives.....	Select from Assistant Teacher Course List.....	3
<b>Total .....</b>		<b>12</b>

*This is a recommended sequence of courses for timely completion of this certificate program. Please see your counselor to formalize your personalized educational plan or for alternative planning.*

**SEMESTER 1**

CD-005.....	3
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CD-010.....	3
CD-012A.....	3
CD-ELECTIVE.....	3
	<b>12</b>

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# Communication Studies

## Communication Studies AA-T

The Associate in Arts in Communication Studies for Transfer degree is designed to provide the opportunity to achieve an associate degree in the student’s area of specialization. The Associate in Arts in Communication Studies for Transfer degree is designed to prepare students for a seamless transfer into the CSU system to complete a baccalaureate degree in Communication Studies or similar degree. While a baccalaureate degree is recommended preparation for those considering professional careers in teaching, marketing, broadcasting, or mass communication, the completion of this program will demonstrate commitment to the field, and provide comprehensive preparation for upper division work.

### Program Student Learning Outcomes

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

- demonstrate basic public speaking delivery techniques.
- solve problems utilizing effective conflict management styles, decision making, and leadership.
- understand and utilize the interdependent nature of verbal and nonverbal communication in the communication transactional process.
- demonstrate effective argumentation by formulating written and/or oral arguments that are free of errors in reasoning.
- perform a variety of verbal and nonverbal skills to bring literature to life and heighten the effectiveness of the performer’s message.

### Associate Degree for Transfer requirements (pursuant to SB 1440):

- Complete a minimum of 18 semester units in a major or area of emphasis
- Complete IGETC or CSU General Education – Breadth requirements
- Complete total of 60 CSU transferable semester units
- Complete all required courses for the major or area of emphasis with a “C” or better
- Obtain an overall minimum grade point average of 2.0

Course #	Title	Units
<b>Required Core Courses</b>		
COM 001 .....	Elements of Speech .....	3
COM 002 .....	Oral Interpretation of Literature .....	3
COM 003 .....	Argumentation and Debate .....	3
COM 004 .....	Small Group Dynamics and Presentation .....	3
COM 005 .....	Interpersonal Communication .....	3
<b>Chose on course from below: 3 units</b>		
ENG 001B .....	Literature/ Critical Thinking & Writing .....	3
PSYCH 001 ....	Introductory Psychology .....	3
SOC 001 .....	Introduction to Sociology .....	3
	Total.....	18
	CSU-GE-B or IGETC requirements (allowing double counting).....	37-39
	CSU Transferable Electives.....	9-15
	<b>Total .....</b>	<b>60</b>

*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
COM 001 ..... 3	COM 005 ..... 3	COM 003 ..... 3	COM 002 ..... 3
ENG 001A ..... 3	MATH 045 ..... 3	COM 004 ..... 3	AREA-B1.....
IS 001 ..... 3	HIST-017A or 017B..... 3	BIO-010 or 015..... 3	ELECTIVE-001-049..... 8
POLSCI 001 ..... 3	PSYCH-001 or SOC-001.. 3	AREA-C1/2..... 3	<b>15</b>
ELECTIVE-001-049..... 3	AREA-C2..... 3	ELECTIVE-001-049..... 3	

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15

15

15

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# 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
<b>Required Core Courses</b>		
CIS 005E .....	Intro to Inf System Security .....	3
CIS 005F .....	Intro to Information Assurance .....	3
CIS 005G .....	Computer Forensics Fundamentals .....	3
CIS 005H .....	Operating Systms - Linux .....	3
CIS 042 .....	System Analysis and Design .....	3
<b>Total .....</b>		<b>15</b>

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	
CIS 005H .....	3	CIS 005F .....	3
CIS 005E .....	3	CIS 005G .....	3
CIS 042 .....	3		<b>6</b>
	<b>9</b>		

# EMT - Paramedic

## EMT - Paramedic AS and Certificate of Achievement

The Paramedic Program is a comprehensive lecture, lab and field training program to produce competent, entry level paramedics to serve in career and volunteer positions in the Central San Joaquin Valley. Our Paramedic Program meets and exceeds regulations in the California Code of Regulations Title 22, Division 9, Chapter 4. This program meets all the objectives of the United States Department of Transportation’s 1998 Emergency Medical Technician-Paramedic National Standard Curriculum as well as the 2009 National Emergency Medical Services Education Standards for Paramedics.

Graduates will earn a Certificate of Achievement and be eligible to sit for certification by the National Registry of Emergency Medical Technicians. This program also meets the major requirements for an Associate Degree in EMT-Paramedic when required GE courses are completed.

### Program Learning Student Outcomes

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

- demonstrate a complete pre-hospital patient assessment and management of a trauma and medical patient.
- demonstrate a complete pre-hospital patient assessment and management of a cardiac arrest patient.
- demonstrate a complete pre-hospital patient assessment and management of a patient with an acute respiratory compromise.
- demonstrate a complete pre-hospital patient assessment and management of a patient with an acute neurological compromise.
- demonstrate a complete pre-hospital patient assessment and management of a pediatric patient in acute distress.

### Associate Degree Requirements:

- Complete a minimum of 18 semester units in a major or area of emphasis
- Complete Local General Education and District requirements - **specific to paramedic program**
- Area D - PSYCH 001, 002, SOC 001, or 002
- HE 035 waiver, **if applicable**
- Complete elective units for total of 60 degree applicable semester units
- Complete all required courses for the major or area of emphasis, English, and math with a “C” or better
- Obtain an overall minimum grade point average of 2.0

Course #	Title	Units
<b>Required Core Courses</b>		
<b>First Semester</b>		
EMT 010 .....	Paramedic I .....	12
EMT 011 .....	Paramedic I Lab .....	1.5
EMT 051 .....	Advanced Cardiac Life Support .....	0.5
<b>Second Semester</b>		
EMT 012 .....	Advanced Paramedic II .....	11.5
EMT 013 .....	Advanced Paramedi II Lab .....	1.5
<b>Third Semester</b>		
EMT 014 .....	Acute Clinical Lab .....	3
<b>Fourth Semester</b>		
EMT 015X .....	Occupational Work Experience Education .....	1 - 8
<b>Total Units .....</b>		<b>39</b>

**For Gainful Employment information please visit:**

<https://www.westhillscollge.com/lemoore/degrees-and-certificates/gainful-employment/emt-paramedic-cert.php>

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

**AS Degree**

The following courses plus courses for Paramedic Certificate of Achievement

SEMESTER 1		SEMESTER 2	
ENG 001A .....	3	BIO 032 .....	4
MATH 025 .....	4	BIO 035 .....	4
EMT 050 .....	6.5	AREA C.....	3
	<b>13.5</b>	PSYCH-001, 002, SOC-001, 001, or 002.....	3
			<b>14</b>

**Certificate of Achievement**

SEMESTER 1		SEMESTER 2		SEMESTER 3		SEMESTER 4	
EMT 010 .....	12	EMT 012 .....	11.5	EMT 014 .....	3	EMT 015X .....	1 - 8
EMT 011 .....	1.5	EMT 013 .....	1.5		<b>3</b>		<b>9</b>
EMT 051 .....	0.5		<b>13</b>				
	<b>14</b>						

# Elementary Teacher Education

## Elementary Teacher Education AA-T

The Associate in Arts in Elementary Teacher Education for Transfer degree is designed to provide the opportunity to achieve an associate degree in the student's area of specialization. Upon completion of the degree requirement, students will begin preparation for careers such as teaching, operating a daycare, social work, and school administration. The Associate in Arts in Elementary Teacher Education for Transfer degree is designed to prepare students for a seamless transfer into the CSU system to complete a baccalaureate degree in Elementary Teacher Education or similar major.

### Program Learning Outcomes

Upon completion of the program, student will be able to:

- compose a formal, argumentative MLA-style research paper that shows an understanding of the writing process, technical correctness, and higher level critical thinking skills.
- identify a career path and educational goals for a career in education taking into consideration the level(s) they want to teach and the institution(s) where they want to complete their degree(s) and credential(s).
- provide a college-level in-class written analysis of authors' content and style.
- develop and teach a standards-based lesson in an authentic educational setting that will include intention/rationale, process, assessment, and reflection.
- demonstrate basic public speaking delivery techniques.

### Associate Degree for Transfer requirements (pursuant to SB 1440):

- Complete a minimum of 18 semester units in a major or area of emphasis
  - Complete IGETC or CSU General Education – Breadth requirements
  - Complete total of 60 CSU transferable semester units
  - Complete all required courses for the major or area of emphasis with a “C” or better
  - Obtain an overall minimum grade point average of 2.0
-

<b>Course #</b>	<b>Title</b>	<b>Units</b>
<b>Required Core Courses</b>		
BIO 015 .....	Biology for Education .....	3
CD 005 .....	Child Development .....	3
CIS 007 .....	Computer Concepts .....	3
COM 001 .....	Elements of Speech .....	3
EDUC 001 .....	Introduction to Teaching .....	3
ENG 001A .....	Composition and Reading .....	3
ENG 001B .....	Literature/ Critical Thinking & Writing .....	3
ESCI 002 .....	Introduction to Earth Science .....	4
GEOG 002 .....	World Regional Geography .....	3
HIST 017A .....	History of the U.S. 1492-1877 .....	3
HIST 020 .....	World History I .....	3
LING 011 .....	Introduction to Linguistics .....	3
MATH 010A .....	Structure & Concepts in Mathematics I .....	3
MATH 010B .....	Structure & Concepts in Mathematics II .....	3
PHYSICI 002 .....	Chemistry and Physics for Educators .....	4
POLSCI 001 .....	American Government .....	3
<b>List A: Choose one course from below, 3 units</b>		
EDUC 005 .....	Critical Thinking in the Classroom .....	3
SOC 002 .....	Critical Thinking and Social Problems .....	3
<b>List B: Choose one course from below, 3 units</b>		
ART 042 .....	Art Appreciation .....	3
MUS 042 .....	Music Appreciation .....	3
PA 001 .....	Introduction to Theater .....	3
	Total.....	56
	CSU Transferable Electives.....	4
	<b>Total .....</b>	<b>60</b>

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

<b>SEMESTER 1</b>		<b>SEMESTER 2</b>	
ENG 001A .....	3	EDUC-005 or SOC-002.....	3
MATH 010A .....	3	MATH 010B .....	3
EDUC 001 .....	3	COM 001 .....	3
CIS 007 .....	3	HIST 017A .....	3
IS 001 .....	3	ESCI 002 .....	4
	<b>15</b>		<b>16</b>
<b>SEMESTER 3</b>		<b>SEMESTER 4</b>	
ART/MUS-042 or PA-001.....	3	ENG 001B .....	3
PHYSICI 002 .....	4	GEOG 002 .....	3
HIST 020 .....	3	LING 011 .....	3
POLSCI 001 .....	3	BIO 015 .....	3
CD 005 .....	3	ELECTIVE-001-049.....	1
	<b>16</b>		<b>13</b>

# Engineering

## Engineering AS

Engineers analyze, design, build, test and perfect our environment by applying science and math to practical applications. Students with an interest in engineering can earn an associate degree and develop knowledge and skills necessary to transfer to a four-year degree program. This program is designed to satisfy core requirements for many engineering transfer majors. In addition to the traditional branches of civil, mechanical, electrical, computer and chemical engineering, more specific disciplines have evolved such as biomedical, aerospace, petroleum and agricultural engineering. The engineering field is innovative, challenging and growing each year.

### Program Student Learning Outcomes

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

- apply basic problem solving techniques to identify the useful information provided, make proper simplifications, apply basic physics and engineering theories, solve for the solution and interpret the results.
- design an experimental method, predict results using appropriate scientific and mathematics theory, perform the experiment and collect data while minimizing sources of error, present results with graphical and mathematical support, complete thorough error analysis and interpret experimental results in comparison with theoretical predictions.
- demonstrate efficient use of computer tools such as basic work processing and spreadsheet programs, graphing and computer data acquisition programs and computer aided design software. They will also have fundamental knowledge of computer programming languages, algorithm development and be able to write, compile and run programs from scratch for problem solving.
- explain scientific theory verbally through presentation techniques and in writing through formal written reports, using scientific, mathematical and analytical skills.

### Associate Degree Requirements:

- Complete a minimum of 18 semester units in a major or area of emphasis
- Complete Local General Education and District requirements
- Complete elective units for total of 60 degree applicable semester units
- Complete all required courses for the major or area of emphasis, English, and math with a “C” or better
- Obtain an overall minimum grade point average of 2.0

Course #	Title	Units
<b>Required Core Courses</b>		
CHEM 001A ...	General Chemistry I .....	5
ENGR 010 .....	Introduction to Engineering .....	1
ENGR 015 .....	Engineering Computations .....	3
ENGR 020 .....	Engineering Graphics .....	3
ENGR 025 .....	Electrical Circuits .....	3
ENGR 031 .....	Engineering Materials .....	3
ENGR 035 .....	Vector Statics .....	3
MATH 001A ...	Introduction to Calculus .....	5
MATH 001B ...	Calculus With Applications .....	5
MATH 002A ...	Multivariate Calculus .....	4
MATH 002B ...	Differential Equations .....	4
PHYSICS 004A	Classical Mechanics .....	4
PHYSICS 004B	Electricity, Magnetism & Waves .....	4
<b>Total .....</b>		<b>47</b>

*This is a recommended sequence of courses for timely completion of this program. Entry in to transfer level English and math is 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



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MATH 001A .....	5	MATH 001B .....	5	MATH 002A .....	4	MATH 002B .....	4
CHEM 001A .....	5	PHYSICS 004A .....	4	PHYSICS 004B .....	4	PHYSICS 004C .....	4
ENGR 010 .....	1	ENGR 015 .....	3	ENGR 035 .....	3	ENGR 025 .....	3
ENGR 020 .....	3	AREA-E.....	3	AREA-D.....	3	ENGR-031*.....	3
ENG 001A .....	3		<b>15</b>	AREA-C.....	3		<b>14</b>
	<b>17</b>				<b>17</b>		

\*Note: ENGR-31 will be offered the summer after PHYSICS-004A

# 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
<b>Required Core Courses</b>		
ENG 002 .....	Introduction to Literature .....	3
ENG 003 .....	Argumentative Writ & Crit Thinking .....	3
ENG 004 .....	World Literature .....	3
ENG 005 .....	American Literature .....	3
ENG 025 .....	Introduction to Creative Writing .....	3
<b>Elective taken from recommended list below (Choose 1)</b>		
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
	<b>Total .....</b>	<b>18</b>

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 .....	ENG 002 .....	ENG 025 .....	ENG 004 .....
3	3	3	3
MATH 045 .....	ENG 003 .....	MAJOR-ELECTIVE.....	ENG 005 .....
3	3	3	3

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HUM-001 or PA-001..... 3	COM 001 ..... 3	AREA-B2..... 3	POLSCI 001 ..... 3
IS 001 ..... 3	AREA-B1..... 4	HIST-017A or 017B..... 3	ELECTIVE-001-049..... 5
ELECTIVE-001-049..... 3	ELECTIVE-001-049..... 3	AREA-D3..... 3	<b>16</b>
<b>15</b>	<b>16</b>	<b>15</b>	

# English as a Second Language (ESL)

## English as a Second Language (ESL) NC Certificate of Completion

The ESL Certificate of Completion is designed to prepare students to communicate, write, and read in the English language. ESL students will have an opportunity to show their employers and future employers that they have an understanding and knowledge of the English language.

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

- demonstrate correct spelling and grammar in English.
- demonstrate proper reading and cognitive development in English.
- demonstrate confidence in their speaking, reading, and writing in English.

Course #	Title	Units
<b>Required Core Courses</b>		
NC 120 .....	Beg Reading, Writing, & Speaking Skills .....	N/A
NC 125 .....	Inter Reading, Writing, & Speaking .....	N/A
NC 130 .....	Advanced Reading, Writing & Speaking .....	N/A
NC 135 .....	Advanced Communication Skills for Life & Career .....	N/A
	<b>Total .....</b>	<b>0</b>

# Geography

## Geography AA-T

The Associate in Arts in Geography for Transfer degree is designed to provide students with an understanding of the major aspects of the atmosphere, hydrosphere, lithosphere, and biosphere and how these realms relate to, and interact with the development and functioning of human cultural patterns. The courses have a strong real-world focus. This knowledge will be helpful in the student’s upper-division course work. While a baccalaureate degree is recommended preparation for those considering professional careers in this field, the completion of this suggested program will demonstrate commitment to the field, and provide comprehensive preparation for upper division work. The Associate in Arts in Geography for Transfer degree is designed to prepare students for a seamless transfer into the CSU system to complete a baccalaureate degree in Geography or similar major.

### Program Student Learning Outcomes

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

- define and demonstrate understanding of terms and concepts used during the courses
- describe and explain Geographic patterns as they related to the courses
- describe and analyze maps relative to physical/cultural people and places
- demonstrate and understanding of geographical factors as they relate to physical and cultural diversity around the world
- demonstrate an understanding of human/environment interactions and consequences of these interactions

### Associate Degree for Transfer requirements (pursuant to SB 1440):

- Complete a minimum of 18 semester units in a major or area of emphasis
- Complete IGETC or CSU General Education – Breadth requirements
- Complete total of 60 CSU transferable semester units
- Complete all required courses for the major or area of emphasis with a “C” or better
- Obtain an overall minimum grade point average of 2.0

Course #	Title	Units
<b>Required Core Courses</b>		
GEOG 001 .....	Physical Geography .....	4
GEOG 002 .....	World Regional Geography .....	3
GEOG 003 .....	Cultural Geography .....	3
GEOG 018 .....	Geography of California .....	3
GEOL 001 .....	Physical Geology With Lab .....	4
<b>Choose 2 of the following</b>		
GEOG 010 .....	Los Angeles Urban Geography Field Course .....	1
GEOG 011 .....	Death Valley Geography Field Course .....	1
GEOG 012 .....	Grand Canyon Geography Field Course .....	1
GEOG 013 .....	San Francisco Urban Geography Field Cour .....	1
	Total.....	19
	CSU-GE-B or IGETC requirements (allowing double counting).....	37-39
	CSU Transferable Electives.....	12-14
	<b>Total .....</b>	<b>60</b>

*This is a recommended sequence of courses for timely completion of this program. Entry in to transfer level English and math is 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 .....	GEOG 001 .....	GEOG-012 or 013.....	GEOG 002 .....
MATH 025 .....	GEOG 018 .....	GEOL 001 .....	GEOG-010 or 011.....
COM-001 or 004.....	AREA-A3.....	BIO-010 or 015.....	POLSCI 001 .....
GEOG 003 .....	AREA-C1.....	HIST-017A or 017B.....	ELECTIVE 001-049.....
IS 001 .....	ELECTIVE 001-049.....	ELECTIVE 001-049.....	<b>14</b>

16

16

14

The Associate Degree in Geography is designed to provide the West Hills College Lemoore transfer student with those lower division courses that can be applied to geography major or minor at the upper division level.

The program consists of 24 units that fit primarily Social, but also Physical Science majors. Geography’s overall integration of the Social and Physical Sciences causes it to be applicable at the Associate, Bachelor, or Master’s level to a number of careers including regional and urban planning, teaching, remote sensing intelligence and interpretation, real estate, cartography, plus environmental engineering and management.

**Program Student Learning Outcomes**

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

- define and demonstrate understanding of terms and concepts used during the courses
- describe and explain Geographic patterns as they related to the courses
- describe and analyze maps relative to physical/cultural people and places
- demonstrate and understanding of geographical factors as they relate to physical and cultural diversity around the world
- demonstrate an understanding of human/environment interactions and consequences of these interactions

**Associate Degree Requirements:**

- Complete a minimum of 18 semester units in a major or area of emphasis
- Complete Local General Education and District requirements
- Complete elective units for total of 60 degree applicable semester units
- Complete all required courses for the major or area of emphasis, English, and math with a “C” or better
- Obtain an overall minimum grade point average of 2.0

Course #	Title	Units
<b>Required Core Courses</b>		
GOEG-001.....	Physical Geography with Lab.....	4
GEOG 002.....	World Regional Geography .....	3
GEOG 003.....	Cultural Geography .....	3
GEOG 018.....	Geography of California .....	3
GEOG 010.....	Los Angeles Urban Geography Field Course .....	1
GEOG 011.....	Death Valley Geography Field Course .....	1
GEOG 012.....	Grand Canyon Geography Field Course .....	1
GEOG 013.....	San Francisco Urban Geography Field Cour .....	1
GEOG 016.....	Regional Field Studies .....	1
GEOL 001.....	Physical Geology With Lab .....	4
<b>Total .....</b>		<b>60</b>

*This is a recommended sequence of courses for timely completion of this program. Entry in to transfer level English and math is 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	GEOG 002 .....	3	GEOG 001 .....	4	GEOL 001 .....	4
MATH 025 .....	4	GEOG 010 .....	1	GEOG 013 .....	1	GEOG 011 .....	1
GEOG 003 .....	3	GEOG 018 .....	3	ELECTIVE 001-049.....	10	GEOG 016 .....	1
GEOG 012 .....	1	ELECTIVE 001-049.....	8		15	ELECTIVE 001-049.....	7
IS-001 or HE-035.....	3		15				15
ELECTIVE-001-049.....	1						

# Geology

## Geology AS-T

The Associate in Science in Geology for Transfer degree trains individuals in the physical aspects and history of the earth. Geologists, in general, are analytical, curious, able to work as a team, and are required to communicate effectively. The Associate in Science in Geology for Transfer degree is designed to prepare students for a seamless transfer into the CSU system to complete a baccalaureate degree in Geology or similar major.

### Program Student Learning Outcomes

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

- define and demonstrate understanding of terms and concepts used during the courses
- describe and explain Geographic patterns as they related to the courses
- describe and analyze maps relative to physical/cultural people and places
- demonstrate and understanding of geographical factors as they relate to physical and cultural diversity around the world
- demonstrate an understanding of human/environment interactions and consequences of these interactions

### Associate Degree for Transfer requirements (pursuant to SB 1440):

- Complete a minimum of 18 semester units in a major or area of emphasis
- Complete IGETC or CSU General Education – Breadth requirements
- Complete total of 60 CSU transferable semester units
- Complete all required courses for the major or area of emphasis with a “C” or better
- Obtain an overall minimum grade point average of 2.0

Course #	Title	Units
<b>Required Core Courses</b>		
GEOL 001 .....	Physical Geology With Lab .....	4
GEOL 003 .....	Historical Geology .....	4
CHEM 001A ...	General Chemistry I .....	5
CHEM 001B ...	General Chemistry II .....	5
MATH 001A ...	Introduction to Calculus .....	5
MATH 001B ...	Calculus With Applications .....	5
	Total.....	28
	CSU-GE-B or IGETC requirements (allowing double counting).....	37-39
	CSU Transferable Electives.....	0-2
	<b>Total .....</b>	<b>60</b>

*This is a recommended sequence of courses for timely completion of this program. Entry in to transfer level English and math is required to follow this recommended sequence. Please see your counselor to formalize your personalized educational plan or for alternative planning. Recommended completion of MATH 015 prior to starting program pathway.*

SEMESTER 1	SEMESTER 2	SEMESTER 3	SEMESTER 4
GEOL 001 ..... 4	GEOL 003 ..... 4	CHEM 001A ..... 5	CHEM 001B ..... 5
MATH 001A ..... 5	MATH 001B ..... 5	POLSCI 001 ..... 3	HIST-017A or 017B..... 3
COM-001 or 004..... 3	Area A3..... 3	Area C1..... 3	Area D..... 3
ENG 001A ..... 3	Area E..... 3	Area C2..... 3	Area C1/2..... 3
<b>15</b>	<b>15</b>	BIO 010 ..... 3	<b>14</b>
		<b>17</b>	

# HRCM - Culinary: Chef Apprentice

## HRCM - Culinary Chef Apprentice Certificate of Achievement

The Culinary Arts program offers the opportunity to achieve various certificates to students in becoming well-trained culinary professional. Our programs are rooted in providing individualized, hands-on training and having the concept of quality education, quality service and the commitment in preparing individuals for positions within the industry.

### Program Student Learning Outcomes

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

- generalize the essential skills required to support the performance of positions within the culinary kitchen, and restaurant management
- investigate and analyze customer service, and legal topics within the restaurant industry
- review, recognize, and convert any standardized recipe
- develop basic principles of nutrition, dietetics, and food and beverage composition
- recognize and demonstrate the requirements for proper sanitation in the foodservice industry.

Course #	Title	Units
<b>Required Core Courses</b>		
CUL 006	Culinary Excursions	1
CUL 051	Restaurant Math	1
CUL 052	Introduction to Commercial Baking	3
CUL 054	Hospitality Laws and Regulations	2
CUL 055	Intro to Commercial Food Preparation	3
CUL 056	Garde Managers	1
CUL 057	Beverage Management	3
CUL 058	Intro to Dining Room Service & Mgmt.	2
CUL 059	Intro to Hospitality Careers & Human Rel	3
CUL 060	Nutrition for Chefs	1
CUL-061	Kitchen Management	3
CUL 064	Restaurant Desserts	3
HRCM 015X	Occupational Work Experience	1 - 8
Electives	RM 011, RM 061, RM 063, RM 064, RM 065, RM 066	6.5
<b>Total</b>		<b>35.5</b>

### For Gainful Employment information please visit:

<https://www.westhillscollge.com/lemoore/degrees-and-certificates/gainful-employment/rm-chef-apprentice-cert.php>

*This is a recommended sequence of courses for timely completion of this program. Please see your counselor to formalize your personalized educational plan or for alternative planning.*

SEMESTER 1		SEMESTER 2	
CUL 051	1	CUL 054	2
CUL 052	3	CUL 057	3
CUL 055	3	CUL 059	3
CUL 056	1	CUL 006	1
CUL 058	2	CUL 064	3
CUL 060	1	HRCM-015X	3
CUL 061	3	RM-ELECTIVES	6.5
	<b>14</b>		<b>19.5</b>



# HRCM - Culinary: Culinary and Baking Arts

## HRCM - Culinary Culinary and Baking Arts Local Certificate

Course #	Title	Units
<b>Required Core Courses</b>		
CUL 050 .....	Safety and Sanitation .....	1
CUL 051 .....	Restaurant Math .....	1
CUL 052 .....	Introduction to Commercial Baking .....	3
CUL 053 .....	Advanced Commercial Baking .....	3
CUL 055 .....	Intro to Commercial Food Preparation .....	3
CUL 056 .....	Garde Managers .....	1
CUL 060 .....	Nutrition for Chefs .....	1
HRCM 015X ...	Occupational Work Experience .....	1 - 8
<b>Total .....</b>		<b>16</b>

*This is a **recommended sequence** of courses for timely completion of this program. Please see your counselor to formalize your personalized educational plan or for alternative planning.*

SEMESTER 1	SEMESTER 2
CUL-050 or 61..... 1	CUL 053 ..... 3
CUL 051 ..... 1	HRCM-015X..... 3
CUL 052 ..... 3	<b>6</b>
CUL 055 ..... 3	
CUL 056 ..... 1	
CUL 060 ..... 1	
<b>10</b>	

# HRCM - Culinary: Pastry and Baking Arts

## HRCM - Culinary Pastry and Baking Arts Local Certificate

Course #	Title	Units
<b>Required Core Courses</b>		
CUL 050 .....	Safety and Sanitation .....	1
CUL 051 .....	Restaurant Math .....	1
CUL 052 .....	Introduction to Commercial Baking .....	3
CUL 053 .....	Advanced Commercial Baking .....	3
CUL 060 .....	Nutrition for Chefs .....	1
CUL 064 .....	Restaurant Desserts .....	3
HRCM 015X ...	Occupational Work Experience .....	1 - 8
<b>Total .....</b>		<b>15-16</b>

*This is a **recommended sequence** of courses for timely completion of this program. Please see your counselor to formalize your personalized educational plan or for alternative planning.*

SEMESTER 1		SEMESTER 2	
CUL-050 or 61.....	1	CUL 053 .....	3
CUL 052 .....	3	HRCM-15X.....	3
CUL 051 .....	1		<b>6</b>
CUL 060 .....	1		
CUL 064 .....	3		
	<b>10</b>		

# HRCM - HM: Hotel Management

## HRCM - HM Hotel Management Certificate of Achievement

This industry specific program is intended to prepare the student to work in the unique environment of a hospitality organization. Combining general hospitality course with industry specific classes, the student will be prepared for an entry-level position or advancement within the company to an entry-level supervisory position in addition to acquiring skill that is utilized in hotel, restaurant, or casino organizations

Course #	Title	Units
<b>Required Core Courses</b>		
HRCM 067	Orientation to Hospitality Operations	1
HRCM-062A-D	Guest Relations & Customer Service	2
HM 064	Maintenance Management	3
HM 010	Introduction to Hotel Management	3
HM 011	Hotel Design, Planning and Development	3
HM 012	Hotel and Motel Management & Operations	3
CIS 007	Computer Concepts	3
Electives	HM 065, -066, HRCM 015XX	3
<b>Total</b>		<b>21</b>

**For Gainful Employment information please visit:**

<https://www.westhillscollge.com/lemoore/degrees-and-certificates/gainful-employment/hrcm-hotel-management-cert.php>

*This is a **recommended sequence** of courses for timely completion of this program. Please see your counselor to formalize your personalized educational plan or for alternative planning.*

SEMESTER 1		SEMESTER 2	
HRCM-067	1	HM 010	3
HRCM-062A/B/C/D	3	HM 011	3
HM 064	3	HM 012	3
HM ELECTIVE	3	CIS 007	3
	<b>9</b>		<b>12</b>

# HRCM - HM: Hotel Skills

## HRCM - HM Hotel Skills Local Certificate

Course #	Title	Units
<b>Required Core Courses</b>		
HRCM 067 .....	Orientation to Hospitality Operations .....	1
HRCM-062A-D.	Guest Relations & Customer Service .....	3
HM 064 .....	Maintenance Management .....	3
Electives.....	HM 065, 066, HRCM 015XX.....	3
<b>Total .....</b>		<b>9</b>

*This is a **recommended sequence** of courses for timely completion of this program. Please see your counselor to formalize your personalized educational plan or for alternative planning.*

### SEMESTER 1

HRCM-067.....	1
HRCM-062A/B/C/D.....	2
RM-064.....	3
HM ELECTIVE.....	3
	<b>9</b>

# HRCM - RM: Bartender and Beverage Management

## HRCM - RM Bartender and Beverage Management Local Certificate

Course #	Title	Units
<b>Required Core Courses</b>		
CUL 002 .....	Food & Wine Pairing .....	3
CUL 050 .....	Safety and Sanitation .....	1
CUL 057 .....	Beverage Management .....	3
CUL 066 .....	Mixology .....	1.5
<b>Total .....</b>		<b>8.5</b>

*This is a **recommended sequence** of courses for timely completion of this program. Please see your counselor to formalize your personalized educational plan or for alternative planning.*

### SEMESTER 1

CUL 002 .....	3
CUL-050 or 061.....	1
CUL 057 .....	3
CUL 066 .....	1.5
	<b>9</b>

# HRCM - RM: Dining Room Service and Management

## HRCM - RM Dining Room Service and Management Local Certificate

Course #	Title	Units
<b>Required Core Courses</b>		
CUL 050 .....	Safety and Sanitation .....	1
CUL 051 .....	Restaurant Math .....	1
CUL 058 .....	Intro to Dining RoomService & Mgmt. ....	2
CUL 059 .....	Intro to Hospitality Careers & Human Rel .....	3
CUL 065 .....	Dining Rm. SERVICE & Management II .....	3
HRCM-015XX..	Occupational Work Experience Education.....	3
<b>Total .....</b>		<b>13</b>

*This is a **recommended sequence** of courses for timely completion of this program. Please see your counselor to formalize your personalized educational plan or for alternative planning.*

### SEMESTER 1

CUL-050 or 061.....	1
CUL 051 .....	1
CUL 058 .....	2
CUL 059 .....	3
CUL 065 .....	3
HRCM-015X.....	3
	<b>13</b>

# HRCM - RM: Mixologist

## HRCM - RM Mixologist Local Certificate

Course #	Title	Units
<b>Required Core Courses</b>		
CUL 050 .....	Safety and Sanitation .....	1
CUL 066 .....	Mixology .....	1.5
<b>Total .....</b>		<b>2.5</b>

*This is a **recommended sequence** of courses for timely completion of this program. Please see your counselor to formalize your personalized educational plan or for alternative planning.*

### SEMESTER 1

CUL-050 or 061.....	1
CUL 066 .....	1.5
	<b>3</b>

# HRCM - RM: Restaurant Management

## HRCM - RM Restaurant Management Certificate of Achievement

The Culinary Arts program offers the opportunity to achieve various certificates to students in becoming well-trained culinary professional. Our programs are rooted in providing individualized, hands-on training and having the concept of quality education, quality service and the commitment in preparing individuals for positions within the industry.

Course #	Title	Units
<b>Required Core Courses</b>		
HRCM 067 .....	Orientation to Hospitality Operations .....	1
HRCM-062A-D.....	Guest Relations and Customer Service.....	2
RM 061 .....	Culinary Theory and Fundamentals .....	3
RM 063 .....	Culinary Concepts .....	3
RM 064 .....	Cuisines of the World .....	3
RM 010 .....	Introduction to Food Service Operations .....	3
RM 011 .....	Food and Beverage Service .....	3
RM 012 .....	Food and Beverage Cost .....	3
CIS 007 .....	Computer Concepts .....	3
Electives.....	HM 065, 066, HRCM 015XX.....	3
<b>Total .....</b>		<b>27</b>

**For Gainful Employment information please visit:**

<https://www.westhillscollge.com/lemoore/degrees-and-certificates/gainful-employment/hrcm-restaurant-management-cert.php>

*This is a **recommended sequence** of courses for timely completion of this program. Please see your counselor to formalize your personalized educational plan or for alternative planning.*

SEMESTER 1	SEMESTER 2
HRCM-067..... 1	RM 010 ..... 3
HRCM-062A/B/C/D..... 2	RM 011 ..... 3
RM 061 ..... 3	RM 012 ..... 3
RM 063 ..... 3	CIS 007 ..... 3
RM 064 ..... 3	<b>12</b>
RM ELECTIVE..... 3	
<b>15</b>	



# HRCM - RM: Restaurant Skills

## HRCM - RM Restaurant Skills Local Certificate

Course #	Title	Units
<b>Required Core Courses</b>		
HRCM 067	..... Orientation to Hospitality Operations .....	1
HRCM-062A-D	..... Guest Relations and Customer Service.....	2
RM 061	..... Culinary Theory and Fundamentals .....	3
RM 063	..... Culinary Concepts .....	3
RM 064	..... Cuisines of the World .....	3
Electives	..... HM 065, 066, HRCM 015XX.....	3
<b>Total .....</b>		<b>15</b>

*This is a **recommended sequence** of courses for timely completion of this program. Please see your counselor to formalize your personalized educational plan or for alternative planning.*

### SEMESTER 1

HRCM-067	.....	1
HRCM-062A-D	.....	2
RM 061	.....	3
RM 063	.....	3
RM 064	.....	3
RM Electives	.....	3
		<b>15</b>

# Health Science

## Health Science AS

The Health Science program is designed for those students planning to transfer to two-year institutions to attain specific and additional training in a particular field of study such as dental hygiene, health care assistant, nursing and radiology technician. Requirements for admission to each of these programs vary among institutions.

### Program Student Learning Outcomes

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

- recognize and identify key structures in critical biological systems such as the nervous, muscular, and cardiovascular systems.
- understand the functions of key bodily systems and how they operate in a coordinated manner with other systems to maintain systemic homeostasis.
- identify the differences in cell wall structures and basic microbial metabolic processes as they relate to health of a human being.
- demonstrate the critical thinking skills, quantitative analysis methods, and chemical specific terminology for chemical training used in medicine.
- understand the interrelationships between the six basic types of nutrients, healthy dietary habits, and how they pertain to normal digestive functioning.

### Associate Degree Requirements:

- Complete a minimum of 18 semester units in a major or area of emphasis
- Complete Local General Education and District requirements
- Complete elective units for total of 60 degree applicable semester units
- Complete all required courses for the major or area of emphasis, English, and math with a “C” or better
- Obtain an overall minimum grade point average of 2.0

Course #	Title	Units
<b>Required Core Courses</b>		
BIO 032 .....	Human Anatomy .....	4
BIO 035 .....	Human Physiology .....	4
BIO 038 .....	Microbiology .....	4
CHEM 001A ...	General Chemistry I .....	5
or CHEM 002A .....	Introductory Chemistry .....	4
NUT 001 .....	Basic Nutrition .....	3
<b>Total .....</b>		<b>19-20</b>

*This is a **recommended sequence** of courses for timely completion of this program. Entry in to transfer level English and math is 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
CHEM 002A ..... 4	BIO 032 ..... 4	BIO 035 ..... 4	BIO 038 ..... 4
ENG 001A ..... 3	NUT 001 ..... 3	SOC 002 ..... 3	PSYCH 003 ..... 3
MATH 025 ..... 4	PHIL 003 ..... 3	ELECTIVE-001-049..... 8	ELECTIVE-001-049..... 8
AREA-E..... 3	PSYCH 001 ..... 3	<b>15</b>	<b>15</b>
<b>15</b>	COM 001 ..... 3		
	<b>16</b>		

# History

## History AA-T

The Associate in Arts in History (AA-T) curriculum is designed to provide the opportunity to achieve an associate degree in the student’s area of specialization. Upon completion of the degree requirement, students will begin preparation for careers such as teaching, human services, journalism, politics, public relations, business, and public administration. While a baccalaureate degree is recommended preparation for those considering professional careers in this field, the completion of this suggested program will demonstrate commitment to the field, and provide comprehensive preparation for upper division work.

**Associate Degree for Transfer requirements (pursuant to SB 1440):**

- Complete a minimum of 18 semester units in a major or area of emphasis
- Complete IGETC or CSU General Education – Breadth requirements
- Complete total of 60 CSU transferable semester units
- Complete all required courses for the major or area of emphasis with a “C” or better
- Obtain an overall minimum grade point average of 2.0

Course #	Title	Units
<b>Required Core Courses</b>		
HIST 017A .....	History of the U.S. 1492-1877 .....	3
HIST 017B .....	History of the U.S. 1865-PRESENT .....	3
<b>List A: Choose any two of the following courses</b>		
HIST 020 .....	World History I .....	3
HIST 004A .....	Western Civilization to 1700 .....	3
HIST 021 .....	World History II .....	3
HIST 004B .....	Western Civilization From 1700 .....	3
<b>List B: Choose two courses (6 units): One from each group</b>		
<b>Group 1</b>		
* HIST 020 .....	World History I .....	3
* HIST 021 .....	World History II .....	3
HIST 032 .....	Cultural History of the Chican .....	3
HIST 034 .....	Hist of African Americans in the US .....	3
HIST 044 .....	Women's Roles in United States History .....	3
<b>Group 2</b>		
GEOG 003 .....	Cultural Geography .....	3
HUM 001 .....	Introduction to Western Culture .....	3
HUM 022 .....	Introduction to Comparative Religion .....	3
POLSCI 002 .....	Comparative Government .....	3
POLSCI 004 .....	Introduction to International Relations .....	3
	Total.....	18
	CSU-GE or IGETC requirements.....	37-39
	Electives (must be transferable to CSU).....	15-17
	<b>Total .....</b>	<b>60</b>

\* = cannot have been used in List A

*This is a recommended sequence of courses for timely completion of this program. Entry in to transfer level English and math is 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 .....	HIST 017A .....	HIST LIST A.....	HIST LIST A.....
3	3	3	3
MATH 025 .....	HIST 017B .....	GEOG 001 .....	HIST LIST B2.....
4	3	4	3
HIST LIST B1.....	POLSCI 001 .....	COM-001/004.....	FLSPN 001 .....
3	3	3	4
IS 001 .....	BIO-010/015.....	SOC 002 .....	ELECTIVE 001-049.....
3	3	3	6
<b>13</b>	ART-016A/016B.....	ELECTIVE-001-049.....	<b>16</b>
	3	3	



# Hospitality, Restaurant and Casino Management

## Hotel Restaurant and Casino Management (HRCM) AA

This industry specific program is intended to prepare the student to work in the unique environment of a hospitality organization. Combining general hospitality course with industry specific classes, the student will be prepared for an entry-level position or advancement within the company to an entry-level supervisory position in addition to acquiring skill that is utilized in hotel, restaurant, or casino organizations. Courses taken to satisfy these AA degree and/or certificates requirements come from both the Hotel, Restaurant and Casino Management (HRCM) and Business/Computer Information Systems (CIS) departments.

### Program Student Learning Outcomes

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

- give examples of the correct processes and procedures to manage food service operations based on the guidelines and policies of safety and for safe food systems.
- apply knowledge and demonstrate proficient ability to handle and operate production kitchen tools and equipment with ease and safety.
- learn through evaluation to judge the quality in completed food preparation fundamentals, methods, and techniques based on their time efficiency, adequacy, value, procedures, esthetics, structure, and taste.
- identify parts, relationships, and organizational principals to the production of cuisine or the relation to.
- recognize specific terms, concepts, and formulas to calculate measurements and conversions.

### Associate Degree Requirements:

- Complete a minimum of 18 semester units in a major or area of emphasis
- Complete Local General Education and District requirements
- Complete 60 degree applicable semester units
- Complete all required courses for the major or area of emphasis, English, and math with a “C” or better
- Obtain an overall minimum grade point average of 2.0

Course #	Title	Units
<b>Required Core Courses</b>		
HRCM 067	Orientation to Hospitality Operations	1
HRCM-062A-D	Guest Relations and Customer Service	2
RM 061	Culinary Theory and Fundamentals	3
RM 063	Culinary Concepts	3
RM 064	Cuisines of the World	3
RM 010	Introduction to Food Service Operations	3
RM 011	Food and Beverage Service	3
RM 012	Food and Beverage Cost	3
HRCM 001	Introduction to Hospitality	3
HRCM 003	Hospitality Marketing	3
HRCM 004	Supervision and Leadership in Hospitalit	3
HRCM-005	Hospitality Accounting	3
HRCM-015XX	Occupational Work Experience	3
Elective	CIS 007	3
<b>Total</b>		<b>39</b>

*This is a recommended sequence of courses for timely completion of this program. 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	AREA C	3	AREA B	3	AREA D	3
MATH 045	3	AREA-E	3	RM 064	3	RM 012	3
HRCM 001	3	HRCM-062A/B/C/D	2	RM 011	3	HRCM 004	3
HRCM 067	1	RM 061	3	HRCM 001	3	HRCM-005	3
RM 010	3	RM 063	3	HRCM 003	3	HRCM 015X	1 - 8

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CIS 007 ..... 3  
16

14

15

14

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# 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
<b>Required Core Courses</b>		
ELET 001 .....	Basic Electronics (dc) .....	3
ELET 002 .....	Electronic Circuits .....	4
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
<b>Total .....</b>		<b>18</b>

For Gainful Employment information please visit:

<https://www.westhillcollege.com/lemoore/degrees-and-certificates/gainful-employment/introduction-to-industrial-automation-cert.php>

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	
ELET 001 .....	3	ELET 002 .....	4
ELET 003 .....	3	ELET 006 .....	4
ITEC 008 .....	3	ITEC 015X .....	1 - 8
<b>9</b>		<b>9</b>	

# Industrial Mechanic

## Industrial Mechanic I Certificate of Achievement

The Industrial Mechanic I Certificate program is modeled after local industry competency standards. The program includes study in the following areas: power transmission, hydraulics, pneumatics, centrifugal pumps, electrical theory and components for the industrial maintenance mechanic and industrial safety in manufacturing. This program prepares students for entry level positions in Industrial Maintenance Mechanic, Industrial Maintenance Technician, Process Maintenance Technician, Plant Maintenance Mechanic, and Building Maintenance Mechanic.

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

- demonstrate proficiency of safety principles required for industrial employment.
- demonstrate proficiency in basic electrical systems for industrial equipment.
- demonstrate proficiency in power transmission systems.
- demonstrate an understanding of industrial manufacturing.
- demonstrate an understanding of hydraulic and pneumatic systems.
- demonstrate an understanding of centrifugal pumps.
- demonstrate problem solving skills used in industrial manufacturing environments.

Course #	Title	Units
<b>Required Core Courses</b>		
MM 051A .....	Introduction to Industrial Mechanics .....	3
MM 051B .....	Mathematics for Machine Technology .....	3
MM 051C .....	Electrical for the Industrial Mechanic .....	3
MM 051D .....	Power Transmission System 1 .....	3
MM 051E .....	Hydraulic and Pneumatic Systems 1 .....	3
MM 051F .....	Pump Systems 1 .....	3
MM 054 .....	Welding Fundamentals .....	3
ITEC 015X .....	Occupational Work Experience Education .....	1 - 8
	<b>Total .....</b>	<b>23</b>

*This is a **recommended sequence** of courses for timely completion of this program. Please see your counselor to formalize your personalized educational plan or for alternative planning.*

SEMESTER 1		SEMESTER 2	
MM-051A .....	3	MM-051C .....	3
MM-051B .....	3	MM-051D .....	3
MM-054B .....	3	MM-054E .....	3
ITEC-0015X .....	1	MM-051F .....	3
	<b>10</b>	ITEC-0015X .....	1
			<b>13</b>



# Kinesiology

## Kinesiology AA-T

The Kinesiology curriculum is designed to provide the opportunity to achieve an associate degree in the student’s area of specialization. While a baccalaureate degree is recommended preparation for those considering professional careers in this field, the completion of this suggested program will demonstrate commitment to the field, and provide comprehensive preparation for upper division work.

### Program Student Learning Outcomes

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

- demonstrate knowledge of major muscle groups and joint movements as they pertain to common demonstrations of human performance.
- demonstrate the proper technique for performing exercises essential to improving general fitness levels.
- understand the connection between proper nutrition and improved athletic performance.
- understand and demonstrate how healthy mental functioning impacts athletic performance.
- select and implement field tests necessary for fitness assessment.

### Associate Degree for Transfer requirements (pursuant to SB 1440):

- Complete a minimum of 18 semester units in a major or area of emphasis
- Complete IGETC or CSU General Education – Breadth requirements
- Complete total of 60 CSU transferable semester units
- Complete all required courses for the major or area of emphasis with a “C” or better
- Obtain an overall minimum grade point average of 2.0

Course #	Title	Units
<b>Required Core Courses</b>		
KINES 001 .....	Introduction to Kinesiology .....	3
BIO 032 .....	Human Anatomy .....	4
BIO 035 .....	Human Physiology .....	4
	Movement Based Courses: Select three courses, one from each category. <b>Physical</b>	3
	<b>Fitness:</b> PE 006, PE 007, PE 008, PE 016, PE 021, PE 023. <b>Individual Sport:</b> PE 002, PE 003, PE 011, PE 018 <b>Team Sport:</b> PE 025A .....	
<b>Select 6 Units from list below</b>		
CHEM 001A ...	General Chemistry I .....	5
MATH 025 .....	Introduction to Statistics .....	4
KINES 048 .....	Community First Aid and Safety .....	3
PHYSICS 002A	Mechanics and Thermodynamics .....	4
	Total.....	21-23
	CSU-GE-B or IGETC requirements (allowing double counting).....	37-39
	<b>Total .....</b>	<b>60</b>

*This is a recommended sequence of courses for timely completion of this program. Entry in to transfer level English and math is 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
BIO-032..... 4	BIO-035..... 4	CHEM-001A or	PE Course.....
KINES-001..... 3	PE Course..... 3	PHYSICS-002A..... 4	HIST-017A or 017B..... 3
PE Course.....	AREA-A3..... 3	POLSCI-1..... 3	AREA-C1/2..... 3
ENG-001A..... 3	COM-001 or 004..... 3	AREA-C1..... 3	AREA-D3..... 3
MATH-025..... 4	KINES-048..... 3	AREA-C2..... 3	ELECTIVE-001-049..... 5
<b>14</b>	<b>15</b>	ELECTIVE-001-049..... 3	<b>15</b>
		<b>16</b>	

## Kinesiology AA

The Kinesiology curriculum is designed to provide the opportunity to achieve an associate degree in the student’s area of specialization, while a baccalaureate degree is recommended preparation for those considering professional careers in this field, the completion of this suggested program will demonstrate commitment to the field and provide comprehensive preparation for upper division work.

### Program Student Learning Outcomes

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

- demonstrate knowledge of major muscle groups and joint movements as they pertain to common demonstrations of human performance.
- demonstrate the proper technique for performing exercises essential to improving general fitness levels.
- understand the connection between proper nutrition and improved athletic performance.
- understand and demonstrate how healthy mental functioning impacts athletic performance.
- select and implement field tests necessary for fitness assessment.

### Associate Degree Requirements:

- Complete a minimum of 18 semester units in a major or area of emphasis
- Complete Local General Education and District requirements
- Complete elective units for total of 60 degree applicable semester units
- Complete all required courses for the major or area of emphasis, English, and math with a “C” or better
- Obtain an overall minimum grade point average of 2.0

Course #	Title	Units
<b>Required Core Courses</b>		
BIO 032 .....	Human Anatomy .....	4
BIO 035 .....	Human Physiology .....	4
NUT 001 .....	Basic Nutrition .....	3
or HE 035 .....	Personal Health and Hygiene .....	3
KINES-002.....	Introduction to Sport & Exercise Psychology .....	3
or PSYCH 029.	Introduction to Sport & Exercise Psych .....	3
KINES 001 .....	Introduction to Kinesiology .....	3
PE.....	<b>(Activity Courses)</b>	<b>2</b>
<b>Total .....</b>		<b>19</b>

*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
KINES 001 ..... 3	BIO 032 ..... 4	BIO 035 ..... 4	ELECTIVE-001-049..... 15
HE-035 or NUT-001..... 3	KINES-002 or PSYCH-029 3	ELECTIVE-001-049..... 11	<b>15</b>
PE-ACTIVITY..... 2	AREA-C..... 3	<b>15</b>	
ENG 001A ..... 3	AREA-D..... 3		
MATH 025 ..... 4	ELECTIVE-001-049..... 2		
<b>15</b>	<b>15</b>		

# Liberal Arts - Arts and Humanities

## Liberal Arts - Arts and Humanities AA

The Liberal Arts with an Emphasis in Arts and Humanities Associate Degree program is designed to provide the transfer Arts and/or Humanities student the opportunity to earn an associate degree with specialization in areas of the student’s choice. The program provides introductory lower-division work in the Arts and Humanities. These courses emphasize the study of cultural, literary, humanistic activities and artistic expression of human beings throughout history. Students will evaluate and interpret the ways in which people, through the ages in different cultures, have responded to themselves and the world around them in artistic and cultural creation. Students will also learn to value aesthetic understanding and incorporates these concepts when constructing value judgments. Students should consult the catalog of their intended transfer university for any local requirements, in addition to those earned through this degree and contact a West Hills College Lemoore counselor for further information or assistance.

### Program Student Learning Outcomes

Upon completion of the program, student will be able to:

- articulate knowledge about various cultural, literary, humanistic activities, and artistic expression of human beings throughout history.
- demonstrate an understanding of the ways in which people, through the ages in different cultures, have responded to themselves and the world around them in artistic and cultural creation.
- demonstrate an understanding of aesthetics and be capable of incorporating these concepts when constructing value judgments.
- Student will be able to demonstrate an understanding of how historical context has influenced the development of various achievements in western culture, including religion, art, literature, drama, music, architecture and philosophy.

### Required Coursework:

Choose 18 units from the following: (at least one course must from the Arts (Art, Music, Theater) and one course must be from the Humanities (Literature, Philosophy, Foreign Languages) category.

#### Arts:

Course #	Title	Units
<b>Required Core Courses</b>		
ART 005A .....	Basic Drawing .....	3
ART-013A.....	Introduction to Ceramic Design .....	3
ART 016A .....	Survey of Western Art: Pre-History .....	3
ART 016B .....	Survey of Western Art: Renaissance .....	3
ART 042 .....	Art Appreciation .....	3
MUS 042 .....	Music Appreciation .....	3
PA 001 .....	Introduction to Theater .....	3
PA 003 .....	Film Appreciation .....	3
.....		

#### Humanities:

Course #	Title	Units
<b>Required Core Courses</b>		
ASL 001	Intro. to American Sign Language-Leve 1	4
ASL 002	Intermediate American Sign Language 2	4
ENG 001B	Literature/ Critical Thinking & Writing	3
FLSPN 001	Introductory Span for Non-Native Speake	4
FLSPN 002	Elementary Spanish for Non-Native Speake	4
FLSPN 003	Intermediate Spanish	4
FLSPN 004	Advanced Spanish	4
FLSPN-011	Introduction to Spanish for the Limitedly Bilingual.	4
FLSPN-012	Elementary Spanish for the Limitedly Bilingual.	4
GEOG 003	Cultural Geography	3
HIST 004A	Western Civilization to 1700	3
HIST 004B	Western Civilization From 1700	3
HIST 020	World History I	3
HUM 001	Introduction to Western Culture	3
HUM 022	Introduction to Comparative Religion	3
LING 011	Introduction to Linguistics	3
PHIL 001	Introduction to Philosophy	3
PHIL 002	Introduction to Logic	3
PHIL 003	Ethics	3

## Liberal Arts - Elementary Teacher Preparation

### Liberal Arts Emphasis in Elementary Teacher Preparation AA

The Liberal Arts Degree with an Emphasis in Elementary Teacher Preparation, is designed for students who are interested in transferring to a university and completing a Liberal Arts or Liberal Studies degree and continuing on to earn a multiple subject teaching credential.

#### Program Student Learning Outcomes

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

- compose a formal, argumentative MLA-style research paper that shows an understanding of the writing process, technical correctness, and higher level critical thinking skills.
- identify a career path and educational goals for a career in education taking into consideration the level(s) they want to teach and the institution(s) where they want to complete their degree(s) and credential(s).
- provide a college-level in-class written analysis of authors' content and style.
- develop and teach a standards-based lesson in an authentic educational setting that will include intention/rationale, process, assessment, and reflection.
- demonstrate basic public speaking delivery techniques.

#### Required Coursework

The students must complete 24 units from the list of required coursework. The courses designated by a (\*) are considered preparation for a CSU.

<b>Course #</b>	<b>Title</b>	<b>Units</b>
<b>Required Core Courses</b>		
ENG 001A .....	Composition and Reading .....	3
COM 001 .....	Elements of Speech .....	3
EDUC 001 .....	Introduction to Teaching .....	3
* EDUC 005 ...	Critical Thinking in the Classroom .....	3
or ENG 001B ..	Literature/ Critical Thinking & Writing .....	3
ART 016A .....	Survey of Western Art: Pre-History .....	3
or ART 016B ...	Survey of Western Art: Renaissance .....	3
or ART 042 .....	Art Appreciation .....	3
or MUS 042 ...	Music Appreciation .....	3
POLSCI 001 ....	American Government .....	3
HUM 001 .....	Introduction to Western Culture .....	3
* MATH 010A .	Structure & Concepts in Mathematics I .....	3
or MATH 025 .	Introduction to Statistics .....	4
* BIO 015 .....	Biology for Education .....	3
or BIO 010 .....	Fundamentals of Biology .....	3
* HIST 017A ...	History of the U.S. 1492-1877 .....	3
or HIST 017B ..	History of the U.S. 1865-PRESENT .....	3
* PHYS 002 .	Chemistry and Physics for Educators .....	4
or GEOG 001 ..	Physical Geography .....	4
<b>Total .....</b>		<b>24-26</b>

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

<b>SEMESTER 1</b>		<b>SEMESTER 2</b>	
ENG 001A .....	3	COM 001 .....	3
MATH-010A or 025.....	3-4	EDUC-005 or ENG-001B.....	3
EDUC 001 .....	3	POLSCI 001 .....	3
IS 001 .....	3	ELECTIVE-001-049.....	3
ELECTIVE-001-049.....	3	ART-016A,016B,042, or MUS-042.....	3
<b>15-16</b>		<b>15</b>	
<b>SEMESTER 3</b>		<b>SEMESTER 4</b>	
BIO-010 or 015.....	3	PHYS 002 or GEOG-001.....	4
HIST-017A or 017B.....	3	ELECTIVE-001-049.....	11
HUM 001 .....	3	<b>15</b>	
ELECTIVE-001-049.....	6		
<b>15</b>			

## **Liberal Arts - Math and Science**

### **Liberal Arts Emphasis in Math and Science AA**

The Liberal Arts with an Emphasis in Math and Science degree provides an area of emphasis for students that wish to develop a broad knowledge base while focusing on core mathematics and scientific skills useful for their intended transfer major. Natural science courses examine the physical universe, including its life forms, structure and natural phenomena that govern the universe. Mathematics course emphasize the development of mathematical and quantitative reasoning skills beyond the level of intermediate algebra, developing a quantitative framework for analysis of scientific principles. Students will gain comprehension of the integrated nature of mathematics and the sciences and will be able to execute experimental methods, assessment and interpretation of scientific phenomena.

Transfer majors appropriate for this area of emphasis include, but are not limited to: Biochemistry, Biology, Biotechnology, Chemistry, Earth Science, Ecology, Genetics, Geology, Geosciences, Health Science, Natural Science, Physical Science, Physics, Physiology and pre-professional majors including Pre-Dental, Pre-Medical, Pre-Physical Therapy and Pre-Veterinary. Students should consult the catalog of their intended transfer university for any local requirements in addition to those earned through this degree and contact a West Hills College Lemoore counselor for further information or assistance.

#### **Program Student Learning Outcomes**

Upon completion of the program, student will be able to:

- identify and describe the structures and functions of living organisms.
- identify the composition of matter and types of energy.
- use mathematics to understand and interpret the world around them.
- perform quantitative analysis on sampled data.

#### **Required Coursework**

Choose 18 units from the following: (at least 1 course must be from mathematics course (MATH) and 1 course must be from science courses (BIO, CHEM, GEOL, GEOG, PHYSCI, PHYSICS))

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Course #	Title	Units
<b>Required Core Courses</b>		
MATH 001A ...	Introduction to Calculus .....	5
MATH 001B ...	Calculus With Applications .....	5
MATH 002A ...	Multivariate Calculus .....	4
MATH 002B ...	Differential Equations .....	4
MATH 003A ...	Linear Algebra I .....	4
MATH 015 .....	Precalculus .....	5
MATH 025 .....	Introduction to Statistics .....	4
MATH 045 .....	Contemporary Math .....	3
BIO 010 .....	Fundamentals of Biology .....	3
BIO 015 .....	Biology for Education .....	3
BIO 032 .....	Human Anatomy .....	4
BIO 035 .....	Human Physiology .....	4
BIO 038 .....	Microbiology .....	4
CHEM 001A ...	General Chemistry I .....	5
CHEM 001B ...	General Chemistry II .....	5
CHEM 002A ...	Introductory Chemistry .....	4
GEOG 001 .....	Physical Geography .....	4
GEOL 001 .....	Physical Geology With Lab .....	4
GEOL 003 .....	Historical Geology .....	4
PHYSI-001.....	Survey of the Physical Sciences.....	4
PHYSICS 002A	Mechanics and Thermodynamics .....	4
PHYSICS 002B	Elect., Mag., Optics & Modern Physics .....	4
PHYSICS 004A	Classical Mechanics .....	4
PHYSICS 004B	Electricity, Magnetism & Waves .....	4
PHYSICS 004C	Thermodynamics,optics and Modern Physics .....	4

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**Special Note: A student may receive credit for either BIO 010 or BIO 015, either CHEM 001A or CHEM 002A either PHYSICS 002A or PHYSICS 004A, either PHYSICS 002B or PHYSICS 004B**

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## Liberal Arts - Social Science

### Liberal Arts Emphasis in Social Science AA

The Liberal Arts with an Emphasis in Social Science degree program is designed to provide the Social Science student the opportunity to earn an associate degree with specialization of the student's choice. The program provides introductory lower-division work in the Social Sciences. The area of emphasis is made up of 18 units in the fields of Economics, Ethnic Studies, Geography, History, Political Science, Psychology and Sociology. The program prepares students to be enlightened citizens equipped with the broad cultural background essential to studies in the fields of education, philosophy, literature, law, government, journalism, public service and business; all of which today demand a grasp of vital domestic and foreign concerns. Students should consult the catalog of their intended transfer university for any local requirements in addition to those earned through this degree and contact a West Hills College Lemoore counselor for further information or assistance.

#### Program Student Learning Outcomes

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

- recognize the various types of academic sources used within the Social Science discipline, including primary and secondary sources.
- analyze the legitimacy and validity of the various academic sources used within the Social Science discipline, including discerning facts from opinions, biases, the validity of data collection, and public opinion polls.

#### Required Coursework

Students may choose 18 units from among the following courses. A minimum of two disciplines must be represented (ex. Geography and History or Psychology and Sociology).

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Course #	Title	Units
<b>Required Core Courses</b>		
AOJ 001 .....	Introduction to Criminal Justice .....	3
AOJ 029 .....	Criminology .....	3
CD 005 .....	Child Development .....	3
ECON 001A ...	Macroeconomics .....	3
ECON 001B ...	Microeconomics .....	3
ES-036.....	Contemporary Native American.....	3
GEOG 001 .....	Physical Geography .....	4
GEOG 002 .....	World Regional Geography .....	3
GEOG 003 .....	Cultural Geography .....	3
GEOG 018 .....	Geography of California .....	3
HIST 004A .....	Western Civilization to 1700 .....	3
HIST 004B .....	Western Civilization From 1700 .....	3
HIST 017A .....	History of the U.S. 1492-1877 .....	3
HIST 017B .....	History of the U.S. 1865-PRESENT .....	3
HIST 020 .....	World History I .....	3
HIST 032 .....	Cultural History of the Chican .....	3
HIST 034 .....	Hist of African Americans in the US .....	3
HIST 044 .....	Women's Roles in United States History .....	3
POLSCI 001 ...	American Government .....	3
POLSCI 002 ...	Comparative Government .....	3
PSYCH 001 ...	Introductory Psychology .....	3
PSYCH 002 ...	Abnormal Psychology .....	3
PSYCH 003 ...	Developmental Psychology .....	3
PSYCH 004 ...	Personal Psychology .....	3
PSYCH 005 ...	Biological Psychology .....	3
SOC 001 .....	Introduction to Sociology .....	3
SOC 002 .....	Critical Thinking and Social Problems .....	3
SOC 003 .....	Marriage and Family Relations .....	3
SOC 005 .....	Cultural Sociology .....	3
SW-020.....	Introduction to Social Welfare.....	

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# Licensed Vocational Nurse to Registered Nurse

## Licensed Vocational Nurse to Registered Nurse AS

The goal of the Licensed Vocational Nurse (LVN) to Associate of Science Degree in Nursing (ADN) program is to prepare students to meet the requirements for licensure as a Registered Nurse in California. The emphasis of the program will be on prioritization, leadership, organization, and delegation (PLOD). The study of nursing is a very complex one that requires mental and physical abilities to complete the tasks necessary to become a registered nurse. Two of the most essential tools are the Nursing Process and the Organizing Framework around which curriculum is developed. The nursing process is a problem solving process that guides the method of thought and action. It is the thinking process used by registered nurses to care for the clients' response to their health care issues as well as to guide prevention and wellness activities.

The mission of the Licensed Vocational Nurse (LVN) to Associate of Science Degree in Nursing (ADN) bridge program is to prepare LVNs as entry-level registered nurses to provide care across the health/illness continuum and as members within the profession. The program respects the individuality of students and recognizes that each student has different educational, experiential, cultural, spiritual, socio-economic backgrounds, and a unique support system. The aim of the curriculum is to provide a positive, innovative learning model that fosters the development of critical thinking and problem solving skills so that the nursing graduate is equipped to deliver care to a diverse population in a variety of healthcare settings. Nursing graduates will collaborate with members of the health care team, effectively communicate, become politically aware, and committed to lifelong learning.

### Associate Degree Requirements:

- complete a minimum of 18 semester units in a major or area of emphasis
- complete local general education and district requirements - specific to nursing program
  - Area B - CHEM 002A
  - Area D - PSYCH 001 and SOC 001 or 002
  - HE 035 waiver, if applicable
  - Other: COM 001, 003, or 004 and NUT 001
- complete elective units for total of 60 degree applicable semester units
- complete all required courses for the major or area of emphasis, English, and math with a "C" or better
- obtain an overall minimum grade point average of 2.0

### Program Prerequisites:

- BIO 032 Human Anatomy
  - BIO 035 Human Physiology
  - BIO 038 Microbiology
  - ENG 001A Composition and Reading
  - Valid LVN license
  - Acceptance into the ADN Program with a minimum 2.5 GPA
  - No less than C grade for Anatomy, Physiology, Microbiology and English 1A
  - No more than one repetition for the above classes
-

Course #	Title	Units
<b>Required Core Courses</b>		
NURS 006	Advanced Pharmacology	2.5
NURS 012	Role Transition LVN to RN	2
NURS 014B	Pharmacology/Obstetrical Learning Lab	2
NURS 007	Medical-Surgical Nursing III	2.5
NURS 007L	Medical-Surgical Nursing III Lab	1.5
NURS 008	Mental Health-Psychiatric Nursing	1.5
NURS 008L	Mental Health-Psychiatric Nursing Lab	1.5
NURS 014C	Specialty Nursing Learning Lab	2
NURS 010	Advanced Medical-Surgical Nursing IV	2.5
NURS 010L	Advanced Medical-Surgical Nursing IV Lab	4
NURS 011	Gerontology Community Nursing	1
NURS 011L	Gerontology Community Nursing Lab	1
NURS 014D	Advanced Nursing Learning Lab	2
<b>Total</b>		<b>27.5</b>

### Licensed Vocational Nurse to Registered Nurse Cert. of Achievement

The goal of this 30 Unit Option Non-degree LVN to RN Program is to prepare the LVN to meet the requirements for licensure as a registered nurse in California only. The certificate of completion will allow the qualified candidate to sit for the RN NCLEX exam, but will not result in a degree. The student will not be considered a graduate of West Hills College Lemoore. The emphasis of the program will be on prioritization, leadership, organization and delegation (PLOD). The study of nursing is a very complex one that requires mental and physical abilities to complete the tasks necessary to become a registered nurse. Two of the most essential tools are the Nursing Process and the Organizing Framework around which curriculum is developed. The Nursing Process is a problem solving process that guides the method of thought and action. It is the thinking process used by registered nurses to care for the clients' response to their health care issues as well as to guide prevention and wellness activities.

The mission of the accelerated 30 Unit Option Non-degree LVN to RN Program is to prepare the LVN to be a provider of care across the health/illness continuum and as members within the profession. The program respects the individuality of students and recognizes that each student has different educational, experiential, cultural, spiritual, economic and social backgrounds and a unique support system. The aim of the curriculum is to provide a positive, innovative learning model that fosters the development of critical thinking and problem solving skills so that the graduate nurse is equipped to deliver care to a culturally diverse population in a variety of healthcare settings. Graduate nurses will collaborate with members of the health care team, be effective communicators, be politically aware and demonstrate a commitment to lifelong learning.

#### Program Prerequisites:

- Current possession of valid California Licensed Vocational Nurse
- Biology 035 (Physiology) 4.0 units
- Biology 038 (Microbiology) 4.0 units
- Certificate of Completion in Nursing Courses

Course #	Title	Units
<b>Required Core Courses</b>		
<b>Summer</b>		
NURS 006 .....	Advanced Pharmacology .....	2.5
NURS 012 .....	Role Transition LVN to RN .....	2
NURS 012L ....	Role Transition LVN to RN Lab .....	1
NURS 014B ....	Pharmacology/Obstetrical Learning Lab .....	2
<b>Third Semester: 18 weeks</b>		
NURS 007 .....	Medical-Surgical Nursing III .....	2.5
NURS 007L ....	Medical-Surgical Nursing III Lab .....	1.5
NURS 008 .....	Mental Health-Psychiatric Nursing .....	1.5
NURS 008L ....	Mental Health-Psychiatric Nursing Lab .....	1.5
NURS 014C ....	Specialty Nursing Learning Lab .....	2
<b>Fourth Semester: 18 weeks</b>		
NURS 010 .....	Advanced Medical-Surgical Nursing IV .....	2.5
NURS 010L ....	Advanced Medical-Surgical Nursing IV Lab .....	4
NURS 011 .....	Gerontology Community Nursing .....	1
NURS 011L ....	Gerontology Community Nursing Lab .....	1
NURS-013.....	Leadership, Delegation & Management.....	2
NURS 014D ....	Advanced Nursing Learning Lab .....	2
<b>Total Program (excluding 8.0 units of prerequisites) .....</b>		<b>29.5</b>

**For Gainful Employment information please visit:**

<https://www.westhillscollge.com/lemoore/degrees-and-certificates/gainful-employment/lvn-to-rn-non-degree-cert.php>

# Mathematics

## Mathematics AS-T

The Associate in Science in Mathematics for Transfer (AS-T) allows for students to begin preparation for careers in quantitative professions such as actuarial science, education, computer programming, systems analysis and operations research analysis. In addition, a strong background in mathematics facilitates employment in fields such as engineering, economics, finance and genetics.

### Program Student Learning Outcomes

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

- produce, analyze and manipulate graphs of a function.
- correctly choose and apply a theorem or procedure to produce a result.
- solve an equation or a system of linear equations.
- use and or apply mathematical solutions to better understand the world around them.

### Associate Degree for Transfer requirements (pursuant to SB 1440):

- Complete a minimum of 18 semester units in a major or area of emphasis
- Complete IGETC or CSU General Education – Breadth requirements
- Complete total of 60 CSU transferable semester units
- Complete all required courses for the major or area of emphasis with a “C” or better
- Obtain an overall minimum grade point average of 2.0

Course #	Title	Units
<b>Required Core Courses</b>		
MATH 001A ...	Introduction to Calculus .....	5
MATH 001B ...	Calculus With Applications .....	5
MATH 002A ...	Multivariate Calculus .....	4
<b>Choose a minimum of 2 courses from below with at least one course from List A and one from List B:</b>		
<b>List A</b>		
MATH 002B ...	Differential Equations .....	4
MATH 003A ...	Linear Algebra I .....	4
<b>List B</b>		
MATH 002B ...	Differential Equations .....	4
MATH 003A ...	Linear Algebra I .....	4
MATH 025 .....	Introduction to Statistics .....	4
PHYSICS 004A	Classical Mechanics .....	4
	Total.....	22
	CSU-GE or IGETC requirements (allowing double counting).....	34-39
	Electives (must be transferable to CSU).....	0-4
	<b>Total .....</b>	<b>60</b>

*This is a recommended sequence of courses for timely completion of this program. Entry in to transfer level English and math is required to follow this recommended sequence. Please see your counselor to formalize your personalized educational plan or for alternative planning. Recommend completion of MATH 015 prior to starting sequence.*

SEMESTER 1	SEMESTER 2	SEMESTER 3	SEMESTER 4
MATH 001A ..... 5	MATH 001B ..... 5	MATH 002A ..... 4	MATH 002B ..... 4
ENG 001A ..... 3	AREA-C2..... 3	BIO-010 or 015..... 3	Area C1/2..... 3
COM-001 or 004..... 3	PHYS-004A..... 4	HIST-017A or B..... 3	POLSCI 001 ..... 3
Area C1..... 3	MATH 003A ..... 4	Area A3..... 3	Area D..... 3
Area E..... 3	<b>16</b>	<b>13</b>	PHYS-004C..... 1
<b>17</b>			<b>14</b>

# Nursing

## Nursing AS (ADN)

The goal of the Associate of Science Degree in Nursing (ADN) program is to prepare students to meet the requirements for licensure as a Registered Nurse in California. The emphasis of the program will be on prioritization, leadership, organization, and delegation (PLOD). The study of nursing is a very complex one that requires mental and physical abilities to complete the tasks necessary to become a registered nurse. Two of the most essential tools are the Nursing Process and the Organizing Framework, around which curriculum is developed. The nursing process is a problem solving process that guides the method of thought and action. It is the thinking process used by registered nurses to care for the clients' response to their health care issues as well as to guide prevention and wellness activities.

The mission of the Associate of Science Degree in Nursing (ADN) program is to prepare entry-level registered nurses to be providers of care across the health/illness continuum and as members within the profession. The program respects the individuality of students and recognizes that each student has different educational, experiential, cultural, spiritual, socio-economic backgrounds, and a unique support system. The aim of the curriculum is to provide a positive, innovative learning model that fosters the development of critical thinking and problem solving skills so that the nursing graduate is equipped to deliver care to a diverse population in a variety of healthcare settings. Nursing graduates will collaborate with members of the health care team, effectively communicate, become politically aware, and committed to lifelong learning.

### Program Prerequisites

- Successful completion BIO 032 (Human Anatomy) or equivalent
- Successful completion of BIO 035 (Human Physiology) or equivalent
- Successful completion of BIO 038 (Microbiology) or equivalent
- Successful completion of ENG 001A (Composition and Reading) or equivalent
- Minimum 18 years of age
- Healthcare provider background clearance
- Health screen clearance or equivalent
- Have current immunizations as required by partner clinical affiliates
- Current American Heart Association Basic Life Support certification
- Minimum of a cumulative and prerequisite grade point average of 2.5

### Program Student Learning Outcomes

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

- Assist individuals to achieve optimal health utilizing the knowledge and skills gained from biological, social, and nursing sciences.
  - Formulate a comprehensive plan of care using all components of the nursing process.
  - Safely perform basic psychomotor skills in the delivery of care as a technically competent clinician.
  - Integrate the role of professional nurse into clinical practice.
  - Research and communicate to identify problems, initiate actions and evaluate outcomes for health promotion and maintenance.
  - Apply psychological, social, and cultural knowledge to the nursing role.
  - Support physiological well-being of individuals and families in the health care environment.
  - Assume the role of advocate to improve health care delivery by communicating and acting according to the expressed needs of the individual.
  - Manage the clinical environment through assessment, planning, intervention, and evaluation.
  - Apply critical thinking skills to make judgments based on evidence (fact) rather than conjecture.
  - Organize individuals or groups toward goal setting and goal achievement.
  - Implement a comprehensive teaching plan to help individuals and families achieve optimal health.
  - Understand that the culmination of the ADN program prepares for entry into practice.
  - Realize the importance of continuing education and lifelong learning as a necessity of professional commitment to nursing.
-

**Associate Degree Requirements:**

Complete a minimum of 18 semester units in a major or area of emphasis

Complete Local General Education and District requirements - specific to the Nursing Program

- CHEM 002A
- PSYCH 001 or equivalent
- MATH 063 or equivalent or higher
- Select One: SOC 001 or SOC 002
- Select One: COM 001 or COM 004 or COM 005
- Humanities AREA C course- 3 units
- NUT 001 or equivalent
- A waiver for HE 035 (Personal Health and Hygiene) is given to students who successfully complete the first year of the ADN program.
- 2 units of Physical Education activity course required (PE 001-025) for students under 21 years of age

Complete all required courses for the major with a “C” or better

Course #	Title	Units
<b>Required Core Courses</b>		
NURS 001 .....	Foundations of Nursing .....	2
NURS 001L ....	Foundations of Nursing Lab .....	2
NURS 002 .....	Medical Surgical Nursing I .....	2
NURS 002L ....	Medical Surgical Nursing I Lab .....	2
NURS 003 .....	Basic Pharmacology .....	3
NURS 004 .....	Medical-Surgical Nursing II .....	2.5
NURS 004L ....	Medical-Surgical Nursing II Lab .....	2
NURS 005 .....	Obstetrics-Maternaty Nursing .....	2
NURS 005L ....	Obstetrics-Maternity Nursing Lab .....	1.5
NURS 006 .....	Advanced Pharmacology .....	2.5
NURS 007 .....	Medical-Surgical Nursing III .....	2.5
NURS 007L ....	Medical-Surgical Nursing III Lab .....	1.5
NURS 008 .....	Mental Health-Psychiatric Nursing .....	1.5
NURS 008L ....	Mental Health-Psychiatric Nursing Lab .....	1.5
NURS 009 .....	Pediatric Nursing .....	1.5
NURS 009L ....	Pediatric Nursing Lab .....	2
NURS 010 .....	Advanced Medical-Surgical Nursing IV .....	2.5
NURS 010L ....	Advanced Medical-Surgical Nursing IV Lab .....	4
NURS 011 .....	Gerontology Community Nursing .....	1
NURS 011L ....	Gerontology Community Nursing Lab .....	1
NURS 014A ....	Foundations Learning Lab .....	2
NURS 014B ....	Pharmacology/Obstetrical Learning Lab .....	2
NURS 014C ....	Specialty Nursing Learning Lab .....	2
NURS 014D ....	Advanced Nursing Learning Lab .....	2
<b>Total .....</b>		<b>48.5</b>

*This is a recommended sequence of courses for timely completion of this program. Please see your counselor to formalize your personalized educational plan or for alternative planning.*

SEMESTER 1	SEMESTER 2	SEMESTER 3	SEMESTER 4
NURS-001/001L..... 4	NURS-004/004L..... 4.5	NURS-007/007L..... 4	NURS-010/010L..... 6.5
NURS-002/002L..... 4	NURS-005/005L..... 3.5	NURS-008/008L..... 3	NURS-011/011L..... 2
NURS 003 ..... 3	NURS 006 ..... 2.5	NURS-009/009L..... 3.5	NURS 014D ..... 2
NURS 014A ..... 2	NURS 014B ..... 2	NURS 014C ..... 2	<b>10.5</b>
<b>13</b>	<b>12.5</b>	<b>12.5</b>	

# Physics

## Physics AS-T

The Associate in Science degree in Physics for Transfer (AS-T) prepares students for transfer to a CSU baccalaureate program in physics by educating them in the fundamental concepts of mathematics and physics, developing analytical and quantitative reasoning skills, gaining comprehension of the integrated nature of mathematics and the sciences and executing experimental methods, assessment and interpretation of scientific phenomena.

### Program Student Learning Outcomes

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

- employ sophisticated problem solving techniques to identify the useful information provided, choose a strategy for solving the problem, demonstrate proficiency in arriving at a solution, test the solution, and interpret the results as they relate to appropriate physics concepts.
- design an experimental method, predict results using appropriate scientific and mathematics theory, perform the experiment and collect data while minimizing sources of error, express results with graphical and mathematical support, complete thorough error analysis, and interpret experimental results in comparison with theoretical predictions.
- demonstrate efficient use of computer tools such as graphing programs, spreadsheets and databases, and basic word processing. They will also have fundamental knowledge of computer programming languages, algorithm development, and be able to write, compile, and run programs from scratch for problem solving.
- explain scientific theory verbally through presentation techniques and in writing through formal written reports, using scientific, mathematical, and analytical skills.

### Associate Degree for Transfer requirements (pursuant to SB 1440):

- Complete a minimum of 18 semester units in a major or area of emphasis
- Complete IGETC or CSU General Education – Breadth requirements
- Complete total of 60 CSU transferable semester units
- Complete all required courses for the major or area of emphasis with a “C” or better
- Obtain an overall minimum grade point average of 2.0

Course #	Title	Units
<b>Required Core Courses</b>		
MATH 001A ...	Introduction to Calculus .....	5
MATH 001B ...	Calculus With Applications .....	5
MATH 002A ...	Multivariate Calculus .....	4
PHYSICS 004A	Classical Mechanics .....	4
PHYSICS-004B	Electricity, Magnetism & Waves.....	4
PHYSICS 004C	Thermodynamics,optics and Modern Physics .....	4
	Total.....	26
	CSU GE-B or IGETC requirements (allowing double counting).....	34-39
	Electives (must be transferable to CSU).....	0-4
	<b>Total .....</b>	<b>60</b>

*This is a recommended sequence of courses for timely completion of this program. Entry in to transfer level English and math is required to follow this recommended sequence. Please see your counselor to formalize your personalized educational plan or for alternative planning. Recommend completion of MATH 015 prior to starting sequence.*

SEMESTER 1	SEMESTER 2	SEMESTER 3	SEMESTER 4
MATH 001A ..... 5	MATH 001B ..... 5	MATH 002A ..... 4	PHYSICS 004C ..... 4
ENG 001A ..... 3	PHYSICS 004A ..... 4	PHYSICS 004B ..... 4	POLSCI 001 ..... 3
COM-001/004..... 3	Area A3..... 3	Area D..... 3	HIST-017A or B..... 3
BIO 010 ..... 3	Area C1..... 3	Area C2..... 3	Area C1/2..... 3
<b>14</b>	<b>15</b>	<b>15</b>	Area E..... 3
			<b>16</b>



# Political Science

## Political Science AA-T

The Associate in Arts in Political Science for Transfer degree is designed to provide the opportunity to achieve an associate degree in the student’s area of specialization. The Associate in Arts in Political Science for Transfer degree is designed to prepare students for a seamless transfer into the CSU system to complete a baccalaureate degree in Political Science or similar major. While a baccalaureate degree is recommended preparation for those considering professional careers in this field, the completion of this program will demonstrate commitment to the field, and provide comprehensive preparation for upper division work. Upon completion of the Associate in Arts in Political Science for Transfer degree requirements, students will begin preparation for careers such as teaching, law, local, state, and federal government, and group advocacy.

### Program Student Learning Outcomes

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

- demonstrate the ability to research and write papers or essays without bias
- demonstrate an understanding of what is the purpose of government.
- demonstrate an understanding of how governments interact with each other.
- identify between the different ideologies within the united states and around the world.
- identify the different types of governments around the world.

### Associate Degree for Transfer requirements (pursuant to SB 1440):

- Complete a minimum of 18 semester units in a major or area of emphasis
- Complete IGETC or CSU General Education – Breadth requirements
- Complete total of 60 CSU transferable semester units
- Complete all required courses for the major or area of emphasis with a “C” or better
- Obtain an overall minimum grade point average of 2.0

Course #	Title	Units
<b>Required Core Courses</b>		
POLSCI 001 ....	American Government .....	3
POLSCI 002 ....	Comparative Government .....	3
POLSCI 004 ....	Introduction to International Relations .....	3
MATH 025 .....	Introduction to Statistics .....	4
<b>Choose two courses below, 6 units</b>		
AOJ 001 .....	Introduction to Criminal Justice .....	3
GEOG 003 .....	Cultural Geography .....	3
HIST 004A .....	Western Civilization to 1700 .....	3
HIST 004B .....	Western Civilization From 1700 .....	3
HIST 017A .....	History of the U.S. 1492-1877 .....	3
HIST 017B .....	History of the U.S. 1865-PRESENT .....	3
PSYCH 002 ....	Abnormal Psychology .....	3
SOC 001 .....	Introduction to Sociology .....	3
SOC 002 .....	Critical Thinking and Social Problems .....	3
SOC 003 .....	Marriage and Family Relations .....	3
		19
.....		
<b>CSU-GE-B or IGETC requirements (allowing double counting)</b>		37-39
.....		
<b>CSU</b>	<b>Transferable</b>	<b>Electives</b>
.....		14-19
.....		
<b>Total .....</b>		<b>60</b>

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

<b>SEMESTER 1</b>	<b>SEMESTER 2</b>	<b>SEMESTER 3</b>	<b>SEMESTER 4</b>
ENG 001A ..... 3	POLSCI 004 ..... 3	POLSCI-002..... 3	Area C1/2..... 3
MATH 025 ..... 4	Area A3..... 3	HIST-017A/B..... 3	ELECTIVE-001-049..... 10
COM-001/004..... 3	Area B1..... 4	BIO-010/015..... 3	<b>13</b>
POLSCI 001 ..... 3	Area C1..... 3	POLSCI MAJOR..... 3	
IS 001 ..... 3	ELECTIVE-001-049..... 3	Area C2..... 3	
<b>16</b>	<b>16</b>	<b>15</b>	

# 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
<b>Required Core Courses</b>		
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
<b>Total</b>		<b>18</b>

**For Gainful Employment information please visit:**

<https://www.westhillscollge.com/lemoire/degrees-and-certificates/gainful-employment/business-project-management-cert.php>

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	
BUS 019A	3	BUS 019C	3	BUS 019E	3
BUS 019B	3	BUS 019D	3	BUS 019F	3
	<b>6</b>		<b>6</b>		<b>6</b>

# Psychology

## Psychology AA-T

The Associate in Arts Degree in Psychology for Transfer (AA-T) allows students to begin preparation for careers in social services, business, and government. The degree serves as a launching point for careers in human services, journalism, politics, public relations, business, and public administration.

### Program Student Learning Outcomes

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

- identify various research methods used to study behavior and mental process.
- identify the basic structures of the brain and nervous system.
- apply psychological concepts and theories to everyday situations.
- identify and apply behavior modification techniques.
- identify the major components in a case study and how to use case studies as references when writing a research paper.

### Associate Degree for Transfer requirements (pursuant to SB 1440):

- Complete a minimum of 18 semester units in a major or area of emphasis
- Complete IGETC or CSU General Education – Breadth requirements
- Complete total of 60 CSU transferable semester units
- Complete all required courses for the major or area of emphasis with a “C” or better
- Obtain an overall minimum grade point average of 2.0

Course #	Title	Units
<b>Required Core Courses</b>		
PSYCH 001 ....	Introductory Psychology .....	3
PSYCH 002 ....	Abnormal Psychology .....	3
PSYCH 003 ....	Developmental Psychology .....	3
PSYCH 004 ....	Personal Psychology .....	3
PSYCH 005 ....	Biological Psychology .....	3
PSYCH 006 ....	Research Methods in Psychology .....	3
MATH 025 .....	Introduction to Statistics .....	4
	Total.....	22
	CSU-GE or IGETC requirements (allowing double counting).....	32-39
	Electives (must be transferable to CSU).....	3-12
	<b>Total .....</b>	<b>60</b>

*This is a **recommended sequence** of courses for timely completion of this program. Entry in to transfer level English and math is 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	PSYCH 002 .....	3	PSYCH 003 .....	3	PSYCH 005 .....	3
MATH 025 .....	4	PSYCH 006 .....	3	PSYCH 004 .....	3	POLSCI 001 .....	3
COM-001/004.....	3	BIO-010/015.....	3	SOC 002 .....	3	Area C1/2.....	3
IS 001 .....	3	Area C1.....	3	Area B1.....	4	ELECTIVE 001-049.....	4
PSYCH 001 .....	3	HIST-017A/B.....	3	Area C2.....	3		<b>13</b>
	<b>16</b>		<b>15</b>		<b>16</b>		

## Psychology AA

The Psychology Associate Degree program is designed to provide entry-level skills and knowledge for the student transferring to a four-year institution with a major in psychology. The psychology major requires 18 units in psychology and related fields. Psychology is the scientific study of behavior and mental processes. Course work in this program will provide a better understanding of human behavior in the areas of biological psychology, life-span

development, states of consciousness, learning, memory, intelligence, personality, abnormal behavior, therapy and social psychology. The psychology major prepares students for four-year programs with emphasis in psychology, counseling, child development, educational psychology, education, social work, sociology, human services and nursing.

**Program Student Learning Outcomes**

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

- identify various research methods used to study behavior and mental process.
- identify the basic structures of the brain and nervous system.
- apply psychological concepts and theories to everyday situations.
- identify and apply behavior modification techniques.
- identify the major components in a case study and how to use case studies as references when writing a research paper.

**Associate Degree Requirements:**

- Complete a minimum of 18 semester units in a major or area of emphasis
- Complete Local General Education and District requirements
- Complete elective units for total of 60 degree applicable semester units
- Complete all required courses for the major or area of emphasis, English, and math with a “C” or better
- Obtain an overall minimum grade point average of 2.0

Course #	Title	Units
<b>Required Core Courses</b>		
PSYCH 001 ....	Introductory Psychology .....	3
PSYCH 002 ....	Abnormal Psychology .....	3
PSYCH 003 ....	Developmental Psychology .....	3
PSYCH 004 ....	Personal Psychology .....	3
PSYCH 005 ....	Biological Psychology .....	3
Electives.....	BIO 032, 035, CIS 007, MATH 025, PSYCH 008, SOC 001, 002.....	3-4
<b>Total .....</b>		<b>18-19</b>

*This is a **recommended sequence** of courses for timely completion of this program. Entry in to transfer level English and math is 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	PSYCH 002 ..... 3	PSYCH 004 ..... 3	Elective 001-049..... 15
MATH 025 ..... 4	PSYCH 003 ..... 3	PSYCH 005 ..... 3	<b>15</b>
IS 001 ..... 3	Area B..... 3	PSYCH Elective..... 3	
PSYCH 001 ..... 3	Area C..... 3	ELECTIVE 001-049..... 6	
ELECTIVE-001-049..... 2	ELECTIVE 001-049..... 3	<b>15</b>	
<b>15</b>	<b>15</b>		

# Sociology

## Sociology AA-T

The Associate of Arts degree in Sociology for Transfer (AA-T) provides students with the comprehensive knowledge of the scientific study of human social life. The degree provides students with an understanding of the major theoretical perspectives in sociology, knowledge about and the ability to use sociological concepts in the analysis of social phenomena, opportunities to develop critical thinking as well as written and oral communication skills utilizing a sociological perspective, an understanding of socio-cultural diversity within and among societies, and qualitative and quantitative research skills.

### Program Student Learning Outcomes

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

- apply and demonstrate sociological literacy underscoring the centrality of race, class, and gender in society including multicultural, cross-cultural, and cross-national content in sociological analysis.
- apply and demonstrate higher order critical thinking skills using major concepts and theoretical perspectives in sociological analysis through written and oral communication.
- apply and demonstrate an empirical base of sociology across several methodologies, posing sociological questions, developing theoretical explanations, and using primary and secondary data as supporting evidence.

### Associate Degree for Transfer requirements (pursuant to SB 1440):

- Complete a minimum of 18 semester units in a major or area of emphasis
- Complete IGETC or CSU General Education – Breadth requirements
- Complete total of 60 CSU transferable semester units
- Complete all required courses for the major or area of emphasis with a “C” or better
- Obtain an overall minimum grade point average of 2.0

Course #	Title	Units
<b>Required Core Courses</b>		
SOC 001	Introduction to Sociology	3
SOC 002	Critical Thinking and Social Problems	3
SOC 003	Marriage and Family Relations	3
SOC 005	Cultural Sociology	3
SOC 010	Sociological Practice	3
MATH 025	Introduction to Statistics	4
	Total	19
	IGETC/CSU-GE Breadth	37-39
	Electives as needed	13-14
	<b>Total</b>	<b>60</b>

*This is a recommended sequence of courses for timely completion of this program. Entry in to transfer level English and math is 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	SOC-002	3	SOC-010	3	SOC-005	3
MATH-025	4	SOC-003	3	HIST-017A/B	3	Area C1/2	3
COM-001/004	3	Area B1	4	BIO-010/015	3	POLSCI-001	3
SOC-001	3	Area C1	3	Area C2	3	Elective 001-049	4
IS-001	3	Elective 001-049	3	Elective 001-049	3		<b>13</b>
	<b>16</b>		<b>16</b>		<b>15</b>		

## Transfer Studies – CSU GE Breadth

### Transfer Studies – CSU GE Breadth, Certificate of Achievement

The General Education Full Certification for California State University (CSU) provides students the ability to fulfill in-state, public university lower-division general education requirements before transferring. It is strongly recommended that students complete the CSU GE prior to transfer to allow more flexibility in class selection at the university and timely progress to degree completion. All CSU campuses will accept the completed CSU GE to satisfy all lower-division general education requirements, however, individual colleges or majors within a CSU campus may not accept for meeting general education

#### Program Student Learning Outcomes

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

- Demonstrate critical thinking through literary works and written compositions
- Utilize quantitative analysis and have the ability to use and criticize quantitative arguments
- Analyze works of philosophical, historical, literary, aesthetic and cultural importance
- Examine social and behavioral perspectives in their contemporary, historical, and geographical settings
- Comprehend physical and biological concepts, their limitations, and the power of scientific inquiry

Course #	Title	Units
<b>Required Core Courses</b>		
Area A1.....	Oral Communication.....	3
Select one course from: COM 1, COM 003, or COM 004. ....		
Area A2.....	Written Communication.....	3
Select one course from: ENG 001A or 001B. ....		
Area A3.....	Critical Thinking.....	3
Select one course from: COM 003; EDUC 005; ENG 001B, ENG 003; PHIL 002; SOC 002. ....		
Area B1.....	Physical Science.....	3-5
Select one course from the following: CHEM 001A, 001B, 002A; GEOG 001; GEOL 001, 003; PHY SCI 002; PHYSICS 002A, 002B, 004A, 004B, 004C, ESCI 002. ....		
Area B2.....	Life Science .....	3-5
Select one course from the following: BIO 001A, 001B, 010, 015, 032, 035, 038. ....		
Area B3.....	Laboratory Science .....	3-5
Select one course from the following: BIO 001A, 001B, 015, 032, 035L, 038; CHEM 001A, 001B, 002A; GEOG 001; GEOL 001, 003; PHYSICI 001, 002; PHYSICS 002A, 002B, 004A, 004B, 004C. ....		
Area B4.....	Quantitative Reasoning .....	3-5
Select one course from the following: BUS 039; MATH 001A, 001B, 002A, 002B, 010A, 015, 025, 045. .		
Area C1.....	Arts .....	3
Select one course from the following: ART 005A, 016A, 016B, 042; COM 002; HUM 001; MUS 042; PA 001, 003, 014. ....		
Area C2.....	Humanities .....	3
Select one course from the following: ASL 001, 002; ENG 001B, 002, 004, 005; FLSPN 001, 002, 003, 004;GEOG 002, 003; HIST 004A, 004B, 017A, 017B, 020, 021; HUM 001, 022; LING 011; PHIL 001, 003. ....		
Area C1/2.....	Any Arts or Humanities from Area C1 or C2.....	3
Area D.....	Social Sciences .....	9
Select from the following courses (from at least two disciplines): AOJ 001, 029; CD 005, ECON 001A, 001B; GEOG 002, 003, 018; HIST 004A, 004B, 017A, 017B, 020, 021,032, 034, POLSCI 001, 002, 004; PSYCH 001, 002, 003, 005, 006, 029; SOC 001, 002, 003, 005, 010. ....		
Area E.....	Lifelong Understanding and Self Development .....	3
Select one course from the following: CD 004, 005; COM 005; HE 035; IS 001; KINES 001; NUT 001;PE 002, 003, 007, 008, 011, 016, 018, 019, 021, 023, 024, 025A; PSYCH 001, 002, 003, 004, 029; SOC 003. .		
<b>Total .....</b>		<b>39-45</b>

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*A minimum "C" grade is required in areas A1, A2, A3, and B4 where a "C" is defined as a minimum 2.0 grade points on a 4.0 scale. International Baccalaureate (IB) scores may not be used for AREA A2. Advanced Placement (AP) and IB scores may be used in all areas except A3 & C1. Newly approved CSU GE courses can be added to this certificate as listed in [www.assist.org](http://www.assist.org)*

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# Transfer Studies – Full Intersegmental General Education Transfer (IGETC) Curriculum Certification: UC

## Transfer Studies – Full IGETC Certification: UC, Certificate of Achievement

The Intersegmental General Education Transfer Curriculum (IGETC) Full Certification for University of California (UC) provides students the ability to fulfill in-state, public university lower-division general education requirements before transferring. It is strongly recommended that students complete the IGETC prior to transfer to allow more flexibility in class selection at the university and timely progress to degree completion. All UC campuses will accept the completed IGETC to satisfy all lower-division general education requirements, however, individual colleges or majors within a UC campus may not accept IGETC for meeting general education.

Upon completion of the Transfer Studies - Full IGETC Certification: UC, the student will be able to:

- Demonstrate critical thinking through literary works and written compositions.
- Utilize quantitative analysis and have the ability to use and criticize quantitative arguments.
- Analyze works of philosophical, historical, literary, aesthetic and cultural importance.
- Examine social and behavioral perspectives in their contemporary, historical, and geographical settings.
- Comprehend physical and biological concepts, their limitations, and the power of scientific inquiry.
- Demonstrate proficiency in a language other than English.

Course #	Title	Units
<b>Required Core Courses</b>		
Area 1A.....	English Composition.....	3
Select one course from the following: ENG 001A.....		
Area 1B.....	Critical Thinking – English Composition.....	3
Select one course from the following: ENG 001B or ENG 003.....		
Area 2.....	Math Concepts and Quantitative Reasoning.....	3-5
Select one course from the following: BUS 039, MATH 015, 025, 001A, 001B, 002A, 002B.....		
Area 3A.....	Arts.....	3
Select one course from the following: ART 016A, 016B, 042, MUS 042, PA 001.....		
Area 3B.....	Humanities.....	3
Select one course from the following: ENG 004, GEOG 003, PHIL 001, 003, HIST 004A, 004B, 020,021; HUM 001, 022, FLSPN 003, 0004.....		
Area 3 A/B.....	Any Arts or Humanities listed above.....	3
Area 4.....	Social and Behavioral Sciences.....	9
Select three courses from at least two disciplines from the following: CD 005, ECON 001A, 001B; GEOG 002, 003, 018; HIST 004A, 004B, 017A, 017B,020,021,032,034; POLSCI 001, 002,004; PSYCH 001, 002, 003, 005, 006; SOC 001, 002,005.....		
Area 5A.....	Physical Science.....	4
Select one course from the following: CHEM 001A, 001B, 002A; GEOG 001; GEOL 001, 003; PHYS 002A, 002B, 004A, 004B, 004C.....		
Area 5B.....	Biological Science.....	3-4
Select one course from the following: BIO 001A, 001B, 010, 015, 032,038.....		
Area 6.....	Language Other than English.....	Proficiency
(Option 1) One course (4-5 semester units) at the college level: ASL 001, 002; FLSPN 002, 003, 004		
(Option 2) Completion of 2 years of high school coursework in on language other than English (Option 3)		
PLA.....		
<b>Total .....</b>		<b>34-37</b>

A minimum “C” grade is required for IGETC where a “C” is defined as a minimum 2.0 grade points on a 4.0 scale. Newly approved IGETC courses can be added to this certificate as listed in [www.assist.org](http://www.assist.org)



# Course Descriptions

Courses are classified by subject as they exist at West Hills College Lenmoore. All courses within an area usually count toward a major in that area. Other institutions may classify their courses differently. Transfer students should consult the catalog of the four-year college to which they intend to transfer for its classification of identical or comparable courses.

Administration of Justice (AOJ) . . . . .	164
Agriculture (AG) . . . . .	168
Agriculture Business (AGBUS) . . . . .	169
American Sign Language (ASL) . . . . .	170
Art (ART) . . . . .	171
Athletics (ATHL) . . . . .	174
Biology (BIO) . . . . .	177
Business (BUS) . . . . .	179
Chemistry (CHEM) . . . . .	185
Child Development (CD) . . . . .	186
Communication (COM) . . . . .	191
Computer Information Systems (CIS) . . . . .	192
Culinary (CUL) . . . . .	198
Earth Science (ESCI) . . . . .	201
Economics (ECON) . . . . .	201
Education (EDUC) . . . . .	202
Electronics Technology (ELET) . . . . .	203
Emergency Medical Training (EMT) . . . . .	204
Engineering (ENGR) . . . . .	208
English (ENG) . . . . .	209
English As a Second Language (ESL) . . . . .	211
Foreign Language Spanish (FLSPN) . . . . .	211
General Work Experience (WE) . . . . .	212
Geography (GEOG) . . . . .	212
Geology (GEOL) . . . . .	215
Guidance Studies (GS) . . . . .	216
Health Education (HE) . . . . .	216
Health Science (HS) . . . . .	217
History (HIST) . . . . .	218
Hotel Management (HM) . . . . .	220
Hotel, Restaurant, Casino Mgmt (HRCM) . . . . .	221
Humanities (HUM) . . . . .	223
Industrial Technology Lemoore (ITEC) . . . . .	224
Interdisciplinary Studies (IS) . . . . .	224
Journalism (JOURN) . . . . .	225
Kinesiology (KINES) . . . . .	225
Linguistics (LING) . . . . .	226
Maintenance Mechanics (MM) . . . . .	226
Math (MATH) . . . . .	229
Music (MUS) . . . . .	233
Non-Credit (NC) . . . . .	234
Nursing (NURS) . . . . .	236
Nutrition (NUT) . . . . .	243
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## Administration of Justice (AOJ)

**AOJ 001**                      **Intro to Criminal Justice**    (3)

- Class Hours:* 54 Lecture
- Advisory(s):* ENG 051A
- Transfers to:* UC/CSU
- C-ID:* AJ 110

**Introduction to Criminal Justice**

AOJ 001 introduces students to the characteristics of the criminal justice system in the United States. Focus is placed on examining crime measurement, theoretical explanations of crime, responses to crime, components of the system, and current challenges to the system. The course examines the evolution of the principles and approaches utilized by the justice system and the evolving forces which have shaped those principals and approaches. Although justice structure and process is examined in a cross cultural context, emphasis is placed on the US justice system, particularly the structure and function of US police, courts, and corrections. Students are introduced to the origins and development of criminal law, legal process, and sentencing and incarceration policies.

**AOJ 003**                      **Intro to Corrections**    (3)

- Class Hours:* 54 Lecture
- Transfers to:* UC/CSU
- C-ID:* AJ 200

**Introduction to Corrections**

AOJ 003 provides a history of and critical analysis of punishment, the various types of punishment, alternatives to punishment, and the impact of punishment on the criminal justice system, corrections, a critical examination of the types of correctional institutions and the clients housed in each institution, and an examination of contemporary correctional issues.

**AOJ 004**                      **Control & Supervision Inmates**    (3)

- Class Hours:* 54 Lecture
- Advisory(s):* ENG 051A
- Transfers to:* CSU

**Control & Supervision Inmates**

AOJ 004 offers an overview of supervision of inmates at the local, state and federal levels of correctional institutions. The issues of controlling and supervising inmates in a continuum from daily institutional life through emergency and crisis situations will e introduced and discussed. The course will emphasize the roles played by the correctional workers as well as the offenders. Topics will include inmate subculture, violence and effects of crowding on inmates and staff as coping techniques for correctional officers in the institutional environment. The causes and effects of abusive tactics will also be discussed.

**AOJ 005 Concepts of Probation & Parole (3)**

*Class Hours:* 54 Lecture

*Advisory(s):* ENG 101B

*Transfers to:* CSU

Concepts of Probation and Parole

AOJ 005 includes a historical overview of correctional development in its institutions and the community methods of prisoner intake and classification survey of treatment programs community-based correctional programs post-institutional treatment, and examination of corrections as a career.

**AOJ 006 Correct Interviewing & Couns. (3)**

*Class Hours:* 54 Lecture

*Advisory(s):* ENG 101B, and ENG 105B

*Transfers to:* CSU

Correctional Interviewing and Counseling

AOJ 006 is an overview of the techniques in interviewing and counseling available to practitioners in Corrections. students will learn the use of appropriate techniques and theories in confidence building, which may be used by the correctional employee in client interviews and counseling. This is a course for students planning to enter or already employed within the Correctional Science field.

**AOJ 007 Legal Aspects of Corrections (3)**

*Class Hours:* 54 Lecture

*Advisory(s):* ENG 051A

*Transfers to:* CSU

Legal Aspects of Corrections

AOJ 007 provides students with an awareness of the historical framework, concepts and precedents that guide correctional practice. Course material will broaden the individuals perspective of the corrections environment, the civil rights of prisoners and responsibilities and liabilities of corrections officials.

**AOJ 008 Law and Psychology (3)**

*Class Hours:* 54 Lecture

*Transfers to:* CSU

Law and Psychology

AOJ 008 focuses on the interaction and application law and psychology in respect to criminal behavior. This course will focus on the legal and psychological considerations in the identification, prosecution, incarceration and treatment philosophies available to the criminal justice or social service professional. This course may be used as elective credit for either Administration of Justice or Psychology but not for both.

**AOJ 010 Principles & Proc of Crim Just (3)**

*Class Hours:* 54 Lecture

*Transfers to:* CSU

Princ & Procedures of Criminal Justice

AOJ 010 provides an examination and analysis of due process in criminal proceedings from pre-arrest through trial and appeal utilizing statutory law and state and constitutional law precedents.(AA/AS, CSU)

**AOJ 012                      Written Criminal Justice Comm                      (3)***Class Hours:* 54 Lecture*Advisory(s):* ENG 101B and ENG ENG 105B*Transfers to:* CSU**Written Criminal Justice Communications**

AOJ 012 will cover ideas effectively in a simple, clear and logical manner in the various types of criminal justice systems reports, letters, memoranda, directives, and administrative reports. Emphasis is on law enforcement and correctional terminology, organization of information and use of English; practice experience in note taking and report writing using standard law enforcement and correction forms; presentation of testimony in court.

**AOJ 015X                      Occupational Work Experience                      (1 - 8)***Class Hours:* Work Experience*Transfers to:* CSU**Occupational Work Experience**

Cooperative Work Experience Education (CWEE) develops skills and knowledge by integrating classroom study with planned, supervised work experience. It is based on the principle that well-educated individuals develop most effectively through an educational plan that incorporated work experience. Through these structured experiences, the students enrich their college studies, which enhance their total development. Occupational Work Experience is supervised employment which is intended to assist students in acquiring desirable work habits, attitudes, and career awareness in the field of the student's major. Students may earn up to 8 units per semester for a maximum of 16 total units. Credits are awarded for paid or voluntary work. For every 75 hours of paid work completed within the semester, 1 unit or credit is awarded. For every 60 hours of volunteer work completed within the semester, 1 unit of credit is awarded. Occupational Work Experience credits are counted as electives toward an Associate's Degree at West Hills College Lemoore and are transferable to four year universities (for specific transfer eligibility, please contact a counselor or an advisor).

**AOJ 016                      Human & Comm Rela in Crim Just                      (3)***Class Hours:* 54 Lecture*Transfers to:* UC/CSU**Human & Comm. Relations in Crim Justice**

AOJ 016 examines the complex, dynamic relationship between communities and the justice system in addressing crime and conflict with an emphasis on the challenges and prospects of administering justice within a diverse multicultural population. Topics may include the consensus and conflicting values in cultural, religion, and law.

**AOJ 020                      Criminal Law                      (3)***Class Hours:* 54 Lecture*Prerequisite(s):* AOJ 001*Advisory(s):* ENG 001A*Transfers to:* UC/CSU**Criminal Law**

AOJ 020 offers an analysis of the doctrines of classification of crimes against persons, property, morals, and public welfare. Special emphasis is placed on the classification of crime, the general elements of crime, the definitions of common and statutory law, and the nature of acceptable evidence. This course utilizes case law and case studies to introduce students to criminal law. The completion of this course offers a foundation upon which upper-division criminal justice course will build. The course will also include some limited discussion of prosecution and defense decision making, criminal culpability, and defenses to crimes.

**AOJ 022 Criminal Evidence**

(3)

*Class Hours:* 54 Lecture*Transfers to:* UC/CSU*C-ID:* AJ 124

## Criminal Evidence

AOJ 022 This course examines categories of evidence and legal rules governing its admission and exclusion in the criminal process.

**AOJ 024 Criminal Investigation**

(3)

*Class Hours:* 54 Lecture*Transfers to:* CSU*C-ID:* AJ 140

## Criminal Investigation

AOJ 024 addresses the techniques, procedures, and ethical issues in the investigation of crime, including organization of the investigative process, crime scene searches, interviewing and interrogating, surveillance, source of information, utility of evidence, scientific analysis of evidence and the role of the investigator in the trial process.

**AOJ 029 Criminology**

(3)

*Class Hours:* 54 Lecture*Advisory(s):* ENG 101A and ENG 101B*Transfers to:* CSU

## Criminology

AOJ 029 is an introduction to major types of criminal behavior, characteristics of offenders, factors which contribute to crime and delinquency; the criminal justice process; the function of law enforcement, the courts, probation, parole and institutions; changes in crime control and treatment processes; the role of society.

**AOJ 032 Juvenile Delinquency**

(3)

*Class Hours:* 54 Lecture*Advisory(s):* ENG 001A (Recommended, Previous or concurrent).*Transfers to:* UC/CSU

## Juvenile Delinquency

AOJ 032 is an examination of the origin, development, and organization of the Juvenile Justice System as it evolved in the American Justice System. The course explores the theories that focuses on Juvenile Law, courts and processes, and the constitutional protections extended to juveniles administered in the American Justice System.

**AOJ 050A P. C. 832 Arrest Control Mod****(3)***Class Hours:* 54 Lecture

P/NP

*Advisory(s):* ENG 101B and ENG 105B**P. C. 832 Arrest Control Module**

AOJ 050A is the 40-hour Arrest and Control Module P.C. 832 and meets the requirements set forth by the California Peace Officer Standards for Training (POST) for the Arrest Control Module, only. It is one half of the first tier of training for individuals desiring to be peace officers. Successful students must pass two examinations: (1) a physical methods of arrest/defensive tactics practical (a pass-fail test where the student must demonstrate to the instructors' satisfaction, the proper methods for approaching a subject to taken into custody (individual may be of the opposite sex, physically larger and stronger than the student), controlling that individuals with voice commands, empty hand control, including a defensive take-down, if necessary, and the proper method for searching and cuffing the individual; AND (2) the P.C. 832 state written exam. The student must pass BOTH exams to pass this component of P.C. 832, known as AOJ 50A. A DOJ Clearance Letter is not required for this component. Certificates issued to successful students are valid for three years from their issuance date. Should the student become employed as a peace officer within this three-year period, however, the certificate freezes and remains valid until he or she leaves that agency and there has been a three-year or greater break in peace office employment. Unlimited, expires every 3 years unless employed by P.O.S.T. certified agency.

**AOJ 050B P.C. 832 Firearms Module****(0.5)***Class Hours:* 27 Laboratory

P/NP

**P. C. 832 Firearms Module**

P.C. 832 AOJ 050B meets the 24-hour firearms requirement of the two-module P.C. 832 course as certified by the California Commission on Peace Officer Standards for Training (POST). The first three meetings are classroom instruction and the final four involve live fire on the police range. Prior to being admitted to the range students must provide the Program Coordinator with a Department of Justice Clearance Letter stating that they are not of a class of persons prohibited from possessing a concealable firearm and do not have active restraining orders against them. To obtain this, students must have their fingerprints taken (Live Scan) at the local police/sheriff's department and pay a fee for the search and services. This is not required for students sponsored by a law enforcement agency provided the agency is willing to state such on department letterhead. Information on how to fill out the Live Scan request for service form can be obtained from the AOJ Office or the Registration office. No other background checks will suffice for this mandate. If the Clearance Letter is not provided, the student will be dropped. Students must each provide their own firearm, ammunition, holster, utility belt, magazines or speed loaders and the appropriate holders, eye and ear protection, and a handgun cleaning kit made for their firearm type. There will be no sharing of firearms. All firearms and equipment must be approved by the Range Master. Students under 21 must deliver to the Coordinator a letter signed by a parent or guardian meeting the specifications set forth in section 12100 of the California Penal Code, giving their permission for the student to possess a concealable firearm, ammunition, and to participate in this firearms training course. Students under 18 may not take this course. The certificate issued to those passing the course is valid for three years only, unless the student becomes employed as a peace officer. Students are reminded that there is a 10-day waiting period for the delivery of new or used firearms. Questions should be referred to the Administration of Justice Office. **DO NOT BRING YOUR FIREARM OR AMMUNITION TO THE CLASSROOM**

**Agriculture (AG)****AG 010 Intro to Agriculture****(3)***Class Hours:* 54 Lecture*Transfers to:* CSU**Introduction to Agriculture**

AG 010 will provide the student with a general overview of California agriculture. Employment opportunities and current socio-economic issues will be discussed.



**AG 011 Agriculture Sales & Communicat****(3)***Class Hours: 54 Lecture**Transfers to: CSU***Agriculture Sales & Communication**

AG 011 studies the principles and practices of the selling process: selling and approaches, why and how people buy, prospecting, territory management, and customer service. Self-management, communication, and interpersonal skills necessary in developing managerial abilities, leadership qualities, and facilitating teamwork within the agribusiness sector will be explored. Students will gain experience through role-play, formal sales presentations, and job shadowing. The course content is organized to give students an in-depth understanding of the factors and influences that affect the agribusiness industry on a day-to-day basis. Application of these concepts and methods through hands-on projects developing solutions for agriculture business.

**AG 015X Occup. Work Experience****(1 - 8)***Class Hours: Work Experience**Transfers to: CSU***Occupational Work Experience**

Cooperative Work Experience Education (CWEE) develops skills and knowledge by integrating classroom study with planned, supervised work experience. It is based on the principle that well-educated individuals develop most effectively through an educational plan that incorporates work experience. Through these structured experiences, the students enrich their college studies, which enhance their total development. Occupational Work Experience is supervised employment which is intended to assist students in acquiring desirable work habits, attitudes, and career awareness in the field of the student's major. Students may earn up to 8 units per semester for a maximum of 16 total units. Credits are awarded for paid or voluntary work. For every 75 hours of paid work completed within the semester, 1 unit of credit is awarded. For every 60 hours of volunteer work completed within the semester, 1 unit of credit is awarded. Occupational Work Experience credits are counted as electives toward an Associate's Degree at West Hills College Lemoore and are transferable to four year universities (for specific transfer eligibility, please contact a counselor or an advisor).

## **Agriculture Business (AGBUS)**

**AGBUS 010 Intro to Agriculture Business****(3)***Class Hours: 54 Lecture**Transfers to: UC/CSU***Introduction to Agriculture Business**

AGBUS 010 provides a basic understanding of the business and economics of the agricultural industry; an introduction to the economic aspects of agriculture and their implications to the agricultural producer, consumer, and the food system; management principles encountered in the day-to-day operation of an agricultural enterprise as they relate to the decision-making process.

**AGBUS 015 Computer Application to Agricu****(3)***Class Hours: 54 Lecture**Transfers to: CSU***Computer Application to Agriculture**

AGBUS 015 is an introduction to computer use in the workplace with emphasis on precision agriculture situations. Computer applications including word-processing, spreadsheets, databases, and presentation managers will be converging. Also included will be accessing information through the internet and world wide web, telecommunications, and other software appropriate to precision agriculture.

**AGBUS 022                      Agriculture Leadership                      (3)***Class Hours:* 54 Lecture*Transfers to:* CSU

## Agriculture Leadership

AGBUS 022 is designed to assist students in the understanding of the critical issues that face modern day businesses in areas of environmental impact compliance, government regulations, domestic and global markets, socioeconomic challenges, and the ever-changing necessity to adapt to the uses of new technologies.

**AGBUS 024                      Agricultural Accounting                      (3)***Class Hours:* 54 Lecture*Transfers to:* CSU

## Agricultural Accounting

AGBUS 024 is the study of the principles of agricultural accounting systems and types of records, their use and how to compute and use measures of earnings and cost of production to improve agribusiness efficiency. Farm income tax, Social Security, and employee payroll records are also included. Application of these concepts and methods through hands-on projects developing computer-based solutions for agriculture business.

**AGBUS 040                      Introductory Agricultural Econ                      (3)***Class Hours:* 54 Lecture*Transfers to:* UC/CSU

## Introductory Agricultural Econ

AGBUS 040 is an introductory study of agricultural economics including the place of agriculture and farming in the economic system; basic economic concepts, and problems of agriculture; pricing and marketing problems, factors of production; and state and federal farm programs affecting the farmer's economic position.

## American Sign Language (ASL)

**ASL 001                      Intro. to American Sign Lang                      (4)***Class Hours:* 72 Lecture*Transfers to:* UC/CSU

P/NP

## Intro. to American Sign Language-Level 1

ASL 1 covers the beginning fundamental principles of American Sign Language a visual/spatial language used by Deaf people in the United States and Canada. ASL introduces basic information and cultural/ historical background about the Deaf community and Deaf culture. This course is recommended for students who encounter Deaf people in their working environment, or who are majoring in American Sign Language/ Deaf Studies. ASL 1 is a prerequisite for students who wish to enter an Interpreter Preparation Program. Students are expected to attend outside Deaf events at their own expense.

**ASL 002                      Inter American Sign Language 2                      (4)***Class Hours:* 72 Lecture*Prerequisite(s):* ASL 001*Transfers to:* UC/CSU

P/NP

## Intermediate American Sign Language 2

ASL 002 is designed to introduce students to the second semester of ASL. Students will engage in conversation using ASL at a level expected for intermediate signers. Students will expand conversational skills such a turn-taking, discussing of culturally appropriate topics, and leave-taking. Students will also learn how to relate simple experiences and events using ASL. This course is recommended for students who encounter Deaf people in their working environment, or who plan on majoring in American Sign Language/Deaf Studies. Students are expected to attend outside Deaf events at their own expense.

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## Art (ART)

### **ART 002 Two-Dimensional Design (3)**

*Class Hours:* 27 Lecture | 81 Laboratory

*Advisory(s):* ENG 051A

*Transfers to:* UC/CSU

*C-ID:* ARTS 100

#### Two-Dimensional Design

ART 002 is an introduction to the concepts, applications, and historical references related to two-dimensional art and composition, including the study of the basic principles and elements of line, shape, texture, value, color, and spatial illusion. Development of a visual vocabulary for creative expression through lecture presentations, studio projects, problem solving, and written assignments. Required for Art Majors.

### **ART 003 3 - Dimensional Design Fund. (3)**

*Class Hours:* 27 Lecture | 81 Laboratory

*Advisory(s):* ENG 051A

*Transfers to:* UC/CSU

*C-ID:* ARTS 101

#### 3 - Dimensional Design Fundamentals

ART 003 is an introduction to the concepts, applications, and historical references related to three-dimensional design, and spatial composition, including the study of the elements and organizing principles of design as they apply to three-dimensional space and form. Development of a visual vocabulary for creative expression through lecture presentations and use of appropriate materials for non-representational three-dimensional studio projects.

### **ART 005A Basic Drawing (3)**

*Class Hours:* 27 Lecture | 81 Laboratory

*Advisory(s):* ENG 051A

*Transfers to:* UC/CSU

*C-ID:* ARTS 110

#### Basic Drawing

ART 005A is an introduction to principles, elements, and practices of drawing, employing a wide range of subject matter and drawing media. Focus is on perceptually-based drawing, observational skills, technical abilities, and creative responses to materials and subject matter.

### **ART 005B Intermediate Drawing (3)**

*Class Hours:* 27 Lecture | 81 Laboratory

*Prerequisite(s):* ART 005A

*Advisory(s):* ENG 051A

*Transfers to:* UC/CSU

*C-ID:* ARTS 205

#### Intermediate Drawing

ART 005B is the exploration of artistic concepts, styles, and creative expression related to intermediate-level drawing, focusing on complex subject matter and concepts using a variety of drawing mediums, techniques, and methodologies. Students in this course will build on fundamental drawing skills to develop personalized approaches to content and materials in exercises covering multiple historical and contemporary approaches to drawing.

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**ART 007 Figure Drawing (3)**

**Class Hours:** 27 Lecture | 81 Laboratory

**Prerequisite(s):** ART 005A

**Advisory(s):** ENG 051A

**Transfers to:** UC/CSU

**C-ID:** ARTS 200

**Figure Drawing**

ART 007 is an introduction to drawing the human figure from observation using a wide variety of drawing media and techniques. Topics include an introduction to human anatomy and the historical and contemporary roles of figure drawing in the visual arts. Students in this course will learn both descriptive and interpretive approaches to drawing the figure. Students will be required to purchase specific materials for this course.

**ART 015A Beginning Painting (3)**

**Class Hours:** 27 Lecture | 81 Laboratory

**Advisory(s):** ENG 051A

**Transfers to:** UC/CSU

**C-ID:** ARTS 210

**Beginning Painting**

ART 015A is an introduction to principles, elements, and practices of painting. Focus on exploration of painting materials, perceptual skills and color theory, paint mixing and technique, as well as creative responses to materials and subject matter. Art 15A offers lecture and studio time to explore the heritage and fundamentals of painting. Included in the course will be a study of how the cultural context during various periods in history has influenced historically significant works of art. Students will be encouraged to understand how the works they create are influenced by the contemporary context, as well as history, and to develop their own theories about how the paintings they create fit into the continuum of history. Advisory: students will be required to purchase their own supplies for this course.

**ART 015B Intermediate Painting (3)**

**Class Hours:** 27 Lecture | 81 Laboratory

**Prerequisite(s):** ART 015A

**Advisory(s):** ENG 051A

**Transfers to:** UC/CSU

**Intermediate Painting**

ART 015B offers additional lecture and studio time to further explore the oil painting medium. Recommended for Art majors.

**ART 015C Advanced Painting (3)**

**Class Hours:** 27 Lecture | 81 Laboratory

**Prerequisite(s):** ART 015B

**Advisory(s):** ENG 051A

**Transfers to:** UC/CSU

**Advanced Painting**

ART 015C offers additional lecture and studio time to further explore different concepts of painting.

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**ART 015D Extended Painting (3)**

**Class Hours:** 27 Lecture | 81 Laboratory

**Prerequisite(s):** ART 015C

**Advisory(s):** ENG 051A

**Transfers to:** UC/CSU

## Extended Painting

ART 015D offers students the chance to explore their own ideas as they relate to painting. The students will produce a series of paintings which demonstrate their art concepts and theories. Recommended for Art majors.

**ART 016A Survey of Western Art (3)**

**Class Hours:** 54 Lecture

**Advisory(s):** ENG 051A

**Transfers to:** UC/CSU

**C-ID:** ARTH 110

## Survey of Western Art: Pre-History

ART 016A provides an overview of western art and architecture from prehistory through the medieval period. Each of the important civilizations is studied through slides, lectures, class discussion and the textbook. Successful completion of English 51A (Introduction to communication skills), or equivalent, is strongly recommended.

**ART 016B Survey of Western Art (3)**

**Class Hours:** 54 Lecture

**Advisory(s):** ENG 051A

**Transfers to:** UC/CSU

**C-ID:** ARTH 120

## Survey of Western Art: Renaissance

ART 016B provides an overview of art and architecture from the Renaissance to the Contemporary period. Each of the important civilizations is studied through slides, lectures, class discussion and the textbook.

**ART 020A Introduction to Digital Art (3)**

**Class Hours:** 27 Lecture | 81 Laboratory

**Advisory(s):** ENG 051A

**Transfers to:** CSU

**C-ID:** ARTS 250

## Introduction to Digital Art

ART 020A is an introduction to fundamental concepts, practices, and theories of digital art production. Topics include integration of traditional design, color, and compositional principles with contemporary digital tools. Students will be required to purchase their own materials for this class.

**ART 042 Art Appreciation (3)**

**Class Hours:** 54 Lecture

**Advisory(s):** ENG 051A

**Transfers to:** UC/CSU

P/NP

## Art Appreciation

ART 042 provides a general introduction to art that offers a look at works of art through the study of theory, terminology, design principles, media, techniques, with an introduction to the visual arts across time and diverse cultures. No art background is necessary.

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## Athletics (ATHL)

### **ATHL 001**                      **Pre-Season Athletic Conditioni**                      **(0.5 - 3)**

*Class Hours:* 175 Laboratory

*Transfers to:* CSU

Pre-Season Athletic Conditioning

ATHL 001 is designed to provide off-season physical conditioning, skills/technique training and increased knowledge of sport.

### **ATHL 005**                      **Fund. of Women's Basketball**                      **(1)**

*Class Hours:* 9 Lecture | 27 Laboratory

*Transfers to:* CSU

Fundamentals of Women's Basketball

ATHL 005 is designed to provide instruction and practice in the fundamentals of basketball including dribbling, passing, shooting and rules, etc. The course also includes instruction on how to improve skills necessary for students to participate in recreational basketball as well as prepare your body for basketball activities through weights and conditioning.

### **ATHL 009**                      **Fundamentals of Men's Wrestlin**                      **(1)**

*Class Hours:* 9 Lecture | 27 Laboratory

*Transfers to:* CSU

Fundamentals of Men's Wrestling

ATHL 009 is designed to provide instruction and practice in the fundamentals of wrestling including takedowns, escapes, reversals, pinning combinations, riding, defensive skills, and knowledge of and interpretation of the official rules of wrestling.

### **ATHL 010**                      **Fundamentals of Men's Golf**                      **(1)**

*Class Hours:* 9 Lecture | 27 Laboratory

*Advisory(s):* ENG 051A (Recommended, Previous or concurrent).

*Transfers to:* CSU

Fundamentals of Men's Golf

ATHL 010 is the study and analysis of competitive golf. Emphasis on swing mechanics, course management, rules of golf, mental techniques and practice regimens. Designed for students with previous golf experience and/or the desire to coach golf at any level.

### **ATHL 011**                      **Fundamentals of Women's Golf**                      **(1)**

*Class Hours:* 9 Lecture | 27 Laboratory

*Advisory(s):* ENG 051A (Recommended, Previous or concurrent).

*Transfers to:* CSU

Fundamentals of Women's Golf

ATHL 011 is the study and analysis of competitive golf. Emphasis on swing mechanics, course management, rules of golf, mental techniques and practice regimens. Designed for students with previous golf experience and/or the desire to coach golf at any level.

### **ATHL 012**                      **Men's Theory of Cross Country**                      **(1)**

*Class Hours:* 9 Lecture | 27 Laboratory

*Advisory(s):* ENG 051A (Recommended, Previous or concurrent).

*Transfers to:* CSU

Men's Theory of Cross Country

ATHL 012 is the study and analysis of competitive cross country as well as the technique of running. The course is designed for students with previous cross country experience and or the desire to coach cross country at any level.

**ATHL 013 Women's Theory of Cross Countr (1)**

*Class Hours:* 9 Lecture | 27 Laboratory

*Advisory(s):* ENG 051A (Recommended, Previous or concurrent).

*Transfers to:* CSU

**Women's Theory of Cross Country**

ATHL 013 is the study and analysis of competitive cross country as well as the technique of running. The course is designed for students with previous cross country experience and or the desire to coach cross country at any level.

**ATHL 014 Fundamentals of Men's Soccer (1)**

*Class Hours:* 9 Lecture | 27 Laboratory

*Transfers to:* CSU

**Fundamentals of Men's Soccer**

ATHL 014 is designed to provide instruction and practice in the fundamentals of soccer including dribbling, passing, shooting, defense, etc. The course also includes instruction on how to improve skills necessary for students to participate in recreational of soccer.

**ATHL 015 Fundamentals of Women's Soccer (1)**

*Class Hours:* 9 Lecture | 27 Laboratory

*Transfers to:* CSU

**Fundamentals of Women's Soccer**

ATHL 015 is designed to provide instruction and practice in the fundamentals of soccer including dribbling, passing, shooting, defense, etc. The course also includes instruction on how to improve skills necessary for students to participate in recreational of soccer.

**ATHL 024 Intercollegiate Men's Basketba (1 - 3)**

*Class Hours:* 175 Laboratory

*Advisory(s):* Medical approval from a licensed physician (Recommended, Previous or concurrent).

*Transfers to:* CSU

**Intercollegiate Men's Basketball**

ATHL 024 is designed to provide competition in basketball at the community college level.

**ATHL 025 Intercollegiate Basketball (1.5)**

*Class Hours:* 87.5 Laboratory

*Advisory(s):* Medical approval from a licensed physician (Recommended, Previous or concurrent).

*Transfers to:* UC/CSU

**Intercollegiate Basketball**

ATHL 025 is designed to provide competition in basketball at the community college level. May be taken 6 six times for credit.

**ATHL 027 Intercolleg Women's Volleyball (3)**

*Class Hours:* 175 Laboratory

*Advisory(s):* Medical approval from a licensed physician (Recommended, Previous or concurrent).

*Transfers to:* CSU

**Intercollegiate Women's Volleyball**

ATHL 027 is designed to provide competition in volleyball at the community college level. Intercollegiate volleyball will develop intermediate and advanced techniques and knowledge with an emphasis on the individual as well as team skills involved in the game.

**ATHL 028 Intro. Intercoll. Volleyball (3)**

*Class Hours:* 175 Laboratory

*Advisory(s):* Medical approval from a licensed physician (Recommended, Previous or concurrent).

*Transfers to:* CSU

**Introductory Intercollegiate Volleyball**

ATHL 028 is designed to provide competition in volleyball at the community college level. Intercollegiate volleyball will develop intermediate and advanced techniques and knowledge with an emphasis on the individual as well as team skills involved in the game.

**ATHL 029 Men's Intercollegiate Wrestlin (3)**

*Class Hours:* 175 Laboratory

*Advisory(s):* Medical approval from a licensed physician (Recommended, Previous or concurrent).

*Transfers to:* UC/CSU

**Men's Intercollegiate Wrestling**

ATHL 029 Men's Intercollegiate Wrestling will provide student athletes the opportunity to compete on a men's wrestling team at the intercollegiate level. Men's intercollegiate wrestling will provide student athletes an opportunity to develop individual skills in the sport of wrestling as they apply to a competitive one on one situation. Designed primarily for people possessing the desire, ability and skills necessary to compete on the intercollegiate level.

**ATHL 030 Men's Intercollegiate Golf (3)**

*Class Hours:* 175 Laboratory

*Prerequisite(s):* Medical approval from a licensed physician

*Transfers to:* UC/CSU

**Men's Intercollegiate Golf**

ATHL 030 Men's Intercollegiate Golf will provide student athletes the opportunity to compete on a men's golf team at the Intercollegiate level. Men's Intercollegiate golf will provide student athletes an opportunity to develop individual skills in the sport of golf as they apply to a competitive one on one situation. Students athletes will learn to master golf shots and strategies against an opponent while developing mental and physical maturity. Student athletes will compete against the college teams in the area.

**ATHL 031 Women's Intercollegiate Golf (3)**

*Class Hours:* 175 Laboratory

*Advisory(s):* Medical approval from a licensed physician (Recommended, Previous or concurrent).

*Transfers to:* UC/CSU

**Women's Intercollegiate Golf**

ATHL 031 Women's Intercollegiate Golf will provide student athletes the opportunity to compete on a women's golf team at the Intercollegiate level. Women's Intercollegiate Golf will provide student athletes an opportunity to develop individual skills in the sport of golf as they apply to a competitive one on one situation. Student athletes will learn to master golf shots and strategies against an opponent while developing mental and physical maturity. Student athletes will compete against the college teams in the area.

**ATHL 033 Women's Intercollegiate Cross (3)**

*Class Hours:* 175 Laboratory

*Advisory(s):* Medical approval from a licensed physician (Recommended, Previous or concurrent).

*Transfers to:* UC/CSU

**Women's Intercollegiate Cross Country**

ATHL 033 Women's Intercollegiate Cross Country will provide student athletes the opportunity to compete on a women's cross country team at the intercollegiate level. Women's Intercollegiate Cross Country will provide student athletes an opportunity to develop individual skills in sport of cross country as they apply to a competitive event. Student athlete will learn to master cross country and strategies against an opponent while developing mental and physical maturity. Student will compete against college teams in the area.



**ATHL 034 Men's Intercollegiate Soccer (3)**

*Class Hours:* 175 Laboratory

*Advisory(s):* Medical approval from a licensed physician (Recommended, Previous or concurrent).

*Transfers to:* UC/CSU

**Men's Intercollegiate Soccer**

ATHL 034 provide student athletes the opportunity to compete on a men's soccer team at the intercollegiate level. ATHL 34 will provide student athletes an opportunity to develop individual and team skills through the use of intermediate and advanced techniques and knowledge. Student athletes will learn to master soccer and strategies against an opponent while developing mental and physical maturity. Students will compete against the college teams in the area.

**ATHL 035 Women's Intercollegiate Soccer (3)**

*Class Hours:* 175 Laboratory

*Advisory(s):* Medical approval from a licensed physician (Recommended, Previous or concurrent).

*Transfers to:* UC/CSU

**Women's Intercollegiate Soccer**

ATHL 035 provides student athletes the opportunity to develop individual and team skills through the use of intermediate and advanced techniques and knowledge. Student athletes will learn to master soccer against an opponent while developing mental and physical maturity. Students will compete against college teams in the area.

**ATHL 044 Men's Intercollegiate Cross Co (3)**

*Class Hours:* 175 Laboratory

*Advisory(s):* Medical approval from a licensed physician (Recommended, Previous or concurrent).

*Transfers to:* UC/CSU

**Men's Intercollegiate Cross Country**

ATHL 044 will provide student athletes the opportunity to compete on a men's cross country team at the intercollegiate level. Men's Intercollegiate Cross Country will provide student athletes an opportunity to develop individual skills in a sport of cross country as they apply to a competitive event. Student athlete will learn to master cross country and strategies against an opponent while developing mental and physical maturity. Student will compete against college teams in the area. (

## Biology (BIO)

**BIO 001A Cell and Molecular Biology (4)**

*Class Hours:* 54 Lecture | 54 Laboratory

*Prerequisite(s):* CHEM 001A

*Advisory(s):* ENG 051A

*Transfers to:* UC/CSU

*C-ID:* BIOL 190

**Cell and Molecular Biology**

BIO 001A is intended for majors, will cover principles and applications of prokaryotic and eukaryotic cell structure and function, biological molecules, homeostasis, cell reproduction and its controls, molecular genetics, classical/Mendelian genetics, cell metabolism including photosynthesis and respiration, and cellular communication. The philosophy of science, methods of scientific inquiry and experimental design are foundational to the course.

**BIO 001B Organismal Biology (4)***Class Hours:* 54 Lecture | 54 Laboratory*Prerequisite(s):* MATH 063*Transfers to:* UC/CSU*C-ID:* BIOL 140

## Organismal Biology

BIO 001B is intended for biology majors as a survey of the basic biology and diversity of unicellular and multicellular organisms. It emphasizes general biological principles, classification, structure, function and evolutionary adaptations of organisms (including plants, fungi, animals, and unicellular organisms) to their environments.

**BIO 010 Fundamentals of Biology (3)***Class Hours:* 36 Lecture | 54 Laboratory*Advisory(s):* ENG 051A*Transfers to:* UC/CSU

## Fundamentals of Biology

BIO 010 is recommended for the non-science major. The primary objective of this course is to teach basic biological concepts as they relate to the cell and the organism as a whole. Consideration will be given to the cellular and chemical basis of life, genetics, evolution, and ecology. Not open for credit to students who have earned credit in BIO 015 or equivalent.

**BIO 011 Biology of Death Valley (1)***Class Hours:* 2 Lecture | 46 Laboratory*Transfers to:* CSU

## Biology of Death Valley

BIO 011 is a one-unit Biology field course with a focus on the Trans-Sierra region, specifically the Mojave Desert and Death Valley. Students will observe and analyze the biological, physical, and cultural patterns and process including landforms, weather, geology, fauna and flora, and history of the regions.

**BIO 015 Biology for Education (3)***Class Hours:* 36 Lecture | 54 Laboratory*Advisory(s):* ENG 051A*Transfers to:* UC/CSU

## Biology for Education

BIO 015 is required for Liberal Studies students seeking a Multiple Subject Teaching Credential and transferring to the California State University system. The primary objective of this course is to teach biological concepts as they relate to the cell and the organism as a whole. Consideration will be given to the cellular and chemical basis of life, genetics, evolution, and ecology.

**BIO 032 Human Anatomy (4)***Class Hours:* 54 Lecture | 54 Laboratory*Prerequisite(s):* ENG 051A and MATH 063 OR 064

*Take MATH-063(1863) MATH-064(2017) MATH-015(1857) MATH-025(2812) MATH-045(1860) MATH-010A(2752) MATH-001A(1852) MATH-001B(1853) MATH-002A(2810) MATH-002B(2811) MATH-065 or EQ-MATH063; Minimum grade C,P,CR.:*

*Transfers to:* UC/CSU*C-ID:* BIOL 110B

## Human Anatomy

BIO 032 explores the structural organization of the human body: gross and microscopic structure of the integumentary, skeletal, muscular, nervous, sensory, endocrine, cardiovascular, lymphatic, respiratory, digestive, excretory, and reproductive systems, from cellular to organ system levels of organization. This course is primarily intended for nursing, allied health, kinesiology, and other health related majors.

**BIO 035 Human Physiology**

(4)

*Class Hours:* 54 Lecture | 54 Laboratory*Prerequisite(s):* ENG 051A and MATH 063 or 064*Take MATH-063(1863) MATH-064(2017) MATH-015(1857) MATH-025(2812) MATH-045(1860) MATH-001A(1852) MATH-001B(1853) MATH-002A(2810) MATH-002B(2811) MATH-065 or EQ-MATH063; Minimum grade C,P,CR.:**Advisory(s):* BIO 032, and CHEM 001A, or CHEM 002A*Transfers to:* UC/CSU

## Human Physiology

BIO 035 is the study of physiological principles, function, integration and homeostasis of the human body at the cellular, tissue, organ, organ system and organism level: integumentary system, bone, skeletal, smooth and cardiac muscles, nervous system, sensory organs, cardiovascular system, lymphatic and immune systems, respiratory system, urinary system, digestive system, endocrine system, and reproductive system. This course is primarily intended for Nursing, Allied Health, Kinesiology, and other health related majors.

**BIO 035L General Human Physiology Lab**

(1)

*Class Hours:* 54 Laboratory*Prerequisite(s):* BIO 035 or concurrent enrollment in BIO 035 (Required, Previous or concurrent).*Transfers to:* UC/CSU

P/NP

## General Human Physiology Lab

BIO 035L is a lab component to BIO035 designed to accommodate students requiring a face-to-face instructional modality for human physiology laboratory. Students will receive a letter grade but no course credit if they have completed or are currently enrolled in Biology 035.

**BIO 038 Microbiology**

(4)

*Class Hours:* 54 Lecture | 54 Laboratory*Prerequisite(s):* CHEM 001A or CHEM 002A*Transfers to:* UC/CSU

## Microbiology

BIO 038 is a consideration of the morphology, anatomy, physiology, and taxonomy of micro-organisms with an emphasis on the methods of isolation, identification, and the diseases they cause.

**Business (BUS)****BUS 001A Beg Principles of Accounting**

(4)

*Class Hours:* 72 Lecture*Advisory(s):* ENG 001A and Math 061*Transfers to:* UC/CSU*C-ID:* ACCT 110

## Beginning Principles of Accounting

BUS 001A is the study of accounting as an information system, examining why is it important and how it is used by investors, creditors, and others to make decisions. The course covers the accounting information system, including recording and reporting of business transactions with a focus on the accounting cycle, the application of generally accepted accounting principles, the financial statements, and statement analysis. Includes issues relating to asset, liability, and equity valuation, revenue and expense recognition, cash flow, internal controls, and ethics.

**BUS 001B Elementary Principles of Acct. (4)***Class Hours:* 72 Lecture*Prerequisite(s):* BUS 001A*Transfers to:* UC/CSU*C-ID:* ACCT 120

## Elementary Principles of Accounting

BUS 001B is the study of how managers use accounting information in decision-making, planning, directing operations and controlling. Focuses on cost terms and concepts, cost behavior, cost structure and cost-volume-profit analysis. Includes issues relating to costs systems, cost control, profit planning, and performance analysis in manufacturing and service environments.

**BUS 002 Introductory Keyboarding (3)***Class Hours:* 36 Lecture | 54 Laboratory

P/NP

*Transfers to:* CSU

## Introductory Keyboarding

BUS 002 is an introductory keyboarding course which emphasizes operating alphabetic, numeric, and symbol keys by touch. It includes computer keyboarding information. BUS 002 is a prerequisite to BUS 003.

**BUS 003 Intermediate Keyboarding (3)***Class Hours:* 36 Lecture | 54 Laboratory

P/NP

*Prerequisite(s):* BUS 002 or the ability to key 25 NWPM*Transfers to:* CSU

## Intermediate Keyboarding

BUS 003 provides basic formatting and skill development for employment or personal use. The course builds upon skills learned in BUS 2 and develops additional computer keyboarding skills in the creation of word processing documents. Formatting applications include: business correspondence, reports, and tables. Basic document formatting, grammar, spelling, punctuation, and proofreading are reinforced throughout. Students will use basic features of an office-level word processing program.

**BUS 007 Introduction to Entrepreneursh (3)***Class Hours:* 54 Lecture

P/NP

*Advisory(s):* ENG 051A and MATH 061*Transfers to:* CSU

## Introduction to Entrepreneurship

BUS 007 is designed to provide students with an introduction to entrepreneurship and addresses basic issues potential entrepreneurs encounter. This course identifies methods for developing an individual's business idea(s), its feasibility, the process of starting a business, how to acquire necessary resources, and the key parts of a business plan (development and execution). Students will develop an understanding of legal issues, marketing the business, financing the business, entrepreneurial resources and the complex tasks faced by individuals engaged in entrepreneurial activities.

**BUS 013A Word for Windows I (1.5)***Class Hours:* 18 Lecture | 27 Laboratory

P/NP

*Transfers to:* CSU

## Word for Windows I

BUS 013A teaches basic features of Word for Windows for the non-office occupations major. The course is designed to equip students with the skills to prepare personal correspondence and reports. This course, along with Word for Windows II, is required for the Office Technology major.

**BUS 013B Word for Windows II****(1.5)***Class Hours:* 18 Lecture | 27 Laboratory

P/NP

*Prerequisite(s):* BUS 013A*Transfers to:* CSU

## Word for Windows II

BUS 013B teaches the advanced features of Word for Windows. The course is designed for office personnel using Microsoft Word on the job. This course, along with Word for Windows I, is required for the Office Technology major.

**BUS 015X Occupational Work Experience****(1 - 8)***Class Hours:* Work Experience*Transfers to:* CSU

## Occupational Work Experience

Cooperative Work Experience Education (CWEE) develops skills and knowledge by integrating classroom study with planned, supervised work experience. It is based on the principle that well-educated individuals develop most effectively through an educational plan that incorporated work experience. Through these structured experiences, the students enrich their college studies, which enhance their total development. Occupational Work Experience is supervised employment which is intended to assist students in acquiring desirable work habits, attitudes, and career awareness in the field of the student's major. Students may earn up to 8 units per semester for a maximum of 16 total units. Credits are awarded for paid or voluntary work. For every 75 hours of paid work completed within the semester, 1 unit or credit is awarded. For every 60 hours of volunteer work completed within the semester, 1 unit of credit is awarded. Occupational Work Experience credits are counted as electives toward an Associate's Degree at West Hills College Lemoore and are transferable to four year universities (for specific transfer eligibility, please contact a counselor or an advisor).

**BUS 018 Business Law****(4)***Class Hours:* 72 Lecture*Transfers to:* UC/CSU*C-ID:* BUS 125

## Business Law

BUS 018 introduces fundamental legal principles pertaining to business transactions. Introduction to the legal process. Topics include sources of law and ethics, contracts, torts, agency, criminal law, business organizations, and judicial and administrative processes.

**BUS 019A Intro to Project Management****(3)***Class Hours:* 54 Lecture*Advisory(s):* ENG 051A*Transfers to:* CSU

## Introduction to Project Management

BUS 019A provides an overview of project management and the role of the project manager. Project management software will be used to develop a schedule for a project, develop dependencies between work packages, as well as track resources, work packages, and milestones.

**BUS 019B Project Integr & Scope Mgmt****(3)***Class Hours:* 54 Lecture*Prerequisite(s):* BUS 019A*Transfers to:* CSU

## Project Integration &amp; Scope Management

BUS 019B builds upon the introductory fundamentals of project management and the required technical skills, but goes further in understanding the actual implementation and development process of a plan through execution and adherence to scope management.

**BUS 019C Project Time & Cost Management (3)**

*Class Hours:* 54 Lecture

*Prerequisite(s):* BUS 019B

*Transfers to:* CSU

**Project Time & Cost Management**

BUS 019C provides project managers tools and techniques to plan, manage, and control the project schedule and budget elements effectively. The time management portion of this course covers activity breakdown, estimation, sequencing and scheduling to know how to best use time to complete the work on or before its scheduled finish date. The cost management portion discusses budget estimation and development such as resource planning, cost estimation, cost control systems, project budgeting and the basic accounting principles needed to ensure the success of the project.

**BUS 019D Project Quality Management (3)**

*Class Hours:* 54 Lecture

*Prerequisite(s):* BUS 019C

*Transfers to:* CSU

**Project Quality Management**

BUS 019D expands upon the introductory project management class to explore the project quality management processes of quality planning, quality assurance, and quality control necessary to successfully meet conformance to project requirements and fitness of use. Quality standards and various methodologies are explored as well as the tools and techniques used to manage project quality. The cost of poor quality is discussed, as well as the cost/benefit associated with quality processes and procedures.

**BUS 019E Proj. Human Resources & Com M (3)**

*Class Hours:* 54 Lecture

*Prerequisite(s):* BUS 019D

*Transfers to:* CSU

**Project Human Resources & Com Management**

BUS 019E builds on the understanding that project management involves team members from across and outside an organization. Project Managers use leadership, organization, and planning skills for successful collaboration with team members, stakeholders, and vendors. The course covers the creation of a human resource and staffing management plan, acquisition of resources, and management of resources in a project environment. The course also addresses how effective project managers understand the communication process as well as the importance of communication to lead, support, coach, and build the project teams.

**BUS 019F Project Risk & Procurement Mgm (3)**

*Class Hours:* 54 Lecture

*Prerequisite(s):* BUS 019E

*Transfers to:* CSU

**Project Risk & Procurement Management**

BUS 019F prepares project managers to successfully manage and respond to risks and opportunities through probability assessment and risk mitigation strategies. The course also equips project managers with tools to research and acquire goods and services needed by the project.

**BUS 020 Introduction to Business (3)***Class Hours:* 54 Lecture*Transfers to:* UC/CSU*C-ID:* BUS 110

## Introduction to Business

BUS 020 provides an introduction to basic business principles and is a foundation for more specialized study of business education. Topics such as organization, management and leadership, ownership, marketing, operations, human resources, the economic environment, and globalization are studied. Students who have a general education interest are welcome to enroll.

**BUS 024 Business Mathematics (3)***Class Hours:* 54 Lecture*Advisory(s):* ENG-101B and MATH 101*Transfers to:* CSU

P/NP

## Business Mathematics

BUS 024 is a review of the ordinary arithmetical processes and practices. It provides vocational preparation of students for entry-level jobs in business which require computational skill on practical business problems.

**BUS 028 Business Communication (3)***Class Hours:* 54 Lecture*Transfers to:* CSU

P/NP

## Business Communication

BUS 028 applies the principles of ethical and effective communication to the creation of letters, memos, emails, and written and oral reports for a variety of business situations. The course emphasizes planning, organizing, composing, and revising business documents using word processing software for written documents and presentation-graphics software to create and deliver professional-level oral reports. This course is designed for students who already have college-level writing skills.

**BUS 032 Small Business Management (3)***Class Hours:* 54 Lecture*Advisory(s):* ENG 051A*Transfers to:* CSU

P/NP

## Small Business Management

Business 32 is designed to provide students with a basic understanding of the operation and management of small business in the American economic system so that they may gain information that will enable them to operate a business and/or pursue an interest in business management. (AA/AS, CSU)

**BUS 035 Human Resources Management (3)***Class Hours:* 54 Lecture*Advisory(s):* ENG 051A*Transfers to:* CSU

P/NP

## Human Resources Management

BUS 035 emphasizes the importance of dealing successfully with people both in "on-the-job" situations and in other contacts through the study of positive and preventative aspects of personnel management systems, organizational behavior, leadership and supervision, and related topics.

**BUS 039 Quantitative Analysis (3)**  
*Class Hours:* 54 Lecture P/NP  
*Prerequisite(s):* MATH 063  
*Transfers to:* UC/CSU  
*C-ID:* MATH 130

#### Quantitative Analysis

BUS 039 is an introduction to mathematics and quantitative methods for computer information systems and business majors. Students will be introduced to quantitative formulation and solutions of problems in various disciplines, including mathematics of finance, linear programming, and probability.

**BUS 050 Employability Skills (1)**  
*Class Hours:* 18 Lecture P/NP

#### Employability Skills

BUS 050 teaches the office worker how to successfully get a job and keep it. It focuses on how to find available jobs, contact prospective employers, properly prepare resumes, complete applications and prepare for interviews. The course also covers strategies for keeping and advancing on the job, stressing understanding employer expectations, job performance, interpersonal skills, and attitudes.

**BUS 052 10-KEY Mastery (1)**  
*Class Hours:* 18 Lecture P/NP

#### 10-KEY Mastery

BUS 052 teaches the touch method of 10-key calculation using the computer keypad. In addition to keying by touch, students will be encouraged to develop speed in keystroking required for entry-level data entry positions. Specific activities in data entry will include input fields and dexterity drills and business problem-solving exercises.

**BUS 055 Bookkeeping (3)**  
*Class Hours:* 54 Lecture P/NP

#### Bookkeeping

BUS 055 is an elementary course designed to present the basic knowledge of the theory and practice of bookkeeping for students who are interested in continuing their study to higher levels of accounting, and for those who desire an understanding of ordinary bookkeeping procedures in business offices.

**BUS 067 Filing and Records Management (2)**  
*Class Hours:* 36 Lecture P/NP

#### Filing and Records Management

BUS 067 provides instruction and practice in traditional records and information management as well as electronic or automated records management systems. Alphabetic, geographic, subject, and numerical filing systems are covered along with the materials, supplies, and related equipment used in the management of information in today's modern business environment.

**BUS 074 Computerized Accounting (3)**  
*Class Hours:* 36 Lecture | 54 Laboratory P/NP  
*Prerequisite(s):* BUS 001A or BUS 055

#### Computerized Accounting

BUS 074 is designed to teach both the accounting and non-accounting students how to use a computerized accounting software package (i.e., Quikbooks Pro) used by small and medium sized businesses. This course is an introduction to how an accounting software package maintains a general ledger, tracks vendors, customers, and inventory activities; processes payroll; records assets, expenses, and liabilities; manages budgets and creates reports.



**BUS 081A**                      **Inter Keyboarding & Doc Proc I**                      (1.5)  
*Class Hours:* 18 Lecture | 27 Laboratory                      P/NP  
*Prerequisite(s):* BUS 80A

Inter Keyboarding/Document Processing I

BUS 081A is an intermediate course in keyboarding and is designed to increase speed and accuracy as well as process documents used in the business world today. Students will be introduced to MS Word software, memorandums, and letter styles. Correct techniques is emphasized.

## Chemistry (CHEM)

**CHEM 001A**                      **General Chemistry I**                      (5)  
*Class Hours:* 54 Lecture | 108 Laboratory  
*Prerequisite(s):* MATH 063 or MATH 064  
*Transfers to:* UC/CSU

General Chemistry I

CHEM 001A is the first semester of a one-year course in chemistry intended for majors in the natural sciences (chemistry, biochemistry, biology, physics, pre-medicine), mathematics, and engineering.

**CHEM 001B**                      **General Chemistry II**                      (5)  
*Class Hours:* 54 Lecture | 108 Laboratory  
*Prerequisite(s):* CHEM 001A  
*Transfers to:* UC/CSU

General Chemistry II

CHEM 001B is a continuation of the study of the principles of chemistry with an emphasis on chemical thermodynamics (H, S, G), kinetics and mechanisms, equilibrium, electrochemistry, spectroscopy, nuclear chemistry, introductory organic and biochemical systems, and selected elemental chemistries of metals, non-metals, and metalloids. The laboratory includes lecture-matched qualitative and instrumental evaluation of selected species and parameters as well as microprocessor and computerized data gathering, processing and reduction, and computer simulations. Appropriate training in chemical safety is provided. (AA, CSU, UC) The Chemistry 001A, 001B sequence is required of all students majoring in chemistry, chemical engineering, engineering sciences, biology, microbiology, and all applied sciences at the University of California, i.e., medicine, pharmacy, veterinary science, nursing, home economics, etc. These courses are acceptable for credit at the University of California and California State University.

**CHEM 002A**                      **Introductory Chemistry**                      (4)  
*Class Hours:* 54 Lecture | 54 Laboratory  
*Prerequisite(s):* MATH 063 or MATH 064  
*Transfers to:* UC/CSU  
*C-ID:* CHEM 101

Introductory Chemistry

CHEM 002A is a study of the applied principles of chemistry for the allied science and non-science majors. Included are scientific methodology, composition of matter, physical and chemical changes, bonding, nomenclature, chemical periodicity and reactivity, stoichiometry, states of matter, atomic and molecular modeling, chemical energetics, properties and models of solids, liquids, gases, aqueous solution and Redox reactions, pH, reactions of elements/acids/bases/salts, and a brief introduction to organic chemistry. Appropriate raining in chemical safety is provided.

## Child Development (CD)

### CD 002 Teaching in a Diverse Society (3)

*Class Hours:* 54 Lecture

*Transfers to:* CSU

*C-ID:* ECE 230

Teaching in a Diverse Society

CD 002 will examine the influences on development of children social identities. Examination of culturally relevant and linguistically appropriate anti-bias approaches supporting all children. Reflection on one's own understanding of diversity in order to inform teaching practices and/or program development.

### CD 003 Observations and Assessments (3)

*Class Hours:* 54 Lecture

*Advisory(s):* ENG 051A

*Transfers to:* CSU

Observations and Assessment

CD 003 focuses on the experience of an appropriate use of a variety of assessment and observation strategies to document child development and behavior. Child observations will be conducted and analyzed. Various scientific techniques will be introduced and utilized to benefit the child, the environmental situations, family and teacher interaction and/or successful referrals to other professionals focusing on children.

### CD 004 Parenting (3)

*Class Hours:* 54 Lecture

*Advisory(s):* ENG 051A

*Transfers to:* CSU

Parenting

CD 004 offers parents and teachers information for understanding parent-child relationships. Students will explore the use of positive parenting skills, assess socially acceptable family values, and learn about child development and how it plays a direct part in parenting the child.

### CD 005 Child Development (3)

*Class Hours:* 54 Lecture

*Advisory(s):* ENG 051A

*Transfers to:* UC/CSU

*C-ID:* CDEV 100

Child Development

CD 005 is an introductory course that examines the major physical, psychosocial, and cognitive/language developmental milestones for children, both typical and atypical, from conception through adolescence. There will be an emphasis on interactions between maturational processes and environmental factors. While studying developmental theory and investigative research methodologies, students will observe children, evaluate individual differences and analyze characteristics of development at various stages.

**CD 007 Early Intervention****(3)***Class Hours: 54 Lecture**Advisory(s): ENG 051A**Transfers to: CSU*

## Early Intervention

CD 007 provides information pertaining to the understanding and the support of infants and toddlers who are at risk or have established disabilities. Additional emphasis will include assessments, diagnosis and referral identification, curriculum development, learning environment, community resources, and strategies for working with diverse families. Students will be required to complete fifteen hours of observations based upon infants and toddlers with established risks or established disabilities.

**CD 008 Infant Massage****(0.5)***Class Hours: 9 Lecture**Advisory(s): ENG 051A**Transfers to: CSU*

## Infant Massage

CD 008 offers information and practical application involving nurturing touch and communication through the use of infant massage techniques. Among the issues to be discussed will be mutual respect, bonding, infant behaviors, and infant stress reduction. The course is designed for parents, parents expecting a newborn, and caregivers working especially in early intervention situations.

**CD 009 Using Infant Gestures****(0.5)***Class Hours: 9 Lecture**Transfers to: CSU*

## Using Infant Gestures

CD 009 offers students and parents information of verbal language ability and skill. Issues to be addressed in this course will be early childhood language development, listening skills, and communication patters. Students will have the opportunity to develop and practice their own gesture signs. This course is recommended for parents, infant/toddler caregivers, and caregivers working in early intervention with children at risk or with established risks.

**CD 010 Child, Family and Society****(3)***Class Hours: 54 Lecture**Advisory(s): ENG 051A**Transfers to: CSU*

## Child, Family and Society

CD 010 is an examination of the developing child in a societal context focusing on the interrelationship of family, school and community, along with emphasis on historical and socio-cultural factors. The processes of socialization and identify development will be highlighted, showing the importance of respectful, reciprocal relationships that support and empower families. Students are required to accomplish 12 hours of volunteer services in their community.

**CD 011 Young Child. With Except.Needs****(3)***Class Hours: 54 Lecture**Advisory(s); ENG 051A, proof of a negative TB test:**Transfers to: CSU*

## Young Children With Exceptional Needs

CD 011 addresses the needs of exceptional children in the areas of growth and development, identification classification, early intervention strategies, "inclusion," and the facilitation of inclusive learning in early childhood education programs. Information on federal legislation and teacher attitudes and philosophy is to be presented.

**CD 012A Principles & Practices of Ece (3)***Class Hours:* 54 Lecture*Advisory(s):* ENG 051A*Corequisite(s):* CD 012B (Recommended, Previous or concurrent).*Transfers to:* CSU*C-ID:* ECE 120**Principles & Practices of Ece**

CD 012A includes an examination of theoretical principles of development practices as applied to programs, environments, teacher relationships, constructive adult-child interactions, curriculum planning, and teaching strategies supporting the physical, emotional, social and cognitive development of young children. Included in this course is information on the early history of early childhood programs, professional practices promoting advocacy, ethics and professional identity.

**CD 012B Principles and Practices of Ec (3)***Class Hours:* 18 Lecture | 108 Laboratory*Prerequisite(s):* CD 005, CD 010, CD 012A, and CD 016*Advisory(s):* Negative TB test (Recommended, Previous or concurrent).*Transfers to:* CSU**Principles & Practices of ECE Field Wo Early Childhood Practicum-Field Exp**

CD 012B Students will practice and demonstrate developmentally appropriate early childhood program planning and teaching competencies under the supervision of ECE/CD faculty and other qualified early education professionals. Students will utilize practical classroom experiences to make connections between theory and practice, develop professional behaviors, and build a comprehensive understanding of children and families. Child centered, play-oriented approaches to teaching, learning, and assessment; and knowledge of curriculum content areas will be emphasized as student teachers design, implement and evaluate experiences that promote positive development and learning for all young children.

**CD 014A Adm. & Superv. of Child. Prgm (3)***Class Hours:* 54 Lecture*Advisory(s):* ENG 051A*Transfers to:* CSU**Administration & Superv. of Child. Prgm**

CD 014A is designed for students that have a foundation in child development and the desire to be involved in the administration of children's programs as a director and/or supervisor. The focuses on state regulations governing child development programs and its application to children's programs. Information pertaining to staffing, educational philosophies, program planning, health, safety and nutrition issues, child abuse reporting, budget development, and successful business practices is to be addressed.

**CD 014B Adm. & Superv. of Child. Prgm (3)***Class Hours:* 36 Lecture | 54 Laboratory*Advisory(s):* ENG 051A*Transfers to:* CSU**Adm. & Superv. of Child. Prgm Fieldwork**

CD 014B is a course designed for students that have a firm foundation in child development and have an interest in becoming an administrator of a children's program. This course offers the student an opportunity to design and demonstrate their writing and computer abilities in assigned projects such as personal portfolios, newsletters, parent education presentations, staff in-services, school policy development, and other related assignments. Students will be given the opportunity to gain administrative experiences in an appropriate community based children's program.

**CD 015 Children's Literature and Lang (3)***Class Hours:* 54 Lecture*Advisory(s):* ENG 051A*Transfers to:* CSU

## Children's Literature and Language Arts

CD 015 is the study of age-appropriate literature for young children with an emphasis placed on selection, evaluation and practice of the literature discussed. Students will be introduced to information on emerging literacy and language development. Appropriate language art skills for young children are included, as well as multicultural and gender identify information as it pertains to children's literature.

**CD 015X Occupational Work Experience (1 - 8)***Class Hours:* Work Experience*Transfers to:* CSU

## Occupational Work Experience

Cooperative Work Experience Education (CWEE) develops skills and knowledge by integrating classroom study with planned, supervised work experience. It is based on the principle that well-educated individuals develop most effectively through an educational plan that incorporated work experience. Through these structured experiences, the students enrich their college studies, which enhance their total development. Occupational Work Experience is supervised employment which is intended to assist students in acquiring desirable work habits, attitudes, and career awareness in the field of the student's major. Students may earn up to 8 units per semester for a maximum of 16 total units. Credits are awarded for paid or voluntary work. For every 75 hours of paid work completed within the semester, 1 unit or credit is awarded. For every 60 hours of volunteer work completed within the semester, 1 unit of credit is awarded. Occupational Work Experience credits are counted as electives toward an Associate's Degree at West Hills College Lemoore and are transferable to four year universities (for specific transfer eligibility, please contact a counselor or an advisor).

**CD 016 Introduction to Curriculum (3)***Class Hours:* 54 Lecture*Advisory(s); ENG 051A:**Transfers to:* CSU*C-ID:* ECE 130

## Introduction to Curriculum

CD 016 presents an overview of knowledge and skills related to providing developmentally appropriate curriculum and environments for young children under the age of 6. Content of course will emphasize information on the role of play and its importance in the learning process of young children and their content areas, including but not limited to, language and literacy, social and emotional learning, sensory learning, the performing arts, math and science. Students will use their observational and assessment skills to evaluate the outcomes of curriculum planning.

**CD 017A Sex Ed for Parents & Teachers (1)***Class Hours:* 18 Lecture*Advisory(s):* ENG 051A*Transfers to:* CSU

## Sex Ed for Parents &amp; Teachers of Young C

CD 017A is designed for teachers and parents of children. This course provides basic sex education, which includes the stages of sexual development from prenatal development through adolescence, useful communication skills for adults when talking to children about sexual development and relationships, and the influences of media upon children as it pertains to sexuality.

**CD 017B Child Abuse Recogn & Prevent. (1)***Class Hours:* 18 Lecture*Advisory(s):* ENG 051A*Transfers to:* CSU**Child Abuse Recognition & Prevention**

CD 017B provides information concerning child abuse recognition and prevention. The types of abuses and the psychological impact of a abuse on young children are presented. Mandated reporting for educators and the California Penal Code as it pertains to child abuse are addressed.

**CD 017C Single Parenting (1)***Class Hours:* 18 Lecture*Advisory(s):* ENG 051A*Transfers to:* CSU**Single Parenting**

CD 017C is designed for single parents and for teachers working with single parents. Information in this course will include the effects of divorce on children, child custody issues, and the family dynamics of the single parent family.

**CD 018 Health, Safety and Nutrition (3)***Class Hours:* 54 Lecture*Advisory(s):* ENG 051A, proof of negative TB test within the last 12 months (Recommended, Previous or concurrent).*Transfers to:* CSU*C-ID:* ECE 220**Health, Safety and Nutrition**

CD 018 provides basic information on the laws, regulations, standards, policies and procedures and early childhood curriculum related to child health, safety, and nutrition. The key components that ensure physical health, mental health, and safety for both children and staff will be identified along with the importance of collaboration with families and health professionals. There is an emphasis on integrating the concepts into everyday planning and program development for all children.

**CD 019 Family Day Care (2)***Class Hours:* 36 Lecture*Advisory(s);* ENG 051A:*Transfers to:* CSU**Family Day Care**

CD 019 is an introduction to family day care, including health and safety issues, childhood nutrition, the development of children, child-centered guidance, curriculum, sound business practices, child abuse reporting, and working with adults in the family day care setting. Other issues addressed will be state regulations and guidelines for operating a family day care.

**CD 020 Behavioral Mgmt in the Ec Clas (2)***Class Hours:* 36 Lecture*Advisory(s):* ENG 051A*Transfers to:* CSU**Behavioral Mgmt in the Early Childhood C**

CD 020 provides basic information and practice guidance program in the classroom. Conflict resolution and problem-solving behavior of young children are addressed.

**CD 021 Infant & Toddler Caregiving (3)**

*Class Hours:* 54 Lecture

*Advisory(s):* ENG 051A

*Transfers to:* CSU

**Infant & Toddler Caregiving**

CD 021 is an overview of infant and toddler development, including physical growth, motor skills, perception, cognition, social skills, and personality. Applied developmental knowledge will be directed to the study of appropriate equipment, curriculum content, and health, safety, and nutritional issues. Quality infant and toddler environments will be addressed.

**CD 022 Superv. Adults Work in Child P (2)**

*Class Hours:* 36 Lecture

*Advisory(s):* ENG 051A

*Transfers to:* CSU

**Superv. Adults Work in Child. Program**

CD 022 provides information pertaining to the issues and methods of working with staff, adult volunteers, parents, and other professionals working in publicly funded, non-profit and private children's programs. This course is required by the State of California Commission for Teacher Preparation and Licensing of all master teachers, site supervisors, and program directors that are employed in publicly funded children's programs.

**CD 023 Domestic Violence Recog. & Pre (1)**

*Class Hours:* 18 Lecture

*Advisory(s):* ENG 051A

*Transfers to:* CSU

**Domestic Violence Recognition & Prevent.**

CD 023 will address the recognition of domestic violence in families, its effects upon victims and children, and how knowledge of the subject matter provides a prevention platform.

## Communication (COM)

**COM 001 Elements of Speech (3)**

*Class Hours:* 54 Lecture

*Prerequisite(s):* ENG 051A

*Transfers to:* UC/CSU

*C-ID:* COMM 110

**Elements of Speech**

COM 001 provides instruction in the theory and techniques of public speaking in a democratic society. Discovery, development and criticism of ideas in public discourse through research, reasoning, organization, composition, presentation, and evaluation of various types of speeches including informative and persuasive speeches.

**COM 002 Oral Interpretation of Literat (3)**

*Class Hours:* 54 Lecture

*Prerequisite(s):* COM 001

*Transfers to:* UC/CSU

*C-ID:* COMM 170

**Oral Interpretation of Literature**

COM 002 provides an introduction to performance studies and an analysis, appreciation, and application of theories of interpretive performances of various forms of literature including poetry, prose, and drama (plays, scripts and screenplays).

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**COM 003                      Argumentation and Debate                      (3)***Class Hours:* 54 Lecture*Prerequisite(s):* COM 001*Transfers to:* UC/CSU*C-ID:* COMM 120**Argumentation and Debate**

COM 003 provides instruction in methods of critical inquiry and advocacy. The course focuses on identifying fallacies in reasoning and language, testing evidence and evidence sources, advancing a reasoned position, and defending and refuting arguments. The course also covers the analysis, presentation, and evaluation of oral and written arguments.

**COM 004                      Small Group Dynamics & Present                      (3)***Class Hours:* 54 Lecture*Prerequisite(s):* ENG 051A*Transfers to:* UC/CSU*C-ID:* COMM 140**Small Group Dynamics and Presentation**

COM 004 provides instruction in the principles of communication in a variety of group contexts. Students will learn theory, application, and evaluation of group communication processes, including problem solving, conflict management, decision making, and leadership.

**COM 005                      Interpersonal Communication                      (3)***Class Hours:* 54 Lecture*Prerequisite(s):* ENG 051A*Transfers to:* UC/CSU*C-ID:* COMM 130**Interpersonal Communication**

COM 005 provides instruction in the principles of verbal and nonverbal transactions that occur in relationships. Students will study theory and research findings and their application to communication in interpersonal relationships in both personal and professional contexts.

**Computer Information Systems (CIS)****CIS 002                      Internet Programming HTML/CSS                      (3)***Class Hours:* 54 Lecture*Advisory(s); ENG 101B and MATH 101:**Transfers to:* CSU**Internet Programming HTML/CSS**

CIS 002 helps students develop the skills needed to create and maintain well-organized and well-formed Web pages and sites. Students will learn the history, power and limitations of basic Web page development through the Web's foundation languages, Hypertext Mark-up Language (HTML) and Cascading Style Sheets (CSS) as specified by the official Web standards body. Students learn to build solid web pages at a RAW level through a series of hands-on exercises. The course is targeted toward Web designers, developers and publications specialists. This course serves as a tutorial for students who have coded Web pages before and review for students who have some HTML/CSS coding knowledge and want to build on that knowledge.



**CIS 002B Internet Programming - CSS**

(3)

*Class Hours:* 54 Lecture*Advisory(s):* CIS 002, ENG-101B and MATH 101*Transfers to:* CSU

## Internet Programming - CSS

CIS 002B is an introductory course using Cascading style Sheets (CSS). CSS are an addition to Hyper Text Markup Language (HTML). CSS allows web pages designers to expand their ability to control a web page. CSS allows for the nesting of key page elements to allow page designers to achieve a consistent look and feel throughout a web site. This course builds upon the knowledge and experience students have gained from taking CIS Internet programming HTML/CSS.

**CIS 002C Internet Programming Scripting**

(3)

*Class Hours:* 54 Lecture*Advisory(s):* CIS 002, ENG 105B, and MATH 101*Transfers to:* UC/CSU

## Internet Programming- Script Languages

CIS 002C is an introductory course in the scripting languages that are used for the creation of web pages. HTML/CSS documents alone create web pages that are static, but with scripting languages, web pages can be dynamic and interactive. This course teaches students how to incorporate various scripting languages in HTML/CSS documents. Students will learn the basic syntax for scripting, as well as how to use objects and eventhandlers to interact with users. Additional topics may include how to respond dynamically to user actions and cross-frame communication. (AA/AS, CSU, UC)

**CIS 002D Intro to Programming Concepts**

(3)

*Class Hours:* 54 Lecture*Advisory(s):* CIS 002, ENG 101B, and MATH 101*Transfers to:* UC/CSU

## Intro to Programming Concepts &amp; Methodolog

CIS 002D Introduction to Programming Concepts and Methodologies - JAVA is a nine-week introduction to the fundamental concepts and models of application development including the basic concepts of program design, data structures, programming, problem solving, programming logic, and fundamental design techniques for event-driven programs. CIS 002D introduces students to the Java programming language. Good programming practices will be emphasized, including structures and object-oriented techniques.

**CIS 002E Web Design & Interactive Media**

(3)

*Class Hours:* 54 Lecture*Advisory(s):* CIS 002, ENG 101B, and MATH 101*Transfers to:* CSU

## Web Design &amp; Interactive Media

CIS 002E is designed to teach the mechanics and fundamental design techniques for creating interactive web pages. This course gives the students experience with developing animated web graphics and interactive interfaces, which are developed through the use of industry standard software such as Flash. Interactive design fundamentals such as graphics, text, symbols, the creation of animations, and basic interactivity are studied.

P/NP

**CIS 002F Internet Server Side Scripting****(3)***Class Hours:* 54 Lecture

P/NP

*Advisory(s):* CIS 002, ENG 101B, and MATH 101*Transfers to:* UC/CSU

## Internet Server Side Scripting

CIS 002F focuses on interactivity in websites, introducing both client-side interactivity (using JavaScript) and server-side interactivity (using PHP). Dynamic generation of web pages from database tables is also covered. Finally, the course examines the maintenance and management of large websites (including CSS and XML) and issues in web security and privacy.

**CIS 002G Introduction to E-Commerce****(3)***Class Hours:* 54 Lecture

P/NP

*Transfers to:* CSU

## Introduction to E-Commerce

CIS 002G examines the implications of constantly changing technology for business practices and how e-commerce will affect decision support mechanisms. Topics include the global, economic and societal impact of international information/communication infrastructures, business practices which are emerging due to enabling technology, the effective use of technologies to solve business problems, and an exploration of recent technological developments and their potential uses in business. Consideration will be given to ethical concerns including privacy issues.

**CIS 002H Internet Graphics****(3)***Class Hours:* 54 Lecture

P/NP

*Advisory(s):* ENG 101B and MATH 101*Transfers to:* CSU

## Internet Graphics

CIS 002H introduces students to the creation and manipulation of digital images through Photoshop retouching and image editing program. The course introduces basic principles of photographic composition and design, with an eye to the capabilities of digital photography. Participants will explore Photoshop's extensive toolbox and learn the fundamentals of image scanning, transformation and conversion; how to apply filters and make color correction; and how to prepare files for export and printing. With the addition of text, students may construct simple to advanced graphic intended for use on the Web. Frequent critiques reinforce the principles of effective design and foster creativity.

**CIS 003 Web Development****(3)***Class Hours:* 54 Lecture*Advisory(s):* CIS 16, ENG 101B and MATH 101*Transfers to:* CSU

## Web Development

CIS 003 is the capstone course for the Web Developer AA degree it emphasizes work on a substantial project. The intent of this course is to provide a capstone experience that integrates the material contained in required courses of the Web Development major. It also provides an opportunity for students to recognize and evaluate the interrelationship of their general education courses with the courses taken for their Web Development major. The Capstone will include discussion about professional and ethical issues related to the discipline of Web Development. Students will also culminate their experiences by taking an in-depth look into the evolution of the emerging discipline of Web Development. This course presents introductions to many of the basic concepts, issues and techniques related to designing, developing and deploying Web sites. During the course, students will learn about Web design, HTML, XHTML, basic JavaScript, Dynamic HTML, and Cascading Style Sheets (CSS).

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- CIS 005A Info & Comm Tech Essentials (4)**  
*Class Hours:* 72 Lecture  
*Transfers to:* CSU
- Info & Communication Tech Essentials
- CIS 005A provides an introduction to the computer hardware and software skills needed to help meet the growing demand for entry-level Information and Communication Technologies (ICT) professionals. The fundamentals of computer hardware and software as well as advanced concepts, such as security, networking, and the responsibilities of an ICT professional will be introduced. Preparation for CompTIAs A+ certification with specialization in the areas of hardware and operating systems.
- CIS 005B Computer Network Fundamentals (3)**  
*Class Hours:* 54 Lecture  
*Transfers to:* CSU
- Computer Network Fundamentals
- CIS 005B introduces the architecture, structure, functions, components, and models of the Internet and other computer networks. The principles and structure of IP (Internet Protocol) addressing and the fundamentals of Ethernet concepts, media, and operations are introduced to provide a foundation for further study of computer networks. It uses the OSI (Open Systems Interconnection) and TCP (Transmission Control Protocol) layered models to examine the nature and roles of protocols and services at the application, network, data link, and physical layers. This course prepares students the take the CompTIA Network+ certification exam.
- CIS 005C Routing & Switching Essentials (3)**  
*Class Hours:* 54 Lecture  
*Transfers to:* CSU
- Routing & Switching Essentials
- CIS 005C describes the architecture, components, and operations of routers and switches in a small network. Students learn how to configure a router and a switch for basic functionality. By the end of this course, students will be able to configure and troubleshoot routers and switches and resolve common issues with RIPv1, RIPv2, single-area and multi-area OSPF, virtual LANs, and inter-VLAN routing in both IPv4 and IPv6 networks. This course will help prepare students for the CompTIA Network+ certification exam.
- CIS 005D System & Network Administratio (3)**  
*Class Hours:* 54 Lecture  
*Transfers to:* CSU
- System & Network Administration
- CIS 005D will provide students with the knowledge and skills required to build, maintain, troubleshoot, and support server hardware and software technologies. Students will be able to identify environmental issues; understand and comply with disaster recovery and physical / software security procedures; become familiar with industry terminology and concepts; understand server roles / specializations and interaction within the overall computing environment. This course will prepare students for the current version of CompTIA Server+ certification exam.
- CIS 005E Intro to Inf System Security (3)**  
*Class Hours:* 54 Lecture  
*Transfers to:* CSU
- Intro to Inf System Security
- CIS 005E course provides the latest security tips and techniques on Internet and computer security best practices. Topics include: important privacy legislation, case studies of infamous hackers, how to develop an effective security system, selection of IT security products, firewall benefits and limitations, intruder detection, correct ways to configure your computer, browser settings, virus settings, operating system vulnerabilities, strong password techniques, parasite detection, and encryption techniques. This course maps to CompTIA certification.
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**CIS 005F Intro to Information Assurance (3)***Class Hours:* 54 Lecture*Transfers to:* CSU

## Intro to Information Assurance

CIS 005F introduces the network security specialist to the various methodologies for attacking a network. Students will be introduced to the concepts, principles, and techniques, supplemented by hands-on exercises, for attacking and disabling a network within the context of properly securing a network. The course will emphasize network attack methodologies with the emphasis on student use of network attack techniques and tools and appropriate defenses and countermeasures. Students will receive course content information through a variety of methods: lecture and demonstration of hacking tools will be used in addition to a virtual environment. Students will experience a hands-on practical approach to penetration testing measures and ethical hacking. This course will help prepare students for the CompTIA Network+ certification exam.

**CIS 005G Computer Forensics Fundamental (3)***Class Hours:* 54 Lecture*Transfers to:* CSU

## Computer Forensics Fundamentals

CIS 005G is an introduction to the methods used to properly conduct a computer forensics investigation beginning with a discussion of ethics, while mapping to the objectives of the International Association of Computer Investigative Specialists (IACIS) certification. Topics covered include an overview of computer forensics as a profession; the computer investigation process; understanding operation systems boot processes and disk structures tools. This course will help prepare students for the CompTIA certification exam.

**CIS 005H Operating Systems - Linux (3)***Class Hours:* 54 Lecture*Transfers to:* CSU

## Operating Systems - Linux

CIS 005H covers the basics of the UNIX and Linux operating systems, which includes UNIX shell scripting. UNIX and Linux Operating System Fundamentals course begins with a brief history and overview of both UNIX and Linux, and then proceeds to teach the skills required for working on a server running either operating system. Hands-on exercises are used to reinforce key concepts and are completed by logging in on a real server on the internet from work or home.

**CIS 007 Computer Concepts (3)***Class Hours:* 36 Lecture | 54 Laboratory*Transfers to:* UC/CSU*C-ID:* BUS 140

(3)

P/NP

## Computer Concepts

CIS 007 is an examination of information systems and their role in business. The course focuses on information systems, database management systems, networking, e-commerce, ethics and security, computer systems hardware and software components. The course includes application of these concepts and methods through hands-on projects developing computer-based solutions to business problems. C

**CIS 008 Microcomputer Operating Enviro (1)***Class Hours:* 9 Lecture | 27 Laboratory*Transfers to:* CSU

(1)

P/NP

## Microcomputer Operating Environment

CIS 008 provides an overview of the Windows operating system on microcomputers including interface, using programs, working with disks and files, customizing the desktop, creating shortcuts, and changing the way Windows looks and sounds.

**CIS 015X Occupational Work Experience**

(1 - 8)

*Class Hours:* Work Experience*Transfers to:* CSU

## Occupational Work Experience

Cooperative Work Experience Education (CWEE) develops skills and knowledge by integrating classroom study with planned, supervised work experience. It is based on the principle that well-educated individuals develop most effectively through an educational plan that incorporated work experience. Through these structured experiences, the students enrich their college studies, which enhance their total development. Occupational Work Experience is supervised employment which is intended to assist students in acquiring desirable work habits, attitudes, and career awareness in the field of the student's major. Students may earn up to 8 units per semester for a maximum of 16 total units. Credits are awarded for paid or voluntary work. For every 75 hours of paid work completed within the semester, 1 unit or credit is awarded. For every 60 hours of volunteer work completed within the semester, 1 unit of credit is awarded. Occupational Work Experience credits are counted as electives toward an Associate's Degree at West Hills College Lemoore and are transferable to four year universities (for specific transfer eligibility, please contact a counselor or an advisor).

**CIS 019B Database Creation & Management**

(3)

*Class Hours:* 36 Lecture | 54 Laboratory

P/NP

*Transfers to:* CSU

## Database Creation &amp; Management

CIS 019B will teach the student to use a database program on a microcomputer. Students will learn database creation, report generation, updating, editing, and form structure and use.

**CIS 021 Desktop Publishing**

(3)

*Class Hours:* 36 Lecture | 54 Laboratory

P/NP

*Advisory(s):* BUS 013A and BUS 013B*Transfers to:* CSU

## Desktop Publishing

CIS 021 teaches the students the application of common sense design techniques used in the production of reports, presentation material, newsletters, forms, manuals, catalogs, advertising materials, and books. Knowledge of word processing techniques and the use of a mouse is highly suggested.

**CIS 034 Introduction to Spreadsheets**

(3)

*Class Hours:* 54 Lecture*Advisory(s):* MATH 101*Transfers to:* CSU

## Introduction to Spreadsheets

CIS 034 is an introduction to microcomputer spreadsheets using Microsoft Excel. Primary emphasis will be on the use of the command structure and operation. Topics covered will include spreadsheets design and format, graphs and database functions.

**CIS 035 Advanced Spreadsheets**

(3)

*Class Hours:* 54 Lecture

P/NP

*Prerequisite(s):* CIS 34 or CIS 34A/B*Transfers to:* CSU

## Advanced Spreadsheets

CIS 035 is an advanced spreadsheet course using Microsoft Excel. Primary emphasis will be on the use of the program's advanced features, such as file management, multiple worksheets, data tables and scenario management, and application development with macros using Visual Basic. Students should have a firm understanding of Microsoft Excel prior to taking this course.

**CIS 042                      System Analysis and Design                      (3)***Class Hours:* 54 Lecture*Transfers to:* CSU**System Analysis and Design**

CIS 042 presents a systematic methodology for analyzing a business problem or opportunity, determining what role, if any, computer-based technologies can play in addressing the business need, articulating business requirements for the technology solution, specifying alternative approaches to acquiring the technology capabilities needed to address the business requirements, and specifying the requirements for the information systems solution in particular, in-house development, development from third-party providers, or purchased commercial-off-the-shelf packages.

**Culinary (CUL)****CUL 002                      Food & Wine Pairing                      (3)***Class Hours:* 36 Lecture | 54 Laboratory*Advisory(s):* CUL 050*Transfers to:* CSU**Food & Wine Pairing**

CUL 002 provides students with a clear understanding of the direct and interacting effects of food and wine elements. It presents how these characteristics counteract and complement each other. Students will develop the skills necessary to identify the key elements in food or wine that directly impact matching of food and wine based on contrast or similarities. They will then be able to predict excellent food and wine pairings.

**CUL 006                      Culinary Excursions                      (1)***Class Hours:* 9 Lecture | 27 Laboratory*Advisory(s):* CUL-050*Transfers to:* CSU**Culinary Excursions**

CUL 006 allows students to visit, observe, and study various and specific operations of multi-unit and single-unit enterprises in metropolitan and rural areas. They will study in-depth management structures and personnel policies and guidelines. Techniques to analyze management and preparation methods, as well as their benefits and shortcomings will be examined. Students will then be able to create recommendations for operation of a successful and fluid enterprise.

**CUL 050                      Safety and Sanitation                      (1)***Class Hours:* 18 Lecture**Safety and Sanitation**

CUL 050 covers sanitation and safety principles and practices for food service professionals. This course will provide ServSafe certification from the National Restaurant Association, recognized in the state of California.

**CUL 051                      Restaurant Math                      (1)***Class Hours:* 18 Lecture*Advisory(s):* CUL 050**Restaurant Math**

CUL 002 provides students with a clear understanding of the direct and interacting effects of food and wine elements. It presents how these characteristics counteract and complement each other. Students will develop the skills necessary to identify the key elements in food or wine that directly impact matching of food and wine based on contrast or similarities. They will then be able to predict excellent food and wine pairings.

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- CUL 052**                      **Intro to Commercial Baking**                      (3)  
*Class Hours:* 18 Lecture | 108 Laboratory  
*Advisory(s):* CUL 050  
Introduction to Commercial Baking  
CUL 052 covers tools, terms and functions in preparation of baked goods: yeast breads and pastries, cookies, cakes and specialty items. Field trips may be required.
- CUL 053**                      **Advanced Commercial Baking**                      (3)  
*Class Hours:* 36 Lecture | 54 Laboratory  
*Advisory(s):* CUL 050  
Advanced Commercial Baking  
CUL 053 covers formulas used in commercial pastry shops, cake decorations, marzipan, chocolate work, p#te #choux, and specialty items. Field trips may be required.
- CUL 054**                      **Hospitality Laws and Regulatio**                      (2)  
*Class Hours:* 36 Lecture  
*Advisory(s):* CUL 050  
Hospitality Laws and Regulations  
CUL 054 is the study of legal issues in relation to commercial food service and lodging with a national, state and local in scope. Using both the case method and specific statutes, this class introduces student to general concepts including the types of law, the nature of agreements and the judicial systems , as well as regulatory agencies and the particular laws they enforce in the hospitality field.
- CUL 055**                      **Intro to Commercial Food Prep**                      (3)  
*Class Hours:* 27 Lecture | 81 Laboratory  
*Advisory(s):* CUL 050  
Intro to Commercial Food Preparation  
CUL 055 is an initial culinary training for chefs. Topics covered include an introduction to safe, sanitary, and efficient food production procedures, orientation and training on equipment, hand tools, and foods, as well as application of nutritional concepts. Food inventory management and traditional and computer-aided recipe writing/costing, adapting to professional standards regarding uniforms, dependability, teamwork, and quality performance will be emphasized.
- CUL 056**                      **Garde Managers**                      (1)  
*Class Hours:* 9 Lecture | 27 Laboratory  
*Advisory(s):* CUL 050  
Garde Managers  
CUL 056 involves the study of cold food preparation which include vegetable and fruit carvings, appetizers hors d'oeuvre, canapes, sauces, salads, force meats, pates, tray presentations, table setups, room setups and food show competition.
- CUL 057**                      **Beverage Management**                      (3)  
*Class Hours:* 36 Lecture | 54 Laboratory  
*Advisory(s):* CUL 050  
Beverage Management  
CUL 057 studies all aspects of beverage management including federal, state, and local regulations, mixology, background, and future of the beverage industry. Students under 21 will do special assignments rather than labs. Field trips may be required.
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- CUL 058 Intro to Dining Rm Ser Mgmt. (2)**  
*Class Hours:* 9 Lecture | 81 Laboratory  
*Advisory(s):* CUL 050  
 Intro to Dining Room Service & Mgmt.  
 CUL 058 covers the operation of a restaurant, dining, and related service support staff. Topics covered include how to hire, train, motivate, schedule, and assign jobs to a wait staff. Cost controls for labor and supplies will be covered as well as quality assurance and productivity standards.
- CUL 059 Intro to Hospitality Careers & (3)**  
*Class Hours:* 54 Lecture  
*Advisory(s):* CUL 050  
 Intro to Hospitality Careers & Human Rel  
 CUL 059 is an introduction to the hospitality industry comprising lodging, food and beverage services, and tourism with a focus on career opportunities. Human relations management in the hospitality industry, individual goal-setting, and career planning are emphasized.
- CUL 060 Nutrition for Chefs (1)**  
*Class Hours:* 18 Lecture  
*Advisory(s):* CUL 050  
 Nutrition for Chefs  
 CUL 060 teaches techniques of healthy cooking for the professional chef. Fresh ingredients, reduced fat and salt, cooking methods and tools, plus shorter cooking times, are brought together to provide satisfying dining with fewer calories, cholesterol, and sodium, while retaining nutritional value of the food.
- CUL 061 Kitchen Management (3)**  
*Class Hours:* 54 Lecture  
 Kitchen Management  
 CUL 061 Kitchen Management students, will develop skills used to manage a commercial kitchen along with an online aspect that will accredit students in receiving their CA Food Handlers' Card, Food Managers certification through Prometric and AHLEI Gold Star as a Certified Guest Service Professional. Students will learn to base production plans on sales forecasts, staff kitchen accordingly, and establish policies, standards, and procedures. Students will develop the skills to manage staff issues, facility/equipment maintenance and kitchen cleanliness, along with the basic concepts from the uniform system of accounts for restaurants relation to kitchen operations and kitchen layouts.
- CUL 064 Restaurant Desserts (3)**  
*Class Hours:* 27 Lecture | 81 Laboratory  
*Advisory(s):* CUL 050  
 Restaurant Desserts  
 CUL 064 teaches the production and presentation of classical and contemporary restaurant desserts. Students will learn a practical study of the restaurant pastry chef's special vendors, equipment, supplies, foods, process and techniques used to produce a wide variety of desserts.
- CUL 065 Dining Rm. SERVICE & Mgmt II (3)**  
*Class Hours:* 27 Lecture | 81 Laboratory  
*Advisory(s):* CUL 050  
 Dining Rm. SERVICE & Management II  
 CUL 065 teaches advanced service techniques, table setting, and dining room etiquette. Emphasis is on elegance, showmanship, developing the fine points of service, understanding wine and food compatibilities, building sales, managing the dining room with reservation systems, proper staffing, and hosting.
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**CUL 066** **Mixology** (1.5)

**Class Hours:** 18 Lecture | 27 Laboratory

**Advisory(s):** CUL 050

## Mixology

CUL 066 teaches students to prepare and serve beverages in an efficient and friendly manner. Attention will be directed to a thorough knowledge of all beverages and the ability to make various drinks accurately and quickly. Emphasis will be placed on the ability to determine the effects of alcoholic beverages on persons and to communicate with several different types of people.

**Earth Science (ESCI)****ESCI 002** **Introduction to Earth Science** (4)

**Class Hours:** 54 Lecture | 54 Laboratory

**Transfers to:** CSU

## Introduction to Earth Science

ESCI 002 is an introduction to the essentials of Earth Science with a laboratory. Topics include the geosphere, atmosphere, hydrosphere, and solar system. This course focuses on the interactions between physical and chemical systems of the Earth such as the tectonic cycle, rock cycle, hydrologic cycle, weather and climate.

**Economics (ECON)****ECON 001A** **Macroeconomics** (3)

**Class Hours:** 54 Lecture

**Prerequisite(s):** MATH 061

**Advisory(s):** MATH 063

**Transfers to:** UC/CSU

**C-ID:** ECON 202

## Macroeconomics

ECON 001A Macroeconomics is an introductory course focusing on aggregate economic analysis. Topics include: market systems, aggregate measures of economic activity, macroeconomic equilibrium, money and financial institutions, monetary and fiscal policy, international economics, and economic growth.

**ECON 001B** **Microeconomics** (3)

**Class Hours:** 54 Lecture

**Prerequisite(s):** MATH 061

**Advisory(s):** MATH 063

**Transfers to:** UC/CSU

**C-ID:** ECON 201

## Microeconomics

ECON 001B is an introductory course focusing on choices of individual economic decision-makers. Topics include scarcity, specialization and trade, market equilibrium, elasticity, production and cost theory, market structures, factor markets, and market failure.

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## Education (EDUC)

### EDUC 001                      Introduction to Teaching (3)

*Class Hours:* 54 Lecture

*Advisory(s):* ENG 051A

*Transfers to:* UC/CSU

*C-ID:* EDUC 200

#### Introduction to Teaching

EDUC 001 introduces students to the concepts and issues related to teaching diverse learners in today's contemporary schools, Kindergarten through grade 12 (K-12). Topics include teaching as a profession and career, historical and philosophical foundations of the American education system, contemporary educational issues, California's content standards and frameworks, and teacher performance standards. In addition to class time, the course requires a minimum of 45 hours of structured fieldwork in public school elementary classrooms that represent California's diverse student population, and includes cooperation with at least one carefully selected and campus-approved certificated classroom teacher.

### EDUC 005                      Critical Think. in the Classrm (3)

*Class Hours:* 54 Lecture

*Prerequisite(s):* ENG 051A

*Advisory(s):* EDUC 001

*Transfers to:* CSU

#### Critical Thinking in the Classroom

EDUC 005 is a critical thinking class intended for students who are considering teaching as a profession. Principles and methods of critical thinking such as identifying arguments, developing reasoning skills, and identifying common fallacies are blended with applications of these concepts into a K-12 classroom environment.

### EDUC 015X                      Educational Work Experience (1 - 8)

*Class Hours:* Lecture

*Transfers to:* CSU

#### Educational Work Experience

EDUC 015X Cooperative Work Experience Education (CWEE) develops skills and knowledge by integrating classroom study with planned, supervised work experience. It is based on the principle that well educated individuals develop most effectively through an educational plan that incorporates work experience. Through these structured experiences, the students enrich their college studies, which enhance their total development. Educational Work Experience is supervised employment which is intended to assist students in acquiring desirable work habits, attitudes and career awareness in the field of the student's major. Students may earn up to 8 units per semester for a maximum of 16 total units. Credits are awarded for paid or voluntary work. For every 75 hours of paid work completed within the semester, 1 unit of credit is awarded. For every 60 hours of volunteer work completed within the semester, 1 unit of credit is awarded. Educational Work Experience credits are counted as electives toward an Associate of Arts (AA) degree at West Hills College and are transferable to four year universities (for specific transfer eligibility, please contact an advisor).

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## Electronics Technology (ELET)

### **ELET 001                      Basic Electronics (dc)                      (3)**

*Class Hours:* 36 Lecture | 54 Laboratory

*Advisory(s):* ENG 051A and MATH 061 (Recommended, Previous or concurrent).

*Transfers to:* CSU

#### Basic Electronics (dc)

ELET 001 is an introduction to electricity and electronics including basic components, electronic circuit calculations, basic electronic test equipment use, electrical measurement, relays and ladder diagrams, direct current (DC) circuits, and electronic schematic diagrams.

### **ELET 002                      Electronic Circuits                      (4)**

*Class Hours:* 54 Lecture | 54 Laboratory

*Prerequisite(s):* ELET 001

*Transfers to:* CSU

#### Electronic Circuits

ELET 002 is an application of analog and digital electronic circuits and systems. Content includes: semiconductor components, analog circuits (power supplies, amplifiers, and oscillators), digital electronic circuits (logic gates, sequential logic circuits), and digital signal processing (A/D and D/A conversion).

### **ELET 003                      Programmable Logic Controllers                      (3)**

*Class Hours:* 36 Lecture | 54 Laboratory

*Transfers to:* CSU

#### Programmable Logic Controllers

ELET 003 is an introduction to the function and application of programmable logic controllers. Students will become familiar with the programming and wiring of programmable logic controllers and software. Topics include bit-level input and output instructions, timers, counters, latches, documentations, and troubleshooting.

### **ELET 004                      Comp Integrated Manufacturing                      (3)**

*Class Hours:* 36 Lecture | 54 Laboratory

*Prerequisite(s):* ELET 003

*Transfers to:* CSU

#### Computer Integrated Manufacturing

ELET 004 is an introduction to industrial automation technologies and the procedures utilized when troubleshooting automated control systems. Topics include programmable logic controllers (PLC), machine control, industrial robots, barcode readers, material handling systems, and Ethernet communications.

### **ELET 005                      Inst & Process Control                      (3)**

*Class Hours:* 36 Lecture | 54 Laboratory

*Prerequisite(s):* ELET 003

*Transfers to:* CSU

#### Instrumentation and Process Control

ELET 005 is an introduction to instrumentation and process control principles: transducers, actuators, sensors, computer interface software, terminologies, standards and trends in control technologies, piping and instrument diagrams and tags, PLC principles for PID control, and basic control algorithms.

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**ELET 006                      Electric Motors & Controls                      (4)**  
*Class Hours:* 54 Lecture | 54 Laboratory  
*Prerequisite(s):* ELET 001  
*Transfers to:* CSU

Electric Motors & Controls

ELET 006 is an introduction to the basic principles, applications, and configuration of direct current and alternating current machines, motor starters, programmable, solid state, and electromechanical motor controllers/drives, input devices, relays, pilot devices, and other industrial electronics components and circuitry.

**ELET 007                      Advprogrammable Logic Control                      (3)**  
*Class Hours:* 36 Lecture | 54 Laboratory  
*Prerequisite(s):* ELET 003  
*Transfers to:* CSU

Advanced Programmable Logic Control

ELET 007 is an expansion to the function and application of programmable logic controllers. Students will become familiar with the programming of Allen Bradley Control Logix series controllers with RSLogix 5000 software, providing all of the basics of using the Rockwell Automations Control Logix platform of PLCs.

## Emergency Medical Training (EMT)

**EMT 010                      Paramedic I                      (12)**  
*Class Hours:* 216 Lecture  
*Prerequisite(s):* BIO 32, BIO 035, and EMT 001  
*Corequisite(s):* EMT 011 and EMT 051 (Required, Previous or concurrent).  
*Advisory(s):* MATH 063  
*Advisory(s):* Minimum age 18 years of age, live scan background clearance, health screen clearance, current BLS Healthcare Provider card throughout the program (Recommended, Previous or concurrent).  
*Transfers to:* CSU

Paramedic I

EMT 010 paramedic I introduces the student to the roles and responsibilities of the Paramedic within the EMS system, apply basic concepts of development, pathophysiology, patient assessment, medication administration, airway and ventilation concepts, the pulmonary, cardiac, neurological, and endocrine systems to be able to formulate a "field impression" of patient status.

**EMT 011                      Paramedic I Lab                      (1.5)**  
*Class Hours:* 81 Laboratory  
*Prerequisite(s):* BIO 032, BIO 035, EMT 001, ENG 051A or ENG 001A  
*Corequisite(s):* EMT-011, EMT 051 (Required, Previous or concurrent).  
*Advisory(s):* MATH 063, minimum age 18 years of age, Live scan background clearance, Health screen clearance, Current BLS Healthcare Provider card. (Recommended, Previous or concurrent).  
*Transfers to:* CSU

Paramedic I Lab

EMT 011 course is the corequisite for Paramedic I and occurs in the skills lab or simulation lab. The student will practice and master skills that will allow the student to meet the clinical performance objectives of the program. Competency testing is the focus of this course and will include physical assessment, medication administration, IV skills, and airway maintenance including intubation.

**EMT 012                      Advanced Paramedic II                      (11.5)**

***Class Hours:*** 207 Lecture

***Prerequisite(s):*** EMT 010, EMT 011, EMT 051

***Corequisite(s):*** EMT 013

***Advisory(s):*** MATH 063, Live scan background (Recommended, Previous or concurrent).

***Transfers to:*** CSU

**Advanced Paramedic II**

EMT 012 this theory course is the application of theory and skills in a wide variety of sick and injured clients in the pre-hospital setting. This course covers care of medical patients, trauma patients, special populations including obstetrical, pediatric, geriatric and mental health patients. This course is part of a program of study to prepare paramedics as described in California Code of Regulations, Title 22, Division 9, Chapter 4 and lists the required hours and subjects to be covered as set forth by the Department of Transportation curriculum.

**EMT 013                      Advanced Paramedi II Lab                      (1.5)**

***Class Hours:*** 81 Laboratory

***Prerequisite(s):*** EMT 010, EMT 011, EMT 051

***Corequisite(s):*** EMT 012

***Advisory(s):*** MATH 063

***Advisory(s):*** MATH 063, Live scan background clearance, and health screening (Recommended, Previous or concurrent).

***Transfers to:*** CSU

**Advanced Paramedi II Lab**

EMT 013 this course is the co requisite for Paramedic II and occurs in the skills lab or simulation lab. The student will practice and master skills that will allow the student to meet the clinical performance objectives of the program. Practice and competency testing is the focus of this course and will include physical assessment, care of the medical patient, special populations' needs, trauma management , communication with EMS base station and medical director, implementing safety precautions for hazardous materials exposure and manage the scene of an emergency.

**EMT 014                      Acute Clinical Lab                      (3)**

***Class Hours:*** 162 Laboratory

***Prerequisite(s):*** EMT 010, EMT 011, EMT 051, EMT 012, EMT 013,

***Advisory(s):*** Live scan background clearing, health screen (Recommended, Previous or concurrent).

***Transfers to:*** CSU

**Acute Clinical Lab**

EMT 014 occurs in the acute care hospital setting in a preceptor format. It is the hands-on application of theory and skills in a hospital setting to a wide variety of sick and injured clients. This course follows the national standards of Emergency Medical Services (EMS) education for paramedics as described in California Code of Regulations (Title 22, Division 9, Chapter 4) and the Department of Transportation.

**EMT 015 Paramedic Field Experience (9)***Class Hours:* 486 Laboratory*Prerequisite(s):* EMT 010, EMT 011, EMT 051, EMT 012, EMT 013, EMT 014*Advisory(s):* Live scan background clearance health screening (Recommended, Previous or concurrent).*Transfers to:* CSU**Paramedic Field Experience**

EMT 015 this course is the final course in the paramedic program and occurs completely in the field under the direct supervision of a certified pre-arranged paramedic preceptor. It assists the student in developing and refining skills. A wide variety of client activities are taught, including: medical histories, physical examination, client management, triage, trauma care and supportive care of the sick or injured in a field setting. This course is part of a program of study to prepare paramedics as described in California Code of Regulations, Title 22, Division 9, Chapter 4 and lists the required hours and subjects to be covered as set forth by the Department of Transportation curriculum.

**EMT 015X Occupational Work Experience E (1 - 8)***Class Hours:* Lecture*Transfers to:* CSU**Occupational Work Experience Education**

EMT 015X is a cooperative Work Experience Education (CWEE) course which develops skills and knowledge by integrating classroom study with planned, supervised work experience. It is based on the principle that well-educated individuals develop most effectively through an educational plan that incorporates work experience. Through these structured experiences, the students enrich their college studies, which enhance their total development. Occupational Work Experience is supervised employment, which is intended to assist students in acquiring desirable work habits, attitudes and career awareness in the field of the student's major. Students may earn up to 8 units per semester for a maximum of 16 total units. Credits are awarded for paid or voluntary work. For every 75 hours of paid work completed within the semester, 1 unit of credit is awarded. For every 60 hours of volunteer work completed with the semester, 1 unit of credit is awarded. Occupational Work Experience credits are counted as electives toward an Associate's Degree at West Hills College Lemoore, and are transferable to four year universities (for specific transfer eligibility, please contact a counselor or an advisor).

**EMT 050 Emergency Medical Technician (6.5)***Class Hours:* 90 Lecture | 81 Laboratory

P/NP

*Prerequisite(s):* Current certification in American Heart Association Basic Life Support for Healthcare Providers (CPR certification)**Emergency Medical Technician**

EMT 050 prepares the student for certification as a Nationally Registered EMT and subsequent state certification. Instruction includes topics pertaining to emergency medical care in the pre-hospital setting. This is in accordance with the content of an EMT course and shall meet the objectives contained in the U.S. Department of Transportation (DOT) National EMS Education Standards (DOT HS 811 077A, January 2009), California Code of Regulations Title 22 (Social Security) Division 9 (Prehospital Emergency Medical Services) Chapter 2 (Emergency Medical Technician), and Local EMS policies, procedures and protocols. Successful completion of this course will prepare the student for the National Registry of EMT's certification exam. As part of the course, the student requires at least twenty-four (24) hours of supervised instruction on an operational emergency ambulance. This course will occasionally meet at off campus locations and the student will be responsible for arranging his/her own transportation to those locations. Once certified, this will allow the student to work on an ambulance, fire apparatus, or in a hospital emergency department.

**EMT 051                      Advanced Cardiac Life Support                      (0.5)**

*Class Hours:* 4.5 Lecture | 13.5 Laboratory

*Advisory(s):* Current BLS Healthcare Provider certification (Recommended, Previous or concurrent).

**Advanced Cardiac Life Support**

EMT 051 this course will provide a review of basic cardiology, pharmacology and EKG interpretation used in Advanced Cardiac Life Support. This course is part of a program of study to prepare paramedics as described in California Code of Regulations, Title 22, Division 9, Chapter 4 and lists the required hours and subjects to be covered as set forth by the Department of Transportation curriculum, but is open to qualified healthcare providers for ACLS recertification.

**EMT 052                      Anatomy and Physio for EMS                      (3)**

*Class Hours:* 45 Lecture | 27 Laboratory

*Advisory(s):* ENG 001A, MATH 063

**Anatomy and Physiology for EMS**

EMT 052 is a lecture-based course designed to introduce the healthcare provider student to the structure and function of the human body. At the end of the course, the student should be able to identify cells, tissues, organs, and organ systems along with their respective functions. Successful completion of this course may satisfy the requirement for entrance into West Hills College Lemoore paramedic program. This course is not transferable and does not satisfy the prerequisites for many of the allied health courses.

**EMT 055                      Emergency Medical Responder/Fi                      (1.25)**

*Class Hours:* 18 Lecture | 13.5 Laboratory

P/NP

**Emergency Medical Responder/First Respon**

EMT 055 is designed to enhance the education of any pre-EMT student, firefighter, peace officer, and lifeguard. The title of First Responder is currently transitioning to Emergency Medical Responder. This course exceeds the minimum requirements set by the California Code of Regulations, Title 22, Social Security, Division 9. Pre-hospital Emergency Medical Services and the U.S. Department of Transportation (US DOT) National Emergency Medical Services (EMS) Education Standards (with related Instructional Guidelines) and National Standard Curricula (NSC). This course is also an advisory course for any pre-EMT student and will facilitate a smooth transition into the EMT course (EMT-001).

**EMT 056                      Emergency Medical Tech Refresh                      (1.25)**

*Class Hours:* 18 Lecture | 13.5 Laboratory

P/NP

**Emergency Medical Technician Refresh**

EMT 056 prepares the student for recertification as a Nationally Registered EMT and subsequent state recertification. Instruction includes topics pertaining to emergency medical care in the pre-hospital setting. This is in accordance with the content of an EMT course and shall meet the objectives contained in the U.S. Department of Transportation (DOT) EMT-Basic Refresher National Standard Curriculum, DOT HS 808 624, September 1996, California Code of Regulations Title 22 (Social Security) Division 9 (Prehospital Emergency Medical Services) Chapter 2 (Emergency Medical Technician), and Local EMS policies, procedures and protocols. Successful completion of this course will prepare the student for the National Registry of EMT's recertification requirement. As part of the course, the student will be able to complete the state required skills verification. Once recertified, this will allow the student to work on an ambulance, fire apparatus, or in a hospital emergency department.

## Engineering (ENGR)

### ENGR 010 Introduction to Engineering (1)

*Class Hours:* 18 Lecture

*Advisory(s):* MATH 063

*Transfers to:* UC/CSU

#### Introduction to Engineering

ENGR 010 is an introduction to the fields of engineering, courses of study, major disciplines and career opportunities, resources for engineering students, engineering design and analysis, ethics in engineering, engineering case studies and technical communication skills. Individual and group work; oral and written presentations.

### ENGR 015 Engineering Computations (3)

*Class Hours:* 36 Lecture | 54 Laboratory

*Corequisite(s):* MATH 001A (Required, Previous or concurrent).

*Transfers to:* UC/CSU

#### Engineering Computations

ENGR 015 is an introductory computer programming course for engineers focusing on the C programming language and the UNIX programming environment; operators, standard I/O functions, strings, pointers and arrays, data types and storage classes.

### ENGR 020 Engineering Graphics (3)

*Class Hours:* 36 Lecture | 54 Laboratory

*Prerequisite(s):* MATH 015

*Transfers to:* UC/CSU

#### Engineering Graphics

ENGR 020 covers the principles of engineering drawings in visually communicating engineering designs and an introduction to computer-aided design (CAD). Topics include the development of visualization skills; orthographic projections; mechanical dimensioning and tolerancing practices; and the engineering design process. Assignments develop sketching and 2-D and 3-D CAD skills. The use of CAD software is an integral part of the course.

### ENGR 025 Electrical Circuits (3)

*Class Hours:* 54 Lecture

*Prerequisite(s):* PHYSICS 004B, MATH 001B

*Transfers to:* UC/CSU

#### Electrical Circuits

ENGR 025 is the study of fundamental principles of electrical circuits including direct current circuit analysis, AC transient and steady-state circuit analysis, Ohm's law, Kirchoff's laws, nodal methods of circuit analysis, capacitors and inductors, phasors and polyphase circuits.

### ENGR 031 Engineering Materials (3)

*Class Hours:* 54 Lecture

*Prerequisite(s):* CHEM 001A, PHYSICS 004A

*Transfers to:* UC/CSU

#### Engineering Materials

ENGR 031 is the study of the structure of matter and its effect on the mechanical, electrical, magnetic, and thermal properties of materials including metals, polymers, ceramics, composites, and electronic materials. The structure of matter includes atomic bonding, crystal structure, defects, thermodynamics and kinetics. The course provides an integrated study of the structure, processing, properties and performance of materials and their implications in the context of engineering materials.



**ENGR 035**                      **Vector Statics**

(3)

*Class Hours:* 54 Lecture*Prerequisite(s):* PHYSICS 4A*Corequisite(s):* MATH 002A (Required, Previous or concurrent).*Transfers to:* UC/CSU

## Vector Statics

ENGR 035 is the study of vector algebra and the statics of particle equivalent systems of force for rigid bodies, distributed forces and centroids and centers of gravity, analysis of structures, including trusses, inertia, and the method of virtual work.

## English (ENG)

**ENG 001A**                      **Composition and Reading**

(3)

*Class Hours:* 54 Lecture*Prerequisite(s):* ENG 051A (Required, Previous or concurrent).*Transfers to:* UC/CSU*C-ID:* ENGL 100

## Composition and Reading

ENG 001A is a transfer-level theory and practice in reading and composition. The reading and writing include exposition and argumentation in rhetorical patterns such as narration, description, comparison/contrast, etc., or combination of such patterns. At least one written research project is included-one ten- page term paper or two five-page research papers- to provide training in bibliographical techniques and the use of library facilities.

**ENG 001B**                      **Literature/Crit Think&writing**

(3)

*Class Hours:* 54 Lecture*Prerequisite(s):* ENG 001A*Transfers to:* UC/CSU*C-ID:* ENGL 120

## Literature/ Critical Thinking &amp; Writing

ENG 001B is designed to develop reading, critical thinking, and writing skills beyond the level achieved in English 1A. It will develop critical thinking skills in response to literature.

**ENG 002**                      **Introduction to Literature**

(3)

*Class Hours:* 54 Lecture*Prerequisite(s):* ENG 001A*Transfers to:* UC/CSU*C-ID:* ENGL 120

## Introduction to Literature

ENG 002 introduces representative works from major genres, develops students' close reading and analytical writing skills, and promotes appreciation and critical understanding of the cultural, historical and aesthetic qualities of literature.

**ENG 003**                      **Argumentative Writ & Crit Thin**

(3)

*Class Hours:* 54 Lecture*Prerequisite(s):* ENG 001A*Transfers to:* UC/CSU*C-ID:* ENGL 105

## Argumentative Writ &amp; Crit Thinking

ENG 003 offers instruction in argumentation and critical writing, critical thinking, analytical evaluation of primarily non-fiction texts, research strategies, information literacy, and proper documentation.

**ENG 004 World Literature (3)***Class Hours:* 54 Lecture*Prerequisite(s):* ENG 001A*Advisory(s):* ENG 051A*Transfers to:* UC/CSU*C-ID:* ENGL 145

## World Literature

ENG 004 is a comparative study of selected works, in translation and in English, of literature from around the world, including Europe, the Middle East, Asia, and other areas, from the mid or late seventeenth century to the present. Special attention is given to critical thinking and writing within a framework of cultural diversity as well as comparative and interdisciplinary analysis. A goal of the course is to promote an understanding of the works in their cultural, historical, and political contexts and of the enduring human values that unite the different literary traditions.

**ENG 005 American Literature (3)***Class Hours:* 54 Lecture*Prerequisite(s):* ENG 001A*Advisory(s):* ENG 002 (Recommended, Previous or concurrent).*Transfers to:* UC/CSU*C-ID:* ENGL 135

## American Literature

ENG 005 introduces students to a wide range of American authors and their relationship to major literacy and intellectual movements from the second half of the nineteenth century to the present.

**ENG 025 Intro to Creative Writing (3)***Class Hours:* 54 Lecture**Take ENG-51A:***Transfers to:* UC/CSU*C-ID:* ENGL 200

## Introduction to Creative Writing

ENG 025 provides theory and practice in the writing of different genres, such as poetry, fiction, and creative nonfiction. Through the study and analysis of the works of established and peer writers, students will gain experience in different genres. Students will practice writing in various genres and will be introduced to the workshop method.

**ENG 051A Intro. to Communication Skills (3)***Class Hours:* 54 Lecture*Corequisite(s):* ENG 001A (Recommended, Previous or concurrent).

## Introduction to Communication Skills

ENG 051A aids students in developing the necessary skills and experiences to make them effective readers, writers, and speakers. The course provides practice in reading, in writing essays of 750 words or more, and in verbal communication.

**ENG 070 Adaptive Reading (0.5 - 1)***Class Hours:* 54 Laboratory

P/NP

## Adaptive Reading

ENG 070 is designed primarily for students with learning disabilities. The content of the class relates primarily to the fundamentals of reading and related language arts. Students work toward individualized and group instructional objectives. Reading will be taught in the context of other language and life skills. May be repeated as many times as necessary to achieve course objectives.

## English As a Second Language (ESL)

### ESL 100 Intro to College Reading & Writing (4)

*Class Hours:* 72 Lecture

Intro to College Reading & Writing

ESL 100 is an introduction to the development of college-level reading, writing, and related skills with an emphasis in English language comprehension. Students will focus on the connections with reading writing, and speaking English in an academic setting. This course requires a minimum score on the English Placement Exam, and it is the equivalent of ENG 100 as preparation for ENG 51A.

## Foreign Language Spanish (FLSPN)

### FLSPN 001 Intro Span for Non-Native Speake (4)

*Class Hours:* 72 Lecture

*Advisory(s):* ENG 051A

*Transfers to:* UC/CSU

*C-ID:* SPAN 100

P/NP

Introductory Span for Non-Native Speake

FLSPN 001 is an introductory course that teaches beginning language acquisition in a cultural context through listening, speaking, reading and writing. The students will interact with authentic language in cultural context.

### FLSPN 002 Elem Spanish for Non-Native Sp (4)

*Class Hours:* 72 Lecture

*Prerequisite(s):* FLSPN 001

*Advisory(s):* One year of high school Spanish (Recommended, Previous or concurrent).

*Transfers to:* UC/CSU

*C-ID:* SPAN 110

P/NP

Elementary Spanish for Non-Native Speake

FLSPN 002 continues to teach language acquisition in a cultural context through listening, speaking, reading and writing at the second semester level. The students will continue to interact with authentic language in cultural context.

### FLSPN 003 Intermediate Spanish (4)

*Class Hours:* 72 Lecture

*Prerequisite(s):* FLSPN 002

*Advisory(s):* Two years of high school Spanish (Recommended, Previous or concurrent).

*Transfers to:* UC/CSU

*C-ID:* SPAN 200

P/NP

Intermediate Spanish

FLSPN 003 teaches culture and facilitates language acquisition through listening, speaking, reading and writing. Students will continue to interact with authentic language in context. Content is expanded beyond "survival" needs of the immediate environment in order to express personal meaning and to apply different strategies and techniques to go beyond casual conversation and express opinions, make suggestions on familiar topics, as well as some abstract issues and plans. Students demonstrate an increased awareness of cultural norms, values, and culturally relevant appropriate customs and events. Accuracy becomes quite high for high frequency structures and vocabulary but more complex discourse is still developing and requires a somewhat sympathetic listener or reader. Students will demonstrate the ability to think critically by analyzing linguistic structures and reflecting on and making cross-cultural comparisons. This course should be taught in Spanish.

**FLSPN 004                      Advanced Spanish****(4)**  
P/NP*Class Hours:* 72 Lecture*Prerequisite(s):* FLSPN 003*Advisory(s):* Three years of high school Spanish (Recommended, Previous or concurrent).*Transfers to:* UC/CSU*C-ID:* SPAN 210**Advanced Spanish**

FLSPN 004 continues to expand upon culture and facilitate language acquisition through listening, speaking, reading and writing. Students will interact with more sophisticated authentic language in context. Content continues to expand in order to express more complex ideas in order to express personal meaning and to apply different strategies and techniques to go beyond casual conversation and express opinions, make suggestions on familiar topics, as well as some abstract issues and plans. Students demonstrate an increased awareness of cultural norms, values, and culturally relevant appropriate customs and events. Accuracy becomes quite high for high frequency structures and vocabulary but more complex discourse is still developing and requires a somewhat sympathetic listener or reader. Students will continue to demonstrate the ability to think critically by analyzing linguistic structures and reflecting on and making cross-cultural comparisons. This course should be taught in Spanish.

**General Work Experience (WE)****WE 015XX                      General Work Experience****(1 - 6)***Class Hours:* Work Experience*Transfers to:* CSU**General Work Experience**

Cooperative Work Experience Education (CWEE) develops skills and knowledge by integrating classroom study with planned, supervised work experience. It is based on the principle that well-educated individuals develop most effectively through an educational plan that incorporates work experience. Through these structured experiences, the students enrich their college studies, which enhance their total development. General Work Experience is supervised employment which is intended to assist students in acquiring desirable work habits, attitudes, and career awareness. The work experience need not be related to the students' educational goals. Students may earn up to 6 units per semester for a maximum of 16 total units. Credits are awarded for paid or voluntary work. For every 75 hours of paid work completed within the semester, 1 unit of credit is awarded. For every 60 hours of volunteer work completed within the semester, 1 unit of credit is awarded. General Work Experience credits are counted as electives toward an Associate's Degree at West Hills College Lemoore and are transferable to four year universities (for specific transfer eligibility, please contact a counselor or an advisor). General Work Experience may not be a payable class under VA benefits.

**Geography (GEOG)****GEOG 001                      Physical Geography****(4)***Class Hours:* 54 Lecture | 54 Laboratory*Advisory(s):* MATH 061*Transfers to:* UC/CSU*C-ID:* GEOG 115**Physical Geography**

GEOG 001 is a general introductory Physical Geography course. Focus is on the spatial relationships and interrelations of matter, energy and systems on or near the earth's surface. Class content will focus on geodesy, cartography, hydrology, geomorphology, meteorology, climatology, soil science, biogeography and their integrated patterns of world distribution. Intensive use is made of maps and field trips.

**GEOG 002                      World Regional Geography                      (3)**

*Class Hours:* 54 Lecture

*Advisory(s):* ENG 051A

*Transfers to:* UC/CSU

*C-ID:* GEOG 125/120

**World Regional Geography**

GEOG 002 is a survey of the world's cultural regions and nations as interpreted by geographers, including physical, cultural, and economic features. Emphasis on spatial and historical influences on population growth, transportation networks, and natural environments. Identification and importance of the significant features of regions will be identified, categorized, and evaluated.

**GEOG 002A                      World Regional Geography I                      (3)**

*Class Hours:* 54 Lecture

*Advisory(s):* ENG 51B

*Transfers to:* UC/CSU

**World Regional Geography I**

GEOG 002A is a systematic examination of four major world regions. Special emphasis is given to basic geographic concepts as they apply to physical, economic and human patterns. Geography 002A covers Europe, Russia and the former Soviet Republics, North America and South America. (This course is recommended for prospective or current elementary and secondary teachers).

**GEOG 002B                      World Regional Geography II                      (3)**

*Class Hours:* 54 Lecture

*Advisory(s):* ENG 51B

*Transfers to:* UC/CSU

**World Regional Geography II**

GEOG 002B is a systematic examination of five major world regions. Special emphasis is given to the basic geographic concepts as they apply to physical, economic and human patterns. Geography 002B covers North Africa and the Middle East, Asia, sub-Saharan Africa, Middle America and the Pacific. (This course is recommended for prospective or current elementary and secondary teachers).

**GEOG 003                      Cultural Geography                      (3)**

*Class Hours:* 54 Lecture

*Advisory(s):* ENG 051A

*Transfers to:* UC/CSU

*C-ID:* GEOG 120

**Cultural Geography**

GEOG 003 is an introductory course in the study of human geography. The course focuses on the spatial elements of culture, population distribution, settlement and land use patterns, technology, economics, race, language and cultural heritage. Included is some field work in the local area. (This course is recommended for students planning to teach).

**GEOG 004                      Intro Geographic Information                      (4)**

*Class Hours:* 54 Lecture | 54 Laboratory

*Transfers to:* UC/CSU

*C-ID:* GEOG 155

**Intro to Geog Info Syst & Tech W/Lab**

GEOG 004 is the study of Geographic Information Systems (GIS) science and its applications to spatial data management. Identification and acquisition of GIS data. Assessment of vector and raster systems, scale, resolution, map projection, coordinate systems, geo-referencing and Global Positioning Systems (GPS). Spatial analysis and modeling with GIS.

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**GEOG 010**                      **Los Angeles Urban Geography Fi**                      **(1)**  
*Class Hours:* 2 Lecture | 46 Laboratory                      P/NP  
*Transfers to:* CSU  
*C-ID:* GEOG 160

Los Angeles Urban Geography Field Course

GEOG 010 is a one-unit Geography field course with a focus on the problems, physical and cultural patterns of America's second largest urban area. The emphasis is on topics such as the economy, transportation, recreation, the arts, housing, ethnic neighborhoods and other characteristics indigenous to the region. Physical and cultural processes, characteristics and landscapes will be observed and analyzed.

**GEOG 011**                      **Death Valley Geog Field Course**                      **(1)**  
*Class Hours:* 2 Lecture | 46 Laboratory                      P/NP  
*Transfers to:* CSU  
*C-ID:* GEOG 160

Death Valley Geography Field Course

GEOG 011 is a one-unit Geography field course with a focus on the Trans-Sierra region, specifically the Mojave Desert and Death Valley. Students will observe and analyze the physical and cultural patterns and process including landforms, weather, geology, biology, and history of the regions.

**GEOG 012**                      **Grand Canyon Geog Field Course**                      **(1)**  
*Class Hours:* 2 Lecture | 46 Laboratory                      P/NP  
*Transfers to:* CSU  
*C-ID:* GEOG 160

Grand Canyon Geography Field Course

GEOG 012 is a one-unit Geography field course with a focus on the Colorado Plateau, and the Grand Canyon regions. Students will observe and analyze the physical and cultural patterns and process including landforms, weather, geology, biology, and history of these regions.

**GEOG 013**                      **San Francisco Urban Geog.Field**                      **(1)**  
*Class Hours:* 2 Lecture | 46 Laboratory                      P/NP  
*Transfers to:* CSU  
*C-ID:* GEOG 160

San Francisco Urban Geography Field Cour

GEOG 013 is a one-unit Geography field course with a focus on the problems, physical and cultural patterns of California's second largest urban San Francisco. The emphasis is on topics such as the economy, transportation, recreation, the arts, housing, ethnic neighborhoods and other characteristics indigenous to the region. Physical and cultural processes, characteristics and landscapes will be observed and analyzed. (AA/AS, CSU)(C-ID GEOG 160)

**GEOG 016**                      **Regional Field Studies**                      **(1)**  
*Class Hours:* 3 Lecture | 45 Laboratory  
*Transfers to:* CSU

Regional Field Studies

GEOG 016 provides the opportunity for students to conduct field studies of the geography of selected regions. Physical and cultural processes, characteristics and landscapes will be observed and analyzed. Specific content will vary by geographic region.

**GEOG 018**                      **Geography of California**                      **(3)**  
*Class Hours:* 54 Lecture  
*Advisory(s):* ENG 051A  
*Transfers to:* UC/CSU  
*C-ID:* GEOG 140

#### Geography of California

GEOG 018 is a thematic approach to the California's issues, processes and topics relevant to geography including climate, landforms, natural vegetation, water resources, cultural landscape, ethnic diversity, urban and agricultural regions, and the economy. This course explores the physical and human landscapes that have evolved as a result of the human-environment interface.

**GEOG 059**                      **Geography Field Experience**                      **(0.5 - 1)**  
*Class Hours:* 2 Lecture | 46 Laboratory                      P/NP

#### Geography Field Experience

GEOG 059 is a one-half unit Geography field course and is built around a series of three-day field trips. Examples include: Yosemite, Sequoia National Park, Red Rocks State Park, and the Central Coast of California. Students will observe and analyze the physical and cultural patterns and processes including landforms, weather, geology, biology, cultural, and historical regions.

## Geology (GEOL)

**GEOL 001**                      **Physical Geology With Lab**                      **(4)**  
*Class Hours:* 54 Lecture | 54 Laboratory  
*Advisory(s):* CHEM 002A, ENG 051A  
*Transfers to:* UC/CSU  
*C-ID:* GEOL 101

#### Physical Geology With Lab

GEOL 001 is an introduction to the principles of geology with emphasis on Earth processes. This course focuses on the internal structure and origin of the Earth and the processes that change and shape it. The laboratory component focuses on the identification of rocks and minerals, topographic and geologic map exercises demonstrating the work of water, wind, ice and gravity and effects of tectonic activity.

**GEOL 003**                      **Historical Geology**                      **(4)**  
*Class Hours:* 54 Lecture | 54 Laboratory  
*Advisory(s):* GEOL 001, PHYSICI 001  
*Transfers to:* UC/CSU  
*C-ID:* GEOL 111

#### Historical Geology

GEOL 003 is an introduction to Earth's history and the life it supports with a laboratory. Subjects include geologic dating, plate tectonics, stratigraphy, fossils, biological evolution, the planet's origin and the processes that have influenced paleogeography during the past 4.6 billion years.

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## Guidance Studies (GS)

### GS 102                      Guidance Studies Math                      (0.5 - 1)

*Class Hours:* 54 Laboratory

P/NP

Guidance Studies Math

GS 102 is a course designed primarily for students with learning disabilities. This non-transferrable, non-degree applicable course offers both group and individual instruction in the fundamentals of mathematics. Students will work toward individual and group instructional objectives. Students registered in Disabled Students Program and Services may repeat this course as many times as necessary to achieve course objectives.

### GS 103                      Guidance Studies Reading & Wri                      (1)

*Class Hours:* 54 Laboratory

P/NP

Guidance Studies Reading & Writing

GS 103 is designed primarily for students with learning disabilities. This non-transferrable, no degree-applicable course offers both group and individual instruction in the development of basic reading and written language skills. Students will utilize assistive technology to further enhance the development of English skills. Students registered in Disabled Students Program and Services may repeat this course as many times as necessary to achieve course objectives.

### GS 061                      Guidance Studies Content Area                      (0.5 - 1)

*Class Hours:* 54 Laboratory

Guidance Studies Content Area Support

GS 061 is intended primarily for students with learning or other disabilities. The goal of this class is to assist students in mastering skills for success in their academic and vocational classes. Students will practice and apply skills and strategies learning to their assignments from their academic or vocational classes.

### GS 107                      GS reading & Writing for Acad                      (2)

*Class Hours:* 36 Lecture

GS Reading & Writing for Academic Read

GS 107 is intended primarily for students with learning or other disabilities. The class is an introduction to the development of academic reading and writing skills. Students will focus on the connections with reading and writing in an academic setting.

### GS 108                      Gs Math for Academic Readiness                      (2)

*Class Hours:* 36 Lecture

Guidance Studies Math for Academic Read.

GS 108 is intended primarily for students with learning or other disabilities. The class is an introduction to the development of mathematics skills for transfer-level math courses. Topics will include percentages, beginning statistics, simplifying algebraic expressions, and solving linear equations in one variable.

## Health Education (HE)

### HE 035                      Personal Health and Hygiene                      (3)

*Class Hours:* 54 Lecture

*Advisory(s):* ENG 101B or ENG 105B

*Transfers to:* UC/CSU

Personal Health and Hygiene

HE 035 is a contemporary course which will promote desirable health attitudes and practices. Topics considered will include: overall wellness, stress, psychological health, nutrition, fitness, sexuality, communicable diseases, cancer, drug and alcohol abuse, death and dying, and tobacco use.

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## Health Science (HS)

### HS 005 Medical Terminology (3)

*Class Hours:* 54 Lecture

*Transfers to:* CSU

#### Medical Terminology

HS 005 is designed to give students an understanding of terminology used in the medical field. Students will learn to build medical terms by using prefixes, suffixes, roots and stems. Students will be taught to spell properly, pronounce medical terms and use common medical abbreviations.

### HS 015X Occupational Work Experience (1 - 8)

*Class Hours:* Work Experience

*Transfers to:* CSU

#### Occupational Work Experience

Cooperative Work Experience Education (CWEE) develops skills and knowledge by integrating classroom study with planned, supervised work experience. It is based on the principle that well-educated individuals develop most effectively through an educational plan that incorporated work experience. Through these structured experiences, the students enrich their college studies, which enhance their total development. Occupational Work Experience is supervised employment which is intended to assist students in acquiring desirable work habits, attitudes, and career awareness in the field of the student's major. Students may earn up to 8 units per semester for a maximum of 16 total units. Credits are awarded for paid or voluntary work. For every 75 hours of paid work completed within the semester, 1 unit or credit is awarded. For every 60 hours of volunteer work completed within the semester, 1 unit of credit is awarded. Occupational Work Experience credits are counted as electives toward an Associate's Degree at West Hills College Lemoore and are transferable to four year universities (for specific transfer eligibility, please contact a counselor or an advisor).

### HS 051 Medical Assisting Back Office (9)

*Class Hours:* 126 Lecture | 108 Laboratory

*Corequisite(s):* HS 015X (Required, Previous or concurrent).

*Advisory(s):* HS 005, Healthcare Provider CPR card, negative TB screening, background clearance may be required by facilities (Recommended, Previous or concurrent).

#### Medical Assisting Back Office

HS 051 course consists of theory and clinical practice that will enable the student to acquire the skills necessary to function as a medical assistant in the back office of a healthcare provider or in a healthcare clinic. It also requires the student to enroll in at least 1 unit of CWEE courses, course HS 015X.

### HS 052 Medical Assisting-Administrati (9)

*Class Hours:* 126 Lecture | 108 Laboratory

*Corequisite(s):* HS 015X (Required, Previous or concurrent).

*Advisory(s):* Healthcare provider CPR card, negative TB screening and background clearance may be required by facilities (Recommended, Previous or concurrent).

#### Medical Assisting -Administrative

HS 052 course consists of theory and clinical practice that will enable the student to build on computer skills and acquire the office skills necessary to function as an administrative medical assistant and/or receptionist in the front office of a healthcare provider or in a healthcare clinic.

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**HS 061 Nurse Assistant Training (6)***Class Hours:* 63 Lecture | 135 Laboratory*Advisory(s):* ENG 051A, students must be at least 17 year of age, physical exam clearance, negative TB screen, and negative criminal background (Recommended, Previous or concurrent).**Nurse Assistant Training**

HS 061 course is a class in compliance with the regulations of the California Department of Public Health. This course includes theory content, skills practice and delivery of care to acute patients and long term residents. This course meets on campus for both theory and skills lab and in healthcare facilities. Upon successful completion of the course, the student will be eligible to take the California Certified Nursing Assistant examination.

**HS 090 Medical Mathematics (2)***Class Hours:* 36 Lecture*Advisory(s):* HS 005, MATH 101**Medical Mathematics**

HS 090 course focuses on the development of mathematical and analytical skills related to the delivery of drugs and solutions by registered nurses. Topics will include the calculation of oral medications, intravenous medications, intravenous drip rates, and injective medications. This course will prepare the student for entry into nursing school. Due to the nature of the course, students will be required to earn at least an 80% in order to pass.

**History (HIST)****HIST 004A Western Civilization to 1700 (3)***Class Hours:* 54 Lecture*Transfers to:* UC/CSU*C-ID:* HIST 170**Western Civilization to 1700**

HIST 004A is a survey of the development of western and civilization to the Reformation.

**HIST 004B Western Civilization From 1700 (3)***Class Hours:* 54 Lecture*Prerequisite(s):* ENG 051A*Transfers to:* UC/CSU*C-ID:* HIST 180**Western Civilization From 1700**

HIST 004B is a survey of the development of western culture and civilization from absolutism to the present.

**HIST 017A History of the U.S. 1492-1877 (3)***Class Hours:* 54 Lecture*Prerequisite(s):* ENG 051A*Transfers to:* UC/CSU*C-ID:* HIST 130**History of the U.S. 1492-1877**

HIST 017A is a historical survey of the European colonization of North America and the United States through Reconstruction.

**HIST 017B History of U.S. 1865-PRESENT (3)**

*Class Hours:* 54 Lecture

*Prerequisite(s):* ENG 051A

*Transfers to:* UC/CSU

*C-ID:* HIST 140

History of the U.S. 1865-PRESENT

HIST 017B is a historical survey of the United States from the end of the Civil War to the present.

**HIST 020 World History I (3)**

*Class Hours:* 54 Lecture

*Prerequisite(s):* ENG 051A

*Transfers to:* UC/CSU

*C-ID:* HIST 150

World History I

HIST 020 is a survey of the development of world civilization to 1500.

**HIST 021 World History II (3)**

*Class Hours:* 54 Lecture

*Prerequisite(s):* ENG 051A

*Transfers to:* CSU

*C-ID:* HIST 160

World History II

HIST 021 will examine the development of world civilizations since the Enlightenment. A comparative analysis of cultural, economic, geographic, political, religious, and social forces of world civilizations will be made.

**HIST 032 Cultural History of the Chican (3)**

*Class Hours:* 54 Lecture

*Advisory(s):* ENG 051A

*Transfers to:* UC/CSU

Cultural History of the Chican

History 032 will examine the social, political, and economic experiences of Mexicans living in the United States beginning with their Pre-Columbian heritage through the Spanish colonial era, the Treaty of Guadalupe-Hidalgo, the Great Depression, World War II, and the Civil Rights Movement. Emphasis will be on how these experiences have helped to shape the culture of Chicanos in the modern era. (AA/AS,CSU,UC)

**HIST 034 Hist of African Americans in (3)**

*Class Hours:* 54 Lecture

*Advisory(s):* ENG 001A

*Transfers to:* UC/CSU

Hist of African Americans in the US

HIST 034 covers the experience of African Americans in the United States from the Colonial Period to the present day. Emphasis is placed on the experiences of African people in bondage, contributions of African Americans in industrialization, and the participation of African Americans in the quest for political, social, and economic equality in the United States.

- HIST 044 Women's Roles in U.S. History (3)**  
*Class Hours:* 54 Lecture  
*Advisory(s):* ENG 051A  
*Transfers to:* UC/CSU

Women's Roles in United States History

HIST 044 examines the social, economic, and from the Pre-Columbian era through the Colonial period, Victorian period, and into the modern era. Contributions of women from various racial and ethnic backgrounds will be discussed.

## Hotel Management (HM)

- HM 010 Intro to Hotel Management (3)**  
*Class Hours:* 54 Lecture  
*Advisory(s):* CUL-050  
*Transfers to:* CSU

Introduction to Hotel Management

HM 010 is designed provide an overview of hotel management functions, operational requirements, and procedures. This course will provide instruction in the development of the hotel industry, hotel structure, reservation process, forecasting room availability, managing guest services, guest arrival process, room rates, hotel revenue cycle, rooms management technology, and property management system interfaces.

- HM 011 Hotel Design, Planning & Dev. (3)**  
*Class Hours:* 54 Lecture  
*Transfers to:* CSU

Hotel Design, Planning and Development

HM 011 provides an overview of the considerations involved in the hotel design, planning and development process. This course will provide instruction in the development of the hotel industry, essential design elements, planning and development criteria, site selection and in-depth analysis of emerging trends within the industry.

- HM 012 Hotel and Motel Mgmt. & Operat (3)**  
*Class Hours:* 54 Lecture  
*Transfers to:* CSU

Hotel and Motel Management & Operations

HM 012 covers a broad range of thinking, research, and commentary concerning contemporary issues on the management of modern hotel and motel operations. This course provides an analysis of the hospitality industry, discusses organizational design, general manager duties and responsibilities, front office management procedures, housekeeping and maintenance management procedures, food and beverage division management, marketing policies and techniques, accounting and financial protocols, and operational control of the facility as well as human resource management processes within the lodging industry.

- HM 061 Front Office Mgmt & Operations (3)**  
*Class Hours:* 54 Lecture  
*Advisory(s):* CUL 050

P/NP

Front Office Management and Operations

HM 061 is an introductory course in hotel front office management and operational procedures. This course provides instruction in the fundamental duties and responsibilities related to hotel facility management. This course explores key front office functions and related systems and emphasizes details task, including personnel staffing, reservation systems, room rates, registration of guests, accounting for the guests stay, night audit procedures, checkout and collection procedures, safety and security of guests and employees, training relating to guest relations and customer service, budgeting within the rooms department and technology infusion within the industry.

**HM 063 Housekeeping Management****(3)***Class Hours:* 54 Lecture

P/NP

*Advisory(S):* CUL 050

## Housekeeping Management

HM 063 is an introductory course in hotel housekeeping management. This course provides instruction in the administrative, managerial, professional and technical skills and duties related to the executive housekeeping position. This course explores the three key areas of expertise required of an executive housekeeper: management of resources, administration of assets and knowledge of housekeeping technical operations. The course content will include a historical prospective of the lodging industry, application management concepts, interdepartmental communication procedures, structural planning of the housekeeping department, staffing requirements, inventory and equipment requirements, housekeeping equipment and supplies, linen management, laundry room management, cleaning functions, human resource management, administrative controls and risk and environmental management.

**HM 064 Maintenance Management****(3)***Class Hours:* 54 Lecture

P/NP

*Advisory(s):* CUL 050

## Maintenance Management

HM 064 is an introductory course in hotel maintenance management. This course provides instruction in the fundamental duties and responsibilities related to hotel facility management. This course will emphasize management functions, energy management systems, blueprints and computer applications, temperature and quality controls systems, electrical, water and sound systems as well as waste and pollution management of electromechanical systems.

**HM 065 Conf., Convention & Event Plan****(3)***Class Hours:* 54 Lecture

## Conference, Convention &amp; Event Planning

HM 065 provides an overview for designing and producing successful conferences, conventions, or special events. This course emphasizes planning development, budgeting tasks, organizational structure, transportation issues, audio-visual assessments, food and beverage requirements, entertainment, staffing, volunteer coordination, and legal compliance with health, safety, and security regulations.

**HM 066 Tourism and Convention****(3)***Class Hours:* 54 Lecture

P/NP

## Tourism and Convention

HM 066 provides an overview for tourism and convention marketing and sales within the lodging industry. This course emphasizes the nature of tourism, psychology of the traveler, strategy, market research, marketing mix, advertising methodologies, sales function and techniques, service requirements, technology infusion and trends within the industry.

**Hotel, Restaurant, Casino Mgmt (HRCM)****HRCM 001 Introduction to Hospitality****(3)***Class Hours:* 54 Lecture*Advisory(s); CUL 050:**Transfers to:* CSU

## Introduction to Hospitality

HRCM 001 is a fundamental overview of the hotel, restaurant, tourism, and casino segments of the hospitality industry. This course provides an overview of the operational sectors of the hospitality industry with an emphasis on organizational structures, departments, job classifications, and career paths. Lecture and discussion are enhanced by industry guest speakers and industry visits.

**HRCM 003 Hospitality Marketing (3)**  
*Class Hours:* 54 Lecture P/NP  
*Advisory(s):* CUL 050  
*Transfers to:* CSU

#### Hospitality Marketing

HRCM 003 examines the essential skills required to effectively develop and implement a marketing plan to meet the needs and philosophy of the hospitality industry. This course will focus on the role of marketing in strategic planning, marketing environment, market segmentation, targeting, positioning, internal/external marketing, product development, promotions, and professional sales.

**HRCM 004 Superv and Leadership in Hospi (3)**  
*Class Hours:* 54 Lecture  
*Advisory(s):* CUL 050  
*Transfers to:* CSU

#### Supervision and Leadership in Hospitalit

HRCM 004 examines the roles and responsibilities of managers in the hospitality industry. This course will focus on developing communication strategies, motivational techniques, performance evaluation and review, staffing, training, and strategic planning.

**HRCM 015X Occupational Work Experience (1 - 8)**  
*Class Hours:* Work Experience  
*Transfers to:* CSU

#### Occupational Work Experience

Cooperative Work Experience Education (CWEE) develops skills and knowledge by integrating classroom study with planned, supervised work experience. It is based on the principle that well-educated individuals develop most effectively through an educational plan that incorporated work experience. Through these structured experiences, the students enrich their college studies, which enhance their total development. Occupational Work Experience is supervised employment which is intended to assist students in acquiring desirable work habits, attitudes, and career awareness in the field of the student's major. Students may earn up to 8 units per semester for a maximum of 16 total units. Credits are awarded for paid or voluntary work. For every 75 hours of paid work completed within the semester, 1 unit or credit is awarded. For every 60 hours of volunteer work completed within the semester, 1 unit of credit is awarded. Occupational Work Experience credits are counted as electives toward an Associate's Degree at West Hills College Lemoore and are transferable to four year universities (for specific transfer eligibility, please contact a counselor or an advisor).

**HRCM 062A Career Success&job Ret Skills (0.5)**  
*Class Hours:* 9 Lecture P/NP

#### Career Success & Job Retention Skills

HRCM 062A focuses on the necessary steps to a successful job search, including finding job sources, how to apply, how to accurately complete the application, how to develop and use a resume, how to prepare for the interview, how to make a positive first impression and dealing with rejection. It also covers techniques for meeting employer expectations and growing on the job. Topics include understanding the work culture, effective human relation skills, developing a positive attitude, being a team player and time management. This course may be used as credit for either Hotel, Restaurant and Casino Management or Business but not for both.

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**HRCM 062B**                      **Workplace Communication Skills**                      **(0.5)**  
*Class Hours: 9 Lecture*                      *P/NP*

**Workplace Communication Skills**

HRCM 062B focuses on the importance of effective communication in the workplace. Topics include discussion on the four components essential to communication (sender, medium, message and receiver), barriers to effective communication, and techniques for avoiding barriers, as well as skills in developing effective telephone communications. This course may be used as credit for either Hotel, Restaurant and Casino Management or Business but not for both.

**HRCM 062C**                      **Build Confidence & Working Pub**                      **(0.5)**  
*Class Hours: 9 Lecture*                      *P/NP*

**Building Conf & Working With the Public**

HRCM 062C focuses on strategies for dealing with the public. Topics include building confidence, managing stress, anger management and dealing with disappointed, demanding or disruptive guests or customers. This course may be used as credit for either Hotel, Restaurant and Casino Management or Business but not for both.

**HRCM 062D**                      **Guest Rel & Customer Service**                      **(0.5)**  
*Class Hours: 9 Lecture*                      *P/NP*

**Guest Relations and Customer Service**

HRCM 062D analyzes the basic concepts and current trends in the hospitality and customer service industries. The skills necessary to achieve quality guest and customer service are stressed, as well as the following topics: guest/customer expectations, guest/customer satisfaction, guest/customer dissatisfaction, meeting guest/customer needs, guest/customer retention and creating a guest/customer service system. This course may be used as credit for either Hotel, Restaurant and Casino Management or Business but not for both.

**HRCM 067**                      **Orientation to Hospitality Op**                      **(1)**  
*Class Hours: 9 Lecture | 27 Laboratory*  
*Advisory(s): CUL 050*

**Orientation to Hospitality Operations**

HRCM 067 is an orientation course of the hospitality industry, including a historical prospective on the origins and subsequent development of the Hotel and Casino Industry, development and evolution of Native American gaming, overview of: casino cage operations, food and beverage operations, bingo operations and security operations. This course will also cover an overview of hotel, restaurant and casino risk management operations, hospitality industry employment opportunities and employee benefits, overview of guest relations and customer service as well as quality control procedures within the industry.

## **Humanities (HUM)**

**HUM 001**                      **Intro to Western Culture**                      **(3)**  
*Class Hours: 54 Lecture*  
*Advisory(s): ENG 001A*  
*Transfers to: UC/CSU*

**Introduction to Western Culture**

HUM 001 introduces students to the cultural values of Western Civilization and surveys art, religion, literature, music, and philosophy with emphasis on representative great works.

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**HUM 022 Intro to Comparative Religion (3)***Class Hours:* 54 Lecture*Advisory(s):* ENG 001A*Transfers to:* UC/CSU**Introduction to Comparative Religion**

HUM 022 is a historical, developmental and comparative survey of the world's major religious traditions. Special emphasis is given to primal and ancient beliefs, Hinduism, Buddhism, the religions of China and Japan, as well as Judaism, Christianity and Islam.

**Industrial Technology Lemoore (ITEC)****ITEC 008 Mechanical Systems (3)***Class Hours:* 36 Lecture | 54 Laboratory*Advisory(s):* ENG 051A and MATH 061 (Recommended, Previous or concurrent).*Transfers to:* CSU**Mechanical Systems**

ITEC 008 provides students with the fundamental knowledge and skills necessary to install and maintain mechanical systems including, maintenance scheduling, hand and power tool use, precision measurement tools, power transmission systems, bearings, lubrications, couplings, pumps, alignment, and vibration analyzers.

**ITEC 015X Occupational Work Exp Ed (1 - 8)***Class Hours:* Work Experience*Transfers to:* CSU**Occupational Work Experience Education**

Cooperative Work Experience Education (CWEE) develops skills and knowledge by integrating classroom study with planned, supervised work experience. It is based on the principle that well-educated individuals develop most effectively through an educational plan that incorporates work experience. Through these structured experiences, the students enrich their college studies, which enhance their total development. ITEC 015X is supervised employment which is intended to assist students in acquiring desirable work habits, attitudes, and career awareness in the Industrial Technology field. Students may earn up to 8 units per semester for a maximum of 16 total units (for all work experience sections). Credits are awarded for paid or voluntary work. For every 75 hours of paid work completed within the semester, 1 unit of credit is awarded. For every 60 hours of volunteer work completed within the semester, 1 unit of credit is awarded. Occupational Work Experience credits are counted as electives toward an Associate's Degree at West Hills College Lemoore and are transferable to four year universities (for specific transfer eligibility, please contact a counselor or an advisor).

**Interdisciplinary Studies (IS)****IS 001 College Success (3)***Class Hours:* 54 Lecture*Transfers to:* UC/CSU**College Success**

IS 001 is designed to assist students in obtaining skills and knowledge necessary to reach their educational objectives. Topics to be covered include: orientation to college, motivation, time management, study skills and techniques, financial literacy, career exploration, and information competency and technology.



**IS 002 Career Planning**

(1)

*Class Hours:* 18 Lecture

P/NP

*Advisory(s):* ENG 051A*Transfers to:* CSU

## Career Planning

IS 002 is an examination of the career development process including self-assessment, career exploration and decision-making. During this course, students will identify their interests, values, skills and personality type as they relate to career/life planning. Extensive use of internet resources will be required.

**IS 051 Portfolio Development**

(1)

*Class Hours:* 18 Lecture

P/NP

## Portfolio Development

IS 051 prepares students for the opportunity to earn college credit for prior learning acquired through on the job training, independent study, or volunteer and personal experiences. Students reflect on their learning experiences and develop a portfolio to showcase their learning and mastery of the material. Students will submit their final portfolios to the QuickpathPLA.com site for credit approval.

## Journalism (JOURN)

**JOURN 001 Introduction to Mass Communica**

(3)

*Class Hours:* 54 Lecture*Advisory(s):* ENG 051A*Transfers to:* CSU

## Introduction to Mass Communication

JOURN 001 is a critical and historical study of American mass media. The course surveys books, newspapers, magazines, television, radio, film, press services, the internet, and the systems of advertising and public relations after reviewing communication theory and journalistic ethics.

**JOURN 002A Introduction to News Writing**

(3)

*Class Hours:* 54 Lecture*Advisory(s); ENG 051A:**Transfers to:* CSU

## Introduction to News Writing

JOURN 002A is a course in which students will learn guided reporting and writing of a variety of news stories. Includes the basics of news writing, methods and practices, interviewing, feature writing, legal, and ethical principles.

## Kinesiology (KINES)

**KINES 001 Introduction to Kinesiology**

(3)

*Class Hours:* 54 Lecture*Advisory(s):* HE 035, BIO 032*Transfers to:* UC/CSU*C-ID:* KIN 100

## Introduction to Kinesiology

KINES 001 an introduction to the professional foundations of kinesiology: physical education, exercise, and sports medicine. Includes history, philosophy, concepts, programs, qualification, careers, issues, and future of the discipline.

**KINES 046**                      **Care & Prevention of Athl Inju**                      **(3)**  
*Class Hours:* 3 Lecture | 54 Laboratory  
*Advisory(s):* ENG 051A  
*Transfers to:* CSU

#### Care & Prevention of Athletics Injuries

KINES 046 is designed for prospective coaches, athletic trainers, and health and physical educators. The course aids in the recognition, evaluation, and care of athletic injuries, as well as techniques in taping, prevention and rehabilitation of injuries.

**KINES 048**                      **Community First Aid and Safety**                      **(3)**  
*Class Hours:* 54 Lecture                      P/NP  
*Transfers to:* UC/CSU  
*C-ID:* KIN 101

#### Community First Aid and Safety

KINES 048 demonstration of the first aid care of the injured. The student will learn to assess a victim's condition and incorporate proper treatment. Standard first aid, CPR, and AED certification(s) will be granted upon successful completion of requirements.

## Linguistics (LING)

**LING 011**                      **Introduction to Linguistics**                      **(3)**  
*Class Hours:* 54 Lecture  
*Prerequisite(s):* ENG 051A  
*Transfers to:* UC/CSU

#### Introduction to Linguistics

LING 011 serves as a foundation for understanding language from an anthropological perspective, addressing such core questions as how, what, when, where, why and with whom we communicate. This course surveys three core areas in linguistic anthropology--structural linguistics: phonetics, phonology, morphology and syntax, as well as the biocultural basis of language; historical linguistics: origins and evolution/change, dialects, and language families; and sociocultural linguistics: language acquisition in cultural context, emphasizing the relationship between language and culture, and issues of language conservation and loss. This course meets the content specifications in reading, language, literature, and linguistics in undergraduate teacher preparation which prepares multiple subject candidates by connecting subject matter and pedagogical studies in a manner that emphasizes quality, depth, rigor, and scope. This course adds to the candidate's knowledge of major themes, concepts, and principles within discipline-based studies and interdisciplinary studies.

## Maintenance Mechanics (MM)

**MM 051**                      **Introduction to Manufacturing**                      **(0.5)**  
*Class Hours:* 9 Lecture                      P/NP

#### Introduction to Manufacturing

MM 051 provides an introduction to careers in manufacturing. Topics include local job market, pay scales, and an introduction to basic mechanical skills required throughout the industrial areas. Safety and safe work environment will be stressed.

- MM 051A Intro. to Industrial Mechanics (3)**  
*Class Hours:* 36 Lecture | 54 Laboratory  
*Corequisite(s):* MM 051B  
Introduction to Industrial Mechanics  
MM 051A provides students with the fundamental knowledge and skills necessary for mechanical systems including, hand and power tool use, precision measurement tools, power transmission systems, hydraulic systems, pneumatic systems, centrifugal pumps, and lubrications.
- MM 051B Mathematics for Machine Tech. (3)**  
*Class Hours:* 54 Lecture  
Mathematics for Machine Technology  
MM 051B is an interactive course that explores mathematics for machine technology. Students use hand tools, industrial components and mechanical drive systems to explore how the mathematical concepts and topics established in general arithmetic processes, fundamental algebra, fundamental plane geometry, geometry areas and volumes, and fundamental trigonometry apply to industrial machine technology.
- MM 051C Electrical for the Industrial (3)**  
*Class Hours:* 36 Lecture | 54 Laboratory  
Electrical for the Industrial Mechanic  
MM 051C is an interactive course that explores electrical systems in the manufacturing plant. Students use hand tools, industrial components and mechanical drive systems to explore how to install, test and inspect electrical components. Additionally the concepts and codes will be introduced showing how complex systems come together creating a safe environment for employees, operators and mechanics in the industrial plant.
- MM 051D Power Transmission Systems 1 (3)**  
*Class Hours:* 36 Lecture | 54 Laboratory  
*Advisory(s):* MM 051A (Recommended, Previous or concurrent).  
Power Transmission System 1  
MM 051D provides students with an in-depth look and hands on experience with new mechanical drives concepts and componenets V-belt driven systems, chain driven systems, spur gears as part of a system and multiple shaft driven systems and using hand and power tool use, precision measurement tools to align, measure and build documentation for preventive maintenance monitoring.
- MM 051E Hydraulic & Pneumatic Syst. (3)**  
*Class Hours:* 36 Lecture | 54 Laboratory  
*Advisory(s):* MM 051A and MM 051B  
Hydraulic and Pneumatic Systems 1  
MM 051E provides students with an in-depth look and hands on experience with hydraulic and pneumatic theory, components and systems using hand and power tools, precision measurement tools and schematics to explore the functionality and control of hydraulic and pneumatic systems.
- MM 051F Pump Systems 1 (3)**  
*Class Hours:* 36 Lecture | 54 Laboratory  
*Advisory(s):* MM 051A and MM 051B  
Pump Systems 1  
MM 051F provides students with an in-depth look and hands on experience with centrifugal pump theory, components and systems including single and multiple pump systems. Additionally students using hand and power tools, precision measurement tools and schematics to explore the functionality and controls hydraulic and pneumatic systems.
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**MM 052A Trade Mathematics (1)**  
*Class Hours: 18 Lecture* P/NP

Trade Mathematics

MM 052A presents trade-related math and calculations. The use of metric system of weights and measures, arithmetic application of integers and fractions, along with ruler and caliper readings commonly used in manufacturing trades.

**MM 052B Comp Fund for Maintenance Mech (0.5)**  
*Class Hours: 27 Laboratory* P/NP

Comp Fund for Maintenance Mechanics

MM 052B is an introduction to computers, their use, and basic use of popular software packages used in the agriculture maintenance mechanic industry.

**MM 052C Job Preparation (0.5)**  
*Class Hours: 27 Laboratory* P/NP

Job Preparation

MM 052C guides students in preparing resumes, portfolios, and improving employment-seeking skills for careers within the agricultural maintenance mechanic industry.

**MM 052D Technical Report Writing (0.5)**  
*Class Hours: 27 Laboratory* P/NP

Technical Report Writing

MM 052D covers the basics of technical report writing as applied to the agricultural industry. Students will identify and write various types of reports, analyze data, and record information that are associated with production work.

**MM 053A Fluid Power Fundamentals (0.5)**  
*Class Hours: 9 Lecture* P/NP

Fluid Power Fundamentals

MM 053A is designed to provide the learner with knowledge and working skills needed in the areas of Fundamentals of Fluid Power, physics principles pertaining to Fluid Power, various differences in hydraulics and pneumatics, and characteristics of liquids and gases. This course will particularly focus on the origins of the fluid power industry.

**MM 053B Pneumatic Fundamentals (0.5)**  
*Class Hours: 27 Laboratory* P/NP

Pneumatic Fundamentals

MM 053B covers theory and application in the operation, service, and function of pneumatic systems. The design and application of systems in agricultural environments will be covered.

**MM 053C Hydraulic Fundamentals (0.5)**  
*Class Hours: 27 Laboratory* P/NP

Hydraulic Fundamentals

MM 053C covers theory and application in the operation, service and function of hydraulic systems. The design and application of systems in agricultural environments will be covered.

**MM 054 Welding Fundamentals (3)**  
*Class Hours: 36 Lecture | 54 Laboratory*

Welding Fundamentals

MM 054 covers basic metallurgy and properties of metals, oxyacetylene weldng and cutting processes arc welding, and safety within the work environment.

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**MM 054A Power Transmission (0.5)**  
*Class Hours: 9 Lecture* P/NP

Power Transmission

MM 054A is a course in the study and application of chains, belts, gear trains and augers.

**MM 054B Welding Fundamentals (0.5)**  
*Class Hours: 27 Laboratory* P/NP

Welding Fundamentals

MM 054B covers basic metallurgy and properties of metals, oxyacetylene welding and cutting processes, arc welding, and safety within the work.

**MM 054C Electric Fundamentals (0.5)**  
*Class Hours: 27 Laboratory* P/NP

Electric Fundamentals

MM 054C introduces the basics of electrical fundamentals, AC circuitry, as well as an introduction to motor control and programmable logic controller concepts.

## Math (MATH)

**MATH 100 Pre-Algebra (3)**  
*Class Hours: 54 Lecture*

*Prerequisite(s):* Appropriate placement exam score (Required, Previous or concurrent).

*Advisory(s):* ENG 100

Pre-Algebra

MATH 100 is a pre-algebra course designed to prepare students for MATH 61 (Elementary Algebra). Topics will include the basics and applications of rates, ratios, proportions, percentages (including simple and compounded interest examples), conversions between Imperial and Metric systems, beginning statistics, geometry, simplifying algebraic expressions, solving linear equations in one variable.

**MATH 001A Introduction to Calculus (5)**  
*Class Hours: 90 Lecture*

*Prerequisite(s):* MATH 015

*Transfers to:* UC/CSU

*C-ID:* MATH 210

Introduction to Calculus

MATH 001A is an introduction to differential calculus of elementary function (including trigonometric, exponential, and logarithmic). The course covers limits, continuity, derivatives, basic integrals, the fundamental theorem, and applications.

**MATH 001B Calculus With Applications (5)**  
*Class Hours: 90 Lecture*

*Prerequisite(s):* MATH 001A

*Transfers to:* UC/CSU

*C-ID:* MATH 220

Calculus With Applications

MATH 001B is an introduction to integral calculus. The course covers techniques of integration, applications of integration, improper integrals, polar coordinates, and infinite series.

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**MATH 015 Precalculus (5)**

*Class Hours:* 90 Lecture

*Prerequisite(s):* MATH 063 or MATH 064 (Required, Previous or concurrent).

*Transfers to:* UC/CSU

## Precalculus

MATH 015 is an intensive course covering those topics traditionally found in the separate courses of trigonometry and college algebra. This course will include in-depth analysis and application of linear, quadratic, polynomial, rational, exponential, logarithmic, trigonometric functions and their graphs, systems of equations, and analytic geometry.

**MATH 016 Precalculus and Trigonometry (6)**

*Class Hours:* 108 Lecture

*Prerequisite(s):* MATH 064

*Transfers to:* UC/CSU

## Precalculus and Trigonometry

MATH 016 is designed to prepare students for calculus, and includes the study of polynomial, absolute value, radical, rational, exponential, and logarithmic functions, analytic geometry, and polar coordinates. The study of trigonometric functions, their inverses and their graphs, identities and proofs related to trigonometric expressions, trigonometric equations, solving right triangles, solving triangles using the Law of Cosines and the Law of Sines, and introduction to vectors.

**MATH 025 Introduction to Statistics (4)**

*Class Hours:* 72 Lecture

*Prerequisite(s):* MATH 063, MATH 064, or MATH 052 (Required, Previous or concurrent).

*Transfers to:* UC/CSU

*C-ID:* MATH 110

(4)

P/NP

## Introduction to Statistics

MATH 025 is an introduction to the use of probability techniques, hypothesis testing, and predictive techniques to facilitate decision-making. Topics include descriptive statistics; probability and sampling distributions; statistical inference; correlation and linear regression; analysis of variance, chi-square and t-tests, and application of technology for statistical analysis including the interpretation of the relevance of the statistical findings. Applications using data from disciplines including business, social sciences, psychology, life science, health science, and education.

**MATH 045 Contemporary Math (3)**

*Class Hours:* 54 Lecture

*Prerequisite(s):* MATH 063 or MATH 064 (Required, Previous or concurrent).

*Advisory(s):* ENG 001A (Recommended, Previous or concurrent).

*Transfers to:* CSU

## Contemporary Math

MATH 045 is a college level liberal arts mathematics course surveying a collection of topics including Management Science, Social Choice, Statistics and Growth and Symmetry.

**MATH 052 Statistical Literacy (4)**

*Class Hours:* 54 Lecture | 54 Laboratory

*Prerequisite(S):* MATH 100

## Statistical Literacy

MATH 052 is an intensive course that prepares students for transfer-level statistics. Topics include modeling with linear functions, evaluating expressions related to statistical formulas, graphical representation of data, numerical descriptive statistics, sampling methods, probability, and discrete probability distributions. This course is appropriate for students majoring in fields other than math, science, computer science, engineering, or business.

**MATH 061** **Elementary Algebra** (5)  
*Class Hours: 90 Lecture* P/NP

*Prerequisite(s):* MATH 100, or MATH 101

Elementary Algebra

MATH 061 is the first course in a two semester sequential elementary and intermediate algebra program. Topics for elementary algebra include arithmetic review, solving linear equations and inequalities in one variable, graphing linear equations and inequalities in two variables, solving linear systems, operations with polynomials, solving equations by factoring, operations with rational expressions, and addition of radical expressions.

**MATH 063** **Intermediate Algebra** (5)  
*Class Hours: 90 Lecture* P/NP

*Prerequisite(s):* MATH 061

Intermediate Algebra

MATH 063 is the second course in a two semester sequential elementary and intermediate algebra program. Topics for intermediate algebra include factoring, solving quadratic, rational and radical equations, inequalities, integer and rational exponents, graphing conics, functions, scientific notation, and applications.

**MATH 064** **Elementary & Intermediate Alg** (5)  
*Class Hours: 90 Lecture* P/NP

Elementary and Intermediate Algebra

MATH 064 is designed for students who require a background of elementary algebra and intermediate algebra before taking further mathematics courses. This course includes the fundamental concepts and operation of algebra with problem solving skills emphasized throughout. Topics include properties of real numbers, solving linear equations and inequalities, graphing linear equations and inequalities, finding equations of lines, polynomials, factoring, simplifying square roots, and solving quadratic equations using the quadratic formula.

**MATH 065** **Algebra for STEM** (5)  
*Class Hours: 90 Lecture*

Algebra for STEM

MATH 065 is designed to prepare students for precalculus, and includes the study of equations and inequalities, functions, linear functions, polynomial and rational functions, exponential and logarithmic functions, systems of equations and inequalities, and analytic geometry.

**MATH 110A** **Supp CRSE for Struct & Concep** (2)  
*Class Hours: 36 Lecture*

Supp Crse for Struct & Concepts in Math.

MATH 110A is designed as a corequisite support course for students that are concurrently enrolled in the parent course, MATH 010A, and are placed into this course using multiple measures. The parent course is designed for prospective elementary school teachers. This course focuses on the necessary supporting skills for the study of the development of quantitative reasoning and the real number systems and subsystems.

**MATH 115** **Support Course for Precalculus** (2)  
*Class Hours: 36 Lecture*

Support Course for Precalculus

MATH 115 is designed as a corequisite support course for students that are concurrently enrolled in the parent course, MATH 015, and are placed into this course using multiple measures. It includes content from MATH 015 and from the prerequisite material.



**MATH 125**                      **Support CRSE for Intro to Sta**                      (2)  
*Class Hours: 36 Lecture*

Support Crse for Intro to Statistics

MATH 125 is a corequisite support course for students that are concurrently enrolled in MATH 025. The course is additional support hours designed to enhance the course performance and increase success.

**MATH 145**                      **Support Course for Contemp Mat**                      (2)  
*Class Hours: 36 Lecture*

Support Course for Contemp Mat

MATH 145 is designed as a corequisite support course for students that are concurrently enrolled in the parent course, MATH 045, and are placed into this course using multiple measures. It includes content from MATH 045 and from the prerequisite material.

## Music (MUS)

**MUS 017A**                      **Beginning Guitar**                      (1)  
*Class Hours: 54 Laboratory*                      P/NP  
*Transfers to: UC/CSU*

Beginning Guitar

MUS 017A is class study of beginning guitar. The classical-style guitar will be explored. The course is designed for beginners who wish to learn and play the rudiments of the classical guitar technique. Included in the course will be correct posture and technique, scales, (major, minor and chromatic), basic chords, etudes, basic arpeggios and entry-level guitar compositions. Students will also be introduced to basic music theory and standard Western notation.

**MUS 017B**                      **Elementary Guitar**                      (1)  
*Class Hours: 54 Laboratory*                      P/NP  
*Prerequisite(s): MUS 017A or teacher evaluation*  
*Transfers to: UC/CSU*

Elementary Guitar

MUS 017B is the elementary level of guitar instruction covering the classical-guitar style. To enhance technique, more complex chords, techniques, and etudes will be explored. Guitar-related harmony for chord construction will be taught. Famous compositions of the master guitar composers will be studied at the elementary level.

**MUS 017C**                      **Intermediate Guitar**                      (1)  
*Class Hours: 54 Laboratory*                      P/NP  
*Prerequisite(s): MUS 017B or teacher evaluation*  
*Transfers to: UC/CSU*

Intermediate Guitar

MUS 017C is the intermediate level of guitar instruction covering the classic guitar style. To enhance technique, more complex chords, techniques, and etudes will be explored. Guitar-related harmony for chord construction will be taught. Famous compositions of the master guitar composers will be studied at the intermediate level.

**MUS 017D**                      **Advanced Guitar**                      (1)  
*Class Hours: 54 Laboratory*                      P/NP  
*Prerequisite(s): MUS 017C or teacher evaluation:*  
*Transfers to: UC/CSU*

Advanced Guitar

MUS 017D consists of individualized study of the appropriate techniques and repertoire for the guitar. The emphasis is on the progressive development of skills needed for solo performance. Achievement is evaluated through a juried performance.

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**MUS 042 Music Appreciation (3)**  
*Class Hours:* 54 Lecture P/NP  
*Advisory(s):* ENG 051A  
*Transfers to:* UC/CSU  
*C-ID:* MUS 100

### Music Appreciation

MUS 042 is designed as a survey of art music in western civilization. Topics include, but are not limited to elements of music, basic musical forms, music periods, styles, and the role of music and musicians in the world.

## Non-Credit (NC)

**NC 100 Supervised Tutoring (N/A)**  
*Class Hours:* 108 Laboratory P/NP

### Supervised Tutoring

NC 100 includes one to one and/or students have difficulties. Students may utilize general face to face or online tutoring with a peer. In addition, walk in tutoring with an instructor is available through the English lab or the Nursing program, and/or online tutoring. Students who wish to be tutored should be referred by an instructor and/or counselor. Students will be tutored by trained tutors who receive a B or better in the primary courses. The tutoring sessions are supervised by an instructor, but services are set-up with the Tutor Coordinator.

**NC 101 Reading Lab (N/A)**  
*Class Hours:* 63 Laboratory P/NP

### Reading Lab

NC 101 reading lab is designed as an open entry supplemental learning course. The reading lab is required for all students enrolled in English 101A as well as English 101B. In this course, students will receive additional assistance to help them in their primary course. However, lab time does not replace time needed to complete homework in the primary courses.

**NC 105 Writing Lab (N/A)**  
*Class Hours:* 63 Laboratory P/NP

### Writing Lab

NC 105 writing lab is designed as an open entry supplemental learning course. The writing lab is required for all students enrolled in English 105A as well as English 105B. In this course, students will receive additional assistance to help them in their primary course. However, lab time does not replace time needed to complete homework in the primary course.

**NC 120 Beg Reading, Writing, & Speak. (N/A)**  
*Class Hours:* 54 Lecture P/NP

### Beg Reading, Writing, & Speaking Skills

NC 120 is for students whose native language is not English. This course includes listening and speaking through correct grammatical use with an emphasis on developing conversation skills for everyday situations.

**NC 125 Inter Read., Writing, & Speak. (N/A)**  
*Class Hours:* 54 Lecture P/NP

### Inter Reading, Writing, & Speaking

NC 125 is for students whose native language is not English but who can already speak basic English. This course continues conversation practice with an emphasis on increasing vocabulary, fluency, and reading comprehension.

- NC 130**                      **Advanced Reading, Writi & Spea**                      (N/A)  
*Class Hours: 54 Lecture*                      P/NP  
Advanced Reading, Writing & Speaking  
ESL 130 is for students whose native language is not English. This course emphasizes advanced reading, grammar and sentence writing. This course prepares students for college level reading and writing.
- NC 135**                      **Adv Comm Skills for Life & Car**                      (N/A)  
*Class Hours: 54 Lecture*                      P/NP  
Advanced Communication Skills for Life & Career  
NC 135 is for students who have advanced ESL skills in reading, writing, and speaking. Students will practice communication skills necessary for career and life. This will be done through presentations, role playing, and mock interviews.
- NC 140**                      **Community Living Skills**                      (N/A)  
*Class Hours: 270 Laboratory*                      P/NP  
Community Living Skills  
NC140 is assigned to provide mildly and moderately disabled adults opportunities to develop personal, vocational, social, behavioral and community integrated activities for the purpose of achieving a more normalized lifestyle in the home, work and community environments.
- NC 140A**                      **Community Living Skills**                      (N/A)  
*Class Hours: 270 Laboratory*  
Community Living Skills  
NC 140A is designed to provide adults with moderate to severe intellectual disabilities the opportunity to develop personal, social, and behavioral skills through a comprehensive program for the purpose of achieving a more normalized lifestyle in the home and community environments.
- NC 140B**                      **Community Living Skills**                      (N/A)  
*Class Hours: 540 Laboratory*  
Community Living Skills  
NC 140B is designed to provide adults with mild to moderate intellectual disabilities the opportunity to develop personal, vocational, social, and behavioral skills through a comprehensive program for the purpose of achieving a more normalized lifestyle in the home, work, and community environments.
- NC 141**                      **Production Occ. Workskills**                      (N/A)  
*Class Hours: 540 Laboratory*  
Production Occupation Workskills  
NC 141 provides paid work opportunities to individuals with a variety of disabilities. The class is intended for those individuals who lack competitive job skills due to a disability but who are capable both vocationally and socially of performing work. These individuals receive direct supervision and pay is based on individual productivity.
- NC 142**                      **Service Occup. Workskills**                      (N/A)  
*Class Hours: 540 Laboratory*  
Service Occupational Workskills  
NC 142 provides work opportunities to individuals with a variety of disabilities. The program is intended for those individuals who lack competitive job skills at the time of placement due to disability but who are capable both vocationally and socially of performing work with work crews. These crews receive job coaching and follow along support. Pay is based on individual productivity.
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**NC 157 Fitness for Life (N/A)**  
*Class Hours: 54 Laboratory P/NP*

#### Fitness for Life

NC 157 is a course in mild exercise designed essentially for middle and older adults who, for one reason or another, have not maintained a satisfactory level of physical activity.

**NC 160 GED Preparation Program (N/A)**  
*Class Hours: 162 Laboratory P/NP*

#### GED Preparation Program

NC 160 is a preparatory course designed to provide instruction to assist students in reviewing the basic skills needed to pass each of the five General Education Diploma tests: Reading, Writing, Mathematics, Science and Social Studies. The GED is equivalent to a high school diploma.

**NC 171 VESL Truck Driving (N/A)**  
*Class Hours: 36 Laboratory P/NP*

*Take DT-90 (Recommended, Previous or concurrent).:*

#### VESL Truck Driving

NC 171 is designed to assist limited-English speaking Truck Driving students in the translation of necessary truck driving vocabulary. The course includes preparation for the walk-around inspection portion of the DMV tests which must be taken in English.

## Nursing (NURS)

**NURS 001 Foundations of Nursing (2)**

*Class Hours: 36 Lecture*

*Corequisite(s): NURS 001L*

*Transfers to: CSU*

#### Foundations of Nursing

This is the introduction module of Foundations of Nursing. The Student is introduced to the role of a student nurse, curriculum organizing framework and the roles of a registered nurse. The concept of wellness and self-care is defined and the student is asked to describe a wellness life style. The body's reaction to stress and the link between stress and illness are defined, Environmental stressors are also discussed.

**NURS 001L Foundations of Nursing Lab (2)**

*Class Hours: 108 Laboratory*

*Prerequisite(s): BIO 032, 035, 038, ENG 001A*

*Corequisite(s): NURS 001*

*Transfers to: CSU*

#### Foundations of Nursing Lab

This course is the corequisite clinical portion of NURS 001 Foundations of Nursing. The majority of this class will occur in the skills lab setting having the students learn basic nursing care and assessment skills. Once the student has met basic competence, they will attend clinical rotations at designated health care facilities under the supervision of a BRN approved instructor. Physical assessment and the ability to distinguish wellness from illness is the focus of this course.

**NURS 002                      Medical Surgical Nursing I                      (2)**

*Class Hours:* 36 Lecture

*Corequisite(s):* NURS 002L

*Transfers to:* CSU

**Medical Surgical Nursing I**

Medical Surgical Nursing I introduces the first year nursing student to concepts and practices as they relate to the adult patient in the Medical Surgical environment. Through utilization of the nursing process, the student will begin to recognize alterations in functioning or illness and formulate age-appropriate nursing interventions. Selected psychomotor skills associated with the basic needs and medication administration will be studied and practiced.

**NURS 002L                      Medical Surgical Nursing I Lab                      (2)**

*Class Hours:* 108 Laboratory

*Corequisite(s):* NURS 002

*Transfers to:* CSU

**Medical Surgical Nursing I Lab**

This course is the corequisite clinical portion of NURS 002 - Medical Surgical Nursing I. The majority of this course will occur in healthcare facilities. Once the student has met basic competence in required skills, they will attend clinical rotations at designated health care facilities under the supervision of the BRN approved instructor. Physical assessment, medication administration, the ability to distinguish wellness from illness, and basic nursing interventions utilizing the nursing process is the focus of this course. Basic critical thinking skills will be developed during this course.

**NURS 003                      Basic Pharmacology                      (3)**

*Class Hours:* 54 Lecture

*Advisory(s):* HS 005, BIO 032m BIO 035 ENG 051A, MATH 101 or MATH 100

*Transfers to:* CSU

**Basic Pharmacology**

Basic pharmacology is designed to provide a using the nursing process, which serves as a framework for building concepts and principles of pharmacology and drug administration. Legal and ethical issues, nursing responsibilities and considerations, patient, teaching, and participation associated with medication administration are discussed. Students wishing to use this course toward a healthcare degree must obtain a 77% or above.

**NURS 004                      Medical-Surgical Nursing II                      (2.5)**

*Class Hours:* 45 Lecture

*Prerequisite(s):* NURS 001, NURS 001L, NURS 002, NURS 002L, NURS 003

*Corequisite(s):* NURS 004L

*Transfers to:* CSU

**Medical-Surgical Nursing II**

Introduction to concepts and practices as they relate to the non-critical young adult through geriatric adult in the medical surgical environment. Through utilization of the nursing process, the student will begin to recognize alterations in functioning or illness and formulate age-appropriate nursing interventions. Selected psychomotor skills associated with the basic needs and medication administration will be studied and practiced.

**NURS 004L Medical-Surgical Nursing II Ia (2)***Class Hours:* 108 Laboratory*Prerequisite(s):* NURS 001, NURS 001L, NURS 002, NURS 002L, NURS 003*Corequisite(s):* NURS 004*Transfers to:* CSU**Medical-Surgical Nursing II Lab**

Through utilization of the nursing process, the student will begin to recognize alterations in functioning or illness and formulate age-appropriate nursing interventions in a clinical setting. Selected psychomotor skills associated with basic client needs, medication and intravenous fluid administration will be studied and practiced.

**NURS 005 Obstetrics-Maternaly Nursing (2)***Class Hours:* 36 Lecture*Prerequisite(s):* NUS 001, NURS 001L, NURS 002, NURS 2L, NURS 003, NURS 004, NURS 004L*Corequisite(s):* NURS 005L*Transfers to:* CSU**Obstetrics-Maternaly Nursing**

This course focuses on integration and application of the nursing process as it relates to the nursing care of the obstetrical patient and her family. Emphasis is on the concepts and skills related to family centered care. Clinical experiences will provide opportunities for students to participate in therapeutic activities in a variety of obstetrical settings.

**NURS 005L Obstetrics-Maternity Nursing L (1.5)***Class Hours:* 81 Laboratory*Prerequisite(s):* NURS 001, NURS 001L, NURS 002, NURS 003, NURS 004, NURS 004L*Corequisite(s):* NURS 005*Transfers to:* CSU**Obstetrics-Maternity Nursing Lab**

This course focuses on integration and application of the nursing as it relates to the nursing care of the obstetrical patient and her family. Emphasis is on the application of concepts and skills related to family centered care. Clinical experiences will provide opportunities for students to participate in therapeutic activities in a variety of obstetrical settings.

**NURS 006 Advanced Pharmacology (2.5)***Class Hours:* 45 Lecture*Prerequisite(s)* NURS 001, NURS 001L, NURS 002, NURS 002L, NURS 003:*Corequisite(s):* NURS 014B*Transfers to:* CSU**Advanced Pharmacology**

Advanced Pharmacology is the development of the theoretical and technical knowledge base necessary in meeting advanced pharmacological needs of the client in a variety of settings. Professional issues and concepts for nursing practice related to intravenous therapy are presented including techniques of intravenous therapy and intravenous drug administration. The student will put the theory of Advanced Pharmacology into practice in the clinical setting in all clinical nursing courses.

**NURS 007 Medical-Surgical Nursing III (2.5)**

**Class Hours:** 45 Lecture

**Prerequisite(s):** NURS 001, NURS 001L, NURS 002, NURS 002L, NURS 003, NURS 004, NURS 004L, NURS 005, NURS 005L, NURS 006, or LVN license and acceptance into the into LVN to RN Bridge class, NURS 014A, NURS 014B

**Corequisite(s):** NURS 007L

**Transfers to:** CSU

**Medical-Surgical Nursing III**

In Medical Surgical Nursing III, the student will synthesize and correlate nursing knowledge and skills in providing care to multiple patients who have complex, multi-system illnesses. Focus will be for the students to predict patient needs and priorities, and evaluate outcomes on care. Associated psychomotor skills will be integrated and practiced.

**NURS 007L Medical-Surgical Nursing III L (1.5)**

**Class Hours:** 81 Laboratory

**Prerequisite(s):** NURS 001, 001L, 002, 002L, 003, 004, 004L, 005, 005L, 006 or LVN license and acceptance into the into LVN to RN Bridge class, NURS 014A, NURS 014B

**Corequisite(s):** NURS 007

**Transfers to:** CSU

**Medical-Surgical Nursing III Lab**

In Medical Surgical Nursing III Lab, the student will synthesize and correlate nursing knowledge and skills by providing care to multiple patients who have complex, multi-system illness in a hospital setting. Focus will be for the students to predict patient needs and priorities, and evaluate outcomes of care. Associated psychomotor skills will be integrated and practiced.

**NURS 008 Mental Health-Psychiatric Nurs (1.5)**

**Class Hours:** 27 Lecture

**Prerequisite(s):** NURS 001, NURS 001L, NURS 002, NURS 002L, NURS 003, NURS 004, NURS 004L, NURS 005, NURS 005L, NURS 006, NURS 007, NURS 007L or an LVN license and acceptance in the LVN to RN Bridge class NURS 014A, NURS 014B

**Corequisite(s):** NURS 008L

**Transfers to:** CSU

**Mental Health-Psychiatric Nursing**

The course provides an introduction to Mental Health-Psychiatric Nursing using the nursing process to promote psychosocial integrity within the context of the health illness continuum across life span. Emphasis is on therapeutic interactions and communications, medications, bio-psychosocial rehabilitation and therapeutic use of self.

**NURS 008L Mental Health-Psychiatric Nurs (1.5)**

**Class Hours:** 81 Laboratory

**Prerequisite(s):** NURS 001, NURS 001L, NURS 002, NURS 002L, NURS 003, NURS 004, NURS 004L, NURS 005, NURS 005L, NURS 006, NURS 007, NURS 007L or an LVN license and acceptance in the LVN to RN Bridge class NURS 014A, NURS 014B

**Corequisite(s):** NURS 008

**Transfers to:** CSU

**Mental Health-Psychiatric Nursing Lab**

The course provides an introduction to Mental Health-Psychiatric Nursing using the nursing process to promote psychosocial integrity within the context of the health illness continuum across the life span. Emphasis is on therapeutic interactions and communications, medications, bio-psychosocial rehabilitation and therapeutic use of self and is held in a psychiatric healthcare facility.

**NURS 009 Pediatric Nursing (1.5)***Class Hours:* 27 Lecture*Prerequisite(s):* NURS 001, NURS 001L, NURS 002, NURS 002L, NURS 003, NURS 004, NURS 004L, NURS 005, NURS 005L, NURS 006, NURS 007, NURS 007L, NURS 008, NURS 008L or an LVN license and acceptance in the LVN to RN Bridge class NURS 014A, NURS 014B*Corequisite(s):* NURS 009L*Transfers to:* CSU**Pediatric Nursing**

This course focuses on integration and application of the nursing process as it relates to the nursing care of children and their families. Emphasis is on the concepts and skills related to age-appropriate family centered care for children.

**NURS 009L Pediatric Nursing Lab (2)***Class Hours:* 108 Laboratory*Prerequisite(s):* NURS 001, NURS 001L, NURS 002, NURS 002L, NURS 003, NURS 004, NURS 004L, NURS 005, NURS 005L, NURS 006, NURS 007, NURS 007L, NURS 008, NURS 008L or an LVN license and acceptance in the LVN to RN Bridge class NURS 014A, NURS 014B*Corequisite(s):* NURS 009*Transfers to:* CSU**Pediatric Nursing Lab**

This course is held in a healthcare facility and focuses on integration and application of the nursing process as it relates to the nursing care of children and their families. Emphasis is on the ability to apply concepts and skills related to age-appropriate family centered care for children, clinical experiences will provide opportunities for students to participate in therapeutic activities in a variety of pediatric settings.

**NURS 010 Advanced Medical-Surgical Nurs (2.5)***Class Hours:* 45 Lecture*Prerequisite(s):* NURS 001, NURS 001L, NURS 002, NURS 002L, NURS 003, NURS 004, NURS 004L, NURS 005, NURS 005L, NURS 006, NURS 007, NURS 007L, NURS 008, NURS 008L, NURS 009, NURS 009L, NURS 0014A, NURS 014B, and NURS 014C, LVN to RN Bridge Students*Corequisite(s):* NURS 010L*Transfers to:* CSU**Advanced Medical-Surgical Nursing IV**

Medical Surgical Nursing IV focuses on advanced application of the nursing process in the area of critically ill adult and geriatric patients. The student will organize and discriminate data to establish priorities of care. Correlated clinical experiences emphasized refinement of clinical decision making, psychomotor skills and management of patient care in professional nursing practice.

**NURS 010L Advanced Medical-Surgical Nurs (4)***Class Hours:* 216 Laboratory*Prerequisite(S):* NURS 001, NURS 001L, NURS 002, NURS 002L, NURS 003, NURS 004, NURS 004L, NURS 005, NURS 005L, NURS 006, NURS 007, NURS 007L, NURS 008, NURS 008L, NURS 009, NURS 009L, NURS 0014A, NURS 014B, and NURS 014C, LVN to RN Bridge Students*Corequisite(s):* NURS 010*Transfers to:* CSU**Advanced Medical-Surgical Nursing IV Lab**

Medical-Surgical Nursing IV focuses on advanced critically ill adult and geriatric patients. The student will organize and discriminate data to establish priorities of care. Clinical experiences emphasize refinement of clinical decision making, psychomotor skills and management of patient care in professional nursing practice.



**NURS 011 Gerontology Community Nursing (1)**

**Class Hours:** 18 Lecture

**Prerequisite(S):** NURS 001, NURS 001L, NURS 002, NURS 002L, NURS 003, NURS 004, NURS 004L, NURS 005, NURS 005L, NURS 006, NURS 007, NURS 007L, NURS 008, NURS 008L, NURS 009, NURS 009L, NURS 0014A, NURS 014B, and NURS 014C, LVN to RN Bridge Students

**Corequisite(s):** NURS 011L

**Transfers to:** CSU

**Gerontology Community Nursing**

NURS 11 builds on previous medical-surgical knowledge and skills in applying the nursing process focusing on the older adult living in the community. Throughout the course gerontological nursing theory is incorporated. Emphasis will be on lifestyle and physical changes that occur with aging, the process of initiating health referrals for the older adult, and the outcome criteria for evaluating the aging individual's response to teaching and learning. The student will also explore interventions to increase the older adult's functional abilities. This course emphasizes the professional role of the nurse in assisting older adults in locating and utilizing appropriate community resources. Skills will be fostered in the area of management, quality assessment and the nurse as a change agent. Value systems, self-analysis and health care team collaboration related to interacting with the gerontological population will be explored along with personal professional developmental issues.

**NURS 011L Gerontology Community Nursing (1)**

**Class Hours:** 54 Laboratory

**Prerequisite(S):** NURS 001, NURS 001L, NURS 002, NURS 002L, NURS 003, NURS 004, NURS 004L, NURS 005, NURS 005L, NURS 006, NURS 007, NURS 007L, NURS 008, NURS 008L, NURS 009, NURS 009L, NURS 0014A, NURS 014B, and NURS 014C, LVN to RN Bridge Students

**Corequisite(s):** NURS 011

**Transfers to:** CSU

**Gerontology Community Nursing Lab**

This course builds on previous medical-surgical process focusing on the older adult living in the community. Throughout the course gerontological nursing theory is incorporated. Emphasis will be on lifestyle and physical changes that occur with aging, the process of initiating health referrals for the older adult, and the outcome criteria for evaluating the aging individual's response to teaching and learning. The student will also explore interventions to increase the older adult's functional abilities. This course emphasizes the professional role of the nurse in assisting older adults in locating and utilizing appropriate community resources. Skills will be fostered in the area of management, quality assessment and the nurse as a change agent in a healthcare or community setting. Value systems, self-analysis and health care team collaboration related to interacting with the gerontological will be explored along with personal professional development issues.

**NURS 012 Role Transition LVN to RN (2)**

**Class Hours:** 36 Lecture

**Corequisite(s); NURS 012L:**

**Advisory(s):** Valid California LVN license, minimum GPA 2.5, acceptance into the LVN-ADN Bridge program, BIO 032, BIO 035, BIO 038, ENG 001A (Recommended, Previous or concurrent).

**Transfers to:** CSU

**Role Transition LVN to RN**

This course focuses on the theory and application of concepts of physical assessment, the nursing process, critical thinking, and the relationship of homeostatic mechanisms to fluids and electrolytes and nursing competencies in the professional roles of clinician, teacher, leader and advocate. It is designed to serve as a bridge for the LVN student to transition into the role of RN student.

**NURS 012L                      Role Transition LVN to R Lab                      (1)***Class Hours:* 54 Laboratory*Corequisite(s):* NURS 012*Advisory(s):* Valid California LVN license, minimum GPA 2.5, acceptance into the LVN-ADN Bridge program (Recommended, Previous or concurrent).*Transfers to:* CSU**Role Transition LVN to RN Lab**

This course focuses on the application of concepts of physical assessment, the nursing process, critical thinking, and the relationship of homeostatic mechanisms to fluid and electrolytes and nursing competencies in the professional roles of clinician, teacher, leader and advocate. It is designed to serve as a bridge for the LVN student to transition into the role of RN student. This course is conducted in a healthcare setting.

**NURS 014A                      Foundations Learning Lab                      (2)***Class Hours:* 18 Lecture | 54 Laboratory*Corequisite(s):* Current enrollment in the fourth semester of the Associate Degree Nursing Program*Transfers to:* CSU**Foundations Learning Lab**

NURS 014A is an on-going tutorial theory/laboratory practice and remediation course that allows mastery of concepts and nursing skills necessary for providing safe client care in foundations of nursing. It provides instructional guidance to assist students to refine newly acquired skills and develop the competency level expected of entry level nurses. Multimedia, computer assisted instructional materials and high fidelity simulation will be utilized to support the specific semester learning objectives and subject matter.

**NURS 014B                      Pharmacology/Obstetrical                      (2)***Class Hours:* 18 Lecture | 54 Laboratory*Corequisite(s):* Current enrollment in the second or summer semester of the ADN program.*Transfers to:* CSU**Pharmacology/Obstetrical Learning Lab**

NURS 014 B is an on-going theory/laboratory practice and remediation course that allows mastery of concepts in principles and practice of pharmacology and nursing skills necessary for providing safe medication administration and safe client care in maternal/newborn nursing. It provides instructional guidance to assist students to refine newly acquired skills and develop the competency level expected of entry level nurses. Multimedia and computer assisted instructional materials with high fidelity simulation will be utilized to support the specific semester learning objectives and subject matter.

**NURS 014C                      Specialty Nursing Learning Lab                      (2)***Class Hours:* 18 Lecture | 54 Laboratory*Corequisite(s):* Current enrollment in the third semester of the ADN program*Transfers to:* CSU**Specialty Nursing Learning Lab**

NURS 014C is an on-going theory/laboratory practice and remediation course that allows mastery of concepts and nursing skills necessary for providing safe client care in the specialty areas of Pediatrics, Mental Health and Intermediate Medical Surgical Nursing. It provides instructional guidance to assist students to refine newly acquired skills and develop the competency level expected of entry level nurses. Multimedia, computer assisted instructional materials and high fidelity simulation will be utilized to support the specific semester learning objectives and subject matter.

**NURS 014D                      Advanced Nursing Learning Lab                      (2)**

*Class Hours:* 18 Lecture | 54 Laboratory

*Corequisite(s):* Current enrollment in the fourth semester of the ADN program

*Transfers to:* CSU

**Advanced Nursing Learning Lab**

NURS 014D is an on-going theory/laboratory practice and remediation course that allows mastery of concepts and nursing skills necessary for providing safe client care in the specialty areas of Advanced Medical-Surgical Nursing/Critical Care, Leadership and Community Geriatric Nursing. It provides instructional guidance to assist students to refine acquired skills learned in the previous three semesters and develop the competency level expected of entry level nurses. Multimedia, computer assisted instructional materials and complex high fidelity simulation will be utilized to support the specific semester learning objectives and subject matter.

**NURS 015X                      Occupational Work Experience                      (1 - 8)**

*Class Hours:* Work Experience

*Transfers to:* CSU

**Occupational Work Experience**

Cooperative Work Experience Education (CWEE) develops skills and knowledge by integrating classroom study with planned, supervised work experience. It is based on the principle that well-educated individuals develop most effectively through an educational plan that incorporated work experience. Through these structured experiences, the students enrich their college studies, which enhance their total development. Occupational Work Experience is supervised employment which is intended to assist students in acquiring desirable work habits, attitudes, and career awareness in the field of the student's major. Students may earn up to 8 units per semester for a maximum of 16 total units. Credits are awarded for paid or voluntary work. For every 75 hours of paid work completed within the semester, 1 unit or credit is awarded. For every 60 hours of volunteer work completed within the semester, 1 unit of credit is awarded. Occupational Work Experience credits are counted as electives toward an Associate's Degree at West Hills College Lemoore and are transferable to four year universities (for specific transfer eligibility, please contact a counselor or an advisor).

**NURS 051                      Introduction to Nursing                      (2)**

*Class Hours:* 36 Lecture

*Prerequisite(s):* BIO 032, BIO 035, BIO 038, ENG 001A

*Advisory(s):* CHEM 002A NUT 001 PSYCH 001 SOC 001 COM 001 MATH 063

**Introduction to Nursing**

This course is designed to prepare the pre-nursing student for admission into a nursing program. Topics include: infection control, medical terminology, math, the nursing process, concept mapping, professionalism, and communication, the role of the registered nurse, cultural diversity and future health care trends.

## Nutrition (NUT)

**NUT 001                      Basic Nutrition                      (3)**

*Class Hours:* 54 Lecture

*Advisory(s):* ENG 051A

*Transfers to:* UC/CSU

**Basic Nutrition**

NUT 001 is an introductory course emphasizing the basic nutrient needs of the human body and the body's use of these nutrients. Concepts of nutrition and diet planning are applied to specific life situations.

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## Performing Arts (PA)

### PA 001 Introduction to Theater (3)

*Class Hours:* 54 Lecture

*Advisory(s):* ENG 051A

*Transfers to:* UC/CSU

*C-ID:* THTR 111

#### Introduction to Theater

PA 001 is a survey of major dramatic covered include the purpose of theatre, major historical literary periods and their relation- ships to the socio-economic and political issues of their times, a behind-the-scenes look at play production, multi-cultural contributions to Western theatre, and contemporary trends. Lectures will be combined with play reading and viewing of video taped scenes.

### PA 003 Film Appreciation (3)

*Class Hours:* 54 Lecture

*Advisory(s):* ENG 051A

*Transfers to:* UC/CSU

#### Film Appreciation

PA 003 looks at the cinema as a 20th century art form. Students will view historically and artistically significant films in class and learn how to analyze and critique them. Students will develop an understanding of the artistic and technical aspects of film, as well as the business and politics of the film industry.

### PA 008 Intermediate Dance (1)

*Class Hours:* 9 Lecture | 27 Laboratory

*Take PA-4:*

*Transfers to:* CSU

#### Intermediate Dance

PA 008 is a reinforcement of the fundamentals of dance techniques with emphasis on placement and alignment of the body and other preparatory work necessary for the establishment of a sound technical foundation. This course provides further development of knowledge, skills, abilities and appreciation through daily practice, vocabulary, and history of dance. Students at this level must be competent at the beginning level and ready to perform longer and more complex movement sequences. Students will work toward a performance for school or community audiences.

### PA 014 Fundamentals of Acting (3)

*Class Hours:* 54 Lecture

*Transfers to:* CSU

#### Fundamentals of Acting

PA 014 is designed to introduce the novice actor to the theater. With emphasis on personal and artistic growth in a supportive environment, the student will learn proper methods of warming up and basic vocal, physical, emotional, and psychological characterizations. The student will develop confidence on stage by performing in short scenes and by learning techniques of auditioning, including monologues, prepared scripts and cold readings. This course will also include theater games and a backstage tour of the West Hills College theater facility.

**PA 042A Film and Video Production**

(3)

*Class Hours:* 54 Lecture*Advisory(s):* ENG 051A*Transfers to:* CSU

## Film and Video Production

PA 042A is an introduction to camera operation for Film and Video Production. It will combine classroom lecture with electronic News Gathering (ENG), and Electronic Field Production (EFP). This course requires each student to complete several short video projects and related assignments designed to help develop the skills needed to produce high quality video productions. The emphasis of the course is on field production and camera techniques.

**Philosophy (PHIL)****PHIL 001 Introduction to Philosophy**

(3)

*Class Hours:* 54 Lecture*Prerequisite(s):* ENG 051A*Transfers to:* UC/CSU

## Introduction to Philosophy

PHIL 001 introduces philosophical ideas and methods concerning knowledge, reality and values. Expected topics will include the sources and limits of knowledge, and the nature of reality. Other topics that may be examined from a philosophical perspective include the nature of the self, truth, ethics, religion, science, language, beauty and art, political theory, or mind.

**PHIL 002 Introduction to Logic**

(3)

*Class Hours:* 54 Lecture*Prerequisite(s):* ENG 001A*Transfers to:* UC/CSU

## Introduction to Logic

PHIL 002 is a critical thinking course in the study of the basic concepts and methods of logic, the development of skills in deductive and inductive reasoning and informal logic relevant to evaluating argument presented in everyday context.

**PHIL 003 Ethics**

(3)

*Class Hours:* 54 Lecture*Prerequisite(s):* ENG 051A*Transfers to:* UC/CSU

## Ethics

PHIL 003 is a study of classical and contemporary ethics which aims at a clearer understanding of the motivations and approaches to moral decision-making as well as aiding students in their efforts to clarify their own values.

**Physical Education (PE)****PE 002 Archery**

(1)

*Class Hours:* 54 Laboratory*Transfers to:* UC/CSU

## Archery

PE 002 is designed to provide students an opportunity to develop the basic skills in the sport of archery.

P/NP

- PE 003                      Badminton** **(1)**  
*Class Hours:* 54 Laboratory  
*Transfers to:* UC/CSU
- Badminton  
 PE 003 is designed to provide students an opportunity to learn basic skills and knowledge of badminton.
- PE 006                      Body Conditioning** **(1)**  
*Class Hours:* 54 Laboratory  
*Transfers to:* UC/CSU
- Body Conditioning  
 PE 006 will expose the students to stretching, jump rope, lifting, running and various other skills while working toward optimum physical conditioning.
- PE 007                      Aerobics** **(0.5 - 1)**  
*Class Hours:* 54 Laboratory *P/NP*  
*Transfers to:* UC/CSU
- Aerobics  
 PE 007 is low-impact fitness program characterized by continuous movement to music. Participation should effect dramatic improvement (as measured by pre- and post-testing) in cardiovascular fitness, strength, endurance and flexibility for the previously unfit individual. The class will include informal lectures on principles of exercise, diet and nutrition, stress and relaxation. Light hand or wrist weights, rubber bands, etc., may be incorporated into class.
- PE 008                      Int Aerobic Interval Training** **(0.5 - 1)**  
*Class Hours:* 54 Laboratory *P/NP*  
*Transfers to:* UC/CSU
- Intermediate Aerobic Interval Training  
 PE 008 is designed to expose intermediate aerobic students to conditioning activities such as resistance stations, light hand held weights, bands, steps, floor work and much more. Students will learn correct form and alignment, improve cardiovascular strength and increase flexibility and muscle strength. Students will experience changes in body composition, cardiovascular endurance and muscle strength while aiding in the prevention of injury and osteoporosis.
- PE 011                      Golf** **(1)**  
*Class Hours:* 9 Lecture | 27 Laboratory *P/NP*  
*Transfers to:* UC/CSU
- Golf  
 PE 011 is designed to provide instruction and practice in the fundamentals of golf including the swing, use of clubs, strategy, rules , and etiquette.
- PE 016                      Jogging and Power Walking** **(0.5 - 1)**  
*Class Hours:* 54 Laboratory  
*Transfers to:* UC/CSU
- Jogging and Power Walking  
 PE 016 involves planning, instruction, and participation in a progressive program of jogging and power walking as applied to enjoyment, health, and fitness.
- PE 018                      Bowling** **(1)**  
*Class Hours:* 54 Laboratory *P/NP*  
*Transfers to:* UC/CSU
- Bowling  
 PE 018 will provide instruction in the rules, techniques, and strategies of bowling. (Note: Students will be required to pay bowling fee.)
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- PE 019 Adaptive Physical Education (1)**  
*Class Hours:* 54 Laboratory  
*Prerequisite(s):* Student must have a disability verified by a DSPS counselor or DSPS administrator  
*Transfers to:* UC/CSU
- Adaptive Physical Education  
PE 019 is designed for assessment of a student's fitness and ability levels. With this assessment, an individualized exercise program is designed to meet the student's fitness needs. The fitness components to be emphasized will include an increase in muscular strength and endurance, flexibility and cardiovascular endurance.
- PE 021 Fitness Laboratory (1)**  
*Class Hours:* 54 Laboratory  
*Transfers to:* UC/CSU
- Fitness Laboratory  
PE 21 is designed to emphasize proper techniques of stretching and warm-up proper to lifting and proper use of lifting stations.
- PE 022 Power Volleyball (1)**  
*Class Hours:* 9 Lecture | 27 Laboratory  
*Transfers to:* UC/CSU
- Power Volleyball  
PE 022 is designed to provide instruction and practice in the basic skills necessary for participation in power volleyball. The course will develop skills and knowledge of the game, with the emphasis on the set, forearm pass, serve, spike, individual block, W serve- receive formation and team defense.
- PE 022A Beginning Volleyball (1)**  
*Class Hours:* 54 Laboratory  
*Transfers to:* UC/CSU
- Beginning Volleyball  
PE 022A is the first in a series of three courses designed to provide instruction and practice in the basic skills necessary for participation in competitive volleyball. The course will develop introductory skills and knowledge of the game, with specific emphasis on the individual skills of passing, setting, serving, and attacking.
- PE 023 Weight Training (1)**  
*Class Hours:* 54 Laboratory  
*Transfers to:* UC/CSU
- Weight Training  
PE 023 is designed for physical conditioning, with emphasis on power, strength, endurance and cardiovascular fitness.
- PE 024 Circuit Training (0.5 - 1)**  
*Class Hours:* 54 Laboratory  
*Transfers to:* CSU
- Circuit Training  
PE 024 is designed an activity class involving a series of weight training stations. The weight trainer performs n exercise and rapidly moves to the next station with little or no rest.
- PE 025A Introductory Soccer (1)**  
*Class Hours:* 9 Lecture | 27 Laboratory  
*Transfers to:* UC/CSU
- Introductory Soccer  
PE 025A is designed to teach basic running, throwing and passing skills and provide for team competition. This will also give students knowledge and practice in the offensive and defensive strategies involved in the game of soccer.
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**PE 025B Intermediate Soccer (1)**  
*Class Hours:* 9 Lecture | 27 Laboratory P/NP  
*Transfers to:* UC/CSU

Intermediate Soccer

PE 025B is designed to teach intermediate skills, strategy and team play.

**PE 025C Intermediate Soccer (1)**  
*Class Hours:* 9 Lecture | 27 Laboratory P/NP  
*Transfers to:* UC/CSU

Intermediate Soccer

PE 025B is designed to teach intermediate skills, strategy and team play.

**PE 029A Intro. Intercoll. Volleyball (3)**  
*Class Hours:* 175 Laboratory  
*Prerequisite(s):* Medical approval from a licensed  
*Transfers to:* CSU

Introductory Intercollegiate Volleyball

PE 029A is designed to provide competition in volleyball at the community college level. Intercollegiate volleyball will develop intermediate and advanced techniques and knowledge with an emphasis on the individual as well as team skills involved in the game.

**PE 032 Fundamentals of Basketball (1)**  
*Class Hours:* 9 Lecture | 27 Laboratory  
*Transfers to:* UC/CSU

Fundamentals of Basketball

PE 032 is designed to provide instruction and practice in the fundamentals of basketball including dribbling, passing, shooting and rules, etc. The course also includes instruction on how to improve skills necessary for students to participate in recreational basketball. May be taken three times for credit.

**PE 036 Men's Intercollegiate Soccer (3)**  
*Class Hours:* 175 Laboratory  
*Prerequisite(s):* Medical approval from a licensed  
*Transfers to:* UC/CSU

Men's Intercollegiate Soccer

PE 036 provide student athletes the opportunity to compete on a men's soccer team at the intercollegiate level. PE 36 will provide student athletes an opportunity to develop individual and team skills through the use of intermediate and advanced techniques and knowledge. Student athletes will learn to master soccer and strategies against an opponent while developing mental and physical maturity. Students will compete against the college teams in the area.

**PE 040 Intro to Physical Education (3)**  
*Class Hours:* 54 Lecture  
*Transfers to:* UC/CSU

Introduction to Physical Education

PE 040 is designed to introduce the student to the study of personal, social, and professional aspects of modern physical education. Focus is on history, trends, opportunities and problems associated with the profession.



**PE 044 Fundamentals of Wrestling**

(1)

*Class Hours:* 9 Lecture | 27 Laboratory*Transfers to:* UC/CSU

## Fundamentals of Wrestling

PE 044 is designed to provide instruction and practice in the fundamentals of wrestling: including takedowns, escapes, reversals, pinning, combinations, riding, defensive skills, and knowledge of and interpretation of the official rules of wrestling.

**PE 045 Coaching Team Sports**

(3)

*Class Hours:* 54 Lecture*Advisory(s):* ENG 051A*Transfers to:* CSU

## Coaching Team Sports

PE 045 provides students the foundational knowledge necessary to prepare them to move into the professional area of an athletic coach and advance career opportunities.

**PE 045B Theory of Volleyball**

(1)

*Class Hours:* 9 Lecture | 27 Laboratory*Transfers to:* CSU

## Theory of Volleyball

PE 045B is designed to present a study of the fundamental theories and techniques of the game of volleyball.

**PE 046A Theory of Golf**

(1)

*Class Hours:* 9 Lecture | 27 Laboratory*Transfers to:* UC/CSU

## Theory of Golf

PE 046A is a study and analysis of competitive golf. Emphasis on swing mechanics, course management, rules of golf, mental techniques and practice regimens. Designed for students with previous golf experience and/or the desire to coach golf at any level.

**PE 046B Theory of Cross Country**

(1)

*Class Hours:* 9 Lecture | 27 Laboratory*Transfers to:* UC/CSU

## Theory of Cross Country

PE 046B is a study and analysis of competitive cross country. Emphasis on technique of running. Designed for students with previous cross country experience and/or the desire to coach cross country at any level.

**PE 047 Fundamental of Soccer**

(1)

*Class Hours:* 9 Lecture | 27 Laboratory*Transfers to:* UC/CSU

## Fundamentals of Soccer

PE 047 is designed to provide instruction and practice in the fundamentals of soccer including dribbling, passing, shooting, defense, etc. The course also includes instruction on how to improve skills necessary for students to participate in recreational soccer. May be taken three times for credit.

**PE 048**                      **Community First Aid & Safety**                      (1)  
*Class Hours:* 18 Lecture                      P/NP  
*Transfers to:* UC/CSU

Community First Aid and Safety

PE 048 the content and activities included in this course will prepare the student to recognize emergencies and make appropriate decisions regarding care. Each section teaches the necessary skills the citizen responder will need to act as the first link in the emergency medical services (EMS) system chain. Students who complete the course will receive American Red Cross Certificates in Adult, Child and Infant CPR as well as First Aid and Disease Transmission (OSHA).

**PE 35A**                      **Theory of Soccer**                      (1)  
*Class Hours:* 9 Lecture | 27 Laboratory  
*Transfers to:* UC/CSU

Theory of Soccer

Study and analysis of competitive soccer. Emphasis on defense, offense, individual and team skill development, rules, game preparation and strategy, origin and development of the game, terminology, mental attitude, and develop good nutrition habits. Designed for students with previous soccer experience and/or the desire to coach soccer at any level. (AA, CSU, UC)

## Physical Science (PHYSICI)

**PHYSICI 002**                      **Chemistry and Physics for Edu**                      (4)  
*Class Hours:* 54 Lecture | 54 Laboratory  
*Prerequisite(s):* MATH 061  
*Transfers to:* CSU  
*C-ID:* CHEM 140

Chemistry and Physics for Educators

PHYSICI 002 is designed to prepare students to teach chemistry and physics at K-12 grade levels with emphasis on meeting California Public School Standards. This course is part of the natural science series for students planning to transfer to a four-year liberal studies program. Topics include physical and chemical properties of matter, motion, energy, electricity, light, atomic structure and bonding, and chemical reactions.

## Physics (PHYSICS)

**PHYSICS 002A**                      **Mechanics and Thermodynamics**                      (4)  
*Class Hours:* 54 Lecture | 54 Laboratory  
*Prerequisite(s):* MATH 063  
*Transfers to:* UC/CSU  
*C-ID:* PHYS 105

Mechanics and Thermodynamics

PHYSICS 002A is the study of vectors, particle kinematics and dynamics, work, energy, simple harmonic motion, rotational kinematics and dynamics, the kinetic theory of gases, the first and second laws of thermodynamics and gravitation.

**PHYSICS 002B**                      **Elect.,mag.,optics&mod.Physics**                      (4)  
*Class Hours:* 54 Lecture | 54 Laboratory  
*Prerequisite(s):* PHYSICS 002A  
*Transfers to:* UC/CSU  
*C-ID:* PHYS 110

Elect., Mag., Optics & Modern Physics

PHYSICS 002B is the algebra-based study of electricity, magnetism, electromagnetism, electric circuits, wave phenomena, geometrical and physical optics, special relativity and a survey of atomic, nuclear and particle physics.

**PHYSICS 004A**                      **Classical Mechanics**                      (4)  
*Class Hours:* 54 Lecture | 54 Laboratory  
*Corequisite(s):* MATH 001B  
*Transfers to:* UC/CSU  
*C-ID:* PHYS 205

Classical Mechanics

PHYSICS 004A is the study of vector algebra, particle kinematics, Newton's laws, conservation of linear momentum, the work-(kinetic) energy theorem, potential energy, conservation of total mechanical energy, mechanics of many-particle systems, rotational kinematics and dynamics, conservation of angular momentum, oscillatory phenomena and gravitation.

**PHYSICS 004B**                      **Electricity, Magnetism & Waves**                      (4)  
*Class Hours:* 54 Lecture | 54 Laboratory  
*Prerequisite(s); PHYSICS 004A:*  
*Corequisite(s):* MATH 002A  
*Transfers to:* UC/CSU

Electricity, Magnetism & Waves

PHYSICS 004B is the study of electric charge and Coulomb's law, the electric field and Gauss's law, electric potential, capacitance and dielectrics, DC circuit analysis and network theorems, the Lorentz force law, Ampere's law and the Biot-Savart law, Faraday's law, inductance, AC circuit analysis, magnetic properties of matter, propagation of waves in elastic media, standing waves and interference, and electromagnetic waves.

**PHYSICS 004C**                      **Thermodynamics,optics,mod.Phys**                      (4)  
*Class Hours:* 54 Lecture | 54 Laboratory  
*Prerequisite(s):* PHYSICS 004B  
*Transfers to:* UC/CSU

Thermodynamics,optics and Modern Physics

PHYSICS 004C is the study of temperature and the zeroth law of thermodynamics; the kinetic theory of gases; heat and the first law of thermodynamics; entropy and the second law of thermodynamics; geometrical optics; interference; diffraction and polarization of light; special relativity; failures of classical physics; an introduction to quantum physics; and a survey of atomic, nuclear, and particle physics.

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## Political Science (POLSCI)

### **POLSCI 001 American Government (3)**

*Class Hours:* 54 Lecture

*Advisory(s):* ENG 051A

*Transfers to:* UC/CSU

*C-ID:* POLS 110

#### American Government

POLSCI 001 is an introduction to United States and California government and politics, including their constitutions and processes, and political actors. examination of political behavior, political issues, and public policy.

### **POLSCI 002 Comparative Government (3)**

*Class Hours:* 54 Lecture

*Prerequisite(s):* ENG 051A

*Transfers to:* UC/CSU

*C-ID:* POLS 130

#### Comparative Government

POLSCI 002 is the study of the Germany, and the former Soviet Union, compared with each other and with that of the United States, with emphasis on contemporary problems.

### **POLSCI 004 Intro to International Relatio (3)**

*Class Hours:* 54 Lecture

*Advisory(s):* ENG 051A

*Transfers to:* UC/CSU

*C-ID:* POLS 140

P/NP

#### Introduction to International Relations

POLSCI 004 is an introductory course will study how countries interact with each other. The course will study theories of international relations, balance of power, and basic concepts of politics around the world. Subjects include war and peace, economic development, power and decision making, terrorism, and American foreign policy.

## Psychology (PSYCH)

### **PSYCH 001 Introductory Psychology (3)**

*Class Hours:* 54 Lecture

*Prerequisite(s):* ENG 051A

*Transfers to:* UC/CSU

*C-ID:* PSY 110

#### Introductory Psychology

PSYCH 001 is the scientific study of behavior and mental processes. The content focuses on the exploration of major psychological theories and concepts, methods, and research findings in psychology. Topics include the biological bases of behavior, perception, cognition and consciousness, learning, memory, emotion, motivation, development, personality, social psychology, psychological disorders and therapeutic approaches, and applied psychology.

**PSYCH 002                      Abnormal Psychology****(3)***Class Hours:* 54 Lecture*Prerequisite(s):* ENG 051A*Transfers to:* UC/CSU*C-ID:* PSY 120

## Abnormal Psychology

PSYCH 002 introduces the scientific study of psychopathology and atypical behaviors, broadly defined. Students investigate abnormal behavior from a variety of perspectives including biological, psychological, and sociocultural approaches. An integrative survey of theory and research in abnormal behavior, and intervention and prevention strategies for psychological disorders are also introduced.

**PSYCH 003                      Developmental Psychology****(3)**

P/NP

*Class Hours:* 54 Lecture*Prerequisite(s):* ENG 051A*Transfers to:* UC/CSU*C-ID:* PSY 180

## Developmental Psychology

PSYCH 003 provides an overview, from a psychological perspective, of human development from conception through death, including biological and environmental influences. Theories and research of physical, cognitive, personality, and social development are examined, as well as attention to developmental problems.

**PSYCH 004                      Personal Psychology****(3)***Class Hours:* 54 Lecture*Prerequisite(s):* ENG 051A*Transfers to:* UC/CSU*C-ID:* PSY 115

## Personal Psychology

PSYCH 004 is designed with an applied focus for students interested in how psychology is used in everyday life and is related to other social sciences. The course surveys different psychological perspectives and theoretical foundations and how these are applied across a person's life taking into account the influence of factors such as culture, gender, ethnicity, historical cohort, and socio-economic status. A broad understanding of how scientists, clinicians, and practitioners study and apply psychology is emphasized.

**PSYCH 005                      Biological Psychology****(3)***Class Hours:* 54 Lecture*Prerequisite(s):* PSYCH 001*Transfers to:* UC/CSU*C-ID:* PSY 150

## Biological Psychology

PSYCH 005 introduces the scientific study of the biological bases of behavior and its fundamental role in the neurosciences. Physiological, hormonal, and neurochemical mechanisms, and brain-behavior relationships underlying the psychological phenomena of sensation, perception, regulatory processes, emotion, learning, memory, and psychological disorders will be addressed. The course also notes historical scientific contributions and current research principles for studying brain-behavior relationships and mental processes. Ethical standards for human and animal research are discussed in the context of both invasive and non-invasive experimental research.

**PSYCH 006                      Research Methods in Psychology                      (3)***Class Hours:* 54 Lecture*Prerequisite(s):* PSYCH 001, MATH 025*Transfers to:* UC/CSU*C-ID:* PSY 200

## Research Methods in Psychology

PSYCH 006 surveys various psychological research methods with an emphasis on research design, experimental procedures, descriptive methods, instrumentation, and the collection, analysis, interpretation, and reporting of research data. Research design and methodology will be examined through a review of research in a variety of the sub-disciplines of psychology.

**PSYCH 029                      Introduction to Sports & Exerc                      (3)***Class Hours:* 54 Lecture*Advisory(s):* ENG 051A*Transfers to:* CSU

## Introduction to Sport &amp; Exercise Psych

PSYCH 029 is the study and application of psychological and foundations to sport and exercise across the lifespan and across activity contexts. This course is designed to promote an understanding of the concepts and applied principles of sport and exercise psychology. Findings and principles from the sport and exercise psychology literature will be applied to sport and physical activity participants, ranging from youth sport and community exercise programs to elite and world class performers.

**Restaurant Management (RM)****RM 010                      Intro to Food Service Op.                      (3)***Class Hours:* 54 Lecture*Advisory(s):* CUL 050*Transfers to:* CSU

P/NP

## Introduction to Food Service Operations

RM 010 is an overview of the basic principles, procedures and fundamentals concepts relating to food service operations. This course emphasizes the history of food service operations from ancient to modern times, types of food service operations, food safety, menu planning, purchasing, receiving and inventory control, production and distribution systems, facility planning, marketing and human resource management.

**RM 011                      Food and Beverage Service                      (3)***Class Hours:* 54 Lecture*Advisory(s):* CUL 050*Transfers to:* CSU

P/NP

## Food and Beverage Service

RM 011 identifies the crucial elements involved in the successful operation of a food and beverage service and their relationships. This course emphasizes the management of marketing, operation, cost and design control, facilities and equipment requirements and product selection. In addition, this course provides special emphasis on staff training and development and legal for beverage sales.

- 
- RM 012 Food and Beverage Cost (3)**  
*Class Hours:* 54 Lecture  
*Advisory(s):* CUL 050  
*Transfers to:* CSU
- Food and Beverage Cost
- RM 012 is designed to provide the basic skills required to understand and utilize cost control systems. This course provides instruction in managing income and expenses associated with food and beverage operations. It provides an overview of managing the cost of food, beverage, labor, and other expenses as well as determining sales volume and analyzing trends to improve the overall income system.
- RM 061 Culinary Theory and Fund. (3)**  
*Class Hours:* 54 Lecture  
*Advisory(s):* CUL 050
- Culinary Theory and Fundamentals
- RM 061 is an introductory course in the culinary arts. This course emphasizes the origins of professional food preparation, terminology, tools and equipment, safety and sanitation requirements for ServSafe certification, basic food preparation and cooking fundamentals, principles, and techniques.
- RM 063 Culinary Concepts (3)**  
*Class Hours:* 36 Lecture | 54 Laboratory  
*Advisory(s):* CUL 050
- Culinary Concepts
- RM 063 is an overview of food history, nutrition, and classical culinary concepts. This course provides instruction in the history of foodstuff and the development of mankind, principles of nutrition in food preparation, and classical French culinary techniques, processes and methods. Special emphasis is placed on classical French cooking theories, the principles of Escoffier, classical French sauces, stocks, flavoring/seasoning techniques, and soups. The course covers meat, poultry, fish, and shellfish cooking techniques as well as vegetable, potatoes, and other starch preparation and cooking techniques.
- RM 064 Cuisine's of the World (3)**  
*Class Hours:* 36 Lecture | 54 Laboratory  
*Advisory(s):* CUL 050
- Cuisines of the World
- RM 064 emphasizes the principles, procedures, and techniques of food preparation associated with traditional cuisines of the Americas, Europe and Asia. This course will provide instruction in selecting and preparing traditional cuisine from America, Europe and Asia, equipment requirements, storage, herbs and spices, sauces, and entr#e preparation techniques.
- RM 065 Catering and Beverage Services (3)**  
*Class Hours:* 54 Lecture  
*Advisory(s):* CUL 050
- Catering and Beverage Services
- RM 065 emphasizes basic catering and beverage service concepts and principles and procedures in relation to providing quality products and services. This course focuses on historical banqueting, trends within the catering and beverage service industries, styles of catering operations, catering menu program and design, catering procedures and techniques, tools and equipment for catering and beverage service operations, staffing requirement, purchasing, receiving and storage procedures, and regulations governing catering and beverage service operations.
-

**RM 066 Event Plan/Spcl Event Tourism (3)***Class Hours:* 54 Lecture*Advisory(s):* CUL 050**Event Planning & Special Event Tourism**

RM 066 is a comprehensive study of event planning and special event tourism. This course provides instruction in the stages of successful event development, scheduling and organizational elements, catering, marketing, legal requirements, and risk management as well as instruction in the history of tourism, motivation for tourism, and tourism as it applies to special event venues.

**Social Work (SW)****SW 015X Occupational Work Experience (1 - 8)***Class Hours:* Work Experience*Transfers to:* CSU**Occupational Work Experience**

Cooperative Work Experience Education (CWEE) develops skills and knowledge by integrating classroom study with planned, supervised work experience. It is based on the principle that well-educated individuals develop most effectively through an educational plan that incorporated work experience. Through these structured experiences, the students enrich their college studies, which enhance their total development. Occupational Work Experience is supervised employment which is intended to assist students in acquiring desirable work habits, attitudes, and career awareness in the field of the student's major. Students may earn up to 8 units per semester for a maximum of 16 total units. Credits are awarded for paid or voluntary work. For every 75 hours of paid work completed within the semester, 1 unit or credit is awarded. For every 60 hours of volunteer work completed within the semester, 1 unit of credit is awarded. Occupational Work Experience credits are counted as electives toward an Associate's Degree at West Hills College Lemoore and are transferable to four year universities (for specific transfer eligibility, please contact a counselor or an advisor).

**Sociology (SOC)****SOC 001 Introduction to Sociology (3)***Class Hours:* 54 Lecture*Advisory(s):* ENG 051A*Transfers to:* UC/CSU*C-ID:* SOCI 110**Introduction to Sociology**

SOC 001 is an introduction to the sociological concepts and theoretical perspectives of sociology and their application to the fundamental problems of social life. The course includes an overview of sociological explanations, methods, and findings in social structure, group dynamics, socialization, social stratification culture, social change, and global dynamics.

**SOC 002 Critical Thinking/Social Prob (3)***Class Hours:* 54 Lecture*Prerequisite(s):* ENG 051A*Transfers to:* UC/CSU*C-ID:* SOCI 115**Critical Thinking and Social Problems**

SOC 002 explores major social problems experienced by society, with an exploration of the role of power in defining social problems, causes and consequences, theoretical perspectives, proposed solutions, and methods of interventions. The course focuses on the application of critical thinking skills to strengthen critical analysis and heighten social awareness.



**SOC 003 Marriage and Family Relations (3)**

*Class Hours:* 54 Lecture

*Advisory(s):* ENG 051A

*Transfers to:* UC/CSU

*C-ID:* SOCI 130

**Marriage and Family Relations**

SOC 003 explores diversity in family dynamics including historical and recent changes. Topics focus on socio-cultural and economic forces shaping the family, love, mate selection, sexuality, communication patterns, parenthood, and dissolution. Students will learn how paired relationships work in contemporary mass society, why they succeed, and why they sometimes fail.

**SOC 005 Cultural Sociology (3)**

*Class Hours:* 54 Lecture

*Advisory(s):* ENG 051A

*Transfers to:* UC/CSU

*C-ID:* SOCI 150

**Cultural Sociology**

SOC 005 surveys multiple dimensions of culture and social stratification in the United States, including race, ethnicity, age, class, physical ability, religion, gender, and sexuality. This course promotes cultural awareness aimed at building cultural intelligence. Attitudes and competencies emphasize theoretical perspectives, cultural change, and future trends in diversity.

**SOC 010 Sociological Practice (3)**

*Class Hours:* 54 Lecture

*Advisory(s):* ENG 051A

*Transfers to:* CSU

**Sociological Practice**

SOC 010 examines sociological practice and its tools in understanding intervention in, and/or enhancement of human social life. Students will learn about applied and clinical sociology as multidisciplinary, humanistic fields that assess and reduce problems through analysis and intervention. Students will be exposed to critical assessments of beliefs, policies, and practices with an eye toward improving the situations through civic engagement and change.

## Workforce Skills (WKFSK)

**WKFSK 143 Workforce Skills - Locating in (N/A)**

*Class Hours:* 90 Laboratory

P/NP

**Workforce Skills - Locating Information**

This course develops skills in using information presented in workplace graphics such as memos, tables, charts, and graphs. Examples and situations focus on applying this ability in real-world situations. The course uses computer software with a variety of interactive exercises so that the learner can practice each concept. Using this information, the student will become more effective at understanding instructions presented by supervisors, presenting instructions to others, and seeing the overall meaning of graphic document.(NDA)

# Administration and Faculty

- Abela, Brian. . . . . Chemistry 2005  
B.S., University of California, Davis  
M.S., University of California, Riverside
- Aguilar, Elmer. . . . . Dean of Student Services 2018  
B.A., University of California, Los Angeles  
M.B.A., California State University, Fresno
- Babb, Amy. . . . . Work Experience 2017  
BA, CSU Fresno
- Babb, David. . . . . Biology 2003  
B.A., California State University, Fresno  
M.S., University of Maryland
- Birrell, Jameson. . . . . Mathematics 2005  
B.A., M.A., California State University, Fresno
- Burgos, Leonel. . . . . Counselor 2016  
B.A., M.S., California State University, Fresno
- Chamberlain, Mike. . . . . Mathematics 2017  
B.A., California State University, Fresno  
M.B.A, Craig School of Business at Fresno State  
M.A., California State University, Fresno
- Clark, Kristin. . . . . President 2016  
B.A., University of Phoenix  
M.A., Pepperdine University  
Ed.D., University of Pennsylvania
- Costa, Kris Dean of Career Technical Education (CTE) 2017  
B.S., M.S., Cal Poly, San Luis Obispo
- Costa, Lester. . . . . Paramedic 2019  
B.S., San Diego State University
- Daniels, Neomi. . . . . English 1999  
B.A., M.F.A., California State University, Fresno
- Davis, Terry. . . . . Administration of Justice 1997  
B.A., M.A., California State University, Fresno
- Denney, Wendy. . . . . EOPS Counselor 2015  
B.A., M.S., California State University, Fresno
- Dolata, Cynthia. . . . . Nursing 2008  
B.S., State University of New York, Buffalo  
M.S., CSU Dominguez Hills
- Ennes, Marty. . . . . Communication 1999  
B.A., M.A., Western Washington University
- Fortune, Allen. . . . . Psychology, Physical Education 2010  
B.A., Fresno Pacific University  
M.S. Capella University
- Ganter, Frieda. . . . . Math 1999  
B.S., University of Massachusetts  
Ph.D., University of North Carolina
- Garcia, Valentin. . . . . Vice President of Student Services 2018  
B.S., MA, University of La Verne
- Gejeian, David. . . . . English, Journalism 2015  
B.S., M.F.A., California State University, Fresno
- Gillette, Jasara. . . . . Health, 2017  
BA, San Diego State University  
MA, National University
- Gonzales, Tiffani. . . . . Counselor 2007  
B.A., M.A., California State University, Fresno
- Gonzalez, Mariadelaluz. . . . . Associate Dean of Categorical Programs 2008  
B.A., M.S., California State University, Fresno
- Hall, Bob. . . . . Geography 1997  
B.A., University of Northern Colorado  
M.A., University of Texas, Austin
- Harris, Clifton. . . . . Biology 2005  
B.A., Stanford University  
M.D., Washington University
- Hartline, Rosanna. . . . . Biology, 2019  
B.S., Ph.D., State University of New York College
- Hawken, Chris. . . . . Associate Dean of Athletics 2016  
B.H., P.G.C.E., University of London, Borough Road College  
M.A., University of California, Berkeley  
M.B.A., Columbia Southern University
- Hendrickson, Marta. . . . . Counselor 1995  
B.A., Concordia College  
M.A., University of San Francisco
- Howard, Libra. . . . . English 1999  
B.A., M.F.A., California State University, Fresno
- Jackson, Shawn. . . . . Math 2001  
B.A., M.A., California State University, Fresno
- Kennedy, Vera. . . . . Sociology 2007  
B.S., M.A., California State University, Fresno  
E.D.D, Argosy University
- Kron, Brian. . . . . Business, CIS, Economics 1999  
B.S., M.B.A., California State University, Fresno
- Leon, Ana. . . . . Child Development 2015  
A.A, West Hills Community College  
B. A., M.A., Fresno Pacific University
- Lomeli, Nestor. . . . . Director of Admissions and Records/Registrar 2015  
B.A., California State University, Fresno  
M.S. National University

- Lopez, Derek. . . . . Counselor 2015  
B.A., M.S., California State University, Fresno
- Mahaffey, Geri. . . . . Nursing Instructor 2012  
B.S., M.S., Grand Canyon University
- Oxford, Ron. . . . . Librarian 2005  
B.A., Ed.D., California State University, Fresno  
M.L.I.S, San Jose State University
- Paden, Monte. . . . . CIS, Business, Economics 1997  
B.S., California State University, Fresno  
M.B.A., University of Phoenix
- Paredes, Rene. . . . . History 2001  
B.A., M.A., California State University, Fresno
- Picchi, Andrea. . . . . Physical Education 2012  
B.A., Whittier College  
M.A., National University  
M.S., Azusa Pacific University
- Preston, James. . Vice  
President of Educational Services 2000  
B.A., University of California, Santa Barbara  
M.A., Fresno Pacific University
- Quilici, Teresa. . . . . Counselor 2015  
B.A., M.S., California State University, Fresno
- Ragsdale, Rodney. . . . . Physical Education 2005  
B.S., California State University, Fresno  
M.A., National University
- Rai, Rupinder. . . . . Counselor 2008  
B.S., M.S., California State University, Fresno
- Raia, Christian. . . . . Culinary Arts 2006  
B.F.A., San Jose State University
- Rengh, David-Michael. . . . . CIS, Business 1989  
A.A., West Hills College  
B.A., Fresno Pacific College
- Reynosa, Monica. . Coordinator of Special Grants, Equity  
2017  
B.A., University of California, Santa Cruz  
M.A., University of Oklahoma, Norman
- Rogers, Joel. . . . . Kinesiology, Biology 2006  
B.A., Fresno Pacific University  
M.A., California State University, Fresno
- Rooney, James. . . . . Industrial Technology 2019  
B.A., California State University, Fresno  
M.A., Alliant International University
- Sheffield, Kim. . . . . English 2008  
B.A., M.A., California State University, Fresno
- Shehorn, Jacqueline. . . . . English 1997  
B.A., University of California, Irvine  
M.A., California State University, Fresno
- Simon, Giselle. . Director  
of Special Grants-Career Pathways 2007  
B.S., M.S.W., California State University, Fresno
- Soria, Deborah. . . . . Director of Financial Aid 2011  
B.S., M.A., San Jose State University
- Sterling, Kurt. . . . . Biology 2005  
B.S., M.S., California State University, Fresno
- Sulcer, Hilliary. . . . . Nursing, 2017  
BS, Nursing  
MS, Nursing
- Sweeney, Patrick. . Dir.  
of Maintenance and Operations 2016  
A.S., Lake Michigan College
- Thomas, Jay. . . . . Math 2015  
B.S., Cal Poly, San Luis Obispo  
M.A., Chapman University
- Tidwell, Amber. . . . . GED, 2017  
B.S., Troy University  
M.F.A., CSU Fresno  
M.DIV., New Orleans Baptist Theological
- Turmon, Shannon. . . . Education/Guidance Studies 2019  
B.S., Fresno Pacific University  
M.S., California State University, Fresno
- Van Horn, Stuart. . . . . Chancellor 2017  
B.S., University of Great Falls  
M.A., Azusa Pacific University  
Ed.D., University of Phoenix
- Villarreal, Oscar Director of ASP/Upward Bound M&S 2000  
A.A., West Hills College  
B.A., Fresno Pacific University  
M.A., Cal Poly, San Luis Obispo
- Warner, Sue. . . . . Dean of Educational Services 2017  
B.A., M.A., California State University,  
Sacramento
- Zhao, Jiaxin. . . . . Engineering, Physics 2011  
B.S., University of Science & Technology of  
China  
M.S., University of Missouri  
Ph.D., Purdue University

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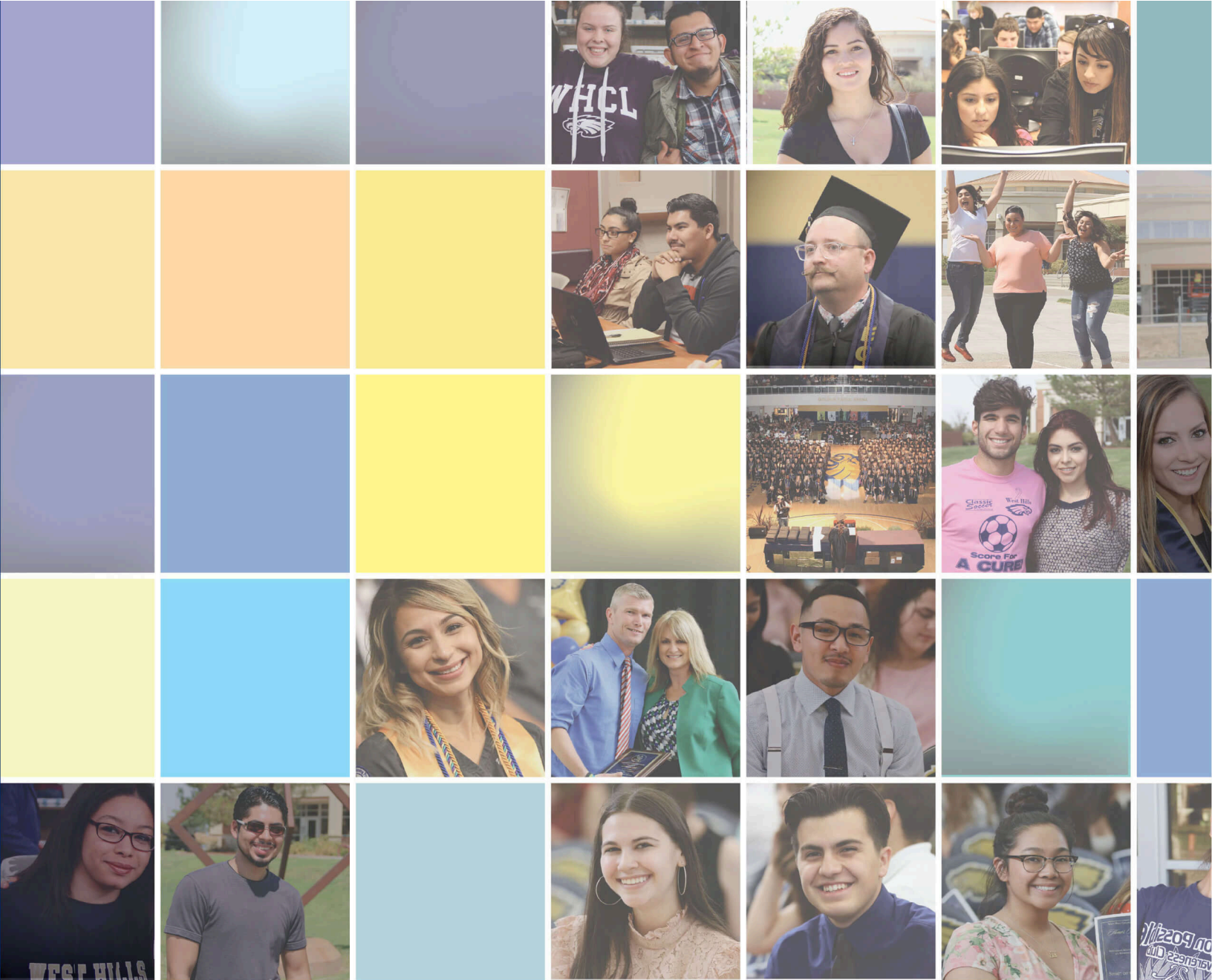
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[westhillscollge.com/lemoore](http://westhillscollge.com/lemoore)  
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