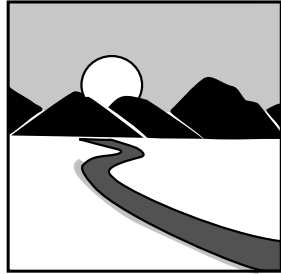


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WEST  
HILLS



COMMUNITY  
COLLEGE  
DISTRICT

# CATALOG 2001-02



# WEST HILLS COMMUNITY COLLEGE DISTRICT

1-800-266-1114

www.westhillscollge.com

## BOARD OF TRUSTEES

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# WEST HILLS COMMUNITY COLLEGE DISTRICT

## INSTRUCTIONAL CALENDAR

### 2001-2002

#### SUMMER SESSIONS

May 29 - August 15 .....	(T,W) .....	Instruction Begins/ Ends
June 11 - August 3 .....	(M,F) .....	Instruction Begins/Ends (8-week classes)
June 11 - July 20 .....	(M,F) .....	Instruction Begins/Ends (6-week classes)
June 11 - July 6 .....	(M,F) .....	Instruction Begins/Ends 1st (4-week classes)
July 9 - August 3 .....	(M,F) .....	Instruction Begins/Ends 2nd (4-week classes)
July 4 .....	(W) .....	Independence Day

#### FALL SEMESTER

August 16 .....	(Th) .....	Faculty Flex Day, no classes
August 17 .....	(F) .....	Duty Day, no classes
August 20 .....	(M) .....	Instruction Begins
September 3 .....	(M) .....	Labor Day, no classes
October 12 .....	(F) .....	Last day to petition to graduate
October 22 .....	(M) .....	Second 9-week classes begin
November 12 .....	(M) .....	Veteran's Day observed, no classes
November 16 .....	(M) .....	Last day to withdraw with a "W"
November 22-23 .....	(Th,F) .....	Thanksgiving, no classes
December 17-21 .....	(M-F) .....	Finals Week
December 21 .....	(F) .....	End of Fall Semester
		Total Instructional Days: 87

#### SPRING SEMESTER

January 10 .....	(Th) .....	Faculty Flex Day, no classes
January 11 .....	(F) .....	Duty Day, no classes
January 14 .....	(M) .....	Instruction begins
January 21 .....	(M) .....	Martin Luther King Day, no classes
February 8 .....	(F) .....	Lincoln's Day observed, no classes
February 18 .....	(M) .....	Washington's Day observed, no classes
March 8 .....	(F) .....	Last day to petition to graduate
March 18 .....	(M) .....	Second 9-week classes begin
March 25-29 .....	(M-F) .....	Spring Recess
April 19 .....	(F) .....	Last day to withdraw with a "W"
May 20-24 .....	(M-F) .....	Finals Week
May 24 .....	(F) .....	Commencement
May 24 .....	(F) .....	End of Spring Semester
		Total Instructional Days: 88
Approved by the Board of Trustees: February 20, 2001		

#### ABOUT THIS CATALOG

Every effort has been made to assure the accuracy of the information in this class 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 President 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 their economically. In those cases in which classes must be canceled for lack of enrollment, every attempt will be made to reschedule students so as 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 class 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.

# 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 1961, the voters of the Coalinga High School District approved the formation of a separate junior college district, and in June of 1962, the voters of the Lemoore High School District voted to annex to the college district, as did voters of the Riverdale and Tranquillity 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. Today this is the Kings County Center. In addition, the district maintains an office at the Naval Air Station, Lemoore. Classes are also taught at many other locations throughout the district. The Coalinga Campus serves as the administrative center for the District.

## ACCREDITATION

West Hills College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, 3402 Mendocino Avenue, Santa Rosa, CA 95403 (707) 569-9177, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education. This is an institutional accrediting body recognized by the Council on Postsecondary Accreditation and the U.S. Department of Education. It is listed in the Directory of the Western Association of Schools and Colleges and in the Accredited Institutions of Postsecondary Organizations, 1990-91, a publication of the American Council on Education.

West Hills College is a member of the California Association of Community and Junior Colleges, and the American Association

of Community and Junior Colleges. The college is approved by the United States Immigration and Naturalization Service to accept international students.

## MISSION STATEMENT

West Hills College provides a world-class learning environment to a diverse population in a down home friendly atmosphere. ¡Mi escuela es su escuela!

## VISION STATEMENT

West Hills College will become the preferred choice for college in the San Joaquin Valley because of our learning-centered approach, faculty and staff excellence and technological innovations. An education at West Hills College provides a stepping stone to the future, proving that "once you go here, you can go anywhere."



# ADMISSIONS

## ENTRANCE REQUIREMENTS

To enroll at West Hills College, a student must satisfy one of the following requirements:

1. High school graduation.
2. Successful completion of the California High School Equivalency Examination or G.E.D.
3. Attainment of adult status, 18 years of age.
4. Recommendation of the principal of high school student is attending and parental permission.

## APPLICATION FOR ADMISSION

Applications for admission may be obtained at the following locations:

West Hills Community College District website at  
[www.westhillscollege.com](http://www.westhillscollege.com)  
 Coalinga Campus, Admissions Office  
 Kings County Center at Lemoore  
 Naval Air Station at Lemoore Office  
 North District Center Office in Firebaugh

High school transcripts and transcripts from other colleges attended must be on file with West Hills College. Students with transcripts from institutions outside the United States should contact the West Hills College Office of Admissions and Records for information on transcript evaluation. The student must notify the institution previously attended to mail official transcripts directly to the Admissions and Records Office.

## FEES

The Legislature of the State of California has made it mandatory for West Hills College to charge a California Community College fee of \$11.00 per unit effective Fall semester 1999. This fee is subject to change by the Legislature. ED Section 72252 (amended, effective 1/1/90) allows exemption from the enrollment fee to any dependents, or surviving spouse who has not remarried, or any member of the California National Guard, who, in the line of duty and while in the active service of the state, was killed, died of a disability from an event that occurred while in active service of the state, or who is permanently disabled as a result of an event that occurred in the active service of the state. In addition, the college is mandated to charge an out-of-state tuition fee for those students who do not qualify as California residents (See non-resident tuition)

Cost of student textbooks, supplies, and membership in the Associated Student Body may average \$250 to \$300 per semester. A considerable savings is possible through the purchase of used textbooks from the college bookstore.

Active military applying for Tuition Assistance to pay for 75% of the registration fees must submit a completed authorization form to the college prior to registration; otherwise, registration fees must be paid in full. For more information, call (559) 998-7310.

## REFUND OF ENROLLMENT FEES AND TUITION

Refund or reversal of enrollment fees and tuition shall be made in accordance with the schedule listed below for reduction in program or withdrawal from class(es) and shall be initiated upon receipt of a written request submitted by the last day of the semester.

### Full Semester Classes, 16-18 weeks

- a. Withdrawal during the first two weeks of instruction: 100% refund
- b. Withdrawal after the second week of instruction: no refund

### Summer/Short-term Classes

Refund period for short-term and summer classes is based on the length of the class.

- a. Withdrawal during the first 10% of the course length: 100% refund
- b. Withdrawal after 10% of the course length: no refund.

## NON-RESIDENT TUITION

A student classified as a non-resident shall be required to pay non-resident tuition. The fee for non-residents is \$134.00 per unit. Non-resident/international students must also pay an additional \$10.22 per unit non refundable capital outlay fee, also a \$100.00 one time non-refundable processing fee for international students.

Students who have paid the \$134.00 per unit non-resident fee and then drop units will be given refunds based on the following schedule:

Units dropped during first week of instruction	90%
Units dropped during second week of instruction	75%
Units dropped during third week of instruction	50%
Units dropped during fourth week of instruction	25%

Refunds due must be requested by the student prior to the end of the academic year for which the request is made.

## MATERIALS FEES

Required instructional materials of continuing value outside the classroom must be paid for by the student. These are tangible materials that are essential to satisfaction of course objectives, have value to the student outside the classroom, belong to the student, and may be taken home. These materials include, but are not limited to, such items as textbooks, workbooks, syllabus, computer disks, tools, uniforms, and canvases. They also include material, such as clay, that can be transformed into materials of lasting value.

Students are advised to provide certain instructional materials of an optional nature which will enhance a student's learning experience in the classroom, but are not essential to completion of course objectives.

Some classes carry a fee for required instructional materials. These fees are for the types of materials described above. When such fees are indicated, the materials for which the fees are levied are supplied at district cost for taking the course.

NOTE: All fees must be paid in full at registration and are subject to change without advance notice by the Board of Trustees of West Hills Community College District. A full refund will be given to students if they completely withdraw from a class the last day of registration before school begins or if the class is canceled by the college.

## CLASSIFICATION OF STUDENTS

### Freshmen

Students who have completed fewer than 30 semester units.

### Sophomores

Students who have completed 30 or more semester units, but who have not yet been awarded an Associate in Arts or any higher degree.

### 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.

## PLACEMENT TESTS

Placement tests (to include English, reading ability, and mathematics) are administered to each entering student. The results of these tests are used to assist students and counselors in the selection of college classes. These tests are not entrance examinations and will not prevent any prospective students from admission to the college.

A schedule of testing times and dates will be printed in the schedule of courses and made available prior to registration each

semester at each location. For more information on placement testing please contact:

Coalinga Campus Counseling office: 800-266-1114 ext. 3398

Kings County Campus Counseling office: 800-266-1114 ext. 3604

Lemoore Naval Air Station Center: (559) 998-7310

North District Center, Firebaugh: (559)659-1473

## PLACEMENT TESTING EXEMPTION POLICY

The following students are exempt from placement testing:

1. Students with documented equivalent scores from SAT, ACT, SCAT, APS or other nationally normed tests approved by the English and/or Math Departments.
2. Students who have met the prerequisites of a course they intend to enroll in by earning a grade of "C" or higher in a lower-level course at West Hills College or in an articulated course from another educational institution.
3. In all cases, the exemption for assessment listed above is available only to students who provide official records or transcripts to the Assistant Dean of Students before registration.

## RESIDENCE ELIGIBILITY

### A. Adults

#### Resident

A "resident" is a student who has resided in the State of California for more than one year immediately preceding the residence determination date and who has demonstrated intent to be a California resident with financial independence. Student must apply for residency in the Admissions and Records Office.

#### Non-Resident

A "non-resident" is a student who does not have legal residence in the state at the time of the residence determination date.

### B. 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 parent living 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.

Residency status is allowed for a student who, (1) has not been an adult resident of California for more than one year, and (2)



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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), so long as continuous attendance is maintained at the college.

### **C. Active Duty Military**

A student who is a member of the armed forces of the United States stationed in this state on active duty, except a member of the armed forces assigned for educational purposes of state supported institutions of higher education, is entitled to resident classification.

### **D. Military Dependents**

A student who is a natural or adopted child, stepchild or spouse who is a dependent of a member of the armed forces of the United States stationed in this state on active duty shall be entitled to resident classification until he/she has resided in the state the minimum time necessary to become a resident. The minimum time necessary to become a resident for California Community College tuition purposes is one year and one day preceding the semester for which the student is applying. If that member of the armed forces of the United States, whose dependent natural or adopted child, stepchild or spouse is in attendance at an institution, (1) is therefore transferred on military orders to a place outside this state where the member continues to serve in the armed forces of the United States or, (2) if thereafter retired as an active member of the armed forces of the United States, the student dependent shall not lose his or her residence classification until he or she has resided in the state the minimum time necessary to become a resident.

### **E. United States Bureau of Indian Affairs**

EC 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, including but not limited to, the Sherman Indian High School, shall be entitled to resident classification. This exception shall continue so long as continuous attendance is maintained by the student at an institution.



# ACADEMIC REGULATIONS

## STUDENT STUDY-LOAD REGULATIONS

The California State Education Code defines a college semester unit as one lecture hour of class plus two hours of study per week per semester. For laboratory, the 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 normal study program for a full-time college student is 15 semester units. Dean of Student Services approval is required for programs of more than 18 units. If a student wishes to appeal a decision, he or she may do so by contacting the Dean of Student Services, who will then meet with the counselor to render a final decision.

## CREDIT/NO CREDIT CLASSES

Students planning to transfer to a four-year college or university should take classes for a letter grade as the CR/NC option generally will not transfer.

A student attending West Hills College may elect to take up to a maximum of 15 semester units of work on a CR (Credit)/NC (No Credit) basis. For CIS/Business programs, a maximum of twelve (12) units will be allowed towards the associate's degree or certificate. Only selected courses are offered on this basis. A student must select the Credit/No Credit option in a class by the end of the fourth week of the semester. Under the CR/NC 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, he/she will not be charged units attempted nor will he/she receive grade points.

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.

See course descriptions for those classes offered under this option.

## ADDING/DROPPING A CLASS

1. A student may make program changes during the first week of instruction.

2. A student may add a class by using Falcon Express or by completing a West Hills College Change of Program form in consultation with his/her counselor or advisor and return the form to the registration personnel.
3. To drop a class a student may use Falcon Express or by completing a Change of Program form in consultation with his/her counselor/advisor and return the form to the registration personnel. Faculty will be notified of the drop by registration personnel. A course may be dropped during the first three weeks of instruction without a notation appearing on the transcript. 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, then a grade other than "W" must be assigned. A student is not officially enrolled or dropped from a class until a registration process using Falcon Express or by completing a Change of Program Form. It is the student's responsibility to drop a class in which he/she no longer wishes to be enrolled.

## CLASS CANCELLATIONS

Courses listed in the Schedule of Classes may be canceled due to low enrollment. If a class is canceled, fees will automatically be refunded; every effort will be made to schedule students into other classes. Early registration and attendance at first class meetings will help scheduled classes from being canceled.

## ATTENDANCE

Students are expected to attend all sessions of each class in which enrolled. 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 Admissions and Records Office. However, the decision to retain a student in class is the decision of the instructor. Students who do not attend the first class meeting may be dropped by the instructor as a no-show. To assure no grade penalty for the course, the student should file a drop form in the Admissions and Records Office. Students are responsible for insuring that they are dropped from class. 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.

## GRADING STANDARDS

Pursuant to Section 51306 of Title 5, the grading practices of the district 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
CR ....	Credit (at least satisfactory—units awarded; not counted in grade point average)	
NC ...	No Credit (less than satisfactory or failing—units not counted in grade point averages)	
I .....	Incomplete (shall not be used in calculating units attempted nor for grade point averages)	
IP .....	In Progress (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.)	
RD ....	Report Delayed (shall be assigned only by the Director, Admissions and Records Office and will not be used in calculating grade point averages)	
W .....	Withdrawal (shall not be used in calculating grade point averages)	
MW ..	Military Withdrawal	

### CR (CREDIT)/NC (NO CREDIT) GRADE

1. A CR (credit) indicates a grade of “C” or better.
2. The CR grade will not be included in computing the student’s GPA.
3. The student will decide no later than the end of the fourth week of instruction whether he/she wishes to take the course on a CR/NC basis or on the conventional grading system basis—a letter grade of ABCDF.
4. For credit toward his/her AA or AS degree, a student will not be permitted to take more than fifteen (15) units on the CR/NC basis or twelve (12) units if majoring in the CIS/Business program.

### IN PROGRESS (IP) GRADES

Instructors assigning an In Progress (IP) grade will be required to submit a “present status” grade at the end of the first term. 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.

### INCOMPLETE GRADE (I)

Incomplete academic work for unforeseeable, emergency and justifiable reasons, at the end of the term may result in an “I” grade being entered in the student’s record. The condition for removal of the “I” shall be stated by the instructor in a written record. The record shall contain the conditions for the removal of the “I” and the grade assigned in lieu of its removal. Grades of “Incomplete” will not be issued unless the student has completed at least 75% of the coursework required. This record must be given to the student with a copy on file with the Admissions and Records Office until the “I” is made up or the time limit has passed. A final grade shall be assigned when the work stipulated has been completed and evaluated by the instructor, or when the time limit for completing the work has passed.

The “I” must 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.

### WITHDRAWAL GRADE (W)

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” (Withdrawal). If a student remains enrolled in a class through the beginning of the fourteenth week, then a grade other than a “W” must be assigned.

### MILITARY WITHDRAWAL (MW)

Military withdrawal occurs when a student who is a member of an active or reserve United States military service receives orders compelling a withdrawal from courses. Upon verification of such orders, a withdrawal symbol may be assigned at any time after the period established by the Governing Board of West Hills College during which no notation is made for withdrawals. The withdrawal symbol so assigned will be “MW”. 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 in the Office of Admissions and Records before the “MW” symbol will be assigned.

### GRADE POINT AVERAGE (G.P.A.)

The grade point average is computed by dividing the total number of grade points earned by the numbers of units attempted. A “W” grade does not enter into computation of the grade-point average. Also, such computations do not include the unit value of course for which “CR” or “NC” are recorded or for courses completed under the regulations established for credit by examination. If a

course is repeated for the purpose of improving previous standard work, the units attempted and the grade points earned are counted only once and according to the higher grade earned in the course. If the grade is the same in both cases, the units attempted and the grade points will be counted only once. In calculating students' degree applicable grade point averages, grades earned in non-degree applicable courses shall not be included.

To graduate from West Hills College, a student must attain a 2.00, or "C" grade point average. In addition, a G.P.A. of 2.00 must be maintained within the major.

## GRADE CHANGES

To conform to the provision of Section 55760(a) of the California Administrative Code, Title 5, the determination of the student's grade by the instructor shall be final in the 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.

1. In general, all courses 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.
2. A change of grade shall not occur as a consequence of the acceptance of additional work or re-examination beyond the specified course requirements.
3. 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 of Grade form shall be used to notify the Office of Admissions and Records. 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.
4. The Change of Grade form must be completed by the instructor, signed by the area dean or associate dean and submitted to the Office of Admissions and Records. Once the change of grade is processed, students shall be notified by the Office of Admissions and Records.

## PREREQUISITE/COREQUISITE POLICY

It is the intent of West Hills College to guide students into courses in which they will have the greatest chance for academic success. The West Hills College 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 your responsibility to be certain that you have met the necessary prerequisite(s) for any course taken. You may be dropped from any class where it is verified that the necessary prerequisite has not been taken.

Whether or not a prerequisite is specifically stated, the instructional staff of WHC 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.

You will find courses which have prerequisites, corequisites, or strongly recommended preparation in their descriptions. Definitions follow:

1. **Prerequisite** is a course requirement that a student must meet in order to demonstrate current readiness for enrollment in a course or educational program.
2. **Corequisite** means a course that a student is required to take simultaneously in order to enroll in another course.
3. **Strongly recommended preparation** means a student is advised, but not required, to meet certain conditions before or in conjunction with a course or educational program.

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

1. Courses for which specific prerequisites/corequisites have been established.
2. Sequential course work in a degree-applicable program.
3. 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 you see a counselor/advisor to discuss this procedure. The forms may be obtained from the counseling/advising staff and will explain what you must do. Criteria for challenging a course may be:

1. You have knowledge or ability to succeed in the course without the prerequisite/corequisite.
2. The course which provides the prerequisite/corequisite is not readily available.
3. You believe that the prerequisite/corequisite is discriminatory or being applied in that manner.
4. You have met the prerequisite/corequisite at another institution, but do not have transcripts on file in Admissions and Records.

There are deadlines in which you must meet the prerequisite/corequisite challenge in order to enroll. Your challenge will be reviewed after you have completed the challenge procedure. You will be informed in writing of the determination of your challenge promptly, in some cases within five working days.



## LIMITATION ON ENROLLMENT

Enrollment may be subject to limitations based on reasons of:

1. Health and safety, or
2. In cases of intercollegiate competition, honors courses, or public performance courses, allocation of available seats to those students judged most qualified and providing such courses are not core requirements for a major or a general education requirement for which there is no other course available; or
3. 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, the District shall allow the student to enroll in the course. The district 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.

## GROUND FOR CHALLENGE OF A LIMITATION ON ENROLLMENT

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

1. 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
2. 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

1. Submit a Petition to Challenge a Limitation on Enrollment to the Admission and Records Office no later than the first day of the semester in order to receive a decision by the fifth day of the semester.
2. 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:

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

West Hills College monitors student enrollment in repeatable courses. Students enrolled in courses the permitted number of times will receive credit. Any student enrolled for more than the maximum number of times will be dropped. Students are urged to keep track of the number of times they repeat such courses. No prior warning can be provided by the college that the repetition limit has been reached.

If a student who has already completed a course with a grade of "D", "F" or "NC" wishes to repeat the course, he/she may be permitted to do so. In these cases only, the student may repeat the course for which a "D" or "F" grade was issued, one (1) time only. The better of the two grades will be used in the cumulative grade point computation. Both grades will be recorded on the transcript, but units will be granted for only one course. The student should be aware that other colleges or universities may not treat a repeated course in the same manner. If a student wishes to repeat the course more than one (1) time, the student must petition the Dean of Students.

## COURSE REPETITION UNDER SPECIAL CIRCUMSTANCES

West Hills College may permit students to repeat courses for which substandard grades were not recorded. Repetition of such courses shall be permitted only upon petition of the student and with written permission of the Assistant Superintendent 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 completed 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.

A petition to repeat courses under this policy is not required in instances when such repetition is necessary to meet a legally mandated training requirement as a condition of continued paid or volunteer employment.

## COMMUNITY SERVICE OPTION

A student who has taken a course designated as repeatable the total number of times allowed for credit may then opt, with instructor's permission, to repeat certain classes under the auspices of Community Service for no credit. Students are not allowed to enroll for the Community Service option until the second week of instruction. Instructor permission forms may be obtained in the Admissions and Records Office and fees paid at the Cashier's Office located in the Student Services Building. Fees for students enrolled in the Community Service Option shall be \$15.00 per unit.

## HONORS

### President's Citation

A student will receive the President's Citation if twelve units or more are completed with a G.P.A. 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 twelve units or more with a G.P.A. of at least 3.0, with no grade below "C", in one semester. Physical education activity classes and credit/no-credit classes are not considered in computing G.P.A. 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

1. A student must maintain a "C" average, 2.0 G.P.A. on all attempted course work at West Hills College with 12 or more accumulated units, or he/she will be placed on academic probation.
2. A student transferring from another college with a grade point average of less than 2.0, with 12 or more units or who has been placed on probation by the college from which he/she has transferred, shall be placed on academic probation.
3. A student will be removed from academic probation when his/her accumulated grade point average at West Hills College is 2.0 or higher.

## PROGRESS PROBATION

1. A student who has enrolled in at least 12 units will be placed on progress probation if one-third of those units receive grades of "W," "I," or "NC."
2. A student will be removed from progress probation when he/she has less than one-third of the enrolled units with the grade of "W," "I," or "NC."

## ACADEMIC DISMISSAL

1. A student who is on academic probation shall be subject to dismissal if he/she has earned a cumulative grade point average of less than 1.75 in all units attempted in each of three consecutive semesters.
2. A student shall be subject to dismissal if he/she has failed to earn a grade point average of 1.0, "D," or higher after the completion of twelve units.
3. Students who have been academically dismissed from West Hills College may return to West Hills College after staying out one semester.
4. Any student who is subject to academic dismissal who wishes to appeal should submit an appropriate letter to the Dean of Students.

## PROGRESS DISMISSAL

1. A student who is on progress probation shall be subject to dismissal if the percentage of units in which he/she has enrolled and received grades of "W," "I," or "NC" in at least three consecutive semesters reach or exceed one-third of the attempted units.
2. Any student who has been subject to dismissal and wishes to appeal should submit an appropriate letter to the Dean of Students.
3. Students dismissed from West Hills College or any other community college for scholastic deficiency may apply for readmission following a one-semester lay-out. Any student admitted after dismissal is on probation and must comply with the regulations in the above sections pertaining to Academic Standards.

## WITHDRAWAL FROM COLLEGE

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

All books and equipment belonging to the college must be returned or purchased from the college.

## TRANSCRIPT OF RECORD

The West Hills College transcript is a duly certified record of all work completed or undertaken by the student at the college. Two transcripts are furnished free upon written request. For each

additional transcript, the student is required to pay two dollars. 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 which are submitted to the Admissions and Records Office become the property of West Hills College and cannot be forwarded to other institutions.

## ELECTION OF GRADUATION

### Regulations

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

1. 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
2. The catalog in effect at the time the student began attending West Hills College, or
3. The catalog in effect at the time the student is graduated from West Hills College.

Continuous attendance is defined as being officially enrolled each semester during an 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 that semester/term as long as the official transcript so indicates. Active military duty will maintain a student's continuous attendance status providing the student returns at the first registration for fall/spring semester following release.

## ACADEMIC RENEWAL POLICY AND PROCEDURES

1. The Academic Renewal Policy and Procedures Agency shall be the Curriculum/Academic Review Committee.
2. Academic Renewal Policy Procedures:

Grades of D, F, and NC, 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 records is maintained.

Subject to the following conditions, up to 12 semester units of substandard (D,F,NC) course work at West Hills Community College may be alleviated.

1. Since completion of the work to be alleviated, the student must have completed a minimum of
  - a. 24 semester units of course work with a GPA of 2.00

- b. 18 semester units of course work with a GPA of 2.50
- c. 12 semester units of course work with a GPA of 3.00

2. At least three years have elapsed since the course work to be disregarded was recorded.
3. The student petitions in writing to the Curriculum Academic Review Committee stating the reasons for requesting academic renewal.
4. The student states in the petition the specific courses to be considered under the academic renewal policy.
5. Whenever possible, students should repeat courses for which substandard grades were earned rather than seek academic renewal.

## REMEDIAL COURSEWORK LIMIT POLICY

West Hills College offers remedial coursework through pre-collegiate basic skills courses in reading, writing, learning skills, study skills, mathematics, and English as a Second Language. These courses are designated as non-degree applicable credit courses.

A student's need for remedial coursework shall be determined by the student's counselor through the use of the appropriate assessment instruments. Once enrolled, no student shall attempt and/or receive more than 30 semester units of credit for remedial coursework at West Hills College. A 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 exempted from the limitation on remedial coursework:

1. Students enrolled in one or more courses of English as a Second Language.
2. Students identified by the Disabled Student Program and Services as having a learning disability.

After attempting and/or completing 30 semester units of remedial coursework and showing satisfactory progress by maintaining 2.00 cumulative grade-point average, students may be allowed additional units of remedial coursework upon petition to the Academic Review Committee. If a waiver of the 30 units limit is granted, the committee will specify the additional course(s) in which the student may enroll.

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# SPECIAL PROGRAMS

## FOREIGN STUDENTS ADMISSION

West Hills College will accept a limited number of properly qualified foreign students for admission each year. Foreign student enrollment is limited to five (5) percent of the total day enrollment of the previous fall semester. Application deadlines are as follows: July 15 for fall semester courses and November 15 for spring semester courses.

In addition to the standard application form, the foreign student must meet the following requirements:

1. Be a graduate of an educational institution comparable to U.S. high schools.
2. Submit a letter of financial responsibility from a correspondent bank or from a U.S. citizen or from an American Embassy.
3. Be able to use the English language with a degree of proficiency which will enable the student to profit from instruction.
4. Give a reasonable guarantee that the student will not become a public charge, either for health or financial reasons. (Proof of health insurance will be required upon registration.)
5. Submit a complete transcript of previous secondary and college or university schooling. The transcript(s) must be an English translation.
6. Enroll in a minimum of twelve (12) semester units at West Hills College. The student will be allowed five (5) semesters to complete his/her objectives.
7. Tuition: Foreign visa students will be required to pay non-resident tuition fees during their entire attendance even though they may have lived in the State of California for one year or more.

## SERVICEMEN'S OPPORTUNITY COLLEGE

West Hills College is a Servicemen's Opportunity College and actively supports the philosophy and concepts of this designation as established by the American Association of Community Colleges.





# NON-TRADITIONAL CREDIT

## WEST HILLS COLLEGE CREDIT BY EXAMINATION POLICY

1. Only courses which are actively being taught may be challenged.
2. A maximum of 15 units may be earned through the credit by examination process.
3. Petitions must be filed through the Instruction Office. Final approval of each petition is granted by the instructor concerned and the Assistant Superintendent Educational Services.
4. The challenge examination option for course credit may be given at the discretion of the individual instructor.
5. The student, upon receiving approval to take an examination, will pay the West Hills Community College District \$11.00 for the first unit and \$6.00 for each successive unit of the course challenged.
6. 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.
7. The student is eligible to petition if he/she is currently enrolled and has successfully completed twelve (12) units in residence at West Hills College. Successful completion is defined for this purpose as having a "C" (2.0) average.
8. 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 by Section 51623.
9. Credit may be granted only for a course listed in the current West Hills College catalog.
10. Normally, activity and performance courses will not be approved for credit by examination. Summer session courses and short term classes may not be challenged.
11. 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.
12. Students wishing to challenge a class in which they are currently not enrolled must file a petition prior to the sixth week of instruction.
13. From the date of notification of approval, a maximum of four weeks will be allowed to pay the fee and complete the challenge.
14. Challenge of the same course will be allowed no more than twice. The required fee will be imposed on each challenge.
15. 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 credit/no credit basis. The instructor's grade with date of test will be filed in the permanent record section of the college.

## ADVANCED PLACEMENT EXAMINATIONS

West Hills College will grant unit credit to those students who participate in the Advanced Placement Examinations offered by The College Board. Students will receive unit credit, not a letter grade, for scores of 3, 4 or 5 for purposes of general education requirements, graduation, and/or advanced placement into West Hills College courses. In order to receive credit, a student must be currently enrolled at West Hills College and have completed at least twelve (12) units of course work at West Hills College. Students must submit their requests, AND, have his/her official copy of the College Board test scores forwarded to West Hills College 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.*

## CREDIT FOR MILITARY SCHOOLS

In all cases, the American Council on Education (ACE) 'Guide to the Evaluation of Educational Experiences in the Armed Forces' will be followed.

1. West Hills College will award equivalent college course credit for Military Service Schools as recommended by the ACE Directory.
2. A maximum of twelve (12) 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 does not offer a specific equivalent.
3. West Hills College will not award college credit for military rank.

In compliance with existing college policy, a student seeking an evaluation of Military Service School must first complete a minimum of twelve (12) semester units of actual classroom work with West Hills College.

There are two forms which are acceptable when requesting an evaluation of Military Service Schools:

1. Application for the Evaluation of Educational Experience during Military Service (Form DD-295).
2. West Hills College Request for Evaluation of Military Record.

The counselor who evaluates the Military Service School Records will notify students by letter of any credit received. If granted by

West Hills College, such credit will be placed officially on the current transcript of the student. (See also page 28 Veterans for additional information).

## **CLEP (COLLEGE LEVEL EXAMINATION PROGRAM)**

West Hills College 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 at the 50th percentile or above. The English portion is not acceptable at West Hills College. Further information concerning this program is available in the Counseling Center.

## **TRANSFER OF COLLEGE UNITS TO HIGH SCHOOL**

A high school non-graduate 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 for persons eighteen years of age or older and that course credit may be applied toward high school or college graduation, but not both. The student should check with the high school regarding the transfer of college units to the high school for graduation before enrolling in college courses. Courses used for high school credit may not be repeated for college credit.

## **DIRECTED STUDIES**

Some course work may be completed through Contract Instruction. These "contracts" are usually designated as Directed Study Courses. The current numbering is Directed Study 49.

With the agreement of the instructor and administrative approval, a student may pursue advanced study after completing the introductory offerings in a particular field. Students, in cooperation with the instructor, prepare and execute a written contract which will address the following: student's purpose, learning activities expected, methods and criteria for evaluation, contract beginning and ending dates, and unit-hours attempted. Signed contracts must be on file in the Admissions and Records Office before credit will be granted.

## **AUDITING COURSES**

Students may audit West Hills College classes by paying a \$15.00 per unit fee. No student auditing a course shall be permitted to change his or her enrollment in that course to receive credit for the course. Priority in class enrollment shall be given to students desiring to take the course for credit towards a degree or certificate. Students must have the instructor's permission to audit the class.

# STUDENT'S RIGHTS AND RESPONSIBILITIES

## CODE OF CONDUCT

The West Hills Community College District 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:

1. Students from pursuing their authorized curricular or co-curricular interests
2. Faculty and administrators from fulfilling their professional responsibilities
3. Classified employees from fulfilling their prescribed duties
4. Authorized guests from carrying out the presentations for which they were invited
5. 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 the West Hills Community College District 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. Any cause set forth in Education Code Section 76033.
2. Dishonesty; including, but not limited to cheating, plagiarism, or knowingly furnishing false information to the college.
3. Unlawful forgery or malicious misuse of college documents, records or identification card; misrepresentation of oneself or of an organization to be an agent of the college, to the detriment of the district.
4. Willful and malicious obstruction or disruption of teaching, research, administration, disciplinary procedures, or other college activities; including, but not limited to its community service functions, or of other authorized activities on or off college premises.
5. Physical abuse or threat of physical abuse on or off college property of any person or damage to the property of any member of the college community or family members or the threat of any such physical abuse.
6. Theft of, or damage to, property of the college or of a member of the college community or campus visitor while on college property or during an authorized college function.

7. Unauthorized entry to, or use of, college supplies, equipment and/or facilities.
8. Violation of college policies, including but not limited to, campus regulations concerning student organizations, the use of college facilities, or the time, place, and manner of public expression.
9. Knowing possession of, or use of, explosives, dangerous chemicals or deadly weapons on college property or at a college function without prior authorization of the college Superintendent/President or his/her designee.
10. Disorderly conduct or lewd, indecent, or obscene conduct or expression on college-owned or college-controlled property or at college-sponsored or college-supervised functions.
11. Failure to comply with lawful directions of college officials acting in the performance of their duties.
12. Possession or use of alcoholic beverages or illegal drugs or narcotics on college property, at any college-sponsored event, or appearance on campus or at any college-sponsored event while under the influence of alcohol or illegal drugs or narcotics.
13. Possession, while on a college campus or at a college-sponsored function, of any of the following weapons; including, but not limited to, any instrument or weapon of the kind commonly known as black-jack, sling shot, fire bombs, billy club, sandbag, metal knuckles; any dirk, dagger, firearm (loaded or unloaded, as pistol, revolver, rifle, etc.); any knife having a blade longer than five inches, and switchblade longer than two inches; any razor with an unguarded blade used for unlawful purposes; any metal pipe or bar used or intended to be used as a club; or any item, such as a chain used to threaten bodily harm (except persons given permission by the college Superintendent/President or his/her designated representatives; members of law enforcement agencies, such as police officers).
14. Abusive behavior directed toward, or hazing of, a member of the college community.
15. Violation of any lawful order of the college President, notice of which has been given prior to such violation, and which order is not inconsistent with any of the other provisions of the policy.
16. Unlawfully assisting another to do any act which would subject a student to expulsion, suspension, probation, or other discipline pursuant to this policy.
17. Attempting to do any of the causes identified above.

## DRUG ABUSE POLICY

For the protection of other students in the West Hills Community College District, and in compliance with Section 10603 of the

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 this District, and the President, 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 Institucion de West Hills College cumple con la Accion Affirmativa y la Igualdad de Oportunidades en la politica, los procedimientos y la practica que tienen que ver con el empleo, la accesibilidad, y la admision de estudiantes.

## **ADMINISTRATIVE PROVISIONS FOR CHANGES OR WAIVERS**

West Hills College 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 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 requirement for graduation set forth in the college catalog. The West Hills College 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 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 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 which the student has consented to being released.

The Act authorizes West Hills College to regard the following information as "Directory Information" and to release this information without student consent: student's name, address, telephone listing, 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. Forms are available in the Admissions and Records Office.

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.

Under the Family Educational Rights and Privacy Act (FERPA), the rights currently held by parents transfer to the student once the student enters a postsecondary institution, without regard to the student's age. Students at the postsecondary 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 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 Dean of Student Services.

## 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 constitutes sexual harassment when:

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status, or progress.
2. Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.
3. 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.
4. 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.

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 his/her rights by a member of the academic community, the student can seek redress according to the West Hills Community College Grievance procedure. 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 College 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, caravanning, etc., these recommendations are not mandatory. The district is in no way responsible nor does the district assume responsibility for any injuries or losses resulting from this non-district sponsored transportation. If you ride with another student, that student is not an agent of, or driving on behalf of, the district.

*Voluntary Field Trips* - Throughout the school year the district may sponsor voluntary field trips and excursions in which you may want to participate. Be advised, as stated in the California Code of Regulations, Sub Chapter 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.



# STUDENT SERVICES

Student services are an important and integral function at West Hills College. The college develops and offers a wide scope of support services dedicated to supplementing and complimenting 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 which is accessible to all is a sound investment for the individual and the community. Secondly, 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 Community College District.

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

## COUNSELING

All students should consult a counselor to develop a Student Educational Plan if they:

1. plan to pursue a certificate, Associate degree or a transfer program; or
2. need to update their Student Education Plan to correct the major and/or educational goal; or
3. need a current Student Educational plan for other departments (e.g. Financial Aid, Veterans, JTPA, CalWORKS etc)

West Hills College counseling programs include the following:

1. Academic counseling, in which the student is assisted in assessing, planning and implementing immediate and long-range academic goals.
2. 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.
3. 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.

## MATRICULATION

Matriculation is a process which brings a college and a student who enrolls for credit 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; an 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; and a program of institutional research and evaluation.

On the student's part, the agreement includes 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; and completion of course and maintenance of progress toward an educational goal according to standards established by West Hills College and the State of California.

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 the West Hills Community College District.

The goals of matriculation include, but are not limited to, the following primary and subsidiary goals:

1. Student success
2. Institutional effectiveness

## STUDENTS' RIGHTS AND RESPONSIBILITIES RELATING TO THE MATRICULATION PROCESS

### Prerequisite/Corequisite Policy

It is the intent of the West Hills Community College District to guide students into courses in which they will have the greatest chance for academic success. The West Hills Community College District 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 your responsibility to be certain that you have met the necessary prerequisite(s) for any course taken. You may be dropped from any class where it is verified that the necessary prerequisite has not been taken.

Whether or not a prerequisite is specifically stated, the instructional staff of WHC assume 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.

You will find courses which have prerequisites, corequisites, or strongly recommended preparation in their descriptions. Definitions follow:

1. Prerequisite is a course requirement that a student must meet in order to demonstrate current readiness for enrollment in a course or educational program.
2. Corequisite means a course that a student is required to take simultaneously in order to enroll in another course.
3. Strongly recommended preparation means a student is advised, but not required, to meet certain conditions before or in conjunction with a course or educational program.

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

1. Courses for which specific prerequisites/corequisites have been established.
2. Sequential course work in a degree-applicable program.
3. 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.

See Academic Regulations Section, for Prerequisite/Corequisite Challenge Procedures.

### **Limitation on Enrollment**

Enrollment maybe subject to limitations based on reasons of:

1. Health and safety, or
2. In cases of intercollegiate competition, honors courses, or public performance courses, allocation of available seats to those students judged most qualified and providing such courses are not core requirements for a major or a general education requirement for which there is no other course available; or
3. 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.

See Academic Regulations Section, for Grounds for Challenge and Challenge Procedures of a Limitation on Enrollment.

## **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 course work. 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 during the term after which he or she completes 12.0 units. Once a specific educational goal has been declared, students will be given 90 days to complete a Student Educational Plan in consultation with a counselor or advisor. 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:

Exemption criteria for orientation/counseling/advisement:

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

## **EXTENDED OPPORTUNITY PROGRAM AND SERVICES (EOPS)**

The Extended Opportunity Program and Services (EOPS) is a state funded program which provides additional support services to students with financial and educational needs. Eligibility is determined by income level and demonstration of need.



The following services are available:

- ▼ Individual counseling
- ▼ Academic programming
- ▼ Vocational planning
- ▼ Grants and/or books
- ▼ Career guidance
- ▼ Priority registration & instructional assistance
- ▼ Transfer assistance to four-year schools
- ▼ Multi-cultural programs

## COOPERATIVE AGENCIES RESOURCES FOR EDUCATION (CARE)

The CARE Program at West Hills College is a cooperative effort between Fresno and Kings County Department of Social Services (DSS), Employment Development Department (EDD), and 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 which will provide the necessary support for their academic success and retention. Students are required to maintain full time status of 12 units.

For more information call the EOPS Director/Counselor, CARE Coordinator. (559)935-0801, ext. 3254/3267 or 1-800-266-1114.

## DISABLED STUDENTS PROGRAMS AND SERVICES (DSPS)

West Hills College is committed to providing equal access to education for disabled persons. The DSPS office provides services to those persons with physical, learning and psychological disabilities. These services include the following:

- ▼ Individual, academic & vocational counseling
- ▼ Priority registration
- ▼ Note takers/Readers
- ▼ Diagnostic testing
- ▼ Alternative testing services
- ▼ Mobility assistance
- ▼ Liaison with the State Department of Rehabilitation & other agencies
- ▼ Assistive Technology
- ▼ Alternative Media

Our Learning Skills Program provides individual and small group instruction for students with learning disabilities in a high-tech lab setting. Computer-assisted instruction is available to all students with disabilities.

For more information, please contact the DSPS Director/Counselor at (559) 935-0801, ext. 3225 or ext. 3253. For the WHC Kings County Center, contact the DSPS Counselor, at (559) 924-9524, ext. 3611.

## TITLE IV STUDENT SUPPORT SERVICES

One Step Beyond (OSB) Program is a federally funded program designed to retain and transfer students to four year colleges. Eligible students for this program include low income, first generation college students and students with disabilities.

Services for students enrolled at West Hills College or who are accepted for enrollment include:

- ▼ Counseling - priority registration, educational planning, academic, career and personal counseling.
- ▼ College, Community and Social Service Referrals - Referral and resource information available for services outside the college community.
- ▼ Financial Aid - Assistance with the financial aid application process.
- ▼ Comprehensive Study Program - Free instructional support in addition to tutoring offered by the college.
- ▼ Social and cultural activities - free field trips and workshops and presentations to stimulate academic awareness, personal growth and student interaction.

For further information, please contact the Program Director, (559) 935-0801, ext. 3304 or (800)266-1114, ext. 3304.

## TITLE V BRIDGE PROGRAM

Through a grant from the U.S. Department of Education, West Hills College has established the Bridge Program to enhance existing student support services as well as to create addition services. The Learning Communities Project is a flagship of these new services under the Bridge Program. Learning communities are clusters of classes and services that are linked so that the subject matter and assignments are shared. Student and faculty work closely together so students receive more in-class support. Learning Communities also include counseling and tutoring specifically geared to the needs of the students and to the nature of the coursework.

Learning Communities help students:

- ▼ Learn more and earn better grades
- ▼ Coordinate homework between classes
- ▼ Make friends through small group interaction
- ▼ Enjoy closer interaction with faculty
- ▼ Earn credit in two courses with common assignments
- ▼ Get extra help that is geared to your needs
- ▼ Develop critical thinking skills
- ▼ Succeed in college!

To learn more about Learning Communities please contact the counselor at the Coalinga Campus (559)935-0801 ext. 3269 or North District Center (559)659-1473.

## MESA

The West Hills Community College Math and Engineering Science Achievement Program (MESA) assists students who intend to transfer to a four year college or university in completing their required courses at WHC. The object of this program is to increase the numbers of disadvantaged students who have chosen math, science, technology, agriculture and engineering as their educational objectives. Everyone is welcome to visit the MESA Center located in the Student Services building on the Coalinga Campus. For more information on the MESA Program, please call 935-0801, ext. 3332.

## UPWARD BOUND PROGRAM

UPWARD BOUND is a federally funded program under Title IV offered to high school freshman, sophomore, junior and senior students. West Hills College's Upward Bound Program serves Avenal, Coalinga, Firebaugh, and Mendota High Schools. Eligible students must be of low income, potential first generation college students, demonstrate an academic need, and/or individuals with disabilities. The focus of Upward Bound is to provide encouragement, preparation and support to eligible high school students attending college after high school. The program accomplishes this through three major components:

- ▼ Tutorial sessions held one day per week for two hours at each high school site.
- ▼ Once a month Saturday sessions held at the Coalinga campus of West Hills College.
- ▼ A six-week residential summer session held at the Coalinga campus of West Hills College.

The program offers academic tutoring, personal, educational, and financial aid counseling; free field trips to universities and colleges; social and cultural activities and events, and motivational guest speakers.

For more information, please contact the Director at (559) 935-0801, ext. 3304 or (800) 266-1114.

## RE-ENTRY PROGRAM

The Re-entry Program provides support and encouragement for students who are returning to school after an absence of two or more years. Services include:

- ▼ Pre-admission advising
- ▼ Individual academic, career and personal counseling
- ▼ Referrals to on-campus and community resources

Designed for all adults in transition, the Re-entry Program serves men and women seeking a career change, single parents returning to school, homemakers preparing for the world of paid employment, and adults struggling with career choices.

## CAREER/PLACEMENT CENTER

The Career Center provides a variety of services and materials to students planning their careers. College catalogs, career resources, job search manuals, and the COIN Career Guidance program, a computerized information and scholarship search system, are available to help students with the career development process. In addition, career assessments and career counseling, available upon request, heighten students' self-awareness, thereby enabling them to make satisfying career choices.

## TRANSFER CENTER

The Transfer Center 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
- ▼ Articulation agreements
- ▼ Contact with representatives from four-year institutions
- ▼ Tours to local four-year institutions
- ▼ Applications to four-year institutions
- ▼ Transfer planning assistance
- ▼ Workshops on transfer issues

## DUAL ADMISSION PROGRAM

The Dual Admission Program is a partnership formed between West Hills Community College District and California State University, Fresno and is designed to provide a seamless transfer for students' whose primary goal is to obtain a Bachelor's Degree. While you complete the requirements for transfer, you can gain admission to the CSU Fresno's Dual Admission Program with one application, enroll in courses and both institutions, have access to CSUF advisors, library services and university athletic events and facilities. For more information, contact the counseling office at 1-800-266-1114 ext. 3606.

## VETERANS

West Hills College is approved for training of veterans, dependents of deceased veterans, and children of disabled veterans under applicable federal and state laws administered by the Veterans Administration and the State Department of Veterans' Affairs. Eligibility for benefits under any of these programs is determined by the appropriate federal or state agency. The college will make certifications of enrollment and progress for such eligible students and will provide any desirable or necessary counseling and planning of programs of study.

Individuals may apply for military credit after completion of 12 units at West Hills College. (A maximum of 12 units can be

awarded based on recommendations by the ACE Guide.) A petition for Health Ed 35 must be completed. An evaluation of all the student's prior credits (military, transfer, cumulative total) in relation to the student's declared major should be applied for before or upon completion of two semesters. A student may only receive benefits for units fulfilling an AA/AS degree, an approved transfer program or a certificate of achievement.

Non-payable courses include physical education (except for dependents and P.E. majors); health education (except for dependents and H.E. majors); NC (non credit reported as a drop at the end of the semester); an "F" grade as the result of non-attendance; or general work experience classes.

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.)

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, "Mitigating Circumstances" must be shown or a large overpayment may result. The student is required to repay all benefits received for a dropped class from the beginning of the term when no mitigating circumstances (as determined by the VA) exist. Students are responsible for dropping a class and must advise the college immediately. Students should also report any changes in classes, units, address or program to the WHC staff.

## TUTORIAL SERVICES

The tutorial program at West Hills College serves the Coalinga campus, Kings County Center and North District Center. Tutorial services are free to all West Hills College students.

The tutors are students referred to the program by instructors because of outstanding accomplishments in their subject areas. After completing the Tutorial Training Class, which is offered once a semester (17 hours course work), the students are entitled to a regular certificate. An advanced certificate is available by completing an independent study.

The Tutorial Centers are located in the college libraries and are open weekdays. The West Hills College Tutoring Program has been certified by the College Reading and Learning Association, which is an international organization.

## STUDENT FINANCIAL AID

The West Hills Community College District 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. 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.

## STUDENT REFUNDS/REPAYMENTS

### Pro-Rata Refund

Federal regulations require institutions to extend refunds of institutional costs through the 60% point (11th week at WHC) of the enrollment period for which the aid was intended. This requirement applies to students who withdraw or are dropped from school on or before the 60% point. 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 refund policy, inquire in the Financial Aid Office. Ask for the Refund Policy.)

Students may apply for refunds of institutional costs in the business office. If a refund is due the financial aid programs, it will be processed by the business office whether or not the student applies for a refund of money due to the student.

The calculated refund will be credited to the Title IV programs in the following order:

1. Outstanding balances of any FFELP, or Federal Direct Student Loans;
2. Federal Pell Grant Program;
3. Federal SEOG (Supplemental Educational Opportunity Grant);
4. State Grant

### Repayment Policy

When a student withdraws, drops out, or is expelled on or after the first day of class of 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 Workstudy) and Direct Student Loans are not considered in determining the amount of cash disbursement.

A student who owes a repayment on a 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 until paid.

The institution takes the following steps to contact students and request overpayments:

1. A hold is placed, preventing registration and release of student records.
2. Three written requests for repayment are mailed to the student.
3. The overpayment is submitted for state tax offset.
4. The overpayment may be referred to the Department of Education for collection.

## SCHOLARSHIPS

West Hills College offers a variety of local and institutional scholarships and maintains applications for outside scholarships.

Institutional and local scholarship applications may be obtained from all four of the college's convenient locations in Coalinga, Firebaugh, Lemoore and NASL. Applications for outside scholarships may be obtained by calling the Coalinga campus or sending a written request for specific applications.

WHC scholarship applications must be received by the April 15th deadline and must be legible and complete to be considered.

Scholarships administered by West Hills College include:

### **Charles Prentiss Scholarship (1)**

\$200 awarded to a student majoring in Animal Science. Based on GPA, industry work and need.

### **Chevron U.S.A., Inc. Scholarship (2)**

One for a continuing student (\$100.00) and one for a graduating/transferring student (\$500.00). Based on service to West Hills College and GPA.

### **Stephen P. Orradre Memorial Scholarship (1)**

\$250 for a student continuing at West Hills College, majoring in veterinary science or agriculture.

\$750 for a graduating student, majoring in veterinary science or agriculture. Renewable for a second year.

### **Robert & Collette Keller Memorial Scholarship (1)**

Up to \$300 in bookstore vouchers for a continuing student attending classes on the Coalinga campus in Business.

### **Mike Rowley Memorial Scholarship (1)**

\$150/Year for a student majoring in Business.

### **San Joaquin Valley Officials Association - Harold Coles Memorial Scholarship (1)**

\$100.00 for a student athlete from the Central Valley attending West Hills College.

### **Manuel Toste Memorial Scholarship (1)**

\$150/Year for a student majoring in Agriculture.

### **West Hills College Associated Student Body Scholarship (4)**

(2) \$100 for a continuing student and

(2) \$100 for a graduating/transferring student. Based on service to West Hills College and academic potential. Graduating/transferring student must have been a member of ASB and have a minimum GPA of 3.00.

### **West Hills College Associated Student Body Scholarship (for entering Freshmen) (7)**

\$100 for a graduate from each of the district's high schools. Must be enrolled at West Hills College. Selection is made by the high school.

### **West Hills College Faculty Association Scholarship (2)**

\$200 for a graduating or transferring student in any major.

### **West Hills College Foundation Scholarships**

Several scholarships ranging from \$150 to \$500. Requires application, three letters of recommendation and an official, sealed transcript.

### **West Hills College President's Scholarship**

Provides up to \$500 per semester for books and enrollment fees for the first year. Also provides room/board costs in a West Hills College residence hall for scholarship winners who were valedictorian or salutatorian of their graduating class. Provides awards to incoming high school seniors who were California Scholastic Federation (CSF) students in good standing. Students must be college prep and have the recommendation of their CSF advisor to qualify.

## EMERGENCY STUDENT LOAN PROGRAM

These short-term loans may be made to students who need a small sum to tide them over for a brief period of time. Students may borrow from \$15 to \$30 from Associated Student Body. Larger amounts may be borrowed under certain conditions, but all loans must be repaid within 30 days of receipt.

## DIRECT STUDENT LOAN PROGRAM

This program provides loans to students ranging from \$500 to \$3,500. Interest begins six months after the student is no longer enrolled. Payment begins six months after the student leaves college, or drops below six units.

Loan applicants must complete a Financial Aid Application.

## GRANTS

### Pell Grants (Federal)

This grant must be applied for by students before consideration of any other grant aid program can be made. The Pell Grant for the 1999-2000 year ranged from \$400 to \$3750 (as of 2001-2002) for students who qualified. Applications may be obtained from high school counselors or from any college financial aid office.

### Cal Grant B Program (State)

College Opportunity Grants are available through the California Student Aid Commission for entering college students who come from low income families and are not necessarily able to obtain scholarships by the use of conventional selection methods. No minimum level of grades or test scores is required for acceptance into this program; however, preference is given to high potential students. Awards range from \$300 to \$1548 for each academic year. Applications and further information are available at all California high school counseling offices.

### Cal Grant C Program (State)

For students enrolled in an occupational or vocational course of study, grants are based on the student's need and cover the cost of fees, books, supplies, tools, and special clothing. Maximum grants are \$530/year.

### Supplemental Education Opportunity Grant (SEOG)

The basic purpose of this program is to assist undergraduate students whose exceptional financial need would prevent them from attending college. The grants normally range from \$100 to \$2,000 each academic year, depending on family contribution and financial need.

Grants are renewable if financial need continues and the student remains in good standing. All undergraduate students who apply for financial aid are automatically considered for this grant.

Applications are available in the West Hills College Financial Aid Office. Because funds are limited, early application is strongly encouraged.

### College Work Study (Federal and State)

The College Work Study Program provides part-time employment opportunities which give 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 40 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.

### Job Placement

The Financial Aid Office assists students with community job placement, both during school and after graduation. Referrals are posted for both part-time and full-time permanent jobs.



# STUDENT LIFE PROGRAM

## STUDENT ACTIVITIES PROGRAM

Memorable and valuable college experiences often include more than classroom instruction. To this end, the Student Activities Program's mission is the development of the entire person. Opportunities include cultural and social issues awareness, video and lecture series, leadership development through club involvement and social events. The Student Activities office is located in the Student Center.

## ASSOCIATED STUDENT BODY (ASB)

The official student organization of West Hills College is the Associated Student Body and represents "all" students.

The ASB Council is made up of elected and appointed student officers and serves as the "voice" of the students to the college administration. The council works to improve the relationship between the student and the college through open communications with the student population and college staff, representation on college committees, and activities designed to enhance the collegiate experience. The council meets weekly to conduct the business of the Associated Student Body. All students are encouraged to attend.

The optional ASB card entitles students to a variety of benefits and discounts and is sold through the Business Office. Additional information on cost and benefits is available in the Student Handbook.

Students involved with the ASB Council are able to develop leadership skills and earn academic credit through their participation.

## STUDENT ORGANIZATIONS

Clubs and organizations with service, political, academic, social, 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 body to the Student Council.

For further information on the above programs, consult the Student Handbook.

## ATHLETICS AND RELATED ACTIVITIES

West Hills College is a participating member of the Central Valley Conference. Participation in men's intercollegiate football, baseball, soccer and basketball and women's intercollegiate volleyball, softball, soccer, and tennis is open to all full-time students. West

Hills College is also home to the nationally ranked West Hills Rodeo Team for men and women.

An intramural athletics program is offered to all students of West Hills College and is designed to promote positive competition and life-long physical fitness.

## SCHOLARSHIPS

A variety of scholarships are offered to students each year. 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 varies with each scholarship. Brochures and applications for the following academic year are available each spring from the Financial Aid Office. (See pages 28-31 for more information)

## FOOD AND LODGING

West Hills College offers residential living in its 121-bed Gordon Hall for men and the 56-bed Ivans Hall women's residential facilities on the main campus in Coalinga. (Capacity is based upon double room occupancy.) Additional information and applications for residential housing may be obtained from the office of the Director of Residential Living, or inquire at the Dean of Student Services Office.

Students can enjoy a hearty meal or a simple snack and everything in between at the Residential dining hall, located on the Coalinga campus. It is open daily. Food service at the WHC-Kings County Center in Lemoore is available at the snack bar, Monday through Thursday, 7:30 a.m. to 8:30 p.m. and 7:30 a.m. to 3 p.m. on Fridays. Daily specials are available.

## TRANSPORTATION

Van transportation to the Coalinga campus from areas throughout the district is provided by West Hills College. The transportation operates in the early morning and late afternoons. West Hills College provides van routes from Kettleman City, Avenal, Mendota, Firebaugh, Three Rocks, Cantua Creek, Riverdale, San Joaquin, Helm, Tranquillity, Huron, and Five Points. The college transportation fee is \$1.00 each way, payable in \$10 increments for a van pass (non-refundable).

The cost of transportation is part of some financial aid packages. For handicapped students, free transportation in specially-equipped vans can be arranged. For more information, call (559) 935-0801, ext. 3280.





# INSTRUCTIONAL SERVICES

## INSTRUCTIONAL GOALS

West Hills College will provide

1. A transfer program.
2. Occupational courses and programs to meet the immediate and projected needs of students.
3. A procedure by which learning disabilities can be detected and remedial help made available.
4. Instructional and support services for students with special needs, to include but not limited to, the physically and educationally handicapped, the senior citizen, and the re-entry student.
5. Educational opportunities and learning experiences for all residents of the college district.
6. General education in those areas that are required for everyday living, such as communications and the humanities.
7. Courses and programs that will enhance the physical and emotional well-being of the members of its service community.
8. 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.
9. Courses that will enable students and community members to acquire the knowledge, skill, and experience in recreational activities for the enrichment of their lives.
10. Support services for instructional courses and programs offered throughout the District.
11. Experiences which will develop in students a sense of pride in themselves, their community, their nation, and West Hills College.

## COOPERATIVE WORK EXPERIENCE EDUCATION (CWEE)

Cooperative Work Experience Education (CWEE) develops skills and knowledge and improves self-understanding 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 pattern which incorporates work experience. Through these structured experiences in business, industry, government and human services, the students bring an enrichment to their college studies which enhances their total development.

There are two types of CWEE, General Work Experience Education and Occupational Work Experience Education. Unit credit is based on the number of hours worked by the student. A student may earn up to 6 units maximum of General Work Experience credit or a maximum of 16 units of credit in Occupa-

tional Work Experience. A student combining General and Work Experience may earn a maximum 16 units of credit. A student receives 1 unit for each 60 hours of volunteer work, or 1 unit for every 75 hours of paid employment.

### Fall and Spring Semesters - Parallel Plan

A student may earn up to 3 units per semester for General Work Experience or 4 units per semester for Occupational Work Experience.

### Summer Session - Parallel Plan or Alternate Plan

A student may earn up to 6 units per summer for General Work Experience or up to 8 units per summer for Occupational Work Experience.

### Parallel Plan

A student must enroll and complete at least 7 units of instruction per semester, including work experience, and may not register for the Alternate Plan until completing an additional 7 units of other studies beyond those earned in a Parallel Plan. The Parallel Plan is to accommodate students who are working while attending college.

### Alternate Plan

This plan is for students who attend school full-time for one semester and work full-time during the summer session. A student must complete 12 units of regular course work before enrolling in the summer alternate plan of work experience education and then may earn up to 8 units of work experience during the summer session. A student can enroll in only one other course while he/she is enrolled in the alternative work experience program. The student must then complete an additional 7 units of successful college work before re-enrolling in either the Alternate or Parallel Plan of work experience education.

### General Work Experience Education

This program is designed for students working in a job that is outside their major or who have not declared a major.

### Occupational Work Experience Education

This program is designed for students working in the same field as their major. West Hills College offers Occupational Work Experience in the following majors:

- Administration of Justice (AOJ 15X and 15XY)
- Agriculture (AG 15X and 15XY)
- Automotive Technology (AT 15X and 15XY)
- Business (BUS 15X and 15XY)
- Computer Information Systems (CIS 15X and 15XY)
- Diesel Technology (DT 15X and 15XY)

Early Childhood Education (ECE 15X and 15XY)  
 Educational Assistant (EA 15X and 15XY)  
 Health Science (HS 15X and 15XY)  
 Welding Technology (WT 15X and 15XY)

**Specific Requirements for Enrollment**

The student must:

1. Fulfill the requirements for either the Alternate or Parallel Plan.
2. Be able to become involved in new or expanded responsibilities on the job.
3. Make sure that the employer will cooperate with the college in the supervision and evaluation of the student.
4. Attend all coordination/consultation meetings in addition to other work and class responsibilities.

## THE ALPHA CENTERS

The ALPHA Centers (Accelerated Learning Path to Higher Achievement) provide students with basic skills which enable them to be successful in their academic classes and professional lives.

Computer-assisted classes in reading, writing, math, and ESL are offered in both the Coalinga and Lemoore ALPHA Centers. Students may also use the ALPHA computers during open hours for self-paced and individualized instruction. Students are also permitted to use the computers in the Learning Center Lab in the library.

The ALPHA staff works with students, instructors and counselors to give effective learning assistance.

## LIBRARY

West Hills College provides a variety of support services at the Kings Center, North District Center, and Coalinga Campus. According to research findings, those students who regularly use the library/learning resource center in the course of their college education are the ones who make the grades and succeed in higher education.

Locating information in the library is not limited to looking in the card catalog drawers anymore. There are now computer terminals which contain information on books as well as journal articles in full text and information gateways to the World Wide Web. Additionally, each year thousands of dollars are spent to purchase the latest editions of books, journals, and data banks. These materials are there for your use. The library staff is available to aid in the learning process of finding information.

### Services

- ▼ A circulating book collection
- ▼ A reference book collection

- ▼ An automated materials catalog
- ▼ A coin operated copy machine
- ▼ A computer laboratory
- ▼ Group study rooms
- ▼ Internet research services to the World Wide Web
- ▼ A newspaper collection – access to online newspapers from 180 titles
- ▼ A newspaper collection- access to online newspapers from 180 titles
- ▼ A periodical collection – access to online periodical articles from 1,850 titles
- ▼ A periodical collection (including current and back issues) of 100 titles.
- ▼ Tutoring

### Hours

Coalinga Campus Library: (559)935-0801 ext. 3247

Monday – Thursday	7:30am to 9:00pm
Friday	7:30am to 4:00pm

Kings County Center Library: (559) 924-9524 ext. 3614

Monday – Thursday	7:30am to 8:00pm
Friday	7:30am to 4:00pm

North District Center Library: (559) 659-1473

Monday – Thursday	8:00am to 8:00pm
Friday	8:00am to 4:00pm

### Electronic Resources

If you are writing a research paper, you can use the licensed electronic resources provided by the District. These databases are available in the library, or from your home computer. See a librarian for user ID and password.

## OUTREACH

The Outreach Program strives to maintain a well-rounded list of class offerings in the vast area of the District. The program serves the needs of people in the communities of Avenal, Cantua Creek, Coalinga, Firebaugh, Five Points, Helm, Huron, Kettleman City, Lemoore, Mendota, Riverdale, San Joaquin, Stratford, Tranquility, and their particular surrounding areas. There are program offerings in adult basic education; classes of college-level credit; various non-credit classes; and community non-credit classes and community services classes meeting specific needs of interested persons and groups.

Students at the college level may earn credits in designated programs which lead to occupational certificates and/or the Associate of Arts or Science degrees.

Students desiring a four-year bachelor's degree may complete most of the course work of the first two years at West Hills College.

# GRADUATION REQUIREMENTS

## DUTY TO GRANT

The Governing Board of a community college district shall award the appropriate diploma, degree, or certificate whenever a student has completed all requirements for the degree, diploma, or certificate 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.

Students should plan the general direction of their educational careers as early as possible. Students wishing to transfer to a four-year college or university should select the transfer institution as early as possible. To assist with his/her planning, requirements are described in this section for:

1. The Associate in Arts degree
2. The Associate in Science degree
3. Certificates of Achievement

## PHYSICAL EDUCATION REQUIREMENTS

Students under 21 years of age are required to complete a minimum of two courses in physical education activity totaling not less than two units while working toward an Associate Degree. Intercollegiate athletics will not count toward the required units.

A student may be exempted upon presentation of medical excuse from a physician. A student with a physical disability should file a physician's certificate of disability each semester requesting exemption.

## PETITION TO GRADUATE

It is the student's responsibility to file a "Petition to Graduate" at the time of registration and no later than the eighth week of the semester in which he/she plans to complete the requirements of the certificate or degree program. The Petition to Graduate form is available in the counseling offices in Coalinga, Lemoore, and Firebaugh. Original transcripts of college or equivalent work must be on file in the Admissions and Record's Office at this time.

Students who file petitions after the end of the eighth week of the semester might not receive diplomas until after the end of the following semester.

Students who have completed or enrolled in courses that meet the final requirements toward a certificate or degree must see a counselor. Students are advised to meet with a counselor two

semesters before graduation to review their Student Educational Plan and complete an evaluation of their units.

## TRANSFER TO FOUR-YEAR COLLEGES AND UNIVERSITIES

It is generally to the advantage of the transfer student to complete his/her general education requirements at West Hills College. It is also important that the student take the proper lower division prerequisites for his/her major. The sooner a student decides upon a major and chooses which college to attend, the better his/her course choices will be. Students planning to transfer should work closely with counseling staff as soon as possible after enrolling in the first semester to ensure seamless transfer process.

## CALIFORNIA STATE UNIVERSITY

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 on forms available in the Admissions and Records Office.

## UNIVERSITY OF CALIFORNIA

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 in the Admissions and Records Office.

## COMMENCEMENT EXERCISES

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

## GENERAL EDUCATION REQUIREMENTS: PHILOSOPHY STATEMENT

The general education component of the associate degree introduces students to the humanities, social sciences, natural sciences, applied sciences, and technology. It exposes students to different areas of study; demands the acquisition and use of reading, writing, and critical thinking 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 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 or
2. enter the work force as a competent, productive citizen and
3. live a richer, more rewarding life.

General education is the distinguishing feature of higher education. It is a broadly-based core of humanistic 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. They 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 a specialize field of study.

Courses that fulfill general education requirements must:

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

Courses that fulfill general education requirements must fall into one of the content categories listed below:

- Area A Communication in the English Language and Critical Thinking
- Area B Physical Universe and its Life Forms

- Area C Arts, Literature, Philosophy, and Foreign Language
- Area D Social, Political, and Economic Institutions and Behavior, Historical Background
- Area E Lifelong Learning and Development

# TRANSFER INFORMATION

## GENERAL INFORMATION

This section includes the specific requirements for transfer to four-year colleges and universities. West Hills College offers lower division transfer courses to meet the requirements for most baccalaureate majors. Students should consult a counselor or academic advisor to be certain they enroll in courses to meet the freshman and sophomore level requirements of the college or university of their choice. Most of the transfer students from West Hills College 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 which will permit them to achieve their educational objectives.

## CALIFORNIA STATE UNIVERSITY SYSTEM GENERAL EDUCATION REQUIREMENTS

Students who were eligible for admission to the California State University based upon their high school grade point average and SAT or ACT scores may transfer with less than 56 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 56 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 the CSU. Students will need to have the general education certified prior to transfer to the CSU. Students who have attended other colleges are urged to meet with a counselor or academic advisor for help on 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 a counselor for additional information.

West Hills College will certify completion of this pattern by area or in its entirety for students transferring to one of the 20 campuses of the California State University system. West Hills College will give full certification upon the completion of the

thirty-nine (39) designated units.

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

### Area A Communication in the English Language and Critical thinking (3 courses - 9 units)

One course in each area: written communication, oral communication, critical thinking

▼ English 1A

▼ Speech 1,4

One additional course to satisfy critical thinking requirement from

Philosophy 2, English 1B, Sociology 2, Speech 3

### Area B Physical Universe and its Life Forms (3 COURSES - 9 UNITS)

1 course in Life Science, 1 course in Physical Science, and 1 course in Mathematics.

*Life Science*

Biology 10, 20, 24, 32, 35, 38

*Mathematics*

Mathematics 1A, 1B, 2A, 2B, 15, 25, 45

*Physical Science*

Chemistry 1A, 1B, 2A, 2B, 35

Geography 1

Geology 1, 3

Physical Science 1

Physics 2A, 2B, 4A, 4B, 4C

### Area C Arts, Literature, Philosophy and Foreign Languages (9 units)

(At least 1 course in the Arts and one course in the Humanities)

*Arts*

Art 5A, 13A, 16A, 16B, 42

PA 3

Music 42

*Humanities*

English 1B, English 25A, English 25B, and English 25C

Geography 3

History 4A, 4B

Spanish 1, 2, 3, 4, 11, 12

Speech 2

Philosophy 1, 2, 3

Humanities 1, 22

**Area D Social, Political, and Economic Institutions and Behavior; Historical Background (9 units)**

(Courses in at least 2 disciplines)

- Administration of Justice 1, 29
- Anthropology 2
- Economics 1A, 1B
- Geography 2A, 2B, 3, 18
- History 4A, 4B, 17A\*, 17B\*, 18
- Journalism 40
- Political Science 1\*, 2
- Psychology 1, 2, 3, 5
- Social Science 32A, 32B
- Sociology 1, 2, 3

\* To meet U.S. History and constitutional requirements, History 17A or 17B and Political Science 1 are required.

**Area E Lifelong Learning and Development (3 units)**

- Health Education 35
- Nutrition 1
- Psychology 1, 2, 3, 4
- Speech 5

**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.

**List of courses by IGETC subject area:**

**Area 1 English Communication**

(3 courses, 9 semester units)

*1A: English Composition*

Course & Number	Title	Units
ENG 1A	Composition and Reading.....	3

*1B: Critical Thinking - English Composition*

Course & Number	Title	Units
ENG 1B	Literature, Critical Thinking, and Writing ....	3

*1C: Oral Communication (CSU requirement only)*

Course & Number	Title	Units
SP 1	Elements of Speech .....	3

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

Course & Number	Title	Units
MATH 1A	Introduction to Calculus .....	5
MATH 1B	Calculus with Applications .....	5
MATH 2A	Multivariate Calculus .....	4
MATH 2B	Differential Equations .....	4
MATH 15	Pre-Calculus .....	5
MATH 25	Introduction to Statistics .....	3

**Area 3 Arts and Humanities**

(at least 3 courses, 9 semester units) At least one course from the Arts and one from the Humanities.

*The Arts*

Course & Number	Title	Units
ART 16A	Survey of Western Art .....	3
ART 16B	Survey of Western Art .....	3
ART 42	Art Appreciation .....	3
MUSIC 42	Music Appreciation .....	3

*The Humanities*

Course & Number	Title	Units
FLSPN 3,4	Intermediate Spanish/Advanced Spanish .....	4
GEOG 3	Cultural Geography .....	3
HIST 4A	Western Europe to 1700 .....	3
HIST 4B	Western Europe from 1700 .....	3
HUM 1	Introduction to Western Culture .....	3
HUM 22	Introduction to Comparative Religion .....	3
PHIL 1	Introduction to Philosophy .....	3
PHIL 2	Logic .....	3
PHIL 3	Ethics .....	3

**Area 4 Social and Behavioral Sciences**

(At least 3 courses, 9 semester units) Courses from at least two disciplines.

Course & Number	Title	Units
ANTHRO 2	Cultural Anthropology .....	3
ECON 1A	Macroeconomics .....	3
ECON 1B	Microeconomics .....	3
GEOG 2A	World Regional Geography I .....	3
GEOG 2B	World Regional Geography II .....	3
GEOG 3	Cultural Geography .....	3
HIST 4A	Western Europe to 1700 .....	3
HIST 4B	Western Europe from 1700 .....	3
HIST 17A	History of the U.S. 1492-1877 .....	3
HIST 17B	History of the U.S. 1865-Present .....	3
JOURN 40	Introduction to Mass Communications .....	3
POL SCI 1	American Government .....	3
POL SCI 2	Comparative Government .....	3
PSYCH 1	General Psychology .....	3
PSYCH 2	Abnormal Psychology .....	3
PSYCH 3	Developmental Psychology .....	3
PSYCH 5	Biological Psychology .....	3
SOC 1	Introduction to Sociology .....	3
SOC 2	Introduction to Social Problems .....	3
SOC SCI 32A	Cultural History of the Chicano .....	3
SOC SCI 32B	Cultural History of Black Americans .....	3

**Area 5 Physical and Biological Sciences**

(At least 2 courses required, 7-9 semester units) One Physical Science and one Biological Science course.

## The Physical Sciences

Course & Number	Title	Units
CHEM 1A	General College Chemistry I .....	5
CHEM 1B	Gen. College Chemistry & Qualitative Analysis II ..	5
CHEM 2A	Introductory Chemistry .....	4
CHEM 2B	Introductory Chemistry .....	4
GEOG 1	Physical Geography .....	4
GEOL 1	Physical Geology .....	4
GEOL 3	Historical Geology .....	4
PHYS 2A	Mechanics and Thermodynamics .....	4
PHYS 2B	Electricity, Magnetism, Optics, & Modern Physics .....	4
PHYS 4A	Classical Mechanics .....	4
PHYS 4B	Electricity, Magnetism and Waves .....	4
PHYS 4C	Thermodynamics, Optics, & Modern Physics	4
PHYS SCI 1	Survey of the Physical Sciences .....	4

## The Biological Sciences

Course & Number	Title	Units
BIO 10	Fundamentals of Biology .....	3
BIO 20	General Zoology .....	5
BIO 24	General Botany .....	5
BIO 32	Human Anatomy .....	4
BIO 35	Human Physiology .....	4
BIO 38	Microbiology .....	4

**Language Other Than English**

(UC Requirement Only) Proficiency equivalent to two years of high school study in the same language or the following:

Course & Number	Title	Units
FLSPN 2	Elementary Spanish .....	4
or		
FLSPN 12	Elementary Spanish for the Limitedly Bilingual .....	4





# ASSOCIATE DEGREE REQUIREMENTS

The awarding of an associate degree symbolizes a successful attempt on the part of the College to lead students through learning experiences designed to develop certain capabilities and insights. Among these are the ability to think and to 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 achieve insights gained through experience in thinking about ethical problems; 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 the West Hills Community College District shall confer the degree of Associate in Arts or Associate in 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 as shown in its 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 as you plan your program:

## 1. Specific career program or major

Generally, students who pursue a specific career program or major do not intend to transfer to a four-year university. However, some transfer students prefer to complete as many specific career and/or major courses as they can as part of their associate degree program. It is important to note that some of these courses might not be transferable to four-year universities. If you intend to use this option, you should see a WHC counselor for assistance in planning the most appropriate educational program.

This associate degree program requires (a) at least 18 semester units in general education courses listed on pages 44/45 of this catalog, (b) a major area of study, with a grade point average of at least 2.0 (c) elective units to complete 60 units, (d) overall grade point average of at least 2.0. Of the required units, at least 12 semester units must be completed in residence at West Hills College.

## 2. 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 educa-

tion units allowed by the 22 California State University campuses as listed on pages 39/40 of this catalog. All CSU campuses require transfer-level English, speech/communication, critical thinking, and math completed or in-progress prior to admission to the college.

## 3. 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 22 CSU campuses and the 9 UC campuses (except Eleanor Roosevelt and Revelle at UCSD) being completed. You should consult a WHC counselor to make sure this is your best AA degree choice.

# ASSOCIATE IN ARTS DEGREE REQUIREMENTS

## I. Major Requirements: At least 18 semester units of study taken in a single discipline or related disciplines.

## II. General Education Requirements

### Area A. Language and Rationality

These courses emphasize both the content and form of communication. They teach students 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, advocacy, organization, accuracy; the discovery, critical evaluation and reporting of information; reading, listening, speaking, and writing effectively;
- ▼ provide active participation and practice in written and oral communication.

#### 1. English and Composition (3 units)

\_\_\_ English 1A, 51A, 51B

#### 2. Analytical Thinking (3 units)

\_\_\_ CIS 11, 13, 14, 15

\_\_\_ Math 1A, 1B, 2A, 2B, 10A, 15, 25, 45, 61, 63, 64, 87

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

These courses impart knowledge about living and nonliving 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;
  - ▼ offer specific inquiry into mathematical concepts, quantitative reasoning and application;
- \_\_\_ Biology 10, 20, 24, 32, 35, 38, 52  
 \_\_\_ Chemistry 1A, 1B, 2A, 2B, 35  
 \_\_\_ Crop Science 1  
 \_\_\_ Geography 1, 4  
 \_\_\_ Geology 1, 3  
 \_\_\_ Physical Science 1  
 \_\_\_ Physics 2A, 2B, 4A, 4B, 4C  
 \_\_\_ Soil Science 21

### 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;
- ▼ include foreign language courses.
  - \_\_\_ Art 2A, 2B, 4, 5A, 12, 13A, 15A, 16A, 16B, 17A, 17B, 42, 52
  - \_\_\_ English 1B, 25A, 25B, 25C
  - \_\_\_ Geography 3
  - \_\_\_ History 4A, 4B
  - \_\_\_ Humanities 1, 22
  - \_\_\_ Music 1AB, 2AB, 17ABCD, 17ABCD, 42, 52
  - \_\_\_ PA 1, 3, 14
  - \_\_\_ Phil 1, 2, 3
  - \_\_\_ Spanish 1, 2, 3, 4, 11, 12, 51, 52, 53, 54
  - \_\_\_ Speech 2

### 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 ethnic minorities and women;
- ▼ include both western and non-western settings.
  - \_\_\_ Anthropology 2
  - \_\_\_ Economics 1A, 1B
  - \_\_\_ Geography 2A, 2B, 3, 18, 51
  - \_\_\_ History 4A, 4B, 17A, 17B, 18, 32A, 32B
  - \_\_\_ Journalism 40
  - \_\_\_ Political Science 1, 2, 51
  - \_\_\_ Psychology 1, 2, 3, 4, 5
  - \_\_\_ Social Science 32A, 32B
  - \_\_\_ Sociology 1, 2, 3

*Area E. Local District Requirements*

These courses facilitate an understanding of human beings as integrated physiological, social and psychological organisms. Courses fulfilling this requirement:

- ▼ 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.
  - \_\_\_\_\_ \* Health Education 35 (3 units)
  - \_\_\_\_\_ Activity Courses (2 units, selected from options below, if under 21 at graduation):
  - \_\_\_\_\_ \*\* P. E. Activity Courses
  - \_\_\_\_\_ PA 25 Activity Course
- \* Any student who has completed more than one year of military service may be granted credit for Health Education 35 (3 units) upon petition.
- \* Any student who is a licensed registered nurse or licensed cosmetologist who has not previously received credit in health education may be granted credit for Health Education 35 (3 units) upon petition.
- \*\* The physical education activity course requirement is waived for students 21 years of age or older.

### III. Electives to complete the total of 60 units.

#### IV. Competencies

##### Reading and Writing

1. Completion of English 51A or 51B or 1A with a grade of C or higher, or
2. Transferring to West Hills Community College from another accredited college with a C grade or higher in a course equivalent to English 51A or 51B or 1A.

##### Mathematics

1. Completion of Mathematics 61 or 87 with a grade of C or higher, or
2. Transferring to West Hills Community College from another accredited college with a C grade or higher in a course equivalent to Mathematics 61 or 87, or
3. Matriculating from an accredited high school to West Hills Community College with a C grade or higher in a course equivalent to Mathematics 61.

### V. Maintain a grade point average of 2.0 within the major, and a 2.0 grade point average over-all.

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

## ASSOCIATE IN SCIENCE DEGREE REQUIREMENTS

Candidates for the Associate in Science degree must have satisfactorily completed all of the requirements for the Associate in 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 of a minimum of 18 semester hours in one of the fields of 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 in Arts or the Associate in Science degree may qualify for another degree by:

1. Completing all requirements for the additional major. Units used as part of the major program for the first degree shall not be counted toward a subsequent major.
2. Completing necessary application forms for the degree.
3. 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 worked out after considerable study of industry and employer requirements.

The advice and recommendations of several lay advisory councils and information obtained in occupational surveys were utilized in the development of these programs.

Certificate requirements are: 1) a grade point average of at least 2.0 in the area of certification, 2) a minimum of 12 units of the total completed in residence, 3) required major courses. The courses required for a major are found in the college catalog under that major. Waiver of any of these courses or substitution of required courses is not permitted.

# CERTIFICATE AND ASSOCIATE DEGREE PROGRAMS OFFERED

C = Certificate    AA = Associate Degree    AS=Associate Science

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Physical Education .....	AA/AS ..... 65
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\* Denotes that some courses needed to complete these degree programs are offered infrequently. In addition, courses may not be offered at the location of one's choice. Please consult the two-year schedule at the back of the catalog.

# PROGRAMS OF STUDY

## Administration of Justice Program

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 the 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.

### ASSOCIATE DEGREE

Refer to the General Education Requirements for specific information regarding general education, unit, and scholarship requirements. Completion of the following program requirements, in addition to General Education and District Requirements, qualifies the student for the Associate's Degree.

#### Law Enforcement Option

Course Number	Title	Units
AOJ 1	Introduction to Criminal Justice .....	3
AOJ 10	Princ. & Proced. of the Criminal Justice System	3
AOJ 12	Written Criminal Justice Communications .....	3
AOJ 16	Human & Comm. Relations in Criminal Justice	3
AOJ 20	Criminal Law .....	3
AOJ 22	Criminal Evidence .....	3
TOTAL		18

#### Correctional Science Option

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 Number	Title	Units
AOJ 3	Introduction to Corrections .....	3
AOJ 4	Control and Supervision in Corrections .....	3
AOJ 6	Correctional Interviewing & Counseling .....	3
AOJ 7	Legal Aspects of Corrections .....	3
AOJ 12	Written Criminal Justice Communications .....	3
AOJ 20	Criminal Law .....	3
TOTAL		18

In Addition to Law Enforcement or Correctional Science option requirements the student must take one of the following:

Course Number	Title	Units
AOJ 5	Concepts of Probation and Parole .....	3
AOJ 16	Human & Comm. Relations in Criminal Justice	3
AOJ 24	Criminal Investigation .....	3
AOJ 29	Crime and Delinquency .....	3
AOJ 32	Juvenile Delinquency .....	3
AOJ 15X	Parallel Work Experience .....	3
AOJ 15XY	Alternate Work Experience .....	3
TOTAL		21

Other Law Enforcement/Correctional Science Options certified by POST and CPOST:

Course Number	Title	Units
AOJ 50A	PC 832 Arrest Control Module .....	3
AOJ 50B	PC 832 Firearms Module .....	0.5
AOJ 51	Level III Reserve Officer Training .....	4
AOJ 52	Reserve Officer Level I .....	4
AOJ 55	Adult Correc. Officer Core Training Course ....	9

Recommended Electives:

AOJ 5, 16, 24, 29, 32, 50A, 50B, 55

BUS 2

ECE 17B

One or more of: SPAN 1, 2, 3, 4, 11, 12, 32 or 51, 52

PSYCH 1

SOC 1

### TRANSFER

Students who have selected the particular four-year college to which they eventually wish to transfer should use the college catalog of that institution as the principal guide for determining the first two years of their program.

# Agriculture Business

Agriculture Business is the largest employment sector of California Agriculture. This major is designed to develop competencies and enhance those skills required within the fields of Agri-Business, Farm and Ranch Management and Agricultural Economics.

## ASSOCIATE DEGREE

Refer to the General Education Requirements for specific information regarding general education, unit, and scholarship requirements. Completion of the following program requirements, in addition to General Education and District Requirements, qualifies the student for an Associate Degree.

Course Number	Title	Units
AG 10	Introduction to Agriculture .....	3
AG BUS 11	Agriculture Sales & Marketing .....	3
AG BUS 15	Computer Application in Agriculture .....	3
AG BUS 20	Farm & Agriculture Business Management .....	3
AG BUS 24	Agriculture Management Records & Analysis ...	3
AG BUS 40	Agriculture Economics .....	3
	Electives taken from list below .....	8
<b>TOTAL</b>		<b>26</b>

### Recommended Electives:

- A SCI 12, 20
- AG 15X
- AG BUS 53
- BUS 1A, 55
- SOIL SCI 21

## TRANSFER

Students who have selected the particular four-year college to which they eventually wish to transfer should use the college catalog of that institution as the principal guide for determining the first two years of their program.

# Agriculture Mechanics Technician

With the modernization of equipment and farming procedures, there are demands for technicians with a variety of skills. The Agriculture Mechanics Technician Program can give you the knowledge and skills, for a challenging professional career.

## ASSOCIATE DEGREE

Refer to the General Education Requirements for specific information regarding general education, unit, and scholarship requirements. Completion of the following program requirements, in addition to General Education and District Requirements, qualifies the student for an Associate Degree.

Course Number	Title	Units
AG 10	Introduction to Agriculture .....	3
AG MEC 50	Equipment Safety and Operations .....	2
AG MEC 51	Fundamentals of Hydraulics .....	3
AG MEC 55A	Fasteners, Assembly and Practices .....	1
AG MEC 55B	Application of Belts and Chains .....	1
AG MEC 55C	Application of Bearings and Seals .....	1
AG MEC 56A	Engine Intake, Exhaust, and Lubrication .....	1
AG MEC 56B	Engine Cooling and Electrical Systems .....	1
AG MEC 56C	Hydraulic, Tune-Up and Troubleshooting .....	1
AG MEC 58A	Tillage & Land Preparation Equipment .....	.5
AG MEC 58B	Seed Bed Preparation & Planting Equipment .	.5
AG MEC 58C	Plant Tillage, Spraying & Harvesting Equip....	.5
AG MEC 58D	Hay and Forage Handling Equipment .....	.5
AG MEC 61A	Welding and Metal Working Skills .....	1
AG MEC 61B	Electrical, Plumbing, & Hand Tool Skills .....	1
AG MEC 61C	Concrete, Carpentry and Fence Building .....	1
AG MEC 72	Agriculture Surveying .....	2
IT 50	Safety and Hazardous Materials .....	1
WT 40 or 41	Beginning or Intermediate Welding .....	2
	Electives taken from list below .....	6
<b>TOTAL</b>		<b>30</b>

### Recommended Electives:

- AG 15X (3 unit maximum)
- AG MEC 65
- AT 58
- CROP SCI 13
- DT 65
- WT 53, 56

## TRANSFER

Students who have selected the particular four-year college to which they eventually wish to transfer should use the college catalog of that institution as the principal guide for determining the first two years of their program.

## CERTIFICATE

There are two certificates in Agriculture Mechanics to enhance employment skills. It is strongly recommended that the individual try to complete the two certificates. Certificates may be completed in any sequence.

### Operator and Repair Certificate

Course Number	Title	Units
AG MEC 50	Equipment Safety and Operations .....	2
AG MEC 51	Fundamentals of Hydraulics .....	3
AG MEC 55A	Fasteners, Assembly and Practices .....	1
AG MEC 55B	Application of Belts and Chains .....	1
AG MEC 55C	Application of Bearings and Seals .....	1
AG MEC 58A	Tillage & Land Preparation Equipment .....	.5
AG MEC 58B	Seed Bed Preparation & Planting Equipment .	.5
AG MEC 58C	Plant Tillage, Spraying & Harvesting Equip....	.5
AG MEC 58D	Hay and Forage Handling Equipment .....	.5
AG MEC 61A	Welding and Metal Working Skills .....	1
AG MEC 61B	Electrical, Plumbing, & Hand Tool Skills .....	1
AG MEC 61C	Concrete, Carpentry and Fence Building .....	1
IT 50	Safety and Hazardous Materials .....	1
WT 40 or 41	Beginning or Intermediate Welding .....	2
		<b>TOTAL 16</b>

### Maintenance and Repair Certificate

Course Number	Title	Units
AG MEC 56A	Engine Intake, Exhaust, and Lubrication .....	1
AG MEC 56B	Engine Cooling and Electrical Systems .....	1
AG MEC 56C	Hydraulic, Tune-Up and Troubleshooting .....	1
AT 62	Automotive Electrical Systems .....	3
DT 81	Four Cycle Diesel Engine Repair .....	4
WT 53	GNAW and GTAW Welding .....	2
		<b>TOTAL 12</b>

## Animal Science

The Animal Science Program is designed to provide study and training in the areas of livestock science. Those involved in this industry apply various factors to improve reproduction, health, nutrition and animal welfare. Core courses in Animal Science utilize a lab/lecture format on our 600+ acre facility. Our hands on approach to education greatly enhances your preparation for employment in the Animal Science Industry or continued education.

## ASSOCIATE DEGREE

Refer to the General Education Requirements for specific information regarding general education, unit, and scholarship requirements. Completion of the following program requirements, in addition to the General Education and District Requirements, qualifies the student for an Associate Degree.

Course Number	Title	Units
AG 10	Introduction to Agriculture .....	3
A SCI 12	General Animal Science .....	3
A SCI 14	Livestock Selection and Judging .....	3
A SCI 20	Feeds and Feeding .....	3
A SCI 21	Beef Production .....	3
A SCI 32	Animal Health and Sanitation .....	3
Electives taken from the list below .....		6
		<b>TOTAL 24</b>

### Recommended Electives:

AG 15X  
 AG BUS 15, 24  
 AG MEC 50, 61  
 A SCI 5, 7, 10, 59  
 CRP SCI 11, 13  
 EQ SCI 1, 4, 5, 7  
 SL SCI 21, 22

## CERTIFICATE

Course Number	Title	Units
AG 10	Introduction to Agriculture .....	3
AG MEC 50	Operation of Power Equipment .....	2
AG MEC 61A	Welding and Metal Working Skills .....	1
AG MEC 61B	Electrical, Plumbing, & Hand Tool Skills .....	1
AG MEC 61C	Concrete, Carpentry and Fence Building .....	1
A SCI 12	General Animal Science .....	3
A SCI 14	Livestock Judging .....	3
A SCI 20	Feeds & Feeding .....	3
A SCI 21	Beef Production .....	3
A SCI 32	Animal Health and Sanitation .....	3
CRP SCI 11	Forage Crops .....	2
WT 40 or 41	Beginning or Intermediate Welding .....	2
		<b>TOTAL 27</b>

## TRANSFER

Students who have selected the particular four-year college to which they eventually wish to transfer should use the college catalog of that institution as the principal guide for determining the first two years of their program.

# Art

The Associate Degree offers concentrations in Studio Art and Art History. The Studio Art concentration is a general curriculum that provides a broad education in the visual arts. The Art History concentration is recommended for those students who wish to pursue a BA in museum studies.

## ASSOCIATE DEGREE

Refer to the General Education Requirements for specific information regarding general education, unit, and scholarship requirements. Completion of the following program requirements, in addition to the General Education and District Requirements, qualifies the student for an Associate Degree.

Course Number	Title	Units
ART 2B	Two-Dimensional Design Color & Design .....	3
ART 5A	Basic Drawing .....	3
ART 13A	Introduction to Ceramic Design Studio .....	3
ART 15A	Introduction to Painting .....	3
ART 16A	Survey of Western Art History .....	3
ART 16B	Survey of Western Art History .....	3
	Electives taken from list below .....	3
	<b>TOTAL</b>	<b>21</b>

Recommended Electives:

### Art History Major

Foreign Language  
ART 13B, 15B, 42

### Studio Art Major

All electives in the studio area should conform to area of emphasis (e.g., a painting major would take painting classes; a ceramics major would take ceramic classes).  
ART 12, 15B, 49

## TRANSFER

Students who have selected the particular four-year college to which they eventually wish to transfer should use the college catalog of that institution as the principal guide for determining the first two years of their program.

# Biology

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.

## ASSOCIATE DEGREE

Refer to the General Education Requirements for specific information regarding general education, unit, and scholarship requirements. Completion of the following program requirements, in addition to the General Education and District Requirements, must be met for an Associate Degree.

Required courses: 12 units from the following

Course Number	Title	Units
BIO 20	General Zoology .....	5
BIO 24	General Botany .....	5
BIO 32	Human Anatomy .....	4
BIO 35	Human Physiology .....	4
BIO 38	Microbiology .....	4

Plus at least 8 units from the courses listed below:

Course Number	Title	Units
CHEM 1A	General College Chemistry .....	5
CHEM 1B	General College Chem. & Qualitative Analysis .	5
CHEM 2A	Introductory Chemistry .....	4
CHEM 2B	Introductory Chemistry .....	4
MATH 1A	Introduction to Calculus .....	5
MATH 1B	Calculus with Applications .....	5
* PHYSICS 2A	Mechanics and Thermodynamics .....	4
* PHYSICS 2B	Electricity, Magnetism, Optics and Modern Physics .....	4
	<b>TOTAL</b>	<b>20</b>

\* This course is offered infrequently. Check the two-year schedule in the back of the catalog.

## TRANSFER

Students who have selected the particular four-year college to which they eventually wish to transfer should use the college catalog of that institution as the principal guide for determining the first two years of their program.



# Business

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.

## ASSOCIATE DEGREE

Refer to the General Education Requirements for specific information regarding general education, unit, and scholarship requirements. Completion of a Business Certificate, as described below, in addition to General Education and District Requirements must be met for an Associate Degree.

## CERTIFICATE OPTIONS

### Core Courses

Course Number	Title	Units
BUS 55	Elementary Accounting .....	4
BUS 56	Applied Intermediate Accounting .....	3
BUS 20	Introduction to Business .....	3
BUS 24	Business Mathematics .....	3
BUS 28	Business Communication .....	3
CIS 7	Introduction to Computers .....	3
or		
CIS 67	Computer Essentials .....	3
CIS 34	Introduction to Spreadsheets (Lotus) .....	3
BUS 13AB	Word For Windows I & II .....	3
		TOTAL 25

### Options

In addition to the core, the following are required for the options listed below:

<b>Bookkeeping (Fundamental Certificate)</b>	
Core Courses Only .....	25

<b>Business Management Certificate</b>		
Core .....	25	
BUS 1AB	Beginning/Elementary Principles of Accounting (In lieu of BUS 55/56 in Core) .....	8
BUS 18	Business Law .....	4
BUS 29	Techniques of Management .....	3
or		
BUS 32	Small Business Management .....	3
BUS 35	Human Resources Management .....	3
		TOTAL 43

## Retail Business Management Certificate

The following courses only:

BUS 1A	Beginning Principles of Accounting .....	4
or		
BUS 55	Elementary Principles of Accounting .....	4
BUS 18	Business Law .....	4
BUS 20	Introduction to Business .....	3
BUS 28	Business Communications .....	3
BUS 29	Techniques of Management .....	3
or		
BUS 32	Small Business Management .....	3
BUS 35	Human Resources Management .....	3
CIS 7	Introduction to Computers .....	3
or		
CIS 67	Computer Essentials .....	3
Electives taken from the list below .....		(minimum) 3
		TOTAL 26

### Recommended Electives for Business:

- BUS 15X, 13AB, 18, 69
- CIS 7, 8, 19B, 34, 35, 42
- ECON 1AB
- PHIL 3

ADDITIONAL CERTIFICATION: Bilingual emphasis with basic competence in Spanish 3, 4, 31

## TRANSFER

Students who have selected the particular four-year college to which they eventually wish to transfer should use the college catalog of that institution as the principal guide for determining the first two years of their program.

# Business Administration

The Business Administration curriculum is intended for those interested in transferring to a four-year college or university to earn a Bachelor in 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.

## ASSOCIATE DEGREE

Refer to the General Education Requirements for specific information regarding general education, unit, and scholarship requirements. Completion of the following program requirements, in addition to the General Education and District Requirements, qualifies the student for an Associate Degree.

Course Number	Title	Units
BUS 1A	Beg. Principles of Accounting .....	4
BUS 1B	Elem. Principles of Accounting .....	4
BUS 18	Business Law .....	4
CIS 7	Introduction to Computers .....	3
ECON 1A	Macroeconomics .....	3
ECON 1B	Microeconomics .....	3
<b>TOTAL</b>		<b>21</b>

Recommended Elective:  
MATH 63

## TRANSFER

Students who have selected the particular four-year college to which they eventually wish to transfer should use the college catalog of that institution as the principal guide for determining the first two years of their program.

# Chemistry

Options in the chemistry curriculum allow students to prepare for AA/AS level careers as well as the first two years for a wide variety of careers or programs such as:

1. B.S., M.S. AND PhD degree careers as a chemist/chemical engineer.
2. Preparation for dental, medical, veterinary, or other professional schools.
3. Preparation for technical B.S., M.S. and PhD level careers in agriculture, allied health, atmospheric, biological, engineering, environmental, oceanographic, or other applied or interdisciplinary science.
4. Chemical technician or K-12 teacher.

## ASSOCIATE DEGREE

Refer to the General Education Requirements for specific information regarding general education, unit, and scholarship requirements. Completion of the following program requirements, in addition to the General Education and District Requirements, qualifies the student for an Associate Degree.

General Requirements:

Course Number	Title	Units
CHEM 1A	General College Chemistry .....	5
or		
CHEM 2A	Introductory Chemistry .....	4
CHEM 1B	General Chemistry & Qualitative Analysis .....	5
or		
CHEM 2B	Introductory Chemistry .....	4
* CHEM 5	Quantitative Analysis .....	4
* CHEM 8	Organic Chemistry .....	3
* CHEM 9	Organic Laboratory .....	3
<b>TOTAL</b>		<b>18-20</b>

\* This course is offered infrequently. Check the two-year schedule in the back of the catalog.

## TRANSFER

Students who have selected the particular four-year college to which they eventually wish to transfer should use the college catalog of that institution as the principal guide for determining the first two years of their program.

Recommended electives for transfer students:

Course Number	Title	Units
MATH 1A	Introduction to Calculus .....	5
MATH 1B	Calculus with Applications .....	5
* MATH 2A	Multivariate Calculus .....	4
* MATH 2B	Differential Equations .....	4
* PHYSICS 4A	Classical Mechanics .....	4
* PHYSICS 4B	Electricity, Magnetism, & Waves .....	4
* PHYSICS 4C	Thermodynamics, Optics & Modern Physics ...	4

\* This course is offered infrequently. Check the two-year schedule in the back of the catalog.

# Computer Information Systems

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

## ASSOCIATE DEGREE

Refer to the General Education Requirements for specific information regarding general education, unit, and scholarship requirements. Completion of a certificate program, in addition to the General Education and District Requirements, qualifies the student for an Associate Degree.

## CERTIFICATE

Core Courses required for ALL options:

Course Number	Title	Units
BUS 13AB	Word for Windows I & II.....	3
BUS 20	Introduction to Business .....	3
BUS 24	Business Mathematics.....	3
CIS 7	Introduction to Computers .....	3
CIS 19B	Database Creation & Management(Access) .....	3
CIS 34	Introduction to Spreadsheets - Excel.....	3
CIS 72	Introduction to Networking .....	1
TOTAL		19

## Options

In addition to the core, the following are required for the options listed below.

### Option I - Microcomputer Applications Specialist Certificate

Microcomputer Applications Specialists are the computer hardware and software troubleshooters in many offices. They are expected to type quickly and accurately, speak and write clearly and precisely and use administrative office skills as they work with a variety of computer users. They are expected to work with many users instead of reporting to one supervisor. Bilingual ability is also desired by some employers.

Duties may include some of the following responsibilities: troubleshoot for users who have questions about software and hardware, select or load software, create macros or master forms, write user-friendly instructions on how to use new software or software upgrades, maintain software updates, train staff on the use of new software or hardware and maintain databases. Microcomputer Application Specialists enjoy using the computer in all aspects of their work.

The Job Market: The production nature of this position makes varied shifts available. Substantial growth is expected, particularly

in those industries that generate vast quantities of written records. This job is for people who like to type. Pay depends on the type and size of company.

Course Number	Title	Units
Core Courses .....		19
CIS 42	System Design and Analysis .....	3
CIS 47	Networking Technologies .....	3
CIS 65B	Internet: Web Creation .....	.5
CIS 80	Upgrading, Repairing & Construction of PC's .....	2
TOTAL		27.5

### Option II - Computer Networking Certificate

The Computer Networking Certificate program prepares individuals to become Computer Network Specialists. The networking courses are designed to provide students with the knowledge and experience required by a Novell Certified NetWare Engineer (CNE). Students who complete System Administration (CIS 43A or 44A), should have the information required for the Certified NetWare Administrator (CNA) from Novell. The Computer Networking Certificate provides information on selecting and installing network file servers, workstations, network interface cards and network connectivity products.

The Job Market: Network Specialists have in-depth knowledge of networking hardware and software systems. They provide expertise to both large and small companies as Network System Administrators, Network Systems Managers, and Network Hardware Technicians. In large companies, the MIS departments now include positions for Communication and Networking Specialists that plan, manage, and maintain the local area networks that are replacing the minicomputers and mainframes. The position of Network Specialist can lead to advanced positions in sales, management and technical support of communication systems.

## CERTIFICATE

Course Number	Title	Units
Core .....		19
CIS 10	Microcomputer Concepts & DOS.....	1
CIS 42	System Design & Analysis .....	3
CIS 43A	NetWare 4.X Administration .....	2
CIS 43B	NetWare 4.X Advanced Administration .....	2
CIS 45	NetWare 4.X Install & Configure .....	1
CIS 46	NetWare 4.X Design & Implementation .....	1
CIS 47	Networking Technologies .....	3
TOTAL		32

*continued*

### Option III - Network Administrator Certificate

The Network Administrator Certificate program prepares individuals to become certified Network Administrators. The networking courses in this option are designed to provide students with the knowledge and experience required by a Novell Certified NetWare Administrator (CAN). Students who complete this program have the necessary information to successfully pass the CAN exam to fulfill the certification requirements.

Course Number	Title	Units
CIS 10	Microcomputer Concepts & DOS .....	1
CIS 72	Introduction to Networking .....	1
CIS 43A	NetWare 4.X Administration .....	2
TOTAL		4

### Option IV - Webmaster Certificate

Webmasters are the individuals responsible for building, creating and maintaining web sites. These individuals require a variety of diversified skills and talents. The qualified individuals are knowledgeable about a vast variety of Internet programming languages such as HTML, Java, and JavaScript. Webmaster personnel should also possess knowledge of the PERL programming language for the creation of forms used to obtain end user feedback. Individuals seeking jobs as Webmasters must also possess skills in the areas of database management and interface, systems security, XML, and DHTML.

Course Number	Title	Units
CIS 4	Internet Programming - XML .....	3
CIS 5	Internet Programming - CSS .....	3
CIS 6	Internet Programming - DHTML .....	3
CIS 16	Internet Programming - HTML .....	3
CIS 17	Internet Programming - Java .....	3
CIS 17A	Internet Programming - JavaScript .....	3
CIS 18	Internet Programming - PERL .....	3
TOTAL		21

Strongly Suggested Optional Courses (These courses are not required for the Webmaster's Certificate but are strongly suggested to round out your educational level.)

Course Number	Title	Units
CIS 14	C++ Programming .....	3
CIS 15	Basic .....	3
CIS 20	Internet Graphics – Photoshop .....	3
CIS 71	Introduction to E-Commerce .....	3

### Option V - CISCO

The Program is a series of sequential courses starting with CIS 50 Cisco Networking essentials and culminating with CIS 53 Advanced Network Management.

The courses comprising this option are:

CIS 50 Cisco Networking Essentials .....	4	
CIS 51 Introduction to Routers .....	4	
CIS 52 Advanced Routers .....	4	
CIS 53 Advanced Networking Management .....	4	
TOTAL		16

### TRANSFER

Students who have selected the particular four-year college to which they eventually wish to transfer should use the college catalog of that institution as the principal guide for determining the first two years of their program.

## Option VI-Educational Technology

West Hills Community College Educational Technology Certificate Program provides teachers, kindergarten through college levels, the instruction and applied practice to develop technology skills for enhanced student learning. Mastery of skills is demonstrated through application of course competencies to the learner's educational setting. Participants have access to the campus Educational Technology Labs for creation of instructional technology tools. The program consists of a 4 unit Introductory Certificate and a 17 unit Advanced Certificate.

### CERTIFICATE

#### Introductory Core

Course Number	Title	Units
ED 40	Technology Tools in Teaching .....	1
ED 41	Word Processing & Presentation Skills in Teaching..	1
ED 42	Databases and Spreadsheets in Teaching .....	1
ED 43	Telecommunications in Teaching .....	1
		TOTAL 4

#### Advanced Core

Course Number	Title	Units
ED 20	Educational Technology Process .....	2
ED 21	Technologies for Teaching .....	3
ED 22	Courseware Development I .....	3
ED 23	Individual & Group Learning w/Technology ....	3
		TOTAL 11

#### Advanced Core Electives

(6 units)

Course Number	Title	Units
ED 24	Management of Media Resources .....	3
ED 25	Internet Literacy .....	3
ED 26	Courseware Development II .....	3
ED 27	Assessment and Technology .....	3
ED 28	Topics in Education Technology .....	3
ED 29	Teaching Beyond the Classroom .....	3

## Crop Science

California is a world and national leader in crop production. Completion of a Certificate or Associate Degree program provides the student with the knowledge and skills to enter a challenging career in food and fiber production.

### ASSOCIATE DEGREE

Refer to the General Education Requirements for specific information regarding general education, unit, and scholarship requirements. Completion of the certificate program, in addition to the General Education and District Requirements, qualifies the student for an Associate Degree.

### CERTIFICATE

Course Number	Title	Units
AG 10	Introduction to Agriculture .....	3
CRP SCI 1	Introduction to Plant Science .....	3
CRP SCI 11	Forage Crops .....	2
CRP SCI 13	Field Crops .....	3
CRP SCI 16A	Introduction to Insect Pest Management .....	1
CRP SCI 16B	Introduction to Weed Management .....	1
CRP SCI 16C	Introduction to Plant Disease Management .....	1
CRP SCI 18A	Cool Season Vegetable Crop Production .....	1.5
CRP SCI 18B	Warm Season Vegetable Crop Production .....	1.5
CRP SCI 19	Water Management .....	2
SL SCI 21	Soils .....	4
AG MEC 50	Equipment Safety and Operation .....	2
AG MEC 58A	Tillage & Land Preparation Equipment .....	.5
AG MEC 58B	Seed Bed Preparation & Planting Equipment .	.5
AG MEC 58C	Plant Tillage, Spraying & Harvesting Equip....	.5
AG MEC 58D	Hay and Forage Handling Equipment .....	.5
Electives .....		3
		TOTAL 30

Recommended Electives:

AG 15X  
AG BUS 11, 15, 20, 24  
AG MEC 56ABC, 61ABC, 72

### TRANSFER

Students who have selected the particular four-year college to which they eventually wish to transfer should use the college catalog of that institution as the principal guide for determining the first two years of their program.

# Early Childhood Education

The West Hills Community College Early Childhood Education program offers a comprehensive background in the field of child growth and development as it pertains to young children. Students will be offered information and skills for potential employment in federal, state, non-profit, or privately owned early childhood educational program/school. Courses in this program will help the student qualify for a West Hills College Early Childhood Education Certificate and partially qualify the student for a Child Development Permit from the State of California, Commission for Teacher Preparation and Licensing. See Child Development Permit requirements under Associate Degree in Early Childhood Education.

## ASSOCIATE DEGREE

Refer to the General Education Requirements for specific information regarding general education unit, and scholarship requirements. Completion of the certificate program in addition to the General Education and District Requirements, qualifies the student for the Associate Degree.

### Child Development Permit

A Child Development Permit (issued by the State of California, Commission for Teacher Preparation and Licensing) consists of a sequence of titles and educational requirements. The following is a partial overview of the required courses needed.\* A complete Child Development Permit matrix and explanations of core courses and specific general education classes needed to complete state requirements can be obtained from the Early Childhood Education Department.

\* Child Development Permit

Title	Education Requirement
Assistant .....	6 units of Early Childhood Education.
Associate Teacher ...	12 units of ECE including core courses.
Teacher .....	24 units of ECE including core courses and 16 units of general education.
**Master Teacher ...	24 units of ECE including core courses, 16 units of general education; 6 specialization units;** plus 2 units adult supervision.
Site Supervisor .....	AA (or 60 units) with 24 units of ECE (including core . courses); 6 units administration; plus 2 units adult supervision.
Program Director ...	BA with 24 units of ECE (including core courses); 6 units administration; plus 2 units adult supervision.

\* The Child Development Permit requires documented experience also.

\*\* Specialization Units: The Child Development Permit, Master Teacher level requires these units.

## Specialization: Family Issues

Course Number	Title	Units
ECE 4	Parenting .....	3
Electives: (choose 3 units)		
ECE 17A	Sex Education for Parents & Teachers .....	1
ECE 17B	Child Abuse Recognition & Prevention.....	1
ECE 17C	Single Parenting .....	1
ECE 20B	Child Centered Guidance .....	1
ECE 23	Domestic Abuse Recognition & Prevention .....	1
		TOTAL 6

The 6 specialization units can be part of the West Hills College Early Childhood Education Certificate as well as part of the Child Development Permit issued by the State of California, Commission for Teacher Preparation and Licensing. See the Early Childhood Education Certificate requirements and request a copy of the Child Development Matrix from the Early Childhood Education Department.

## CERTIFICATE

Course Number	Title	Units
ECE 5	Child Development .....	3
ECE 10	Child, Family and Society .....	3
ECE 12A	Principles/Practices of ECE .....	3
ECE 12B	Principles/Practices of ECE Practicum .....	3
ECE 15	Literature and Language Arts for Young Children .....	3
ECE 18	Health, Safety and Nutrition.....	3
ECE 48	Infant and Child CPR/First Aid .....	1
	For ECE .....	1
Electives taken from the list below		11
		TOTAL 30

Recommended Electives:

ECE 4, 11, 16, 17ABC, 20ABC, 21, 23

## Administrative Certificate in Early Childhood Education

Students who earn this certificate may qualify to become a director/administrator of a state, federal, non-profit, or privately owned children's program. Courses within this certificate meet state mandated requirements. It is advised that students follow the Child Development Permit course matrix sequence and check the advisory recommendations before taking administrative course work. A matrix can be obtained from the Early Childhood

Education Department. In order to receive the Early Childhood Education Administrative Certificate, a student must have earned a West Hills Community College Early Childhood Education Certificate and complete the following courses:

Course Number	Title	Units
ECE 14A	Admin. & Supervision of Children's Programs ..	3
ECE 14B	Admin. & Supervision of Children's Programs Practicum .....	3
ECE 22	Supervis. Adults Working in Children's Prog. ....	2
	Computer and/or Business Electives .....	4
TOTAL		12

Electives: It is recommended that students choose a computer and/or business classes that meet their educational needs.

### Early Intervention Assistant I Certificate

An Early Intervention Assistant I provides direct service and conducts observations and assessments of infants, toddlers, and young children with special needs and their families. The Early Intervention Assistant I will work in a center setting under direct visual supervision.

#### Required core courses:

Course Number	Title	Units
ECE 5	Child Development .....	3
ECE 10	Child, Family and Society .....	3
ECE 12A	Principles/Practices of ECE .....	3
ECE 12B	Principles/Practices of ECE Practicum .....	3**
ECE 18	Health, Safety and Nutrition .....	3
ECE 48	Community First Aid & Safety .....	1

#### Required Specialization Units:

Course Number	Title	Units
ECE 11	Young Children with Exceptional Needs .....	3
TOTAL		19

\*\*State of California experience requirement: fifty days of 3+ hours per day of supervised experience within the past two years with typically developing children. Each student is responsible for obtaining the experience requirement for State certification beyond practicum course experiences. See and ECE advisor for further information.

Note:

1. Employment can start before or after completing 6 unit (plus CPR for infants) and within a two year period the remainder of units must be completed.
2. This academic pathway also prepares the student for an Associate Teacher classification in applying for a Child Development Permit. See Child Development Permit matrix for further information.

### Early Intervention Assistant II Certificate (plus associate degree in early childhood education):

An Early Intervention Assistant II provides direct service and assists in conducting observations and assessments of infants, toddlers, and young children with special needs and their families. The Early Intervention Assistant II will work in a center or home setting with weekly face to face supervision.

#### Required core courses:

Course Number	Title	Units
ECE 5	Child Development .....	3
ECE 10	Child, Family and Society .....	3
ECE 12A	Principles/Practices of ECE .....	3
ECE 12B	Principles/Practices of ECE Practicum .....	3**
ECE 17B	Child Abuse Recognition & Prevention .....	1
ECE 18	Health, Safety and Nutrition .....	3
ECE 20A	Child Study & Assessments .....	1
ECE 48	Community First Aid & Safety .....	1

#### Required Specialization Units:

Course Number	Title	Units
ECE 7	Early Intervention .....	3
ECE 8	Infant Massage .....	.5
ECE 9	Using Infant Gestures .....	.5
ECE 11	Young Children with Exceptional Needs .....	3
ECE 21	Infant/Toddler Care Giving .....	3
TOTAL		28

A total of 30 ECE units plus the requirements for an Associate Degree in Early Childhood Education is needed for the Early Intervention Assistant II. This academic pathway also prepares the student for a Master Teacher classification in applying for a Child Development Permit. See the Child Development Permit matrix for further information.

\*\*State of California experience requirement: 350 days of 3+ hours per day of supervised experience within the past four years including at least 100 hours working with your children with special needs. Each student is responsible for obtaining the experience requirement for State certification beyond practicum course experiences. See and ECE advisor for further information.

*continued*

## Family Day Care Certificate

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.

The Family Day Care Certificate provides certification to persons desiring to open and operate a licensed Family Day Care. Under instruction and classroom observational assignments, the student will gain practical experiences as to the job-related responsibilities of operating an in-home facility.

### Required Specialization Units:

ECE 19	Home Day Care .....	2
ECE 20B	Child-Centered Guidance .....	1
ECE 20C	Personal and Professional Development .....	1
ECE 17B	Child Abuse .....	1
ECE 48	Infant and Child CPR/First Aid for ECE .....	1
<b>TOTAL</b>		<b>6</b>

## TRANSFER

Students who have selected the particular four-year college to which they eventually wish to transfer should use the college catalog of that institution as the principal guide for determining the first two years of their program.

# Engineering

## (All Branches)

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. Students completing a bachelor's degree, a master's degree, or a PhD have a variety of career options including self-employment, employment in industry, teaching, and university research. Advances in science and technology have led to whole new branches of engineering. In addition to the traditional branches of civil, mechanical, industrial, electrical/electronic and chemical engineering, whole new interdisciplinary fields have evolved such as biomedical engineering.

## ASSOCIATE DEGREE

Refer to the General Education Requirements for specific information regarding general education, unit, and scholarship requirements. Completion of the following program requirements, in addition to the General Education and District Requirements, qualifies the student for the Associate Degree.

## General Requirements

Course Number	Title	Units
CHEM 1A	General College Chemistry .....	5
* ENGR 35	Vector Statics .....	3
MATH 1A	Introduction to Calculus .....	5
MATH 1B	Calculus with Applications .....	5
* MATH 2A	Multivariate Calculus .....	4
* PHYS 4A	Classical Mechanics .....	4
* PHYS 4B	Electricity, Magnetism & Waves .....	4
* PHYS 4C	Thermodynamics, Optics, & Modern Physics ..	4
<b>TOTAL</b>		<b>34</b>

\* This course is offered infrequently. Check the two-year schedule in the back of the catalog.

## TRANSFER

Students who have selected the particular four-year college to which they eventually wish to transfer should use the college catalog of that institution as the principal guide for determining the first two years of their program.

### Recommended for transfer students:

CHEM 1B	General Chemistry & Qualitative Analysis .....	5
* CIS 11	FORTTRAN .....	3
* MATH 2B	Differential Equations .....	4

Special note: In addition to the general engineering curriculum, the following courses are recommended for chemical engineering majors :

* CHEM 5	Quantitative Analysis .....	4
* CHEM 8	Organic Chemistry .....	3
* CHEM 9	Organic Chemistry Lab .....	3

\* This course is offered infrequently. Check the two-year schedule in the back of the catalog.

### Recommended Electives:

ENG 1AB  
 GEOL 1,3  
 HIST 17A  
 PHIL 1  
 PSYCH 1



# Equine Science

Equine Science prepares students for employment in California's billion dollar horse industry. The program emphasizes a well-rounded course of study which includes business classes and basic mechanics classes as well as hands on horse production and management courses. Student graduates will receive training in basic skills required to become employable as: Horse Farm Manager, Farrier, Groomer, Horse Farm Assistant, Equine Event Coordinator, Horse Trainer, Trainer's Assistant, Stallion/Breeding Manager, Equine Feed or Medical Supply Sales.

## ASSOCIATE DEGREE

Refer to the General Education Requirements for specific information regarding general education, unit, and scholarship requirements. Completion of the certificate program, in addition to the General Education and District Requirements, qualifies the student for an Associate Degree.

## CERTIFICATE

Course Number	Title	Units
AG 10	Introduction to Agriculture .....	3
AG MEC 50	Equipment Safety and Operation .....	2
A SCI 20	Feeds and Feeding .....	3
A SCI 32	Animal Health and Sanitation .....	3
EQ SCI 1	Beginning Horsemanship .....	1
EQ SCI 2	Introduction to Western Horsemanship .....	1
EQ SCI 3	Colt Starting .....	2
EQ SCI 4	Elements of Horse Management .....	3
EQ SCI 5	Horseshoeing .....	2
EQ SCI 7	Equine Breeding and Foal Care .....	2
	Electives taken from the list below .....	4
	<b>TOTAL</b>	<b>26</b>

Recommended Electives:

AG 15X, 49  
AG BUS 15  
A SCI 5, 6  
CROP SCI 11

## TRANSFER

Students who have selected the particular four-year college to which they eventually wish to transfer should use the college catalog of that institution as the principal guide for determining the first two years of their program.

# Geography

The Associate Degree in Geography is designed to provide the West Hills College transfer student with those lower division courses that can be applied to a 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 Masters level to a number of careers. Careers that include regional and urban planning, teaching, remote sensing intelligence and interpretation, real estate, cartography, plus environmental engineering and management.

## ASSOCIATE DEGREE

Refer to the General Education Requirements for specific information regarding general education, unit, and scholarship requirements. Completion of the following program requirements, in addition to the General Education and District Requirements, qualifies the student for an Associate Degree.

Course Number	Title	Units
GEOG 1	Physical Geography .....	4
GEOG 2A	World Regional Geography I .....	3
GEOG 2B	World Regional Geography II .....	3
GEOG 3	Cultural Geography .....	3
GEOG 18	Geography of California .....	3
GEOG 10	Urban Los Angeles Field Course .....	1
GEOG 11	Death Valley Field Course .....	1
GEOG 12	Grand Canyon Field Course .....	1
GEOG 13	Urban San Francisco Field Course .....	1
GEOL 1	Physical Geology .....	4
	<b>TOTAL</b>	<b>24</b>

Recommended Electives:

CIS 7, 15  
GEOL 3  
MATH 25

## TRANSFER

Students who have selected the particular four-year college to which they eventually wish to transfer should use the college catalog of that institution as the principal guide for determining the first two years of their program.

# Geology

Geology trains individuals in the physical aspects and history of the earth. These individuals, then, are able to locate natural resources such as petroleum and minerals and work in laboratories. They also advise construction companies and government agencies. Some administer and manage research and exploration programs; others work in environmental research. Geologists also work in related fields such as drafting, engineering technology, petroleum engineering, surveying, and science teaching. Geologists, in general, are analytical, curious, able to work as a team, and are required to communicate effectively.

## ASSOCIATE DEGREE

Refer to the General Education Requirements for specific information regarding general education, unit, and scholarship requirements. Completion of the following program requirements, in addition to the General Education and District Requirements, qualifies the student for an Associate Degree.

### General Requirements

Course Number	Title	Units
GEOL 1	Physical Geology .....	4
GEOL 3	Historical Geology .....	4

Plus (10) ten units from the list below:

CHEM 1A	College Chemistry .....	5
CHEM 1B	General Chemistry & Qualitative Analysis .....	5
CHEM 2AB	Introductory Chemistry .....	8
* PHYS 2A	Mechanics and Thermodynamics .....	4
* PHYS 2B	Electricity, Magnetism, Optics, Modern Physics ...	4
* PHYS 4A	Classical Mechanics .....	4
* PHYS 4B	Electricity, Magnetism, & Waves .....	4
* PHYS 4C	Thermodynamics, Optics & Modern Physics ...	4
TOTAL		18

\* This course is offered infrequently. Check the two-year schedule in the back of the catalog.

## TRANSFER

Students who have selected the particular four-year college to which they eventually wish to transfer should use the college catalog of that institution as the principal guide for determining the first two years of their program.

Courses recommended for those students pursuing a B.A. degree in Geology.

Course Number	Title	Units
CHEM 2AB	Introductory Chemistry .....	8
GEOL 1	Physical Geology .....	4
GEOL 3	Historical Geology .....	4
* PHYS 2A	Mechanics and Thermodynamics .....	4
* PHYS 2B	Electricity, Magnetism, Optics, Modern Physics ..	4
TOTAL		24

\* This course is offered infrequently. Check the two-year schedule in the back of the catalog.

Recommended Electives:

BIO 20  
CIS 11, 15

Courses recommended for those students pursuing a B.S. degree in Geology.

Course Number	Title	Units
CHEM 1A	General College Chemistry .....	5
CHEM 1B	General Chemistry & Qualitative Analysis .....	5
GEOL 1	Physical Geology .....	4
GEOL 3	Historical Geology .....	4
MATH 1A	Introduction to Calculus .....	5
MATH 1B	Calculus with Applications .....	5
* PHYS 4A	Classical Mechanics .....	4
* PHYS 4B	Electricity, Magnetism, & Waves .....	4
* PHYS 4C	Thermodynamics, Optics & Modern Physics ...	4
TOTAL		40

\* This course is offered infrequently. Check the two-year schedule in the back of the catalog.

Recommended Electives:

BIO 20  
CIS 11, 15

# Health Science

## (General)

The Health Science General 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.

## ASSOCIATE DEGREE

Refer to the General Education Requirements for specific information regarding general education, unit, and scholarship requirements. Completion of the following program requirements, in addition to General Education and District Requirements, qualifies the student for an Associate Degree.

Course Number	Title	Units
BIO 32	Human Anatomy .....	4
BIO 35	Human Physiology .....	4
BIO 38	Microbiology .....	4
CHEM 1A		
or		
CHEM 2A	General College/Introductory Chemistry .....	5/4
NUT 1	Basic Nutrition .....	3
		TOTAL 19/20

Recommended Electives:

PSYCH 1

SOC 1

## TRANSFER

Students who have selected the particular four-year college to which they eventually wish to transfer should use the college catalog of that institution as the principal guide for determining the first two years of their program.

# Health Science

## (Pre-professional)

The Health Science Pre-Professional program is designed for students who wish to transfer to a four-year institution to pursue professional training in the areas of dentistry, medicine, nursing, and pharmacy. Requirements for admission to each of these programs vary among institutions.

## ASSOCIATE DEGREE

Refer to the General Education Requirements for specific information regarding general education, unit, and scholarship requirements. Completion of the following program requirements, in addition to General Education and District Requirements, qualifies the student for an Associate Degree.

Course Number	Title	Units
BIO 20	General Zoology .....	5
CHEM 1A	General College Chemistry .....	5
CHEM 1B	Gen. College Chemistry & Qualitative Analysis	5
MATH 1A	Introduction to Calculus .....	5
MATH 1B	Calculus with Applications .....	5
* PHYSICS 2A	Mechanics and Thermodynamics .....	4
* PHYSICS 2B	Electricity, Magnetism, Optics & Modern Physics ..	4
		TOTAL 33

\* This course is offered infrequently. Check the two-year schedule in the back of the catalog.

Recommended Electives:

PSYCH 1

SOC 1

## TRANSFER

Students who have selected the particular four-year college to which they eventually wish to transfer should use the college catalog of that institution as the principal guide for determining the first two years of their program.

# Humanities - Philosophy

The Humanities-Philosophy program provides the Humanities-Philosophy major the opportunity to achieve an Associate degree. The program provides introductory lower division work. The major is made up of 18 units in the fields of Humanities, Philosophy, Foreign Language, Art, Music, English, History, and Speech. The program prepares students to become 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.

## ASSOCIATE DEGREE

Refer to the General Education Requirements for specific information regarding general education, unit, and scholarship requirements. Completion of the following program requirements, in addition to General Education and District Requirements, qualifies the student for an Associate Degree:

Course Number	Title	Units
HUM 1	Introduction to Western Culture .....	3
HUM 22	Introduction to Comparative Religion .....	3
PHIL 1	Introduction to Philosophy .....	3
PHIL 2	Introduction to Logic .....	3
	Electives taken from the list below .....	6
	<b>TOTAL</b>	<b>18</b>

Recommended Electives:

- ART 16AB
- ENG 1B, 25ABC
- FLSPN
- HIST 4AB
- MUS 42
- PHIL 3
- SP 2

## TRANSFER

Students who have selected the particular four-year college to which they eventually wish to transfer should use the college catalog of that institution as the principal guide for determining the first two years of their program.

# Liberal Arts

The Liberal Arts Associate Degree Program affords the student a broad-based study in human culture, behavior and the sciences. It is designed to provide the entry-level skills and knowledge for students who might later transfer to a four-year institution and specialize in the teaching profession.

## ASSOCIATE DEGREE

Refer to the General Education Requirements for specific information regarding general education, unit, and scholarship requirements. Completion of the following program requirements, in addition to General Education and District Requirements, qualifies the student for an Associate Degree:

A student may qualify for a Liberal Arts major by completing six (6) units of course work in three (3) of the following areas for a total of 18 units. Units that satisfy one area, cannot be used in another.

### Art/Performing Arts/Music

- Art 2B, 5A, 13A, 15A, 16A,16B, 42, 52
- Music 42, 52
- Performing Arts 1, 3, 6, 14, 21, 35, 42A,42 B,42C

### English/Speech

- English 1A, 1B, 21, 25A, 25B, 25C, 51A, 51B
- Speech 1, 2, 3, 4, 5, 51

### Natural & Life Science

- Biology 10, 20, 24, 32, 35, 38, 52
- Chemistry 1A, 2A, 1B, 2B, 5, 8, 9, 35
- Crop Science 1
- Geography 1
- Geology 1, 3
- Physics 2A, 2B, 4A, 4B, 4C
- Physical Science 1
- Soil Science 21

**Humanities - Philosophy**

History 4A, 4B  
 Humanities 1, 22  
 Philosophy 1, 2, 3

**Foreign Language**

Spanish 1, 2, 3, 4, 11, 12, 51, 52, 53, 54

**Psychology - Sociology**

Psychology 1, 2, 3, 4, 5  
 Sociology 1, 2, 3

**Social Science**

Economics 1A, 1B  
 Geography 2A, 2B, 3, 18  
 History 17A, 17B  
 Political Science 1, 2  
 Psychology 1  
 Sociology 1  
 Social Science 32A, 32B

**TRANSFER**

Students who have selected the particular four-year college to which they eventually wish to transfer should use the college catalog of that institution as the principal guide for determining the first two years of their program.

**Mathematics**

The Mathematics Associate degree allows 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.

**ASSOCIATE DEGREE**

Refer to the General Education Requirements for specific information regarding general education, unit, and scholarship requirements. Completion of the following program requirements, in addition to General Education and District Requirements, qualifies the student for an Associate Degree:

General Requirements - 18 units from the following:

Course Number	Title	Units
MATH 1A	Introduction to Calculus .....	5
MATH 1B	Calculus with Applications .....	5
* MATH 2A	Multivariate Calculus .....	4
* MATH 2B	Differential Equations .....	4
MATH 15	Precalculus .....	5
* PHYS 4A	Classical Mechanics .....	4
* PHYS 4B	Electricity, Magnetism and Waves .....	4
* PHYS 4C	Thermodynamics, Optics & Modern Physics ...	4

\* This course is offered infrequently. Check the two-year schedule in the back of the catalog.

Students who have selected the particular four-year college to which they eventually wish to transfer should use the college catalog of that institution as the principal guide for determining the first two years of their program.

Recommended for the transfer student:

BIO 20  
 CHEM 1AB  
 \* CIS 11  
 ENG 1AB  
 \* ENGR 35  
 HIST 17A  
 PHIL 1  
 PSYCH 1

\* This course is offered infrequently. Check the two-year schedule in the back of the catalog.

# Office Management and Technologies

The Office Management and Technologies program offers a variety of options that guide students toward successful employment in business and government.

## ASSOCIATE DEGREE

Refer to the General Education Requirements for specific information regarding general education, unit, and scholarship requirements. Completion of the Certificate program, in addition to the General Education and District Requirements, qualifies the student for an Associate Degree.

## CERTIFICATE

### Core Courses

Course Number	Title	Units
BUS 81A, B	Intermediate Keyboarding & Document Processing I & II .....	3
BUS 15X	Work Experience .....	1-4
BUS 13A, B	Word for Windows I & II.....	3
BUS 20	Introduction to Business .....	3
BUS 28	Business Communication .....	3
BUS 59	Business English .....	3
BUS 67	Filing and Records Management .....	2
CIS 34	Introduction to Spreadsheets.....	3
<b>TOTAL</b>		<b>21/24</b>

### Options

In addition to the core, the following are required for the options listed below:

### Clerk Typist Certificate

Core .....	21/24	
Electives taken from the list below .....	(min.) 7	
<b>TOTAL</b>		<b>28/31</b>

### Secretary/Word Processing Certificate

Core .....	21/24	
CIS 8	Microcomputer Oper. Environ.: Windows ....	2
CIS 21	Desktop Publishing .....	3
<b>TOTAL</b>		<b>26/29</b>

Approved Electives for Office Management & Technologies Majors

BUS 1A, 13AB, 18, 24, 35, 55, 63, 80

CIS 7, 9, 19B, 21, 34, 35

PHIL 3

ADDITIONAL CERTIFICATION: Bilingual emphasis with basic competence in Spanish 3, 4, 31

# Performing Arts

*What is the Edward James Olmos Teatro de las Americas Academy?*

The Edward James Olmos Teatro de las Americas Academy offers you the opportunity to develop your skills in performing arts and television video production as they apply to the modern world of communications and education. Teatro offers a transfer-level associate degree program if you intend to pursue a degree at a 4-year college or university OR a one-year certificate program if your goal is to join the workforce in one of several specialty skill areas. Options include television broadcast, design, production, video, radio, performance, and touring productions. Some graduates may find their TEATRO training to be an enhancement to training for careers such as advertising, public relations, business, law, and politics. The rapid expansion of worldwide performing arts in communications and home video entertainment promises even more opportunities in the field.

## Admission requirements and procedures

Edward James Olmos Teatro de las Americas (Teatro) program is an Academy. In order to receive an associate degree or certificate from the Teatro Academy, you must apply for admission to the Academy. The application procedure does not limit enrollment in the Academy or in any of its courses. *All students who complete the application process will be admitted to the Teatro Academy.* The process is not to be confused with the application for admission to West Hills College (WHC) which is separate and must be completed by all students intending to attend WHC.

The application process includes completion of a *Teatro application form, a complete educational plan, and an audition or interview.*

In addition, you must meet the same entrance requirements required for admission to West Hills College. If you are currently a high school student, you may be admitted to the program if you demonstrate in the interview that you are able to benefit from the Teatro Academy programs. Keep in mind that the Teatro Academy is designed for the highly motivated, high achieving student.

Upon receipt of the above materials, you will be mailed an acknowledgment and a schedule of audition/interview dates and locations. You then may call to schedule an audition/interview appointment. Further information about the audition and/or interview will be given to you at that time. All students new to the Teatro Academy are strongly encourage to live in the WHC residence halls.

## ASSOCIATE DEGREE - TRANSFER

The Associate Degree offered by the Teatro Academy is intended to be a transfer level degree. All courses taken must be transfer level courses in order to be counted toward associate degree requirements. If you have selected the particular four-year college to

which you eventually wish to transfer, you should use the college catalog of that institution as the principal guide for determining the first two years of your program. It is important that you work closely with a counselor to ensure that the general education and elective courses you take are transfer level.

Completion of the following performing arts major courses plus the general education transfer requirements qualifies you for an Associate of Arts Degree. If English and math placement test results indicate that you would benefit from remedial English and/or math classes, it might take you more than four semesters to complete the degree program.

## ASSOCIATE DEGREE

### Major Courses Required

Course Number	Title	Units
PA 1	Introduction to Theater .....	3
PA 6	Touring Theater .....	3
PA 14	Fundamentals of Acting .....	3
PA 21	Play Production .....	2
PA 35	Theater Crafts .....	3
PA 42A	Television Production Camera .....	4
		TOTAL 18

Strongly Recommended Electives:

- PA 25 Theater Dance
- PA 42B Television Production Editing
- PA 42C Television Production Project

### General Education/Transfer Requirements (for a minimum of 42 units):

Please see general education section in catalog for details. All courses completed must be transfer level numbered 1-49.

## CERTIFICATES

### Television Production

PA 32	Stage /Television Lighting & Sound .....	3
PA 42A	Television Production Camera Operation .....	4
PA 42B	Television Production Editing .....	4
PA 42C	Television Production Project .....	4
WE 15XX	General Work Experience .....	2
		TOTAL 17

### Technical Theater Production

PA 1	Introduction to Theater .....	3
PA 6	Touring Theater .....	3
PA 21	Play Production .....	2
PA 32	Stage /Television Lighting & Sound .....	3
PA 35	Theater Crafts .....	3
PA 42A	Television Production Camera Operation .....	4
		TOTAL 17

# Physical Education

The Physical Education 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.

## ASSOCIATE DEGREE

Refer to the General Education Requirements for specific information regarding general education, unit, and scholarship requirements. Completion of the following program requirements, in addition to the General Education and District Requirements, qualifies the student for an Associate Degree.

Course Number	Title	Units
BIO 32	General Human Anatomy .....	4
BIO 35	Human Physiology .....	4
NUT 1	Basic Nutrition .....	3
PE 40	Introduction to Physical Education .....	3
PE 46	Care & Prevention of Athletic Injuries .....	2
PE Activity Course	Four units taken from list below .....	4
		(must be four different courses)
		TOTAL 20

Activity Courses:

- PE 1, 2, 3, 7, 9, 11, 12, 13, 16, 17, 18, 20, 21, 22, 23, 25AB, 26, 51, 52

Recommended Electives:

- EA 31
- PE 34, 38, 44A, 45A, 45B, 48, 55, 57
- PSYCH 1

## TRANSFER

Students who have selected the particular four-year college to which they eventually wish to transfer should use the college catalog of that institution as the principal guide for determining the first two years of their program.

# Physics

Graduates with degrees in Physics have a variety of career options. Those with a B.S. degree may work in industry or teach in grades K through 12. Those with a M.S. degree may also teach at the community college level. And, those with a PhD may teach and do research at universities. In industry some physicists work with engineers to design and develop useful devices and systems. Others pursue programs of pure or applied research as do their colleagues at universities.

## ASSOCIATE DEGREE

Refer to the General Education Requirements for specific information regarding general education, unit, and scholarship requirements. Completion of the following program requirements, in addition to the General Education and District Requirements, qualifies the student for an Associate Degree.

### General Requirements

Course Number	Title	Units
CHEM 1A	General College Chemistry .....	5
MATH 1A	Introduction to Calculus .....	5
MATH 1B	Calculus with Applications .....	5
* MATH 2A	Multivariate Calculus .....	4
* PHYS 4A	Classical Mechanics .....	4
* PHYS 4B	Electricity, Magnetism & Waves.....	4
* PHYS 4C	Thermodynamics, Optics, & Modern Physics ..	4
<b>TOTAL</b>		<b>31</b>

\* This course is offered infrequently. Check the two-year schedule in the back of the catalog.

## TRANSFER

Students who have selected the particular four-year college to which they eventually wish to transfer should use the college catalog of that institution as the principal guide for determining the first two years of their program.

Recommended for the transfer student:

- CHEM 1B
- \* CIS 11
- ENG 1AB
- \* ENGR 35
- \* MATH 2B
- HIST 17A
- PHIL 1
- PSYCH 1

\* This course is offered infrequently. Check the two-year schedule in the back of the catalog.

# Psychology

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.

## ASSOCIATE DEGREE

Refer to the General Education Requirements for specific information regarding general education, unit, and scholarship requirements. Completion of the following program requirements, in addition to the General Education and District Requirements, qualifies the student for an Associate Degree.

Course Number	Title	Units
PSYCH 1	General Psychology .....	3
PSYCH 2	Abnormal Psychology .....	3
PSYCH 3	Developmental Psychology .....	3
PSYCH 4	Personal Psychology .....	3
PSYCH 5	Biological Psychology .....	3
Electives taken from list below .....		3
<b>TOTAL</b>		<b>18</b>

Recommended Electives:

- BIO 32, 35
- CIS 7
- MATH 25
- PSYCH 8
- SOC 1, 2

## TRANSFER

Students who have selected the particular four-year college to which they eventually wish to transfer should use the college catalog of that institution as the principal guide for determining the first two years of their program.



## Social Science

The Social Science Associate Degree program is designed to provide the transfer social science major the opportunity to achieve an Associate Degree with specialization of the student's choice. The program provides introductory lower division work in the Social Sciences. The major is made up of 24 units in the fields of Economics, 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.

### ASSOCIATE DEGREE

Refer to the General Education Requirements for specific information regarding general education, unit, and scholarship requirements. Completion of the following program requirements, in addition to the General Education and District Requirements, qualifies the student for an Associate Degree.

Course Number	Title	Units
ECON 1A	Macroeconomics .....	3
ECON 1B	Microeconomics .....	3
GEOG 3	Cultural Geography .....	3
HIST 17A or B	History of the United States .....	3
POL SCI 1	American Government .....	3
PSYCH 1	General Psychology .....	3
SOC 1	Introduction to Sociology .....	3
	Electives taken from the list below .....	3-6
<b>TOTAL</b>		<b>24/27</b>

Recommended Electives:

To further a particular area of study, these electives are available:

ANTHRO 2  
 AOJ 1  
 GEOG 1, 2AB, 18  
 HIST 4AB, 18  
 HUM 1  
 POL SCI 2  
 PSYCH 2, 3, 4, 5  
 SOC 2, 3  
 SOC SCI 32AB

### TRANSFER

Students who have selected the particular four-year college to which they eventually wish to transfer should use the college catalog of that institution as the principal guide for determining the first two years of their program.

## Teaching Assistant

California's recruitment of teachers will provide one of the fastest growing opportunities over the next decade. West Hills Community College responds to the growing need by offering two teaching assistant certificates. The teaching assistant curriculum will provide students with the opportunity to enhance their abilities to perform various teaching assignments in an elementary, secondary, middle school, senior high classroom, and adult education setting.

### CERTIFICATE

#### Teaching Assistant – Elementary

Course Number	Title	Units
EA 31	Introduction to Teaching .....	3
ECE 10	Child, Family and Society .....	3
ECE 16	Creative Activities for Young Children .....	3
ECE 5	Child Development .....	3
ECE 4	Parenting .....	3
	Electives .....	2
<b>TOTAL</b>		<b>17</b>

Recommended Electives:

ART 4, 12  
 CIS 8  
 HE 35  
 MUS 1A/B, 42/52  
 PE 48  
 PSYCH 1  
 EA 55, 56, 57

#### Teaching Assistant – Secondary

Course Number	Title	Units
EA 31	Introduction to Teaching .....	3
ENG 1A	Composition and Reading .....	3
	or	
ENG 51AorB	Intro to or Inter. Communication Skills .....	3
Math 45	Contemporary Math .....	3
	or	
Math 87	Mathematics for Life .....	3
EA 15X	Cooperative Work Exp. ....	3
	Electives .....	5
<b>TOTAL</b>		<b>17</b>

Recommended Electives:

ART 5A, 15A, 13A, 42  
 BIO 10  
 CIS 8  
 EA 55, 56, 57  
 ENG 1A  
 GEOG 2A, 2B, 3, 18  
 HE 35  
 HIST 4A, 4B, 17A, 18  
 MATH 10A, 25, or 45  
 MUS 42  
 PE 48  
 PHY SCI 1  
 POLSCI 1  
 PSYCH 5 or ECE 5

# Trade, Technology and Industry

Trade, Technology and Industry is a cluster of programs which provide industry awareness, through specifically designed and tailored courses in the areas of Automotive Technology, Diesel Technology and Welding Technology.

## ASSOCIATE DEGREE

Refer to the General Education Requirements for specific information regarding general education, unit, and scholarship requirements. Completion of the following program requirements, in addition to the General Education and District Requirements, qualifies the student for an Associate Degree.

### Core Program

The core program is a group of courses designed to provide basic knowledge and skills in the various vocational and or mechanical programs. Enrollment in these courses will provide the common skills required in all TT&I and mechanical programs. The following courses would be required of all students who are interested in obtaining a one or two year certificate in Agriculture Mechanics, Auto Technology, Diesel Technology and Welding Technology.

Course Number	Title	Units
AT 58	Air Conditioning for Auto & Heavy Equip. ....	1
AT 62A	Automotive/Heavy Equipment Electrical Fundamentals .....	3
AT 62B	Automotive/Heavy Equipment Electrical Systems .....	3
CIS 67	Computer Essentials .....	3
*IT 50	Safety and Hazardous Materials .....	1
IT 55	Transmission and Drivetrain Service .....	3
MATH 87	Mathematics For Life .....	3
PE 41	Standard First Aid .....	.5
WT 40	Introduction to Welding .....	<u>2</u>
		TOTAL 17.5

\* Not required for Ag Mechanics or Welding Technology

## AUTOMOTIVE TECHNOLOGY

The Automotive Technology program offers men and women a combination of classroom and shop experience. Students have the option to complete the course work in approximately one year for a full time certificate student, or approximately two years for a student electing the Associate Degree with an Automotive Technology major. This realistic and comprehensive training provides opportunities for successful and exciting careers in an industry exploding with new technology. AT 59A (Tune-up) and AT 59B (Emission Controls) are advanced classes where experience and/or previous course work should be evaluated by a counselor or advisor prior to enrollment.

### General Certificate

Course Number	Title	Units
	Core Courses .....	17.5
AT 41	Automotive Mechanics .....	2
AT 51	Automotive Brake & Systems .....	3
AT 52	Wheel Alignment & Suspension Systems .....	3
AT 56	Introduction to Automotive Engines and Engine Machining .....	3
AT 59A	Automotive Tune-up .....	3
AT 59B	Automotive Emission Control Systems .....	<u>3</u>
		TOTAL 34.5

Recommended Electives for Auto Technology:

- AT 15X, 49
- WT 44

## DIESEL TECHNOLOGY

The curriculum for the Diesel Program, Heavy Equipment and Truck Repair is designed to give the student a balance of theory and practical experience gained by diagnosing, servicing, repairing and rebuilding components, engines and live equipment. Upon completing the programs, the student may gain employment in service departments of distributors and dealers that sell and service diesel powered equipment. Bus lines, railways, oil field service and marine industries also employ diesel mechanics. Electric power plants, local industries and both state and federal agencies have a need for trained mechanics. A person possessing a California Class A driving license and its endorsements will be able to be employed in a large variety of unique and diverse transportation areas.

### Diesel Engine Technician

Course Number	Title	Units
	Core Courses .....	17.5
DT 65	Diesel Engine Tune-Up .....	2
DT 80	Diesel Engine Troubleshooting .....	2
DT 81	Four Cycle Diesel Repair .....	4
DT 82	Two Cycle Diesel Repair .....	4
	TOTAL	29.5

### Diesel Truck/Trailer Technician

Course Number	Title	Units
	Core Courses .....	17.5
DT 68	Truck/Trailer Service and Repair .....	5
DT 70	Truck/Trailer Powertrain Service .....	5
DT 81	Four Cycle Diesel Repair .....	4
	TOTAL	31.5

### Truck Driving Certificate

Course Number	Title	Units
DT 72	Commercial Truck Orientation .....	3
DT 73	Commercial Truck Orientation Lab .....	1
DT 90	Truck Driving .....	5
DT 91	Advanced Truck Driving .....	6
DT 93	Truck Driving Lab .....	3
	Recommended Electives .....	6
	TOTAL	24

Recommended electives for Diesel Technology  
Any AG MEC, DT or AT courses

## Welding Technology Associate Degree/ Certificate

The welding certificate program is designed to prepare students to enter the work force in agriculture, the petroleum industry, and light fabrication and construction. The specific skills and knowledge that are included in the various courses include: oxy-acetylene welding. SMAW (stick electrode welding), GMAW (mig), GTAW (tig), Inner-Shield (flux core) welding, and cutting both oxy-acetylene and Plasma Arc. Students may also plan, design and construct appropriate projects. Students who desire to become certified welders can receive coordinated instruction to fulfill those requirements.

Course Number	Title	Units
	Core Courses .....	17.5
WT 41	Intermediate Welding .....	2
WT 53	GNAW and GTAW Welding.....	2
WT 56	Blueprint Reading .....	2
WT 57A	Introduction to Welding Fabrication .....	4
	TOTAL	27.5

Recommended Electives:

AG MEC 61

WT 15X, 44 (may be substituted for WT 40 and WT 41), 45, 49, 57B, 67



# Course Information

## GENERAL INFORMATION

### Open Enrollment

It is the policy of this District, unless specifically exempted by statute, every course section or class, the average daily attendance of which is to be reported for state aid, wherever offered and maintained by the District, shall be fully open to enrollment and participation by any person who has been admitted to the College and who meets such prerequisites as may be established pursuant to Chapter 11, Division 2, Part VI, Title 5 of the California Administrative Code, commencing with Section 41820.

### Unit or Credit Value

Each course carries a certain credit or unit value. The amount is indicated in parentheses at the right of the title. A lecture class requires the equivalent of one academic hour, 50 minutes, per week for each semester unit conferred. Laboratory classes require three academic hours, 150 minutes, per week for each semester unit conferred.

### Prerequisite

Prerequisites are prescribed courses covering skills and or knowledge that is normally expected to be acquired prior to enrolling in another course. The intent of prerequisites is to ensure that any student enrolling in a course in which specific information is required will have the necessary background so that every opportunity exists to experience success. Therefore, any course with a prerequisite presumes that subject matter will be acquired in a sequential way.

### Corequisite

Corequisites are courses that a student is required to take simultaneously in order to enroll in another course.

### Successful Completion of a Prerequisite/ Corequisite

Successful completion is defined as a grade "C" or better for the minimum corequisite/prerequisite requirement.

Students enrolling in courses without the appropriate prerequisite may find that they are ill prepared to continue their studies in that course. Prerequisites are designed to enhance success. Please refer to the West Hills College prerequisite policy in the Academic Regulations portion of this catalog.

### Class Hours

The number of classes or lecture periods and of shop or laboratory periods for each week is indicated in the course descriptions. The schedule of classes, which is available at the time of registra-

tion, will indicate which periods of the day and which days of the week the class is scheduled to meet.

Courses are classified by subjects as they exist at West Hills College. All courses within an area usually count towards 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.

## COURSE NUMBERING

Courses Numbered 1-49 are baccalaureate level (transfer) courses. Courses thus numbered are transferable to four-year institutions. Agriculture courses are designed to parallel the work taught in similar courses at California Polytechnic State University or at California State University at Fresno, but may not carry the same number.

Courses Numbered 50-99 are associate degree level courses. Courses thus numbered are primarily for the student who does not plan to continue his/her education beyond the community college level; however, occupational education courses may transfer according to articulation agreements. Complete information on articulation is available through the Counseling Center.

Courses in some subject areas which are traditionally taught as combination lecture-laboratory courses at four-year colleges are split into two separate courses: one a lecture course for transfer students and one a laboratory course for both transfer and non-transfer students. Students wishing to transfer must take both the lecture and laboratory courses.

Courses Numbered 100-199 are non-transfer and are non-degree applicable; they are skill building or remedial. These courses do not apply toward the Associate Degree and are non-degree applicable. Non-degree applicable credit courses are subject to a 30 unit maximum.

**NOTE:** In case of transfer and non-transfer courses taught concurrently, a student may receive credit only for the course in which he/she is enrolled, not both. A student cannot change from one course to the other except according to regular drop/add procedures. He/She should be guided by the course description and may need to consult a counselor or advisor for aid.

## COURSE NUMBERS COMMON TO ALL DISCIPLINES

### 30/60 Experimental Courses

Class Hours: 18 lecture hours or 54 laboratory hours for each semester unit.

All courses numbered 30/60 are designed to permit departments to meet an immediate student or community need, to explore newer methods in teaching a subject, to offer courses which are innovative, and to provide curriculum variety and flexibility. A required course description identifies each course subject. These courses may be taken for CR/NC.

### 49/99 Directed Study Courses (1-2)

No more than 2 units per semester per 49/99 series.

Class Hours: 54 laboratory for each semester unit. All courses numbered 49/99 are designed for students who wish to undertake special projects related to a particular field.

Students, under instructor guidance and acknowledgment, may pursue individual exploration after completing or while currently enrolled in at least one course in the department of directed study.

### WE 15X Occupational Work Experience (1-4)

All courses numbered 15X provide credit for students enrolled in occupational work experience programs. See CWEE for further guidelines.

### WE 15XX General Work Experience (1-3)

Students may also receive credit under a general work experience numbered 15XX. See CWEE for further guidelines.

## ABBREVIATIONS FOR DEGREE, NON-DEGREE, AND TRANSFER COURSES

The following abbreviations designate degree applicable, transfer, and non-degree applicable courses:

- AA Associate Degree
- CSU Transferable to California State University System
- UC Transferable to University of California System
- NDA Non-Degree Applicable

## GENERAL EDUCATION SYMBOLS AND ABBREVIATIONS

Designates CSU baccalaureate level general education courses.

AREA A: Communication in the English Language and Critical Thinking

- Oral Communication ..... A1
- Written Communication ..... A2
- Critical Thinking ..... A3

AREA B: Physical Universe and Its Life Form

- Physical Science ..... B1
- Life Science ..... B2
- Laboratory Activity ..... B3
- Mathematics/Quantitative Reasoning ..... B4

AREA C: Arts, Literature, Philosophy and Foreign Languages

- Arts (Art, Dance, Music, Theatre) ..... C1
- Humanities (Literature, Philosophy, Foreign Languages) ..... C2

AREA D: Social, Political, and Economics Institutions and Behavior; Historical Background

- Anthropology and Archeology ..... D1
- Economics ..... D2
- Ethnic Studies\* ..... D3
- Gender Studies\* ..... D4
- Geography ..... D5
- History ..... D6
- Interdisciplinary Social or Behavioral Science ..... D7
- Political Science, Government, and Legal Institutions ..... D8
- Psychology ..... D9
- Sociology and Criminology ..... D0

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

Students planning to transfer to a four-year college or university should take classes for a letter grade, since the CR/NC option generally will not transfer.

\* Ethnic Studies or Gender Studies courses emphasizing artistic or humanistic perspectives may be categorized in Area C.

## CALIFORNIA ARTICULATION NUMBER SYSTEM (CAN)

The California Articulation Number (CAN) System is a cross-reference course identification system for many lower-division, transferable major preparation courses commonly taught on college campuses. The CAN System is based on course articulation - courses considered to be comparable, but not necessarily identical, and acceptable "in lieu of" each other. The System is simple, functional, and flexible, yet is structured to provide accuracy and consistency. The System allows each campus to retain its own course number, prefix, and title. When a course has met the criteria and is qualified to use a CAN, it is printed as an addendum to the campus's course number and prefix in catalogs and other publications. The following is a list of qualifying West Hills College Courses and their corresponding CAN numbers. See you counselor for additional information.

West Hills College Course	CA Articulation Num. (CAN)
AOJ 1	CAN AJ 2
ANTHRO 2	CAN ANTH 4
ART 4	CAN ART 8
ART 16A	CAN ART 2, CAN ART SEQ A
ART 16B	CAN ART 4, CAN ART SEQ A
BIO 20	CAN BIOL 4
BIO 24	CAN BIOL 6
BIO 32	CAN BIOL 10
BIO 38	CAN BIOL 14
BUS 1A	CAN BUS 2, CAN BUS SEQ A
BUS 1B	CAN BUS 4, CAN BUS SEQ A
CHEM 1A	CAN CHEM 2, CAN CHEM SEQ A
CHEM 1B	CAN CHEM 4, CAN CHEM SEQ A
CHEM 2A	CAN CHEM 6, CAN CHEM SEQ B
CHEM 2B	CAN CHEM 8, CAN CHEM SEQ B
CIS 11	CAN CSCI 4
CIS 13	CAN CSCI 12
ECON 1A	CAN ECON 2
ECON 1B	CAN ECON 4
ENG 1A	CAN ENGL 2, CAN ENGL SEQ A
ENG 1B	CAN ENGL 4, CAN ENGL SEQ A
FL SPN 1	CAN SPAN 2, CAN SPAN SEQ A
FL SPN 2	CAN SPAN 4, CAN SPAN SEQ A
FL SPN 3	CAN SPAN 8, CAN SPAN SEQ B
FL SPN 4	CAN SPAN 10, CAN SPAN SEQ B
GEOG 3	CAN GEOG 4

West Hills College Course	CA Articulation Num. (CAN)
GEOL 1	CAN GEOL 2
GEOL 3	CAN GEOL 4
NUT 1	CAN H EC 2
HIST 4A	CAN HIST 2
HIST 17A	CAN HIST 8, CAN HIST SEQ B
HIST 17B	CAN HIST 10, CAN HIST SEQ B
MATH 1A	CAN MATH 18, CAN MATH SEQ B,
MATH 1A	CAN MATH SEQ C
MATH 1B	CAN MATH 20, CAN MATH SEQ B,
MATH 1B	CAN MATH SEQ C
MATH 2A	CAN MATH 22, CAN MATH SEQ C
MATH 2B	CAN MATH 24
MATH 15	CAN MATH 16
MATH 25	CAN STAT 2
PHIL 1	CAN PHIL 2
PHIL 2	CAN PHIL 6
PHIL 3	CAN PHIL 4
PHYSICS 2A	CAN PHYS 2, CAN PHYS SEQ A
PHYSICS 2B	CAN PHYS 4, CAN PHYS SEQ A
PHYSICS 4A	CAN PHYS 8
POL SCI 1	CAN GOVT 2
PSYCH 1	CAN PSY 2
SOC 1	CAN SOC 2
SOC 2	CAN SOC 4
SP 1	CAN SPCH 4





# COURSE DESCRIPTIONS

## ADMINISTRATION OF JUSTICE

**AOJ 15X COOPERATIVE WORK EXPERIENCE  
(PARALLEL PLAN) (1-4)**

**AOJ 15XY COOPERATIVE WORK EXPERIENCE  
(ALTERNATE PLAN) (1-8)**

**AOJ 1 INTRODUCTION TO CRIMINAL JUSTICE (3)**

Class Hours: 3 Lecture CAN AJ 2

Administration of Justice 1 is the history and philosophy of justice as it evolved throughout the world; in-depth study of the American system and the various sub-systems; roles and role expectations of criminal justice agents in their interrelationships in society; concepts of crime causations, punishments and rehabilitation; ethics, education and training for professionalism in the social system. (AA, CSU, UC).

**AOJ 3 INTRODUCTION TO CORRECTIONS (3)**

Class Hours: 3 Lecture

Administration of Justice 3 is a basic course for students planning to enter or already employed within the Correctional Science field. This course surveys the field of correctional science, historical development, current concepts and practice; explanations of criminal behavior; functions and objectives of the criminal justice system concerned with institutional, probation, and parole processes as they modify the offender's behavior; and of the professional career opportunities in public and private agencies. (AA, CSU)

**AOJ 4 CONTROL AND SUPERVISION IN  
CORRECTIONS (3)**

Class Hours: 3 Lecture

Prerequisite: ENG 51A or equivalent

Administration of Justice 4 offers an overview of supervision of inmates in the local, state and federal correctional institutions. The issues of control in a continuum from institutional daily living through crisis situations will be introduced and discussed. The course will emphasize the role played by the offender and the correctional worker. Topics will include inmate sub-culture, violence and effects of crowding on inmates and staff, and coping techniques for correctional officers in a hostile prison environment. The causes and effects of abusive tactics will also be discussed. (AA, CSU)

**AOJ 5 CONCEPTS OF PROBATION AND PAROLE (3)**

Class Hours: 3 Lecture

Administration of Justice 5 includes an historical overview of correctional development, its institutions and the community; methods of prisoner intake and classification; survey treatment programs; community based correctional programs; post-institutional treatment and corrections as a career. (AA, CSU)

**AOJ 6 CORRECTIONAL INTERVIEWING AND  
COUNSELING (3)**

Class Hours: 3 Lecture

Strongly Recommended Preparation: ENG 51A or equivalent.

Administration of Justice 6 is an overview of the techniques in interviewing and counseling available to practitioners in Corrections. The student 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 basic course for students planning to enter or already employed within the Correctional Science field. (AA, CSU)

**AOJ 7 LEGAL ASPECTS OF CORRECTIONS (3)**

Class Hours: 3 Lecture

Strongly Recommended Preparation: ENG 51A or equivalent.

Administration of Justice 7 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. (AA, CSU)

**AOJ 8 LAW AND PSYCHOLOGY (3)**

Class Hours: 3 lecture

Advisory: English 51A Strongly recommended

AOJ 8 Law and Psychology focuses on the interaction and application of 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 criminal justice or social service professional. This course may be used as elective for either Administration of Justice or Psychology but not for both. (AA)

**AOJ 10 PRINCIPLES & PROCEDURES OF CRIMINAL JUSTICE SYSTEM (3)**

Class Hours: 3 Lecture

Administration of Justice 10 will cover legal process from pre-arrest, arrest through trial, sentencing and correctional procedures; a review of the history of case and common law; conceptual interpretations of law as reflected in court decisions; a study of case law methodology and case research as the decisions impact upon the procedures in the justice system. (AA, CSU, UC)

**AOJ 12 WRITTEN CRIMINAL JUSTICE COMMUNICATIONS (3)**

Class Hours: 3 lecture

Administration of Justice 12 will cover techniques of communicating facts, information, and ideas effectively in a simple, clear and logical manner in the various types of criminal justice system 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. (AA, CSU)

**AOJ 16 HUMAN AND COMMUNITY RELATIONS IN CRIMINAL JUSTICE (3)**

Class Hours: 3 lecture

Administration of Justice 16 explores the interaction of criminal justice agents and the community; historical and contemporary social, political, and economic issues affecting human relations; diversity of community populations; effects of prejudice, bias, and discrimination; impact of media relations and the community; awareness of individual and cultural differences affecting human interaction. (AA, CSU, UC)

**AOJ 20 CRIMINAL LAW (3)**

Class Hours: 3 lecture

Strongly Recommended Preparation: ENG 51A or equivalent  
Administration of Justice 20 will emphasize the historical development, philosophy of law and constitutional provisions; definitions; classifications of crimes and their applications to the criminal justice system and administration of justice; legal research, review of case laws, methodology and concepts of law as a social force. Explores crimes against persons, property, and the state as a social, religious, and historical ideology. (AA, CSU, UC)

**AOJ 22 CRIMINAL EVIDENCE (3)**

Class Hours: 3 lecture

Strongly Recommended Preparation: ENG 51A or equivalent  
Administration of Justice 22 provides instruction in the origin, development, philosophy, and constitutional basis of evidence; constitutional and procedural considerations affecting arrest and search and seizure; types and quantum's of evidence and rules governing its admissibility; judicial decisions interpreting individual rights; and case studies viewed from a conceptual level. (AA, CSU)

**AOJ 24 CRIMINAL INVESTIGATION (3)**

Class Hours: 3 lecture

Administration of Justice 24 covers the fundamentals of investigation; techniques of crime scene search and recording; collection and preservation of physical evidence; modus operandi processes; sources of information; interview and interrogation; follow-up investigation. (AA, CSU)

**AOJ 29 CRIME AND DELINQUENCY (3)**

Class Hours: 3 lecture

Administration of Justice 29 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 process, the role of society. Not open for credit to students who have had a course in Sociology Crime and Delinquency or Introduction to Criminology. (AA, CSU)

**AOJ 32 JUVENILE DELINQUENCY (3)**

Class Hours: 3 lecture

Administration of Justice 32 emphasizes the techniques of handling juvenile offenders as victims; prevention and repression of delinquency; diagnosis and referral; organization of community resources; juvenile law and juvenile court procedures. (AA, CSU)

**AOJ 30/60 EXPERIMENTAL COURSES****AOJ 49/99 DIRECTED STUDY (1-2)**

**AOJ 50A P.C. 832 ARREST CONTROL MODULE (3)**

Class Hours: 3 lecture CR/NC ONLY  
 Strongly Recommended Preparation: ENG 101B or equivalent

Administration of Justice 50A is the first tier of training required to meet the requirements of P.C. 832. This course satisfies the minimum 40 hours of training known as P.C. 832 Arrest Module, and as set forth by the commission of Peace Officers Standards and Training (POST) and as required under Penal Code 830.6 (a) (1) and 832.6 (a) (3). This course includes basic training in specific topics: California criminal law, criminal evidence, criminal investigation, laws of arrest, methods of arrest, search and seizure law, discretionary decision making, and ethics and professionalism. Students who successfully pass the arrest skills and written test will receive a certificate. This course is mandatory for students seeking any sworn peace officer position in California. AOJ 50A does not include the Firearms Module of P.C. 832 Training. (AA)

**AOJ 50B P.C. 832 FIREARMS MODULE (.5)**

Class Hours: 1.5 laboratory CR/NC ONLY  
 Prerequisite: California law requires that students provide proof of a Department of Justice Fingerprint Clearance (BID-7 card) letter in order to attend firearms training. A clearance is not required if the student has a prior clearance on file with this institution or is sponsored by a law enforcement agency. Administration of Justice 50B is the second tier of training required to meet the requirements of P.C. 832. This course satisfies the minimum 24 hours training known as P.C. 832 Firearms Module, and as set forth by the Commission on Peace Officers Standards and Training (POST) and as required under Penal Code section 830.6 (a) (1) and 832.6 (a) (3). This course includes basic training in the use of force and firearms. Students who successfully pass the firearms qualification will receive a certificate. This course is mandatory for students seeking any sworn peace officer position in California. AOJ 50B does not include the Arrest Control Module of P.C. 832 Training. (AA)

**AOJ 51 LEVEL III RESERVE OFFICER TRAINING (4)**

Class Hours: 3 lecture, 3 laboratory  
 Prerequisites: 1) California law requires that students provide proof of a Department of Justice Fingerprint Clearance (BID-7 Card) letter in order to attend training. A clearance is not required if the student has a prior clearance on file with this institution or is sponsored by a law enforcement agency; 2) AOJ 50A and AOJ 50B or currently possess a valid P.C. 832 certificate in arrest and firearms.

Strongly recommended Preparation: ENG 101B or equivalent  
 AOJ 51 is the second tier of training required for persons seeking appointment as reserve police officers. This course satisfies the minimum 98 hours of training known as Level III Part 2, as set forth by the Commission on Peace Officers Standards and Training (POST) and as required under Penal Code section 820.6 (a) (1) and 832.6 (a) (3). This course includes basic training in specific topics: laws and methods of arrest, search and seizure, report writing, ethics and professionalism, information systems, custody, first aid/CPR, traffic enforcement, vehicle operations, cultural diversity/discrimination, crimes in progress, preliminary investigation, use of force, arrest and control/baton, and firearms training/qualification. Students who successfully pass the arrest skills and written test will receive a certificate. This course is mandatory for students seeking any sworn peace officer position in California. A Public Safety Training polo shirt uniform is required. (AA)

**AOJ 52 RESERVE OFFICER LEVEL I (4)**

Class Hours: 3 lecture, 3 laboratory  
 Prerequisite: Must have successfully completed AOJ 50 and 51 within the last three years and currently hold a valid PC 832 certificate in arrest and firearms.  
 Administration of Justice 52 provides the student with the knowledge and skills required of a Level I Reserve Peace Officer. It will cover professional orientation, community relations, law, evidence, patrol procedures, traffic enforcement and criminal investigation. This course is in compliance with Penal Code 832 and P.O.S.T. Guidelines. (AA)

**AOJ 55 ADULT CORRECTIONS OFFICER TRAINING CORE (9)**

Class Hours: 8 lecture, 3 laboratory  
 Administration of Justice 55 is the adult corrections officer core training course as outlined in the Peace Officers Standards and Training, the California Board of Corrections, and the Standards and Training for Corrections Program. This course covers roles and responsibilities of the corrections officer, professionalism and ethics, report writing, legal foundations of incarceration, constitutional rights, legal issue, classification, principles of use of force and restraints, gangs and subcultures in institutions, contraband, defensive tactics, interpersonal communication, receiving and release of inmates, grievances, mental health issues, court appearances, cell extractions, physical conditioning and CPR/FA. (AA)

## AGRICULTURE

**AG 15X COOPERATIVE WORK EXPERIENCE (PARALLEL PLAN)** (1-4)

**AG 15XY COOPERATIVE WORK EXPERIENCE (ALTERNATE PLAN)** (1-8)

**AG 10 INTRODUCTION TO AGRICULTURE** (3)

Class Hours: 3 lecture

Agriculture 10 will provide the student with a general overview of California agriculture. Employment opportunities and current socio-economic issues will be discussed. (AA, CSU)

**AG 30/60 EXPERIMENTAL COURSES**

**AG 49/99 DIRECTED STUDY** (1-2)

**AG 58 LIVESTOCK THEFT AND RURAL CRIME PREVENTION AND INVESTIGATION** (2)

CR/NC ONLY

Class Hours: 32 total lecture 8 total laboratory  
Agriculture 58 is designed to educate Peace Officers, Brand Inspectors and all other interested individuals in the most current methods to reduce livestock theft and increase the chances for recovery. Investigation methods and case prosecution are also covered. (AA)

## AGRICULTURE BUSINESS

**AG BUS 11 AGRICULTURE SALES AND MARKETING** (3)

Class Hours: 3 lecture

Agriculture Business 11 will provide instruction regarding the role that marketing plays in the general economic system. Agriculture marketing will cover all the business activities that direct the flow of products from producer to consumer. (AA, CSU)

**AG BUS 15 COMPUTER APPLICATION TO AGRICULTURE** (3)

Class Hours: 2 lecture, 3 laboratory

Agriculture Business 15 will introduce the student to the use of computer software in agriculture that is required for data base, spreadsheet applications and word processing. Software instruction on the microcomputer that is currently used in agriculture. (AA, CSU)

**AG BUS 20 FARM AND AGRICULTURE BUSINESS MANAGEMENT** (3)

Class Hours: 3 lecture

Agriculture Business 20 will provide instruction regarding the processes of management as applied to farm and agricultural business operations and the function of management, labor relations, marketing, agricultural laws, and government agricultural policy and regulations. (AA, CSU)

**AG BUS 24 AGRICULTURE MANAGEMENT RECORDS AND ANALYSIS** (3)

Class Hours: 3 lecture

Strongly Recommended Preparation: AG BUS 10 and 20 are encouraged.

Agriculture Business 24 is a study of agriculture business, including farm accounting and types of records, reasons for their use, and the study and keeping of records used in measuring and improving management efficiency and agriculture. (AA, CSU)

**AG BUS 25 MACHINERY MANAGEMENT** (3)

Class Hours: 3 lecture

Agriculture Business 25 provides the methods used in determining data analysis and reports for making decisions in machinery management. The student will use computers for making these analyses and reports. (AA, CSU)

**AG BUS 40 AGRICULTURAL ECONOMICS** (3)

Class Hours: 3 lecture

Agriculture Business 40 is an introduction to economic activity of the agricultural sector from a microeconomic approach. It includes economic factors that affect price levels, supply, demand and its influence on resource allocation. Also covered is the effect of perfect and imperfect competition on the decision-making process. (AA, CSU, UC)

**AG BUS 53 FUNDAMENTALS OF AGRICULTURE SPREADSHEETS** (1)

Class Hours: 1 lecture

Agriculture Business 53 will introduce the class to electronic spreadsheets, microcomputers, floppy disks and the command functions so students will be able to operate electronic spreadsheets for various agriculture business practices and to process data for agriculture management in other agriculture enterprises. (AA, CSU)

## AGRICULTURE MECHANICS

### AG MEC 50 EQUIPMENT SAFETY AND OPERATION (2)

Class Hours: 1 lecture, 3 laboratory  
 Agricultural Mechanics 50 is an introduction to safe tractor and equipment operation. It includes supervised field operation, while emphasizing safe and efficient performance of farm and common construction equipment. (AA) May be taken two times for credit.

### AG MEC 51 BASIC HYDRAULICS AND PNEUMATICS (3)

Class Hours: 2.5 lecture, 1.5 laboratory  
 Agricultural Mechanics 51 is the study of the theory, application, and component parts of hydraulic systems. Components covered include: pumps, valves, cylinders, flow controls, reservoirs, lines, and filtration equipment. It also instructs in the skills in methods of testing components and in basic design information. (AA)

### AG MEC 55A FASTENERS, ASSEMBLY AND PRACTICES (1)

Class Hours: 1 lecture, 6 laboratory (6 weeks)  
 Agricultural Mechanics 55A provides instruction in the proper disassembly and reassembly of machinery components stressing safety and manufacturers specifications. (AA)

### AG MEC 55B APPLICATION OF BELTS AND CHAINS (1)

Class Hours: 1 lecture, 6 laboratory (6 weeks)  
 Agricultural Mechanics 55B provides instruction in belts and chain drive systems. Students will learn how to service and maintain them skillfully and safely. (AA)

### AG MEC 55C APPLICATION OF BEARINGS AND SEALS (1)

Class Hours: 1 lecture, 6 laboratory (6 weeks)  
 Agricultural Mechanics 55C provides instruction in the application of bearings and seals systems in farm machinery. Students will learn how to properly remove and install bearings and seals. (AA)

### AG MEC 56A PREVENTATIVE MAINTENANCE: ENGINE INTAKE/EXHAUST, AND LUBRICATION (1)

Class Hours: 1 lecture, 6 laboratory (6 weeks)  
 Agricultural Mechanics 56A provides instruction in the preventative maintenance of machine engine systems intake and exhaust, fuel and lubrication. The course includes laboratory hands on experiences with tools and manufacturers specifications, in order to learn how to maintain and service the systems. (AA)

### AG MEC 56B PREVENTATIVE MAINTENANCE: ENGINE COOLING AND ELECTRICAL SYSTEMS (1)

Class Hours: 1 lecture, 6 laboratory (6 weeks)  
 Agricultural Mechanics 56B provides instruction in the preventative maintenance of engine cooling, electrical systems, and power trains. The course includes laboratory hands on experience with tools and manufacturers specifications, in order to learn how to maintain and service the systems. (AA)

### AG MEC 56C PREVENTATIVE MAINTENANCE: HYDRAULICS, TUNE-UP AND TROUBLESHOOTING (1)

Class Hours: 1 lecture, 6 laboratory (6 weeks)  
 Agricultural Mechanics 56C provides instruction in the preventative maintenance of hydraulics, other components, tune-ups and troubleshooting. The course includes laboratory hands on experience with tools and manufacturers specifications, in order to learn how to maintain and service the systems. (AA)

### AG MEC 58A TILLAGE AND LAND PREPARATION (.5)

Class Hours: 1 lecture, 3 laboratory (4 weeks)  
 Agricultural Mechanics 58A provides instruction in the skills involved in the assembly, operation, maintenance, evaluation, and adjustment of tillage and land preparation equipment. (AA)

### AG MEC 58B SEED BED PREPARATION AND PLANTING EQUIPMENT (.5)

Class Hours: 1 lecture, 3 laboratory (4 weeks)  
 Agricultural Mechanics 58B provides instruction in the skills involved in the assembly, operation, maintenance, evaluation, and adjustment of seed bed and planting equipment. (AA)

### AG MEC 58C PLANT TILLAGE, SPRAYING AND HARVESTING EQUIPMENT (.5)

Class Hours: 1 lecture, 3 laboratory (4 weeks)  
 Agricultural Mechanics 58C provides instruction in the skills involved in the assembly, operation, maintenance, evaluation, and adjustment of plant tillage, spraying, and harvesting equipment. (AA)

### AG MEC 58D HAY AND FORAGE HANDLING EQUIPMENT (.5)

Class Hours: 1 lecture, 3 laboratory (4 weeks)  
 Agricultural Mechanics 58D provides instruction in the skills involved in the assembly, operation, maintenance, evaluation, and adjustment of hay and forage handling equipment common to the school farm. (AA)

**AG MEC 61A WELDING AND METAL WORKING SKILLS (1)**

Class Hours: 1 lecture, 6 laboratory (6 weeks)  
 Agricultural Mechanics 61A provides the student with the basic knowledge and skills in welding and metal working skills to perform basic repairs associated with farming and ranching operations. (AA)

**AG MEC 61B ELECTRICAL, PLUMBING, AND HAND TOOL SKILLS (1)**

Class Hours: 1 lecture, 6 laboratory (6 weeks)  
 Agricultural Mechanics 61B provides the student with the basic knowledge and skills in electrical, plumbing and hand tool skills to perform basic repairs associated with farming and ranching operations. (AA)

**AG MEC 61C CONCRETE, CARPENTRY, AND FENCE BUILDING (1)**

Class Hours: 1 lecture, 6 laboratory (6 weeks)  
 Agricultural Mechanics 61C provides the student with the basic knowledge and skills in concrete, carpentry, and fence building skills to perform basic repairs associated with farming and ranching operations. (AA)

**AG MEC 65 LIFT TRUCK OPERATOR (.5)**

Class Hours: 8 lecture -Total, 4 laboratory-Total  
 Agricultural Mechanics 65 is a short course for introduction to lift truck operation and a refresher course to meet operating standards.

**AG MEC 72 AGRICULTURAL SURVEYING (2)**

Class Hours: 1 lecture, 3 laboratory  
 Agricultural Mechanics 72 provides instruction in the use of the level in laying out ditches, pipelines, contours, building foundations, and related work. Instruction is also provided in land location, measurement, calculation of areas, fence lines, land leveling, staking fills, establishing cut and fill yardage, and use of modern laser techniques and equipment. (AA)

## ANIMAL SCIENCE

**A SCI 5 RODEO SKILLS AND MANAGEMENT (1)**

Class Hours: 1 lecture  
 Animal Science 5 is designed to acquaint the student with the sport of rodeo, its origin and development as well as rodeo fundamentals including rule interpretation and rodeo judging. This course will also focus on goal setting and the importance of a positive mental attitude for a successful performance. (AA, CSU) May be take two times for credit.

**A SCI 6 RODEO PRODUCTION AND PROMOTION (1)**

Class Hours: 1 lecture  
 Animal Science 6 provides experience in the production of a rodeo. Students will participate on a committee which will deal with staging an actual rodeo from start to the finished product. (AA, CSU) May be take two times for credit.

**A SCI 7 INTERCOLLEGIATE RODEO (2)**

Class Hours: 10 laboratory  
 Prerequisite: Medical approval from a licensed physician; Enrollment limited to those qualified to compete in intercollegiate rodeo.  
 Corequisite: A SCI 5 or A SCI 6  
 Animal Science 7 provides the opportunity for students to further their rodeo skills and utilize them in intercollegiate competition. This course includes adaptation techniques of the various rodeo events. (AA, CSU) May be taken four times for credit.

**A SCI 8 ADVANCED INTERCOLLEGIATE RODEO (2)**

Class Hours: 10 laboratory  
 Prerequisite: Medical approval from a licensed physician; Enrollment limited to those qualified to compete in intercollegiate rodeo.  
 Corequisite: A SCI 5 or A SCI 6  
 Animal Science 8 provides the opportunity for students with previous experience to further their rodeo skills and utilize them in intercollegiate competition. (AA, CSU) May be taken two times for credit.

**A SCI 10 FITTING AND SHOWING LIVESTOCK (2)**

Class Hours: 1 lecture 3 laboratory  
 Animal Science 10 deals with the feeding and preparation of stock for show. Grooming, training and fitting will be stressed. Demonstration of current showmanship techniques and equipment will be practiced by the students. (AA, CSU) May be taken three times for credit.

**A SCI 12 GENERAL ANIMAL SCIENCE (3)**

Class Hours: 2 lecture, 3 laboratory  
 Animal Science 12 is a survey of the livestock industry, supply of animal products and their uses. A special emphasis on the origin, characteristics, adaptation and contributions of farm animals to the ag industry. Analyze the economic trends and career opportunities in animal agriculture. (AA, CSU, UC)

**A SCI 14 LIVESTOCK SELECTION AND MEAT ANIMAL EVALUATION (3)**

Class Hours: 2 lecture, 3 laboratory

Animal Science 14 studies the basic factors involved in selection and evaluation of livestock; relationships of live market animal traits to carcass cutability and quality. (AA, CSU, UC) May be taken two times for credit.

**A SCI 20 FEEDS AND FEEDING (3)**

Class Hours: 2 lecture, 3 laboratory

The science of animal nutrition is the basis for "Feeds and Feeding". The fundamentals of digestion and absorption in both ruminants and non-ruminants are discussed. The nutritive value of feeds as they relate to the formulation of livestock rations will be emphasized including by product feeding. (AA, CSU)

**A SCI 21 BEEF PRODUCTION (3)**

Class Hours: 2 lecture, 3 laboratory

Strongly Recommended Preparation: ENG 51A or equivalent  
Animal Science 21 is a study of the principles and practices of purebred and commercial beef cattle production throughout the world, United States and California. Emphasis to be placed on the importance of breeds, breeding principles, selection, nutrition, environmental management, health, marketing and recordkeeping to ensure scientifically-based management decisions and consumer product acceptance as applied to beef cattle. (AA, CSU)

**A SCI 32 ANIMAL HEALTH AND SANITATION (3)**

Class Hours: 2 lecture, 3 laboratory

Prerequisite: A SCI 12.

Animal Science 32 will provide instruction in basic diseases and in fundamentals of immunity. It also will include coverage of the livestock worker's role in promoting health and disease-control programs. (AA, CSU)

**A SCI 59 BASIC STOCK DOG TRAINING (0.5)**

Class Hours: 3 laboratory (9 weeks)

Animal Science 59 covers stock dog breeds, selection of herding dogs, training techniques, methods of handling cattle and sheep, plus nutrition for stock dogs. (AA) May be taken four times for credit.

**CROP SCIENCE****CRP SCI 1 INTRODUCTION TO PLANT SCIENCE (3)**

Class Hours: 2 lecture, 3 laboratory

Crop Science 1 is designed to provide the student with a working knowledge of plant classification, terminology, structures, and processes. The principles covered include: plant physiology, heredity, environmental factors that affect growth, adaptation, management and propagation of crops. Photosynthesis, respiration, translocation, soil, water, mineral nutrition, and biological competitors are also covered. (CR/NC)(AA, CSU, UC)

**CRP SCI 11 FORAGE CROPS (2)**

Class Hours: 2 lecture

Crop Science 11 provides instruction in the production, harvesting, and utilization of the principal California forage crops, with particular emphasis upon San Joaquin Valley production. Major forage crops covered include corn silage, alfalfa, pastures, sorghums, sudans and winter forages. (AA, CSU)

**CRP SCI 13 FIELD CROPS (3)**

Class Hours: 2 lecture, 3 laboratory

Crop Science 13 provides instruction in the production, distribution, and utilization of the major field crops in California, including cotton, sugar beets, and safflower. The college farm laboratory and commercial farms are utilized to expose students to the various production farming and business practices involved in agricultural production. (AA, CSU)

**CRP SCI 16A INTRODUCTION TO INSECT PEST MANAGEMENT (1)**

Class Hours: 2 lecture, 3 laboratory (6 weeks) C r o p

Science 16A provides instruction in the management of insect crop and livestock pests. Emphasis is on identification, prevention, monitoring and control within an integrated pest management framework. (AA, CSU)

**CRP SCI 16B INTRODUCTION TO WEED MANAGEMENT (1)**

Class Hours: 2 lecture, 3 laboratory (6 weeks) C r o p

Science 16B provides instruction in the management of weed crop and livestock pests. Emphasis is on identification, prevention, monitoring and control of weed pests within an integrated crop production framework. (AA, CSU)

**CRP SCI 16C INTRODUCTION TO PLANT DISEASE MANAGEMENT (1)**

Class Hours: 2 lecture, 3 laboratory (6 weeks)  
 Crop Science 16C provides instruction in the management of plant disease pests. Emphasis is on identification, prevention, monitoring and control within an integrated crop production framework. (AA, CSU)

**CRP SCI 18A COOL SEASON VEGETABLE CROP PRODUCTION (1.5)**

Class Hours: 2 lecture, 3 laboratory (9 weeks)  
 Crop Science 18A provides instruction in the production, harvesting, and marketing of the major cool season vegetable crops in the San Joaquin Valley. These include: lettuce, broccoli, asparagus, onions, and garlic. (AA, CSU)

**CRP SCI 18B WARM SEASON VEGETABLE CROP PRODUCTION (1.5)**

Class Hours: 2 lecture, 3 laboratory (9 weeks)  
 Crop Science 18B provides instruction in the production, harvesting, and marketing of the major warm season vegetable crops in the San Joaquin Valley. These include: cantaloupes, watermelon, fresh market tomatoes, squash, snow peas and sweet corn. A section on vegetable seed production is also included. (AA, CSU)

**CRP SCI 19 WATER MANAGEMENT (2)**

Class Hours: 1 lecture, 3 laboratory  
 Crop Science 19 provides instruction in the fundamentals of irrigation application and measurement systems. It includes a study of the basic irrigation systems: flood, surge, sprinkler, trickle or drip, sub-irrigation, and their variations. California's water systems and water quality problems will be reviewed. Various types of pumps and pumping systems will also be studied. (AA, CSU)

**CRP SCI 80 PESTICIDE APPLICATION (1.5)**

Class Hours: 3 lecture (9 weeks)  
 Crop Science 80 is designed to train students as pest control applicators and to assist in passing state certification and licensing exams. Emphasis is on the correct and safe method of using pesticides. May be taken two times for credit. (AA)

**CRP SCI 81 SEMINAR IN INTEGRATED PEST MANAGEMENT (1.0)**

Class Hours: 3 lecture (6 weeks)  
 Crop Science 81 is a seminar course designed to aid PCA's and PCO's and others in the pest industry to obtain educational units to maintain their licenses. Instruction will include but limited to: laws and regulations, pesticide application, pest scouting, updates in materials and their usage, and biological tools in pest management. Current crop science students are encouraged to take this course to remain current on pest management issues. May be taken three times for credit. (AA)

**EQUINE SCIENCE****EQ SCI 1 BEGINNING HORSEMANSHIP (1)**

Class Hours: 1 lecture, 3 laboratory (9 weeks)  
 Equine Science 1 will cover the basic skills of handling horses. Proper catching, grooming, saddling and riding techniques will be discussed and practiced. (AA, CSU)

**EQ SCI 2 INTRODUCTION TO WESTERN HORSEMANSHIP (1)**

Class Hours: 1 lecture, 3 laboratory (9 weeks)  
 Equine Science 2 will continue to stress the basic fundamentals of beginning horsemanship. Additional topics will include health and foot care, equipment maintenance, grooming and clipping, humane restraints and trailering. Safety will be stressed, along with developing confidence as a rider. (AA, CSU)

**EQ SCI 3 COLT STARTING (2)**

Class Hours: 6 laboratory  
 Strongly Recommended Preparation: EQ SCI 1, EQ SCI 2 or equivalent experience.  
 Equine Science 3 will provide the student with practical experience in introducing a horse to the training process. Techniques will include resistant-free handling and equine psychology. The main goal is to end up with a horse that is willing and eager to please its owner and ready to go into any type of advanced training. Students will be required to work their horses an additional five (5) hours per week by arrangement. (AA, CSU)

**EQ SCI 4 ELEMENTS OF HORSE MANAGEMENT (3)**

Class Hours: 2 lecture, 3 laboratory  
 Equine Science 4 is the study of the horse industry. Topics include early history of the horse; identifying the breeds and types of horses and their uses; anatomy of the horse; horse judging; study of conformation; unsoundness; ailments and their treatment; determination of age. (AA, CSU)

**EQ SCI 5 HORSESHOEING (2)**

Class Hours: 1 lecture, 3 laboratory  
 Equine Science 5 will provide the student with the fundamental understanding of horseshoeing; anatomy and physiology of the horse foot, pastern and legs. (AA, CSU) May be taken two times for credit.



**EQ SCI 7 EQUINE BREEDING AND FOAL CARE (2)**

Class Hours: 2 lecture

Strongly Recommended Preparation: EQ SCI 4; A SCI 20. Equine Science 7 covers the reproductive system, breeding methods and the fetal development of horses. Other topics include quarter horses, Arabian and thoroughbred selection; inoculations; safety; common diseases; stallion management; foaling and colt care. (AA, CSU)

**ORNAMENTAL HORTICULTURE****OH 70 ORNAMENTAL TREE PRODUCTION (3)**

Class Hours: 2 lecture, 3 laboratory

Ornamental Horticulture 70 provides instruction in the production of plants used in landscapes of California. The course will cover propagation, transplantation, care, maintenance, and marketing of these plants. (AA)

**SOIL SCIENCE****SL SCI 21 SOILS (4)**

Class Hours: 3 lecture, 3 laboratory

Soil Science 21 will provide instruction in the physical, chemical, and biological properties of soils as related to agriculture. It will concern itself with the origin, formation, and composition of California soils and the fundamental principles and practices of fertilizer use. (AA, CSU, UC)

**SL SCI 22 FERTILIZER AND SOIL FERTILITY (2)**

Class Hours: 2 lecture

Strongly Recommended Preparation: SL SCI 21 desirable and CHEM 2A preferred.

Soil Science 22 provides instruction in plant nutrient needs and gives guidelines in fertilizer kinds, amounts, and application. Computational skills are utilized to determine needs and methods of distribution. (AA, CSU)

**ANTHROPOLOGY****ANTHRO 2 CULTURAL ANTHROPOLOGY (3)**

Class Hours: 3 lecture

CAN ANTH 4, D1

Anthropology 2 is a holistic approach to the study of humans with special emphasis on their culture - the customary ways of thinking and behaving that are characteristic of particular societies, and an introduction to the study of human societies and the techniques used to study them. (AA, CSU, UC)

**ANTHRO 30/60 EXPERIMENTAL COURSE****ANTHRO 49/99 DIRECTED STUDY COURSES****ART****ART 2A TWO-DIMENSIONAL DESIGN (2)**

Class Hours: 1 lecture, 3 laboratory

Art 2A provides a basic understanding of design and color theory in a historical context. Work will be conducted in various media utilizing both objective and subject experiences as a basis for creative design and color expression. (AA, CSU, UC)

**ART 2B TWO-DIMENSIONAL COLOR AND DESIGN (3)**

Class Hours: 1.5 lecture, 4.5 laboratory

Strongly Recommended Preparation: ENG 51A or equivalent

Art 2B offers additional lecture and lab time to further explore two-dimensional design space, design, and color theory. (AA, CSU, UC)

**ART 4 EXPLORING DRAWING (2)**

Class Hours: 1 lecture, 3 laboratory CR/NC

Strongly Recommended Preparation: ENG 51A or equivalent

Art 4 provides instruction with the elements of composition, line, value, texture, patterns, color and perspective in the drawing discipline. The student will explore the two-dimensional surface through a variety of media and techniques. No previous drawing experience necessary. May be taken two times for credit. (AA, CSU, UC)

**ART 5A BASIC DRAWING (3)**

Class Hours: 1.5 lecture, 4.5 laboratory C1

Art 5A is the study of the drawing discipline with emphasis upon the "Historical Context" and how it relates to the drawing medium. (AA, CSU, UC)

**ART 5B ADVANCED DRAWING (3)**

Class Hours: 1.5 lecture, 4.5 laboratory

Prerequisite: ART 5A or equivalent

Art 5B offers additional lecture and studio time to further explore the drawing principles. Recommended for art majors. (AA, CSU, UC)

**ART 12 CERAMICS (2)**

Class Hours: 1 lecture, 3 laboratory  
 Strongly Recommended Preparation: ENG 51A or equivalent  
 Art 12 is an introductory course in pottery and ceramic sculpture design using hand-built and wheel-thrown construction techniques. May be taken four times for credit. (AA, CSU, UC)

**ART 13A INTRODUCTION TO CERAMIC DESIGN STUDIO (3)**

Class Hours: 1.5 lecture, 4.5 laboratory  
 Art 13A is a study of the ceramic discipline with emphasis upon the historical context and its relationship to the ceramic medium of the 20th century. (AA, CSU, UC)

**ART 13B BEGINNING CERAMIC DESIGN STUDIO (3)**

Class Hours: 1.5 lecture, 4.5 laboratory  
 Prerequisite: ART 13A  
 Art 13B offers additional lecture and studio time to further explore wheel throwing construction. (AA, CSU, UC)

**ART 13C BASIC CERAMIC DESIGN STUDIO (3)**

Class Hours: 1.5 lecture, 4.5 laboratory  
 Prerequisite: ART 13B  
 Art 13C offers additional lecture and studio time to further explore different types of kiln firing. (AA, CSU, UC)

**ART 13D INTERMEDIATE CERAMIC DESIGN STUDIO (3)**

Class Hours: 1.5 lecture, 4.5 laboratory  
 Prerequisite: ART 13C  
 Art 13D offers additional lecture and studio time to further explore different creativity concepts in clay. (AA, CSU, UC)

**ART 15A INTRODUCTION TO PAINTING (3)**

Class Hours: 1.5 lecture, 4.5 laboratory  
 CR/NC  
 Art 15A will offer lecture and studio time to explore the heritage and fundamentals of painting. Recommended for art majors. (AA, CSU, UC)

**ART 15B BEGINNING PAINTING (3)**

Class Hours: 1.5 lecture, 4.5 laboratory  
 CR/NC  
 Prerequisite: ART 15A.  
 Art 15B will offer additional lecture and studio time to explore the oil painting medium. Recommended for art majors. (AA, CSU, UC)

**ART 15C INTERMEDIATE PAINTING (3)**

Class Hours: 1.5 lecture, 4.5 laboratory  
 CR/NC  
 Prerequisite: ART 15B.  
 Art 15C offers additional lecture and studio time to further explore different concepts of painting. Recommended for art majors. (AA, CSU, UC)

**ART 15D ADVANCED PAINTING (3)**

Class Hours: 1.5 lecture, 4.5 laboratory  
 CR/NC  
 Prerequisite: ART 15C.  
 Art 15D 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. (AA, CSU, UC)

**ART 16A SURVEY OF WESTERN ART: PRE-HISTORY TO PROTO-RENAISSANCE (3)**

Class Hours: 3 lecture  
 CAN ART 2, CAN ART SEQ A, C1, CR/NC  
 Strongly Recommended Preparation: ENG 51A or equivalent  
 Art 16A is a survey of the arts from the beginning of recorded history to the Medieval period of European history. Non-European art will also be studied. Each of these civilizations is studied through slides, lectures, class discussion, and a text. (AA, CSU, UC)

**ART 16B SURVEY OF WESTERN ART HISTORY: RENAISSANCE TO THE PRESENT (3)**

Class Hours: 3 lecture  
 CAN ART 4, CAN ART SEQ A, C1, CR/NC  
 Strongly Recommended Preparation: ENG 51A or equivalent  
 Art 16B is a survey of the arts from the Proto-Renaissance in Italy through contemporary styles. The course includes a concentrated study of individual artists and their work. (AA, CSU, UC)

**ART 17 EXPLORING PAINTING (2)**

Class Hours: 1 lecture, 3 laboratory CR/NC  
 Art 17 provides an introduction to the materials and elements of painting, composition, color, texture and content. May be taken four times for credit. (AA, CSU, UC)

**ART 42 ART APPRECIATION (3)**

Class Hours: 3 lecture  
 C1, CR/NC  
 Art 42 is an introductory course in the study of basic principles of art as well as how they play a major role in art history. The student will learn the basics of art through lecture, slide presentations, film, video and projects assigned in and outside of the classroom. No art background is necessary. (AA, CSU, UC)

**ART 30/60 EXPERIMENTAL COURSES****ART 49/99 DIRECTED STUDY (1-2)****ART 52 ART APPRECIATION (3)**

Class Hours: 3 lecture

CR/NC

The student will study the basic elements of art and apply this knowledge for his/her own enjoyment. (AA)

**AUTOMOTIVE TECHNOLOGY****AT 15X COOPERATIVE WORK EXPERIENCE (PARALLEL PLAN) (1-4)****AT 15XY COOPERATIVE WORK EXPERIENCE (ALTERNATE PLAN) (1-8)****AT 41 FUNDAMENTALS OF AUTOMOTIVE TECHNOLOGY (2)**

Class Hours: 1 lecture, 3 laboratory Automotive Technology 41 is a course designed for entry level automotive technology students. Emphasis will be on the basic systems of the automobile and basic service procedures. Areas covered include chassis wiring, lubrication service, wheel bearing service, brake systems, ignition systems, charging systems (including batteries), and starting systems. (AA, CSU) May be taken two times for credit.

**AT 49/99 DIRECTED STUDY (1-2)****AT 51 AUTOMOTIVE BRAKE SYSTEMS (3)**

Class Hours: 2 lecture, 3 laboratory

Automotive Technology 51 covers the theory, applied science and repair procedures for modern automotive braking systems. (AA) May be taken two times for credit.

**AT 52 WHEEL ALIGNMENT AND SUSPENSIONS SYSTEMS (3)**

Class Hours: 2 lecture, 3 laboratory

This course covers the theory, adjustment and repair procedures on modern suspension systems. It includes computer alignment on front and rear wheel drive vehicles, and tire balancing. (AA) May be taken two times for credit.

**AT 56 INTRODUCTION TO AUTOMOTIVE ENGINES AND ENGINE MACHINING (3)**

Class Hours: 2 lecture, 4 laboratory

Automotive Technology 56 is the study of automotive engine, engine components, basic machining operations and rebuilding procedures. Areas covered include cylinder head reconditioning, cylinder honing, engine component measuring and reconditioning. The course also covers relevant shop safety procedures and hazardous materials management. (AA) May be taken two times for credit.

**AT 58 AIR CONDITIONING FOR AUTOMOTIVE AND HEAVY EQUIPMENT (1)**

Class Hours: 1 lecture, 3 laboratory (9 weeks)

Automotive Technology 58 covers the operation, principles, and testing procedures of automotive and heavy equipment air conditioning systems. It is designed for mechanics in the trade, and for automotive and heavy equipment majors. (AA) May be taken two times for credit.

**AT 59A AUTOMOTIVE TUNE-UP (3)**

Class Hours: 2 lecture, 4 laboratory

Automotive Technology 59A covers the theory and maintenance of automotive engine tune-up and diagnosis. Class emphasis will be on carburetion, fuel injection, computer systems, and related electrical items. (AA) May be taken two times for credit.

**AT 59B AUTOMOTIVE EMISSION CONTROL SYSTEMS (3)**

Class Hours: 2 lecture, 4 laboratory

Strongly Recommended Preparation: AT 59A, AT 62 or equivalent experience.

Automotive Technology 59B is a study of the theory and maintenance of automotive emission control systems. The major emphasis of the course will be on learning the fundamentals, diagnostic/repair procedures of emission related systems. Basic electricity, emission systems, carburetion, fuel injection, computerized engine controls, and ignition systems are included in the course. The course is designed to give the student the background necessary to progress to employment in the automotive emissions area, or related areas of automotive technology, and to assist with the emissions certification. (AA) May be taken two times for credit.

**AT 62A AUTOMOTIVE/HEAVY EQUIPMENT ELECTRICAL FUNDAMENTALS (2)**

Class Hours: 3 lecture, 3 laboratory (9 weeks)  
 Strongly Recommended Preparation: ENG 101B or equivalent  
 Automotive Technology 62A is an introduction to basic electricity and the meters used to test and measure it. It will concentrate on the electrical circuits and testing as it relates to automotive and heavy equipment electrical systems. It is designed to give students the necessary background to advance to actual testing and repair of many career areas of electrical equipment repair and diagnosis. (AA) May be taken two times for credit.

**AT 62B AUTOMOTIVE/HEAVY EQUIPMENT ELECTRICAL SYSTEMS (2)**

Class Hours: 3 lecture, 3 laboratory (9 weeks)  
 Prerequisite: AT 62A or equivalent  
 Strongly Recommended Preparation: ENG 101B or equivalent  
 Automotive Technology 62B is the study, repair, and diagnosis of automotive and heavy equipment electrical systems. Areas of instruction include ignition systems, batteries, charging systems, starting systems, and the related diagnostic test equipment. (AA) May be taken two times for credit.

**BIOLOGY****BIO 10 FUNDAMENTALS OF BIOLOGY (3)**

Class Hours: 2 lecture, 3 laboratory  
 B2, B3  
 Biology 10 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. (AA, CSU, UC)

**BIO 11 BIOLOGY OF THE DEATH VALLEY (1)**

Class Hours: 2 lecture, 46 laboratory  
 CR/NC  
 Biology 11 is a week-long field trip to Death Valley with an emphasis on the items that make the Mojave Desert and Death Valley unique with regard to the flora and fauna. (AA, CSU)

**BIO 12 BIOLOGY OF THE GRAND CANYON (1)**

Class Hours: 2 lecture, 46 laboratory  
 CR/NC  
 Biology 12 is a week-long field trip to the Colorado Plateau and specifically the Grand Canyon emphasizing the flora and fauna of this unique setting. (AA, CSU)

**BIO 20 GENERAL ZOOLOGY (5)**

Class Hours: 3 lecture, 6 laboratory  
 CAN BIOL 4, B2, B3  
 Biology 20 is a general study of the animal kingdom using the phylogenetic approach. The emphasis will be placed on structure, function, and ecology as they relate to each group of animal. (AA, CSU, UC)

**BIO 24 GENERAL BOTANY (5)**

Class Hours: 3 lecture, 6 laboratory  
 CAN BIOL 6, B2, B3  
 Biology 24 is an introduction to the study of plants and their relatives with an emphasis on their structure, function, evolution, ecology and economic importance. (AA, CSU, UC)

**BIO 32 HUMAN ANATOMY (4)**

Class Hours: 3 lecture, 3 laboratory  
 CAN BIOL 10, B2, B3  
 Biology 32 is an introductory class in examining the human body from the systemic viewpoint. Although this class is intended for biology or health science majors, it can also be taken by non-majors as a transferable life science course. Lab exercises utilizing the domestic cat will be integrated with the lecture. (AA, CSU, UC)

**BIO 35 HUMAN PHYSIOLOGY (4)**

Class Hours: 3 lecture, 3 laboratory  
 B2, B3  
*Strongly Recommended Preparation: A college biology course.*  
 Biology 35 is an introductory study in the functioning of human systems, with an emphasis on maintaining homeostasis. This course is recommended for health related programs, physical education, and biology majors. (AA, CSU, UC)

**BIO 38 MICROBIOLOGY (4)**

Class Hours: 3 lecture, 3 laboratory  
 CAN BIOL 14 B2, B3  
 Biology 38 is a general 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. (AA, CSU, UC)

**BIO 49/99 DIRECTED STUDY (1-2)****BIO 30/60 EXPERIMENTAL COURSES**

**BIO 52 ENVIRONMENTAL BIOLOGY (3)**

Class Hours: 2 lecture, 3 laboratory

Environmental Biology is a course which offers a means of evaluating our environment through an interdisciplinary approach that applies basic scientific and ecological concepts by which the natural world operates. Special attention is given to the effects the human population has on the global, regional and local environments. Laboratory activities will provide opportunities for students to investigate and apply basic principles of science. (AA)

## BUSINESS

**BUS 15X COOPERATIVE WORK EXPERIENCE (PARALLEL PLAN) (1-4)****BUS15XY COOPERATIVE WORK EXPERIENCE (ALTERNATE PLAN) (1-8)****BUS 1A BEGINNING PRINCIPLES OF ACCOUNTING (4)**

Class Hours: 4 lecture

CAN BUS 2, CAN BUS SEQ A CR/NC

Strongly Recommended Preparation: Knowledge of Lotus 1-2-3 or another spreadsheet package.

Business 1A is the first half of an introductory course to the field of accounting. The course includes accounting principles and practices, the accounting cycle, accounting methods used for a merchandising enterprise, preparation of financial statements, payroll accounting, voucher system, expense distribution, inventory methods, budgeting and executive control that would be necessary in a sole proprietorship and partnership. Computerized software, such as Lotus 1-2-3, will be used in analyzing and completing problems assigned. (AA, CSU, UC)

**BUS 1B ELEMENTARY PRINCIPLES OF ACCOUNTING (4)**

Class Hours: 4 lecture

CAN BUS 4, CAN BUS SEQ A CR/NC

*Prerequisite: Completion of BUS 1A or equivalent.*

Business 1B is the second half of an introductory course to the field of accounting. The course includes corporation accounting, statement analysis and interpretation, accounting for decentralized operation and manufacturing operations, information processing, planning, control and decision-making analysis, and accounting for individuals and non-profit organizations. Computerized software, such Lotus 1-2-3, will be used in analyzing and completing problems assigned. (AA, CSU, UC)

**BUS 13A WORD FOR WINDOWS I (1.5)**

Class Hours: 2 lecture, 3 laboratory (9 weeks)

CR/NC

Strongly Recommended Preparation: Knowledge of key-boarding by touch

Students are taught 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. (AA, CSU)

**BUS 13B WORD FOR WINDOWS II (1.5)**

Class Hours: 2 lecture, 3 laboratory (9 weeks)

CR/NC

Strongly Recommended Preparation: Ability to key 35 nwpm Students are taught 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. (AA, CSU)

**BUS 18 BUSINESS LAW (4)**

Class Hours: 4 lecture

CR/NC

Business 18 is a one-semester beginning course in business law, covering the origin and development of law, courts and court procedure, contracts, employment, and partnerships. The course fulfills part of the requirement of a business major and the prerequisite for advanced courses in business law. This course emphasizes the Business Law Uniform Commercial Code. (AA, CSU, UC)

**BUS 20 INTRODUCTION TO BUSINESS (3)**

Class Hours: 3 lecture

CR/NC

Business 20 is an introductory course which provides a review of American business and a foundation for the study of more specialized field of business education: marketing, office management, sales, business management, accounting, banking, and many others. Such topics as organization, finance, operation production, marketing, insurance and risk, governmental influence, and economic and political environment are studied. The student is encouraged to read business periodicals, the business section of the newspapers, and other like sources. Career opportunities are identified in the various areas of study and are discussed in class. Students who have a general education interest are welcome to enroll. (AA, CSU)

**BUS 24 BUSINESS MATHEMATICS (3)**

Class Hours: 3 lecture

CR/NC

Business 24 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. (AA, CSU)

**BUS 28 BUSINESS COMMUNICATION (3)**

Class Hours: 3 lecture

CR/NC

Strongly Recommended Preparation: ENG 51A or equivalent

Business 28 is designed to give students enrolled in any business program - accounting, management, data processing, or other area - the necessary oral and written communication skills needed for success. Emphasis will be on effective business correspondence, report writing, persuasive communication techniques, non-verbal communication, and employment-seeking correspondence. (AA, CSU)

**BUS 29 TECHNIQUES OF MANAGEMENT (3)**

Class Hours: 3 lecture

CR/NC

Business 29 is an introductory course covering the responsibilities of a manager, the knowledge needed by a manager, the processes of managing, the actual practice of managing, and the adjustments to change that are becoming more important in the modern world. (AA, CSU)

**BUS 30/60 EXPERIMENTAL COURSES****BUS 32 SMALL BUSINESS MANAGEMENT (3)**

Class Hours: 3 lecture

CR/NC

Strongly Recommended Preparation: ENG 51A or equivalent

Business 32 is designed to provide students with a basic understanding of the operation and management of small businesses 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, CSU)

**BUS 35 HUMAN RESOURCES MANAGEMENT (3)**

Class Hours: 3 lecture

CR/NC

Business 35 emphasizes the importance of dealing successfully with people both in 'on-the-job' situations and in other contacts through the study of positive and preventive aspects of personnel management systems, organizational behavior, leadership and supervision, and related topics. (AA, CSU)

**BUS 49/99 DIRECTED STUDY (1-2)****BUS 50 EMPLOYABILITY SKILLS (1)**

Class Hours: 1 lecture

CR/NC

Business 50 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. (AA)

**BUS 52 10-KEY MASTERY (1)**

Class Hours: 1 lecture

CR/NC

Business 50 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. May be taken two times for credit. (AA)

**BUS 54 PRESENTATION GRAPHICS (.5)**

Class Hours: 1.5 laboratory

CR/NC

Business 54 is a tutorial/workshop style course designed to educate students on use and application of presentation graphic programs. A presentation graphics program is a computer program a student can use to organize and present information. Whether giving a sales pitch, promoting a product, or doing a formal class presentation, a presentation graphics program can make a presentation effective and professional. May be taken two times for credit. (AA)

**BUS 55 ELEMENTARY ACCOUNTING (4)**

Class Hours: 4 lecture, 1 laboratory

CR/NC

Business 55 is an elementary course designed to present 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. (AA)

**BUS 56 APPLIED INTERMEDIATE ACCOUNTING (3)**

Class Hours: 3 lecture

CR/NC

Prerequisite: BUS 55 or high school accounting.

Business 56 is a continuation of Business 55. It presents an introduction to accounting for promissory notes and drafts, inventory control and prepaid expenses, methods of depreciation, disposal of long-lived assets, procedures for internal control, and year-end closing the books accounting procedures. (AA)

**BUS 59 BUSINESS ENGLISH (3)**

Class Hours: 3 lecture

CR/NC

Business 59 offers a review of the principle of correct and effective English usage as applied in the business environment. Emphasis is on sentence structure, word usage, punctuation, spelling, business vocabulary, dictionary usage, grammar review and proofreading. Heavy emphasis is placed on the use of various business documents throughout the course for students to apply their writing skills. (AA)

**BUS 62A CAREER SUCCESS & JOB RETENTION (.5)**

Class Hours: 1 lecture (9 weeks)

CR/NC

Business 62A 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 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 relations skills, developing a positive attitude, being a team player and time management. This course may be used as credit for either Business or Hotel, Restaurant, and Casino Management but not for both. (AA).

**BUS 62B WORKPLACE COMMUNICATION SKILLS (.5)**

Class Hours: 1 lecture (9 weeks)

CR/NC

Business 62B focuses on the importance of effective communication in the workplace. Topics include discussion of 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 for either Business or Hotel, Restaurant, and Casino Management. (AA)

**BUS 62C BUILDING CONFIDENCE & WORKING WITH THE PUBLIC (.5)**

Class Hours: 1 lecture (9 weeks)

CR/NC

Business 62C 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 for either Business or Hotel, Restaurant, and Casino Management. (AA)

**BUS 62D GUEST RELATIONS & CUSTOMER SERVICE (.5)**

Class Hours: 1 lecture (9 weeks)

CR/NC

Business 62D 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 for either Business or Hotel, Restaurant, and Casino Management. (AA)

**BUS 63 SKILL BUILDING-KEYBOARDING (3)**

Class Hours: 2 lecture, 3 laboratory

CR/NC

Strongly Recommended Preparation: ENG 101B or equivalent

Prerequisite: : BUS 80AB or the ability to type by touch 15 nwpm.

Business 63 is a review of the keyboard and keyboarding techniques. Word accuracy and speed development are stressed. (AA)

**BUS 67 FILING AND RECORDS MANAGEMENT (2)**

Class Hours: 2 lecture

CR/NC

Business 67 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. (AA)

**BUS 69 MODERN OFFICE PROCEDURES (3)**

Class Hours: 3 lecture

CR/NC

Strongly Recommended Preparation: Ability to typewrite.

Business 69 is designed to help the student make a satisfactory transition from the classroom to the business office. It provides training in general office practice; secretarial efficiency, relations; personality development and customer planning as these pertain to business; and applying for, obtaining, and advancing on the job. (AA)

**BUS 71 INCOME TAX ACCOUNTING (4)**

Class Hours: 4 lecture

CR/NC

Prerequisite: Knowledge of Lotus 1-2-3 or another spreadsheet package is strongly recommended.

Business 71 is a one-semester course in tax accounting, with an emphasis on Federal Income Taxation for individuals. The course will include a discussion of personal and dependency exemptions; filing status and requirements; gross income inclusions and exclusions; deductions and losses; employee business expenses; capital recovery, including depreciation; property transaction; and the alternative minimum tax. (AA)

**BUS 74 COMPUTERIZED ACCOUNTING (3)**

Class Hours: 2 lecture, 3 laboratory

CR/NC

Strongly Recommended Preparation: BUS 1A or 55.

Business 74 provides instruction in accounting procedures and applications, including general ledger accounts receivable, accounts payable, inventory, and payroll for a proprietorship, partnership, and corporation, using microcomputers. (AA)

**BUS 80A INTRODUCTORY ALPHABETIC KEYBOARDING (1.5)**

Class Hours: 1 lecture, 1.5 laboratory

CR/NC

Strongly Recommended Preparation: ENG 101B or equivalent

Business 80A is an introductory course taught on computers to develop keyboarding by touch skills to students with no previous experience. Correct techniques is emphasized. Skill is developed by drill, and varied time writings. The course will cover the letters, punctuation, and spacing. This course is intended for business or personal use. (AA)

**BUS 80B INTRODUCTORY NUMERIC/SYMBOL KEYBOARDING (1.5)**

Class Hours: 1 lecture, 1.5 laboratory

CR/NC

Prerequisite: BUS 80A or equivalent

Strongly Recommended Preparation: ENG 101B or equivalent

Business 80B is an introductory course taught on computers to develop keyboarding by touch skills to students with no previous experience. Correct technique is emphasized. Skills is developed by drill, and varied time writings. The course will cover numbers and symbols. This course is intended for business or personal use. (AA)

**BUS 81A INTERMEDIATE KEYBOARDING AND DOCUMENT PROCESSING I (1.5)**

Class Hours: 1 lecture, 1.5 laboratory

CR/NC

Prerequisite: BUS 80AB or equivalent

Strongly Recommended Preparation: ENG 101B or equivalent

Business 81A 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. (AA)

**BUS 81B INTERMEDIATE KEYBOARDING AND DOCUMENT PROCESSING II (1.5)**

Class Hours: 1 lecture, 1.5 laboratory CR/NC

Prerequisite: BUS 81A or equivalent

Strongly Recommended Preparation: ENG 101B or equivalent

Business 81B 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, reports, title pages, and tables. correct technique is emphasized. (AA)

## CHEMISTRY

The Chemistry 1A, 1B 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 and Colleges.

**CHEM 1A GENERAL COLLEGE CHEMISTRY I (5)**

Class Hours: 3 lecture, 6 laboratory

CAN CHEM 2, CAN CHEM SEQ A B1, B3

Prerequisite: MATH 63 and high school chemistry.

Strongly Recommended Preparation: ENG 51A or equivalent.

Chemistry 1A will cover the principles of chemistry and their applications including scientific methodology, chemical periodicity, stoichiometry, classical and quantum mechanical atomic and molecular modeling, chemical energetics and spectroscopy, chemical bonding; properties and models of solids, liquids, gases, aqueous solutions, reactions of acids/bases/salts, and aqueous Redox reactions. (AA, CSU, UC)



**CHEM 1B GENERAL COLLEGE CHEMISTRY  
QUALITATIVE ANALYSIS II (5)**

Class Hours: 3 lecture, 6 laboratory  
 CAN CHEM 4, CAN CHEM SEQ A B1, B3  
 Prerequisite: Successful completion of CHEM 1A or equivalent.

Chemistry 1B is a continuation of the study of the principles of chemistry with an emphasis on chemical thermodynamics (H, S, G), mechanisms and kinetics, equilibrium, electrochemistry, spectroscopy, nuclear chemistry, introductory organic and biochemical systems, and selected elemental chemistries of metals, non-metals, and metalloids. The laboratory includes qualitative, quantitative, and instrumental evaluation of selected species and parameters. (AA, CSU, UC)

The Chemistry 2A and 2B sequence is a state university curriculum requirement for students planning to transfer to majors in agriculture, nursing, home economics, industrial technology, industrial arts and other applied sciences.

**CHEM 2A INTRODUCTORY CHEMISTRY (4)**

Class Hours: 3 lecture, 3 laboratory  
 CAN CHEM 6, CAN CHEM SEQ B B1, B3  
 Prerequisite: MATH 63; CHEM 55 or concurrent enrollment

Strongly Recommended Preparation: ENG 51A or Equivalent.

Chemistry 2A is a study of the applied principles of chemistry for the allied sciences and non-science major. 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. (AA, CSU, UC)

**CHEM 2B INTRODUCTORY CHEMISTRY (4)**

Class Hours: 3 lecture, 3 laboratory  
 CAN CHEM 8, CAN CHEM SEQ B B1, B3  
 Prerequisite: Successful completion of CHEM 2A or equivalent.

Chemistry 2B is a continuation of the study of the applied principles of chemistry for the allied sciences and non-science major. Building upon the principles established in Chemistry 2A, the course focuses on applications in organic and biochemical systems. It includes topical coverage of "functional group" characteristics and reactivity (hydrocarbons, aldehydes, ethers, amines, etc.), compound synthesis and characterization, nutrition and the mechanisms of metabolic pathways, biochemical synthesis and energetics, chemical communication, and the chemistry of clinical therapeutics. (AA, CSU, UC)

**CHEM 5 QUANTITATIVE ANALYSIS (4)**

Class Hours: 2 lecture, 6 laboratory  
 Prerequisite: CHEM 1B or concurrent enrollment  
 Chemistry 5 is an introduction to the theory and modern techniques of analytical measurements. The course includes gravimetric, volumetric and an introductory selection of instrumental techniques such as UV-VIS-AA spectrometries, chromatographies, separation techniques, and electroanalytical methods; microprocessor and computerized data gathering, processing and reduction, and computer simulations. Lab exercises apply analyses to consumer products, industrial precursor compounds/ores, waste water, blood, chemical waste streams, and clinical samples to demonstrate the theory. Appropriate training in chemical safety is provided. (AA, CSU, UC)

(Please Note: This course is offered infrequently. Check the two-year schedule in the back of the catalog).

**CHEM 8 ORGANIC CHEMISTRY (3)**

Class Hours: 3 lecture  
 Prerequisite: CHEM 1B or equivalent.

Chemistry 8 is the study of basic theory and principles of the structure, bonding theories, nomenclature, properties and reactivity of the major classes of organic compounds as well as those important in biochemistry. Characterization by functional group reactivity, synthesis mechanisms and uses are also included for typically: hydrocarbons, alcohols, ethers, esters, ketones, aldehydes, carboxylic acids, amines, amides, and aromatics and substituted aromatics, lipid, glycolipids, glycoproteins, enzymes, carbohydrates, peptides, nucleic acids, and natural products. Included are discussions of heterocyclic and polymeric systems, stereochemistry, isomerism, chiral synthesis, and introductory concepts basic to biotechnology. (AA, CSU, UC)

(Please Note: This course is offered infrequently. Check the two-year schedule in the back of the catalog).

**CHEM 9 ORGANIC LABORATORY (3)**

Class Hours: 1 lecture, 6 laboratory  
 Prerequisite: CHEM 8 or concurrent enrollment.

Chemistry 9 is the study of laboratory methods and techniques for the synthesis, separation, isolation, qualitative analysis and characterization as applied to commercially important organic compounds and biochemicals. Microscale labware, analytical chemical instrumentation and computer simulation enhance the standard lab routines. Designed to be taken concurrently with Chemistry 8. Chemical safety and waste disposal training is provided. (AA, CSU)

(Please Note: This course is offered infrequently. Check the two-year schedule in the back of the catalog).

**CHEM 30/60 EXPERIMENTAL COURSE****CHEM 35 CHEMISTRY IN THE MODERN WORLD (3)**

Class Hours: 2 lecture, 3 laboratory

B1, B3, CR/NC

Prerequisite: High school diploma or equivalent recommended.

Chemistry 35 is a non-mathematical, humanistic approach to the beauty, logic, wonder and power of modern chemistry and its impact on society. Modern video presentations, coupled with discussions and laboratory verification, cover selected topics such as chemical modeling, measurement systems, periodicity, bonding and architecture, atmospheric chemistry, tailor-made molecules, surface phenomena, batteries, colors and gemstones, chemical fingerprinting. (AA, CSU)

**CHEM 49/99 DIRECTED STUDY (1-2)****CHEM 55 BASIC MATHEMATICS FOR BEGINNING CHEMISTRY (1)**

Class Hours: 1 lecture

CR/NC

Chemistry 55 is a precursor course designed to remove math anxiety and phobia which often limit the student's success in general chemistry. The student will be introduced to the scientific perspective, scientific methodology, mathematical skills, and problem solving. Students will gain proficiency in using a scientific calculator and receive instruction in producing and interpreting graphs and diagrams. The basic review of mathematical skills and the development of mathematical concepts and problem solving techniques focused on applications in general chemistry will be covered. (AA)

## COMPUTER INFORMATION SYSTEMS

**CIS 15X COOPERATIVE WORK EXPERIENCE (PARALLEL PLAN) (1-4)****CIS 15XY COOPERATIVE WORK EXPERIENCE (ALTERNATE PLAN) (1-8)****CIS 4 INTERNET PROGRAMMING - XML (3)**

Class Hours: 3 lecture

CR/NC

Strongly Recommended Preparation: CIS 16 or equivalent; MATH 101 or equivalent; ENG 101B or equivalent

Computer Information Systems 4 is an introductory course using Extensible Markup Language. XML is the evolutionary successor to Hyper Text Markup Language (HTML). Extensible Markup Language (XML) is the right tool for modern information management. XML provides a flexible framework to create your own customized markup language documents. XML provides the foundation for E-commerce documents requiring client and server side application, streaming site development and capturing hypertext relationships using XML Extensible Link Language (XLL). (AA)

**CIS 5 INTERNET PROGRAMMING - CSS (3)**

Class Hours: 3 lecture

CR/NC

Strongly Recommended Preparation: CIS 16 or equivalent; MATH 101 or equivalent; ENG 101B or equivalent

Computer Information Systems 5 is an introductory course using Cascading Style Sheets (CSS). CSS are an addition to Hyper Text Markup Language (HTML). CSS allows Web page designers to expand their ability to control a web page. CSS allow for the nesting of key page elements allowing the page designer to achieve a consistent look and feel throughout their Web site. This course is for the student wishing to expand their knowledge base for the creation and advanced design of Web pages. (AA)

**CIS 6 INTERNET PROGRAMMING - DHTML (3)**

Class Hours: 3 lecture

CR/NC

Strongly Recommended Preparation: CIS 16 or equivalent; MATH 101 or equivalent; ENG 101B or equivalent

Computer Information Systems 6 is an introductory course using Dynamic Hyper Text Markup Language. Dynamic HTML is the name given by both Netscape and Microsoft to the use of the Document Object Model, Cascading Style Sheets, and client-side scripting to make Web pages more interactive. By using these technologies, developers can make their Web pages change on the fly and interact with users without having to reload. Dynamic Hyper Text Markup Language is an expansion of HTML, which allows interactivity in web pages. (AA)

**CIS 7 INTRODUCTION TO COMPUTERS (3)**

Class Hours: 2 lecture, 3 laboratory

CR/NC

Strongly Recommended Preparation: MATH 101 or equivalent and ENG 101B or equivalent

Computer Information Systems 7 is a survey course appropriate for the general student interested in the elements of computers and their social implications. The course introduces the use of an operating system, a word processor, a spreadsheet, a database program, and a programming language. (AA, CSU)

**CIS 8 MICROCOMPUTER OPERATING ENVIRONMENT: WINDOWS (2)**

Class Hours: 1 lecture, 3 laboratory CR/NC

Strongly Recommended Preparation: Ability to type at least 20 n/wpm.

Computer Information Systems 8 provides an overview of computer hardware and operating systems concepts used on computer systems. This introductory course studies graphical operating environments (graphical user interfaces) with an in-depth study of Windows and the window environment. Students will use a computer system to execute problem solving exercises using Windows icons and commands. Additionally, the focus will be on using the programs supplied with Windows and setting up application programs that are either Windows or non-window programs. (AA, CSU)

**CIS 9 ADVANCED DOS/HARDDISK MANAGEMENT (1)**

Class Hours: .5 lecture, 2.5 laboratory CR/NC

Prerequisite: CIS 10

Computer Information Systems 9 is an advanced PC/MS DOS course designed to provide the student with advanced knowledge in the designing and operations of batch files. Emphasis will be in the areas of AUTOEXEC.BAT and Multiple CONFIG.SYS files and advanced hard disk management tools of MS/PC DOS 6.0 and above. (AA)

**CIS 10 MICROCOMPUTER CONCEPTS & DOS FOR NETWORK USERS (1)**

Class Hours: 1 lecture

CR/NC

Computer Information Systems 10 covers the basics of DOS command execution, disk drive operations, file maintenance, directory maintenance, batch files, and configuration of DOS systems. The concepts section covers a brief introduction to microcomputers, microprocessors, data buses, memory, disks and disk drives, video displays, serial and parallel ports and computer system configuration. (AA)

**CIS 14 C ++ PROGRAMMING (3)**

Class Hours: 2 lecture, 3 laboratory

CR/NC

Strongly Recommended Preparation: CIS 11, or 13, or previous programming experience.

Computer Information Systems 14 is an introduction to the 'C' programming language, covering the principles and concepts of structured programming, operations, expressions and statements, input-output functions and redirection, control constructs, conditional statements, storage classes, arrays, data structures, the 'C' preprocessor, libraries, and file input-output. (AA, CSU, UC)

**CIS 15 BASIC (3)**

Class Hours: 2 lecture, 3 laboratory

B4, CR/NC

Strongly Recommended Preparation: Math 63 or equivalent  
Computer Information Systems 15 is an introduction to computer programming using the BASIC language and covering decision logic, loop control, arrays, strings, formatted processing. Applications will be selected from science, business, social science and agriculture. (AA, CSU, UC)

**CIS 16 INTERNET PROGRAMMING - HTML (3)**

Class Hours: 3 lecture,

CR/NC

Strongly Recommended Preparation: ENG 51A or equivalent.

Computer Information Systems 16 is an introductory course in the HTML programming. CIS 16 begins with the basic requirements of a Web page. The course builds the student's repertoire from titles, paragraphs, and bulleted text to multimedia presentation of sounds, images and imbedded video. CIS 16 will introduce the essentials of how CGI scripts work and an introduction to the PERL programming language to write them. Students will also be introduced to JavaScript and VBScript in the use of form validation, creation of pop-up windows and client-scripting. The final phase of the course will present style sheets and layers. (AA, CSU, UC)

**CIS 17 INTERNET PROGRAMMING - JAVA (3)**

Class Hours: 3 lecture,  
CR/NC

Strongly Recommended Preparation: CIS 14; and previous knowledge of HTML and use of a Web browser.

Computer Information Systems 17 is an introductory course in the JAVA programming language. Topics include a review of HTML and extensive JAVA programming with frames, forms, animation, plug-ins, map areas, cookies, and other interesting techniques. Students should already be familiar with the concepts of modular programming, arrays and looping. (These concepts will be reviewed, not taught in depth). Access to a computer with Internet capability and e-mail, as well as familiarity with using a browser is mandatory. (AA, CSU, UC)

**CIS 17A INTERNET PROGRAMMING - JAVA SCRIPT**

Class Hours: 3 lecture  
CR/NC

Strongly Recommended Preparation: ENG 101B or equivalent  
Computer Information Systems 17A is an introductory course in JavaScript programming. This course will focus solely on JavaScript and it will explore the language in depth. Students will learn to create an interactive user interface, giving the users feedback as they navigate web sites. Further studies will include, but not be limited to, controlling browsers, opening up new windows, and displaying alert boxes and placement of custom messages with the status bar, (AA, CSU)

**CIS 18 INTERNET PROGRAMMING - PERL (3)**

Class Hours: 3 lecture  
CR/NC

Strongly Recommended Preparation: MATH 101 or equivalent and ENG 101B or equivalent

Computer Information Systems 18 is an introductory course in PERL programming. It will begin with the basics – how to write loops and open files and progress through advanced topics such as networking and generating graphics. PERL is an upcoming language for everyone who needs to build software quickly and painlessly. It's a general purpose language; PERL has string and subroutines and structured data types, and built-in facilities for file and process manipulation making it ideal for forms and interactive Web pages. (AA)

**CIS 19B DATABASE CREATION AND MANAGEMENT (ACCESS) (3)**

Class Hours: 2 lecture, 3 laboratory  
CR/NC

Computer Information Systems 19B (ACCESS) 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. (AA, CSU)

**CIS 20 INTERNET GRAPHICS - PHOTOSHOP (3)**

Class Hours: 3 lecture  
CR/NC

Strongly Recommended Preparation: ENG 101B or equivalent

The art of Web design involves combining code, text, and images to creatively communicate a message. Computer Information Systems 20 will teach students to create, optimize, and utilize in moderation images which can add balance, motion, and interaction to a page without significantly hindering load time. This course is for the beginning Photoshop student as well as those interested in exploring the vast possibility of the Photoshop program. (AA, CSU)

**CIS 21 DESKTOP PUBLISHING (3)**

Class Hours: 2 lecture, 3 laboratory  
CR/NC

Prerequisite: CIS 8, BUS 13AB

Computer Information Systems 21 is the application of common sense design techniques to the production of reports, presentation material, newsletters, forms, manuals, catalogs, advertising material and books. Knowledge of word processing techniques and the use of a mouse is suggested. (AA, CSU)

**CIS 24 SUPPORTING WINDOWS 95 (2)**

Class Hours: 1 lecture, 3 laboratory  
CR/NC

Prerequisite: CIS 80

Computer Information Systems 24 provides the knowledge and skills to plan, install, configure, customize, integrate with networks, administer, and troubleshoot the Microsoft Windows 95 operating system. This course is designed for System Engineers and other support professionals who need training for either the Microsoft MCP (Microsoft Certified Professional) or MSCE (Microsoft Certified Engineer) certification tracks. (AA, CSU)

**CIS 25 ADMINISTERING WINDOWS NT (2)**

Class Hours: 1 lecture, 3 laboratory  
CR/NC

Strongly Recommended Preparation: ENG 101B or equivalent

Computer Information Systems 25 provides students with the knowledge and skills necessary to perform post-installation and day-to-day Microsoft Windows NT administration tasks in single-domain and multiple-domain networks. This course also gives students the prerequisite knowledge and skills for CIS 26. This course is intended for those who administer Microsoft Windows NT Server and Windows NT Workstation or who are on the Microsoft Certified Systems Engineer (MCSE) Windows NT 4.0 track. (AA, CSU)

**CIS 26 WINDOWS NT SERVER (2)**

Class Hours: 1 lecture, 3 laboratory  
CR/NC

Prerequisite: CIS 25 or equivalent

Computer Information Systems 26 provides students with the knowledge and skills necessary to install, configure, customize, and troubleshoot Microsoft Windows NT in a single-domain Windows NT based network. In addition, this course teaches students to integrate Windows NT and Novell NetWare networks. This course also helps to prepare students to meet the certification requirements to become a Microsoft Windows NT Certified Professional. CIS 26 is intended for those who support or administer Microsoft Windows NT Server 4.0 and Windows NT Workstation 4.0 or who are on the Microsoft Certified Systems Engineer Windows NT 4.0 track. (AA, CSU)

**CIS 30/60 EXPERIMENTAL COURSE****CIS 34 INTRODUCTION TO SPREADSHEETS (3)**

Class Hours: 3 lecture  
CR/NC

Strongly Recommended Preparation: MATH 101 or equivalent  
Computer Information Systems 34 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 spreadsheet design and format, graphs, and database functions. (AA, CSU)

**CIS 35 ADVANCED SPREADSHEETS (3)**

Class Hours: 3 lecture  
CR/NC

Prerequisite: CIS 34

Computer Information Systems 35 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. (AA, CSU)

**CIS 42 SYSTEM DESIGN AND ANALYSIS (3)**

Class Hours: 3 lecture  
CR/NC

Strongly Recommended Preparation: CIS 13, 15, or prior microcomputer experience.

Computer Information Systems 42 examines the concepts of computer information systems and the changes which have occurred over the past several years. It covers the concepts of systems analysis and design. It familiarizes learners with the tools needed to investigate, evaluate, select, and design a system. It prepares learners to understand and use logical analysis to solve a wide variety of problems. (AA, CSU)

**CIS 43A LAN System Administration, NetWare 4.X (2)**

Class Hours: 1 lecture, 3 laboratory CR/NC  
Prerequisite: CIS 10

Computer Information Systems 43A covers the basics of system administration using Novell NetWare Version 4.X. Topics covered include introduction to NetWare 4.X, connecting to the network, using 4.0 Resources, managing NetWare Directory Services, accessing network resources, planning file systems, managing network file storage, implementing file system security, implementing network directory security, managing the server, implementing printing, automating the user environment, protecting network data. May be taken two times for credit. (AA)

**CIS 43B LAN ADVANCED ADMINISTRATION, NETWARE 4.X (2)**

Class Hours: 1 lecture, 3 laboratory  
CR/NC

Prerequisite: CIS 43A

Computer Information Systems 43B is designed to help the network administrator build the higher-level network management skills and strategies needed for their role. Topics include: Management Strategies, NetWare Directory Services Management, Network Performance Management, Advanced Printing, Remote Management Overview, Protocol Support Overview, Prevention and Maintenance, and Name Service Overview. May be taken two times for credit. (AA)

**CIS 44A LAN SYSTEM ADMINISTRATION, NETWARE 3.1X (2)**

Class Hours: 1 lecture, 3 laboratory  
CR/NC

Prerequisite: CIS 10, and a basic understanding of DOS commands, directory structures, memory utilization, batch files, device drivers, hardware configuration and terminology.

Computer Information Systems 44A covers the basics of system administration using Novell NetWare Version 3.1X. Topics covered include introduction to NetWare 3.1X, connecting to the network, using NetWare 3.1X Resources, accessing network resources, planning file systems, managing network file storage, implementing file system security, implementing login security, managing the server, implementing printing, automating the user environment, protecting network data, and installing network applications. (AA) May be taken two times for credit.

**CIS 44B LAN ADVANCED ADMINISTRATION,  
NETWARE 3.1X (2)**

Class Hours: 1 lecture, 3 laboratory

CR/NC

Prerequisite: CIS 44A

Computer Information Systems 44 B is designed to help the network administrator build the higher-level network management skills and strategies needed for their role. Topics include: Management Strategies, Network Performance Management, Advanced Printing, Remote Management Overview, Protocol Support Overview, Prevention and Maintenance, and Name Service Overview. May be taken two times for credit. (AA)

**CIS 49/99 DIRECTED STUDY (1-2)****CIS 45 NETWARE 4 INSTALL AND CONFIGURE (1)**

Class Hours: .5 lecture, 1.5 laboratory

CR/NC

Prerequisite: CIS 43A

Computer Information Systems 45 is a Novell certified course (Novell's 804) required for Novell CNE's who choose to fulfill their CNE requirements within the Netware 4 track. This course is designed to provide students with the opportunity to apply skills learned in Administration and Advanced Administration classes. Students completing this course will be able to upgrade servers from previous NetWare versions to NetWare 4, install NetWare 4 operating system using either the Simple or Custom installation, configure the NetWare 4 operation system and install the Online Documentation. (AA) May be taken two times for credit.

**CIS 46 NETWARE 4 DESIGN AND IMPLEMENTATION (1)**

Class Hours: .5 lecture, 1.5 laboratory

CR/NC

Prerequisite: CIS 43A

Computer Information Systems 46 is a Novell certified course (Novell's 532) required for Novell CNE's who choose to fulfill their CNE requirements within the Netware 4 track. The purpose of the course is to teach the skills of creating a NetWare 4 design and implementation strategy. The student will learn a process that shows the sequence of skills and tasks that enable a solid design, using proven methods. At the end of the course, the student will complete a NetWare 4.1 design strategy and implementation schedule with templates that can be used for creating a design in their own networking environment. May be taken two times for credit.

**CIS 47 NETWORKING TECHNOLOGIES (3)**

Class Hours: 3 lecture

CR/NC

Computer Information Systems 47 is a Novell certified course (Novell's 200) required for Novell CNE's. The course is designed to: familiarize students with the terms and concepts used in the computer networking industry; provide students with a conceptual framework for other networking courses; introduce concepts which can be used to understand computer networks and help students make informed decisions. (AA) May be take two times for credit.

**CIS 48 NETWARE TCP/IP TRANSPORT (2)**

Class Hours: 1 lecture, 3 laboratory

CR/NC

Strongly Recommended Preparation: CIS 47

Computer Information Systems 48 is designed to provide hands-on experience installing and configuring NetWare TCP/IP software on a NetWare 4 server. Students will learn how to use common TCP/IP applications, including Telnet and FTP, and to troubleshoot common problems that may occur in a TCP/IP environment. (AA)

May be taken two times for credit.

**CIS 50 NETWORKING ESSENTIALS – CISCO (4)**

Class Hours: 8 lecture

CR/NC

Strongly Recommended Preparation: CIS- 80 Computer Upgrading and Repair, Eligibility for Math 61 and English 51A  
This course covers basic networking terminology and concepts as well as introducing the student to the dominant installed LAN networking technologies. Topics repeaters and bridges, IP addressing, and Ethernet and IP encapsulation. (AA)

**CIS 51 INTERCONNECTING CISC NETWORK DEVICES (4)**

Class Hours: 8 lecture CR/NC

Prerequisite: CIS-50 Networking Essentials –Cisco

Strongly Recommended Preparation: Eligibility for Math 61 and English 51A

This course will explore a wide range of technical details on routing models, processes, and design; it can be used as a general reference for anyone designing, implementing, or supporting an internetwork with TCP/IP/IPX/SPX, AppleTalk, SNA, DECnet and Banyan VINES protocols. Students anticipating taking one or more of the Cisco certification exams, particularly the Cisco Certified Network Associate (CCNA) exam, this is the second class in the training process. (AA)

**CIS 52 ADVANCED ROUTING AND SWITCHING (4)**

Class hours: 8 lecture CR/NC

Prerequisite: Successful completion of CIS-50 and CIS-51 or equivalent (CNAP Semesters 1 and 2) CIS 52 this course provides a module-module plan for semester 3 of the CISCO CCNA core curriculum. Topics include switching, VLAN, LAN Design, IGRP, Access List, and IPX

This course will explore a wide range of technical details on routing models, processes, and design; it can be used as a general reference for anyone designing, implementing, or supporting an internetwork with TCP/IP/IPX/SPX, AppleTalk, SNA, DECnet and Banyan VINES protocols. (AA)

**CIS 53 ADVANCED NETWORK MANAGEMENT (4)**

Class hours: 8 lecture CR/NC

Prerequisites: Successful completion of CIS-50, CIS-51, CIS-52 or equivalent (CNAP Semesters 1,2, and 3)

CIS-53 Advanced Network Management contains a module by module plans for Semester 4 of the Cisco CCNA core curriculum. Topics include WAN design, PPP, ISDN, and Frame Relay. A review for the CCNA exam is also included as part of the overall CCNA program review. (AA)

**CIS 65B INTERNET: WEB PAGE CREATION (.5)**

Class Hours: 1.5 laboratory CR/NC

Computer Information Systems 65B will cover the creation and maintenance of Web Page with the collection of appropriate foreign (URLs) and local (text, multimedia) resources as an Internet connection site. These resources are then referenced via a HTML source document. "HTML" is the acronym for "Hyper Text Markup Language." The course will also include proper net-etiquette, security and ethics. (AA) May be taken four times for credit.

**CIS 67 COMPUTER ESSENTIALS (3)**

Class Hours: 2 lecture, 3 laboratory CR/NC

Computer Information Systems 67 is an introductory survey course appropriate to the student who needs to develop computer literacy skills, including an understanding of micro-computers and their application to everyday tasks. The course introduces the use of a user interface/operating system and applications including a word processor, spreadsheet, database, presentation graphics, Internet, and the introductory use of a programming language. (AA)

**CIS 71 INTRODUCTION TO E-COMMERCE (3)**

Class Hours: 3 lecture CR/NC

Strongly recommended preparation: ENG 101B or equivalent

Computer Information Systems 71 is an introductory course in conducting Electronic Commerce via the Internet and the Global Information Infrastructure (GII) and its development. Further studies will include, but not be limited to, intellectual property rights, privacy, security issues and marketing and advertising techniques. These concepts will be reviewed and taught in depth. (AA)

**CIS 72 INTRODUCTION TO NETWORKING (1)**

Class Hours: .5 lecture, 1.5 laboratory CR/NC

Computer Information Systems 72 is designed for computer users wishing to learn the basic networking concepts and terminology of the network computing industry. The course gives the student an introduction to data communications and popular industry communication protocols such as IEEE, TCP/IP, NetWare, SNA and AppleTalk. The course provides the background information a student might need to understand networking products. (AA)

**CIS 80 UPGRADING, REPAIRING AND CONSTRUCTION OF PC's (2)**

Class Hours: 2 lecture CR/NC

Computer Information Systems 80 is designed to help the student learn how to maintain, upgrade, repair, and construct their personal and business PC systems. The course covers areas of system improvements such as floppy disks, hard disks, CD-ROM drives, sound cards, central processing units, math co-processors, and power supplies. The course discusses the proper care of components and helps to identify and locate failing components. The student will learn about powerful diagnostics hardware and software that enables a system to help the end user determine the cause of specific problem and how to repair it. (AA)

**CIS 90 MICROCOMPUTER APPLICATION SKILLS (1)**

Class Hours: 3 laboratory CR/NC

Strongly Recommended Preparation: Prior microcomputer experience.

Computer Information Systems 90 is designed to provide the student the opportunity to improve skills in the use of various applications software in today's changing microcomputer environment. This course will allow students to develop skills necessary to use software in their personal and professional activities. The choice of software may vary depending on new developments and technology of the software available, but will use such applications as databases, word processors, spreadsheets, graphics and desktop publishing. (AA) May be taken three times for credit.

## DIESEL TECHNOLOGY

**DT 15X COOPERATIVE WORK EXPERIENCE (PARALLEL PLAN) (1-4)**

**DT 15XY COOPERATIVE WORK EXPERIENCE (ALTERNATE PLAN) (1-8)**

**DT 30/60 EXPERIMENTAL COURSES**

**DT 49/99 DIRECTED STUDY (1-2)**

**DT 65 DIESEL ENGINE TUNE-UP (2)**

Class Hours: 1 lecture, 3 laboratory

Diesel Technology 65 provides instruction in diesel engine tune-up and related service. Primary emphasis will be placed on Cummins, Detroit and Caterpillar engine systems. (AA)

**DT 68 TRUCK TRAILER SERVICE AND REPAIR (5)**

Class Hours: 3 lecture, 6 laboratory

Diesel Technology 68 is a specialized instruction program for medium and heavy trucks and trailers. The class will cover lighting and electrical systems, suspension systems, air brake systems, front axles, clutches, drivelines and wheel bearing service. Students will utilize actual repair projects involving medium and heavy trucks and trailers. May be taken two times for credit. (AA)

**DT 70 TRUCK/TRAILER POWERTRAIN SERVICE (5)**

Class Hours: 3 lecture, 6 laboratory

Diesel Technology 70 is a specialized course in powertrain service for medium and heavy duty trucks, trailers and related equipment. Class topics will be powertrain components, transmissions, fifth wheels, and coupling devices, steering systems, electrical starting and charging systems. Truck-trailer frame modification, repair, service, and adaption will be covered. Maintenance records and necessary state required paperwork will be reviewed. May be taken two times for credit. (AA)

**DT 71 TRUCK OPERATION (2)**

Class Hours: 2 lecture, 6 laboratory (9 weeks)

Diesel Technology 71 will simulate an operational truck fleet repair and maintenance shop. This class will review the basic truck mechanical systems; engines, powertrains, chassis, brakes, and safety related components. California Highway Patrol and Department of Transportation inspections, safety procedures and record keeping will be included. The class will utilize West Hills College truck driving training fleet as the central component for classroom and shop training sessions.

**DT 72 COMMERCIAL TRUCK ORIENTATION (3)**

Class Hours: 3 lecture,

Corequisite: Concurrent enrollment in DT73

Advisory: Eligibility for English 51; eligibility for Math 61 or equivalent.

Diesel Technology 72 is a required class for all Truck Driving students. This class has a coordinated instruction program with DT90 and DT93 Truck Driving. The class is for the driver, owner operator, inexperienced mechanic, and / or any persons with an interest in Commercial Vehicles. DT72 will provide an introduction to D.O.T. regulations, air brake inspection. Safety and safe work procedures will be emphasized.

**DT 73 COMMERCIAL TRUCK ORIENTATION LAB (1)**

Class Hours: 3 lab hour

Corequisite: Concurrent enrollment in DT72

Advisory: Eligibility for English 51; eligibility for Math 61 or equivalent.

DT73 Commercial Truck Orientation Lab: Diesel Technology 73 is a required class for all Truck Driving students. This class has a coordinated instruction program with DT72, DT90 and DT93 Truck Driving. The class has to be for the driver, owner operator, inexperienced mechanic or any persons with an interest in Commercial Vehicles. DT73 will provide a hands on introduction to the major and minor mechanical systems, and the Commercial Vehicle inspection, and the theories presented in DT72.

**DT 80 DIESEL ENGINE TROUBLE SHOOTING (2)**

Class Hours: 1 lecture, 3 laboratory

Strongly Recommended Preparation: DT 64, 66, 67, or a combination of skill and experience proven by trade experience.

Diesel Technology 80 will cover diesel engine operational problems and the procedures for locating and solving these problems. Class will utilize operational engines for technique and test equipment application. All aspects of diesel engine operation will be discussed. The course will be applicable specifically to Cummins, Caterpillar and Detroit diesel engine systems, but others will be reviewed. (AA)

**DT 81 FOUR CYCLE DIESEL REPAIR (4)**

Class Hours: 2 lecture, 6 laboratory

Diesel Technology 81 will introduce the student to four cycle diesel engines. The class will cover the disassembly, repair, rebuild, evaluation, inspection and assembly procedures. Class will utilize a coordinated lab or shop session. (AA)



**DT 82 TWO-CYCLE DIESEL REPAIR (4)**

Class Hours: 2 lecture, 6 laboratory

Diesel Technology 82 will introduce the student to two-cycle diesel engines. The class will cover the disassembly, repair, rebuild, evaluation, inspection and assembly procedures. Class will utilize a coordinated lab or shop session. (AA)

**DT 90 TRUCK DRIVING (5)**

Class Hours: 5 lecture,

Prerequisites: 1) Valid Class C driver's license, 2) Able to qualify for California Class A learner's permit: At least 18 years of age; pass Federal Department of Transportation's physical and drug test.

Corequisite: Complete DT 72 or concurrent enrollment in DT 72. Concurrent enrollment in DT 93.

Strongly Recommended Preparation: A clean driving record Diesel Technology 90 prepares the potential truck driver to pass the California Department of Motor Vehicles Class 'A' driver's license test, including written skills, vehicle inspection, and driving instructions. Instruction will include preparation for the learner's permit, medical examinations, vehicle code, equipment types, equipment inspection, driver's paperwork, and minor repair procedures. (AA) May be taken two times for credit.

**DT 91 ADVANCED TRUCK DRIVING (6)**

Class Hours: 3 lecture, 9 laboratory

Prerequisite: Completion of DT 90 with passing grade of C or better, and Class A license.

Diesel Technology 91 is a second level driving class for the advanced skill level student who has met all the prerequisites. The class will cover truck operation, unloaded and loaded; load handling; tie down systems; tarping and cover systems; day and night operating. Load, vehicle and drive documentation will be included. (AA)

**DT 93 TRUCK DRIVING LABORATORY (3)**

Class Hours: 9 laboratory

Corequisite: Concurrent enrollment in DT 90.

Diesel Technology 93 provides the student with hands on application for DT 90. DT 93 puts the student behind the wheel of modern day, top quality equipment. May be taken two times for credit. (AA)

**EARLY CHILDHOOD EDUCATION****ECE 15X COOPERATIVE WORK EXPERIENCE (PARALLEL PLAN) (1-4)****ECE 15XY COOPERATIVE WORK EXPERIENCE (ALTERNATE PLAN) (1-8)****ECE 4 PARENTING (3)**

Class Hours: 3 lecture

Early Childhood Education 4 presents a background for understanding parent-child relationships in the changing social environment. The course explores various methods of child rearing and gives help and practical ideas to parents and those who deal with young people. (AA, CSU)

**ECE 5 CHILD DEVELOPMENT (3)**

Class Hours: 3 lecture

Strongly Recommended Preparation: ENG 51A or equivalent

Early Childhood Education 5 is a study of the growth and development of the child from prenatal life through adolescence, with concentration on the first six years of life. Issues concerning the physical, cognitive, emotional and social development of the child will be studied from relevant theoretical positions. This course is required in order to qualify for the Children's Center Instructional Permit and/or the West Hills College Early Childhood Education Certificate. The State of California, Office of Teacher Credentialing requires the student to pass this course with a grade of "C" or better. (AA, CSU, UC)

**ECE 7 EARLY INTERVENTION (3)**

Class Hours: 3 lecture

Strongly Recommended Preparation: ENG 51A or equivalent Early Childhood Education 7 provides information pertaining to the understanding and the support of infants/toddlers that are at risk or have established disabilities. Additional emphasis will be directed to assessments, diagnosis and referral identification, curriculum development, learning environment, community resources, and strategies for working with diverse families. Students will be required to do fifteen hours of observations/interviews and/or interaction with infants/toddlers with established risks or established disabilities. (AA, CSU)

**ECE 8 INFANT MASSAGE (5)**

Class Hours: 3 lecture (3 weeks)

Early Childhood Education 8 offers information and practice concerning nurturing touch and communication through the use of infant massage. 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. Students will need to purchase a book and may need to purchase other materials directed by the instructor. May be taken two times for credit. (AA, CSU)

**ECE 9 USING INFANT GESTURES (5)**

Class Hours: 3 lecture (3 weeks)

Early Childhood Education 9 offers students and parents information on the use of infant/toddler gestures prior and during the development of verbal language ability and skills. Issues to be addressed in this course will be early childhood language development, listening skills, and communication patterns. 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 situations with children at risk or with established risks.

**ECE 10 THE CHILD, FAMILY AND SOCIETY (3)**

Class Hours: 3 lecture

Early Childhood Education 10 is a study of the effects of the family and the society on the young child. Course content includes information pertaining to children and politics, dysfunctional family issues, working with diverse families, understanding the role of the local community, learning to network federal, state, county and community social service agencies for further family support when needed, and other issues that involve the socialization process of young children and their families. Students are required to accomplish 12 hours of community service. (AA, CSU) This course is a state mandated course for Early Childhood Education teachers.

**ECE 11 YOUNG CHILDREN WITH EXCEPTIONAL NEEDS (3)**

Class Hours: 3 lecture

Strongly Recommended Preparation: ENG 51A or equivalent

Early Childhood Education 11 will address the needs of exceptional children in the areas of growth and development; identification classifications; early intervention strategies; inclusion; and the facilitation of learning in early childhood education programs. Information on federal legislation and teacher attitudes and philosophy will be presented. (AA, CSU)

**ECE 12A PRINCIPLES & PRACTICES OF EARLY CHILDHOOD EDUCATION (3)**

Class Hours: 3 lecture

Prerequisite: Proof of negative tuberculosis test within the past 12 months

Corequisite: ECE 12B

Strongly Recommended Preparation: ENG 51A or equivalent

Early Childhood Education 12A provides basic information pertaining to age-appropriate curriculum. Emphasis is on understanding and planning curriculum for young children that includes physical, social, emotional, cognitive and creative competencies. (AA, CSU)

**ECE 12B PRINCIPLES & PRACTICES OF EARLY CHILDHOOD EDUCATION PRACTICUM (3)**

Class Hours: 1 lecture, 6 laboratory

Prerequisite: Proof of negative tuberculosis test within the past 12 months.

Corequisite: ECE 12A

Strongly Recommended Preparation: ENG 51A or equivalent  
Early Childhood Education 12B is the continuation of understanding and planning age-appropriate curriculum using classroom experiences. Students will be assigned to the West Hills College Child Development Center or other approved sites for supervised classroom experiences. All students receive teaching evaluations as part of the course requirements. (AA, CSU)

**ECE 14A ADMINISTRATION AND SUPERVISION OF CHILDREN'S PROGRAMS (3)**

Class Hours: 3 lecture

Strongly Recommended Preparation: ENG 51A or equivalent.

Early Childhood Education 14A will focus on state regulations governing early childhood education programs. Information pertaining to staffing, educational philosophies, program planning, health, safety and nutrition issues, child abuse reporting, budget development, and successful business practices will be addressed. (It is recommended that students follow the Child Development Permit matrix sequence). (AA, CSU)

**ECE 14B ADMINISTRATION & SUPERVISION OF CHILDREN'S PROGRAM PRACTICUM (3)**

Class Hours: 1 lecture, 6 laboratory

Strongly Recommended Preparation: ENG 51A or equivalent.

Early Childhood Education 14B provides administrative experience in a community based child care center(s). Discussions, projects, and specific assignments will be presented and discussed during weekly class time. This class involves the application of administrative knowledge as discussed in ECE 14A. The student will find it necessary to travel from center to center and out into the surrounding communities or specific assignments. (AA, CSU)

**ECE 15 LITERATURE AND LANGUAGE ARTS FOR YOUNG CHILDREN (3)**

Class Hours: 3 lecture

Strongly Recommended Preparation: ENG 51A or equivalent

Early Childhood Education 15 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 identity information as it pertains to children's literature. (AA, CSU)

**ECE 16 CREATIVE ACTIVITIES (3)**

Class Hours: 3 lecture

Strongly Recommended Preparation: ENG 51A or equivalent  
Early Childhood Education 16 is a study of the concept of creativity, and how it relates to the growth of young children. The student will receive basic information on planning and implementing creative activities in the areas of music, dance, art, science, math, blocks, social studies and dramatic play. (AA, CSU)

**ECE 17A SEX EDUCATION FOR TEACHERS & PARENTS OF YOUNG CHILDREN (1)**

Class Hours: 18 lecture hours total

Strongly Recommended Preparation: ENG 51A or equivalent  
Early Childhood Education 17A is designed for teachers and parents covering basic sex education for children. (AA, CSU)

**ECE 17B CHILD ABUSE RECOGNITION AND PREVENTION (1)**

Class Hours: 18 lecture hours total

Strongly Recommended Preparation: ENG 51A or equivalent  
Early Childhood Education 17B provides information concerning child abuse recognition and prevention. The types of abuse and the psychological impact of abuse on young children are presented. Mandated reporting for educators and the California Penal Code as it pertains to child abuse will be addressed. (AA, CSU)

**ECE 17C SINGLE PARENTING (1)**

Class Hours: 18 lecture hours total

Strongly Recommended Preparation: ENG 51A or equivalent  
Early Childhood Education 17C 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. (AA, CSU)

**ECE 18 HEALTH, SAFETY, NUTRITION (3)**

Class Hours: 3 lecture

Prerequisite: Proof of negative tuberculosis test within past 12 months, and

Strongly Recommended Preparation: ENG 51A or equivalent  
Early Childhood Education 18 provides basic information promoting safety in an early childhood environment; recognition of symptoms of childhood communicable diseases; conditions affecting children's health; and the importance of good nutrition for young people. Students will obtain practical classroom experience. (AA, CSU)

**ECE 19 FAMILY DAY CARE (2)**

Class Hours: 2 lecture

Early Childhood Education 19 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 guideline for operating a family day care. (AA, CSU)

**ECE 20A CHILD STUDY AND ASSESSMENTS (1)**

Class Hours: 18 lecture hours total

Prerequisite: Proof of negative tuberculosis test within past 12 months, and

Strongly Recommended Preparation: ENG 51A or equivalent.

Early Childhood Education 20A provides experience in studying, observing and recording children's behavior using various scientific techniques. The class includes directed approaches to developmental assessments. (AA, CSU)

**ECE 20B CHILD CENTERED GUIDANCE (1)**

Class Hours: 18 lecture hours total

Prerequisite: Proof of negative tuberculosis test within past 12 months may be needed if assigned to a classroom, and

Strongly Recommended Preparation: ENG 51A or equivalent

Early Childhood Education 20B provides basic information and practice directed towards establishing a child-centered guidance program in the classroom. Problem-solving behavior of young children is addressed. (AA, CSU)

**ECE 20C PERSONAL AND PROFESSIONAL DEVELOPMENT (1)**

Class Hours: 18 lecture hours total

Strongly Recommended Preparation: ENG 51A or equivalent..

Early Childhood Education 20C includes discussion and active participation pertaining to personal and professional development issues. The course also addresses values, ethics, teacher burn out, successful teaching strategies and responsible assertiveness. (AA, CSU)

**ECE 21 INFANT AND TODDLER CARE-GIVING (3)**

Class Hours: 3 lecture

Prerequisite: Proof of negative tuberculosis test within past 12 month, and

Strongly Recommended Preparation: ENG 51A or equivalent

Early Childhood Education 21 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/toddler environments will be addressed. (AA, CSU)

**ECE 22 SUPERVISING ADULTS WORKING IN CHILDREN'S PROGRAMS (2)**

Class Hours: 3 lecture (12 weeks)

Strongly Recommended Preparation: ENG 51A or equivalent  
Early Childhood Education 22 provides information pertaining to the issues and methods of working with staff, adult volunteers, parents and other adults 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 new master teachers, new site supervisors, and new program directors that are employed in publicly funded children's programs (as of April 1997). (AA, CSU)

**ECE 23 DOMESTIC VIOLENCE RECOGNITION AND PREVENTION (1)**

Class Hours: 3 lecture (6 weeks)

Early Childhood Education 23 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. (AA, CSU)

**ECE 48 INFANT AND CHILD CPR/FIRST AID FOR EARLY CHILDHOOD EDUCATION (1)**

Class Hours: 1 lecture

ECE 48 Teaches the student First Aid skills and CPR with emphasis on the infant and child. The course will prepare students for correct responses to emergencies and the student will receive certification in CPR/First Aid for the infant, child and adult.

**ECONOMICS****ECON 1A MACROECONOMICS (3)**

Class Hours: 3 lecture

CAN ECON 2, D2, CR/NC

Strongly Recommended Preparation: ENG 51A or equivalent

Economics 1A emphasizes macroeconomics introduction to American capitalism, national income concepts, employment, fiscal policy, money, monetary policy, and economic growth. (AA, CSU, UC)

**ECON 1B MICROECONOMICS (3)**

Class Hours: 3 lecture

CAN ECON 4, D2, CR/NC

Strongly Recommended Preparation: ENG 51A or equivalent  
Economics 1B emphasizes microeconomics introduction to economics of the firm, resource allocation, current domestic economic problems, and international economics. (AA, CSU, UC)

**EDUCATION ASSISTANT****EA 15X COOPERATIVE WORK EXPERIENCE (PARALLEL PLAN) (1-4)****EA 15XY COOPERATIVE WORK EXPERIENCE (ALTERNATE PLAN) (1-8)****EA 31 INTRODUCTION TO TEACHING (3)**

Class Hours: 3 lecture

Education Assistant 31 is an orientation course for prospective teachers. It includes a survey of teaching needs; methods and procedures; control and organization in education; financing; requirements for teaching; teacher placement; curriculum; guidance and school materials. Classroom discussion and problems are combined with field work and observations of actual teaching situations. (AA, CSU) (This course will occasionally meet at off campus locations and the student will be responsible for arranging his/her own transportation to those locations.)

**EA 55 GENERAL TUTORING (1)**

Class Hours: 1 lecture

General Tutoring is an intensive introduction to tutoring course, designed to provide students with information, techniques, and experiences that will make them more effective tutors.

**EA 56 TUTORING THE ELEMENTARY STUDENT (1)**

Class Hours: 1 lecture

Tutoring the Elementary Student is a course designed to prepare tutors who will be working or volunteering with students K-6 age group. In addition to learning the fundamentals of tutoring, students will be trained in effective literacy development and exposed to current curricular techniques used to engage the elementary student.

**EA 57 BEST PRACTICES SUMMER TEACHING INSTITUTE (1)**

Class Hours: 1 lecture

EA 57 is an intensive 3-day summer institute designed for current classroom teachers and prospective teachers. It features relevant educational topics and best practices in the classroom such as classroom management, integration of technology into the curriculum, and issues in literacy. The institute features top educators from around the state and includes a "cross-conversations" component to enable current classroom teachers and future educators to share their experiences and methodologies.

## EDUCATIONAL TECHNOLOGY

### ED 20 EDUCATIONAL TECHNOLOGY PROCESS (2)

Class Hours: 2 lecture CR/NC

Prerequisites: Educational Technology Introductory Certificate Competencies (ED 40 through 43) or proof of competencies established by the completion of the finals for required courses and permission of the course instructor.

ED-20 Educational Technology Process will provide the student with advanced training in the instructional design process to facilitate the development of a collection of personal lessons, analyzed according to the technological design process. Lesson materials will be analyzed in order to enhance with technology-based, strategies, which matches learning situations/lesson objectives; and appropriate ethical and legal consideration in the use of multimedia instruction. (AA)

### ED 21 TECHNOLOGIES FOR TEACHING (3)

Class Hours: 3 lecture CR/NC

Prerequisite: Educational Technology Introductory Certificate Competencies (ED-40 through 43) or proof of competencies established by the completion of the finals for the required courses and permission of the course instructor.

ED-21 Technologies for Teaching uses word-processing, database, spreadsheet, and presentation software as tools to communicate concepts with intended audience and purpose; use Internet as a tool to design teaching strategies appropriate to objectives; use current instructional management software. (AA)

### ED 22 COURSEWARE DEVELOPMENT I (3)

Class Hours: 3 lecture CR/NC

Prerequisite: Educational Technology Introductory Certificate Competencies (ED-40 through 43) or proof of competencies established by the completion of the finals for the required courses and permission of the course instructor.

ED -22 Courseware Development I enables to student to learn to use visual media to communicate concepts with intended audience and purpose; develop and deliver instructional presentations using software and effective communication practices; create web pages appropriate to objectives; enhance personal lessons with technology strategies. (AA)

### ED 23 INDIVIDUAL & GROUP LEARNING WITH TECHNOLOGY (3)

Class Hours: 3 lecture CR/NC

Prerequisite: Educational Technology Introductory Certificate Competencies (ED-40 through 43) or proof of competencies established by the completion of the finals for the required courses and permission of the course instructor.

ED-23 Individual & Group Learning with Technology uses technology to maximize individual student involvement; uses technology for teacher-learner communication; matches technology to individual learner styles; collaborate in on-line groups; use appropriate multimedia equipment/software for group interaction through simulations and problem-based learning.

### ED 24 MANAGEMENT OF MEDIA RESOURCES (3)

Class Hours: 3 lecture CR/NC

Prerequisite: Educational Technology Introductory Certificate Competencies (ED-40 through 43) or proof of competencies established by the completion of the finals for the required courses and permission of the course instructor

Students will learn to use appropriate questions/principles to guide media evaluation and selection; develop performance tasks that require locating, analyzing and using information; develop reference collection of appropriate media resources for specific content area and level of instruction. (AA)

### ED 25 INTERNET LITERACY (3)

Class Hours: 3 lecture CR/NC

Prerequisite: Educational Technology Introductory Certificate Competencies (ED-40 through 43) or proof of competencies established by the completion of the finals for the required courses and permission of the course instructor

ED-25 Internet Literacy teaches the student to use Internet services including list serves, new groups, ftp, chats and telenet; create web pages using screen design principles, images, waves form audio recording and multi-media integration; develop web pages for personal instructional application. (AA)

### ED 26 COURSEWARE DEVELOPMENT II (3)

Class Hours: 3 lecture CR/NC

Prerequisite: ED-22 Courseware Development I

Courseware Development II teaches the student to apply design principles to creations of screen, text, graphics, audio, and video instructional products; use computer authoring software to design an instruction unit for personal application; develop, teach, evaluate and revise lesson plans using participant-created courseware. (AA)

### ED 27 ASSESSMENT & TECHNOLOGY (3)

Class Hours: 3 lecture CR/NC

Prerequisite: Educational Technology Introductory Certificate Competencies (ED-40 through 43) or proof of competencies established by the completion of the finals for the required courses and permission of the course instructor

Use appropriate questions/principles to select technology for student assessment; design student assessments using inquiry-based activities via the Internet; design personal applications of technology supported student assessment portfolios; design and apply methods to test and evaluate effectiveness of participant-created courseware. (AA)

**ED 28 TOPICS IN EDUCATIONAL TECHNOLOGY (3)**

Class Hours: 3 lecture CR/NC

Prerequisite: Educational Technology Introductory Certificate Competencies (ED-40 through 43) or proof of competencies established by the completion of the finals for the required courses and permission of the course instructor

Develop skills in the areas of technology space design, purchasing, troubleshooting, maintenance, and student assistive technology. Learn to plan/design technology enhanced facilities; write specifications for technology purchase; identify sources for funding; demonstrate basic troubleshooting, and preventive maintenance techniques; demonstrate use of assistive technology for students with special needs. (AA)

**ED 29 TEACHING BEYOND THE CLASSROOM (3)**

Class Hours: 3 lecture CR/NC

Prerequisite: Educational Technology Introductory Certificate Competencies (ED-40 through 43) or proof of competencies established by the completion of the finals for the required courses and permission of the course instructor

ED-29 analyzes effective teaching applications with the teacher and learner in different places/different times. Students will learn design principles for examples of telecourses, online courses and audio / video conferencing; create and teach instructional units using videotape, interactive, audio / video and online delivering. (AA)

**ED 40 TECHNOLOGY TOOLS IN TEACHING (1)**

Class Hours: 1 lecture hour

Advisory: Eligible for English 51A

Learn to set up and operate a computer; use a computer projection system for large screen display; use a scanner; deliver a multimedia presentation; demonstrate use of a variety of technology media, including CD-ROM's and networked resources. (AA)

**ED 41 WORD PROCESSING & PRESENTATION SKILLS IN TEACHING (1)**

Class Hours: 1 lecture hour

Advisory: Eligible for English 51A

Students will learn to access and run commercial software applications; open, save, and print files; use word processing to create, edit, and format documents; create, edit, and deliver an instructional presentation; and integrate video and graphics into presentations. (AA)

**ED 42 DATABASES & SPREADSHEETS IN TEACHING (1)**

Class Hours: 1 lecture hour

Advisory: Eligible for English 51A and Math 101

Learn to use databases to enter data and to find information; use spreadsheets to interpret and communicate information; create formulas to perform spreadsheet calculations; create graphs from spreadsheets. (AA)

**ED 43 TELECOMMUNICATION IS TEACHING (1)**

Class Hours: 1 lecture hour

Advisory: Eligible for English 51A

Students will learn to access resources from various sources such as; local desktop computers, local networks, CD-ROM's and the internet; use electronic mail; use the Internet to download on-line resources and use electronic library services. (AA)

## EMERGENCY MEDICAL TRAINING

**EMT 1 EMERGENCY MEDICAL TRAINING (4)**

Class Hours: 3 lecture, 4 laboratory, CR/NC

Prerequisite: Proof of valid CPR/First Aid Certificate

Emergency Medical Training 1 prepares the student for certification as an EMT within the State of California. Instruction includes topics pertaining to emergency medical care in the pre-hospital setting. Satisfactory completion of this course and certification exam will allow the student to work on an ambulance, fire engine, or in a hospital emergency room. This course requires 10 hours of supervised instruction in an emergency room and 6 hours of supervised observation on an operational emergency ambulance. (AA, CSU) (This course will occasionally meet at off campus locations and the student will be responsible for arranging his/her own transportation to those locations.)

## ENGINEERING

**ENGR 35 VECTOR STATUS (3)**

Class Hours: 3 lecture

Strongly Recommended Preparation: Math 1B or concurrent enrollment. Engineering 35 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, frames and machines, forces in beams and cables, friction, moments of inertia, and the method of virtual work. AA, CSU, UC)

(Please Note: This course is offered infrequently. Check the two-year schedule in the back of the catalog).

## ENGLISH

**ENG 1A COMPOSITION AND READING (3)**

Class Hours: 3 lecture

CAN ENGL 2, CAN ENGL SEQ A A2

Prerequisite: ENG 51A or equivalent.

English 1A is 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 combinations 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. (AA, CSU, UC)

**ENG 1B LITERATURE, CRITICAL THINKING AND WRITING (3)**

Class Hours: 3 lecture

CAN ENGL 4, CAN ENGL SEQ A A3, C2

Prerequisite: ENG 1A or equivalent.

English 1B is designed to develop reading, critical thinking and writing skills beyond the level achieved in English 1A. It will develop critical thinking in interpretation, analysis, synthesis and argumentation about literary masterpieces of poetry, drama and fiction. (AA, CSU, UC)

**ENG 21 LITERARY TOPICS (1-3)**

Class Hours: 3 lecture

Prerequisite: ENG 1A or equivalent

English 21 is a sophomore-level survey course in literature. The topic varies from semester to semester, but each course will be devoted to a specific literary movement or genre. Possible topics include, but are not limited to, Multicultural Literature, Latino/a Literature, American Literature From 1865, Women Writers, Modernism, The Victorian Novel, The Short Story, or Introduction to Poetry. May be taken two times for credit with a different topic. (AA, CSU)

**ENG 25A CREATIVE WRITING (3)**

Class Hours: 3 lecture

C2

Prerequisite: ENG 51A or equivalent

English 25A provides theory and practice in the writing of fiction, particularly in the short story and novel. Much emphasis is placed on the critiquing of student manuscripts. (AA, CSU)

**ENG 25B PLAYWRITING (3)**

Class Hours: 3 lecture

C2

Prerequisite: ENG 51A or equivalent

English 25B provides theory and practice in the writing of drama/playwriting for stage, screen and television. Much emphasis is placed on the critiquing of student manuscripts. (AA, CSU)

**ENG 25C CREATIVE WRITING: POETRY (3)**

Class Hours: 3 lecture

C2

Prerequisite: ENG 51A or equivalent

English 25C provides theory and practice in the writing of the writing of poetry, including "unique" and "traditional" rhythms and forms. Much emphasis is placed on the critiquing of student manuscripts. (AA, CSU)

**ENG 49/99 DIRECTED STUDY (1-2)****ENG 30/60 EXPERIMENTAL COURSE****ENG 50 RESEARCH TOOLS (.5)**

Class Hours: 3 lecture (3 weeks)

Research Tools introduces students to a variety of ways to do research for school projects, including using the library and Internet. Students will learn how to integrate and cite sources in their own writing. This course is intended to be taken in conjunction with a course requiring a research or term paper. (AA)

**ENG 51A INTRODUCTION TO COMMUNICATION SKILLS (3)**

Class Hours: 3 lecture

Prerequisite: Successful completion of English 101B and / or Eligibility for English 51A as determined by placement test.

English 51A provides instruction for students who do not make a satisfactory score on an English placement test for English 1A, yet who wish to satisfy basic skills requirements for a general education Associate in Arts or Associate in Science degree. This course will aid 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 300 words or more, and verbal communication. (AA)

**ENG 51B INTERMEDIATE COMMUNICATION SKILLS (3)**

Class Hours: 3 lecture

Prerequisite: Successful completion of English 51A and / or Eligibility for English 51B as determined by placement test.

English 51B is designed for students who may have completed English 51A, but who need additional preparation before attempting English 1A. The course provides practice in analytical reading, in writing essays of 300-1000 words, in taking essay tests, and in using research techniques and source documentation. (AA)

**ENG 70 ADAPTIVE READING (0.5-1)**

Class Hours: 3 laboratory

English 70 is designed, primarily, for students with learning disabilities. The content of the course will relate to the fundamentals of reading and related language arts. Students will work toward individualized and group objectives. Reading will be taught in the context of other language and life skills. Students who are competent to master college level skills, but whose disability precludes effective reading, will be taught or given access to adaptive strategies to circumvent the problem. (AA) May be repeated as many times as necessary to achieve course objectives.

**ENG 89 SUPPLEMENTARY AND ADAPTIVE LANGUAGE SKILLS (3-1)**

Class Hours: 3 laboratory

English 89 is designed, primarily, for students with learning disabilities. The content of the course will relate to writing, spelling and related language arts. Students will work toward individualized and group objectives. (AA) May be repeated as many times as necessary to achieve course objectives.

**ENG 101A Introductory Reading (3)**

Class Hours: 2 lecture, 3 laboratory

CR/NC

Prerequisite: Placement determined by assessment tests.

ENG 101A is an introductory reading course which offers group and individual instruction in the development of college level reading and related skills. Students will be introduced to basic reading comprehension skills such as identifying main ideas in paragraphs, understanding paragraph organization, and using context clues to understand new vocabulary through college level prose, including textbook material, fiction, and expository essays. Students will also work through self-paced software to improve reading and related skills. May be taken two times for credit. (NDA)

**ENG 101B Elementary Reading (3)**

Class Hours: 2 lecture, 3 laboratory

CR/NC

Prerequisite: Placement determined by assessment tests or satisfactory completion of ENG 101A or equivalent.

ENG 101B is an advanced reading course which offers group and individual instruction in the development of college level reading and related skills. Student will continue to build reading comprehension skills such as identifying main ideas in paragraphs and longer pieces, understanding paragraph organization, and using context clues to understand new vocabulary through college level prose, including textbook material, fiction, and expository essays. Students will also work through self-paced software to improve reading and related skills. May be taken two times for credit. (NDA)

**ENG 105A INTRODUCTORY WRITING (3)**

Class Hours: 2 lecture 3 lab CR/NC

Prerequisite: Assessment test placement and /or instructor's referral

Advisory: Concurrent enrollment in English 101A

English 105A is an introductory computer assisted writing course designed for students who are unfamiliar with using the writing process. In this course, students will be introduced to basic writing skills such as preparing sentences, and word processing skills to write well developed paragraphs. Computer assisted tutorials will be used to review the rudiments of English writing, grammar, language mechanics, and standard English usage. Previous keyboarding experience is helpful.

**ENG 105B ELEMENTARY WRITING (3)**

Class Hours: 2 lecture 3 lab

Prerequisite: Successful completion of English 105A and/or equivalent

Advisory: Concurrent enrollment in English 101B

English 105B is a secondary level computer assisted writing course designed for students who are continuing to refine the writing process. In this course, students will prepare for English 51A. Students will begin to address audience, in addition to using descriptive, narrative, compare, contrast, and argumentative techniques in writing well-developed paragraphs. Students will also be introduced to rudiments of developing a 200 word basic essay through the writing process. Computer assisted tutorials will be used to review and reinforce the rudiments of English grammar, language mechanics, and standard English usage.

**ENGLISH AS A SECOND LANGUAGE****ESL 120 CONVERSATION PRACTICE AND EVERYDAY ENGLISH**

Class Hours: 2 lecture, 3 laboratory

CR/NC ONLY

Variable Credit: 1-3 units per semester (6 units maximum)

English 120 is for students whose native language is not English and who are limited English or non-English speakers. The course includes listening and speaking practice with a special emphasis on learning to function successfully in everyday situations. (NDA)

**ESL 125 CONVERSATION PRACTICE: INTERMEDIATE LEVEL**

Class Hours: 2 lecture, 3 laboratory CR/NC ONLY

Variable Credit: 1-3 units per semester (6 units maximum)

English 125 is for students whose native language is not English but who already speak and understand basic English. The course continues listening and speaking practice with a special emphasis on increasing vocabulary and fluency. (NDA)

**ESL 130 LITERACY AND SENTENCE WRITING**

Class Hours: 2 lecture, 3 laboratory

CR/NC ONLY

Variable Credit: 1-3 units per semester (6 units maximum)

English 130 is for students whose native language is not English and who are limited English speakers. The course emphasizes literacy, basic grammar, and writing at the sentence level. (NDA)



**ESL 135 READING AND WRITING: INTERMEDIATE LEVEL**

Class Hours: 2 lecture, 3 laboratory

CR/NC ONLY

Variable Credit: 1-3 units per semester (6 units maximum)

English 135 is for students whose native language is not English but who already read and write basic English. The course focuses on improving reading and writing skills, intermediate grammar, and vocabulary development. (NDA)

**FOREIGN LANGUAGE SPANISH****FLSPN 1 INTRODUCTORY SPANISH (4)**

Class Hours: 4 lecture

CAN FLSPN 2, CAN FLSPN SEQ A C2, CR/NC

*Strongly Recommended Preparation: No previous Spanish in other schools; special placement with consent of instructor.*

FLSPN 1 introduces current Spanish. This first semester course stresses pronunciation, understanding, speaking, writing, and reading. Emphasis is placed on basic vocabulary and essentials of grammar, along with an introduction to Hispanic culture. (AA, CSU, UC) (Spanish 1 is not suggested for the bilingual student.) FLSPN 1 and 11 cannot both be taken for credit.

**FLSPN 2 ELEMENTARY SPANISH (4)**

Class Hours: 4 lecture

CAN SPAN 4, CAN SPAN SEQ A C2, CR/NC

Prerequisite: FL SPN 1, one year of high school Spanish, or consent of instructor.

FLSPN 2 continues an introduction to current Spanish. This second semester course stresses pronunciation, understanding, speaking, writing, and reading. Emphasis is placed on basic vocabulary and essentials of grammar, along with an introduction to Hispanic culture. (AA, CSU, UC) (*Spanish 2 is not suggested for the bilingual student.*) FLSPN 2 and 12 cannot both be taken for credit.

**FLSPN 3 INTERMEDIATE SPANISH (4)**

Class Hours: 4 lecture

CAN SPAN 8, CAN SPAN SEQ B C2, CR/NC

Prerequisite: FLSPN 2 or 12; two years of high school Spanish, or equivalent.

FLSPN 3 is an intensive review of Spanish grammar interspersed with cultural, historical and literary studies. Conversation practice is included as an integral part of grammar and vocabulary studies, as well as in discussion of culture. Compo-

sitions are required. (AA, CSU, UC)

**FLSPN 4 ADVANCED SPANISH (4)**

Class Hours: 4 lecture

CAN SPAN 10, CAN SPAN SEQ B C2, CR/NC

Prerequisite: FLSPN 3, three years of high school Spanish.

FLSPN 4 is an intensive review and continued development of Spanish grammar interspersed with cultural, historical and literary studies. Conversational practice is included as an integral part of grammar and vocabulary studies, as well as in discussion of culture. Compositions are required. (AA, CSU, UC)

**FLSPN 11 INTRODUCTION TO SPANISH FOR THE LIMITEDLY BILINGUAL (4)**

Class Hours: 4 lecture

C2, CR/NC

*Strongly Recommended Preparation: Very limited Spanish-speaking background and no schooling in Spanish either in U.S. or any Spanish-speaking country, or consent of instructor.*

FLSPN 11 is a first-year Spanish course, providing an introduction to correct Spanish for the very minimally bilingual student, with emphasis on writing, reading and grammar. Expansion of basic vocabulary and the essentials of grammar are presented, along with an introduction to Hispanic culture. (AA, CSU, UC) FLSPN 1 and 11 cannot both be taken for credit.

**FLSPN 12 ELEMENTARY SPANISH FOR THE LIMITEDLY BILINGUAL (4)**

Class Hours: 4 lecture

C2, CR/NC

*Strongly Recommended Preparation: FL SPN 11; preliminary level schooling in a Spanish-speaking country (1-4 yrs); limited Spanish-speaking background and one year of high school Spanish; consent of instructor.*

FLSPN 12 continues an introduction to correct Spanish for the very minimally bilingual student, with emphasis on writing, reading and grammar. Expansion of basic vocabulary and the essentials of grammar are presented, along with an introduction to Hispanic culture, communication and speaking. (AA, CSU, UC) FLSPN 2 and 12 cannot both be taken for credit.

**FLSPN 31 SPANISH FOR BUSINESS AND PUBLIC RELATIONS (3)**

Class Hours: 3 lecture CR/NC

*Strongly Recommended Preparation: FLSPN 4 and ENG 51A or equivalent.*

FLSPN 31 emphasizes the use of Spanish in a business format, including different types of correspondence; explanation of Spanish business terms; an oral component to help the business person express himself/herself in different situations; and

practice in putting letters and announcements into correct but easily comprehensible Spanish. (AA, CSU, UC)

### **FLSPN 32 INTRODUCTION TO TRANSLATING AND INTERPRETATION (3)**

Class Hours: 3 lecture CR/NC  
 FLSPN 32 is intended for the speaker of English and Spanish with native or near native fluency. FLSPN 32 introduces the techniques of simultaneous and consecutive interpretation and translation of documents, with an emphasis on the needs of administration hearing interpreters. It addresses the differences between bilingual communication and interpretation for the legal services and emphasizes effective communication between the legal services provider and the client. (AA, CSU)

### **FLSPN 33 INTERMEDIATE TRANSLATING AND INTERPRETATION (3)**

Class Hours: 3 lecture CR/NC  
 Strongly Recommended Preparation: FLSPN 32.  
 FLSPN 33 is intended for the speaker of English and Spanish with native or near native fluency. FLSPN 33 addresses the broad outlines of the United States and California court systems, and the role of the administrative and court interpreter within it. This course continues the study of vocabulary for the legal system. Intensive practice of the techniques of simultaneous and consecutive interpretation and translation of documents is continued with the needs of both the administrative hearing and court interpreter being addressed. May be taken two times for credit. (AA, CSU, UC)

### **FLSPN 51 INTRODUCTORY CONVERSATIONAL SPANISH FOR PERSONAL AND PROFESSIONAL USE (3)**

Class Hours: 3 lecture CR/NC  
 Strongly Recommended Preparation: ENG 51A or equivalent.  
 FLSPN 51 presents the essentials of grammar with an emphasis on communication for personal or professional use. Practice is designed to focus on specific vocabulary needs according to profession or personal need. May be taken two times for credit. (AA)

### **FLSPN 52 ELEMENTARY CONVERSATIONAL SPANISH FOR PERSONAL AND PROFESSIONAL USE (3)**

Class Hours: 3 lecture CR/NC  
 Prerequisite: FL SPN 51 or equivalent.  
 Strongly Recommended Preparation: It is also recommended that the student repeat FLSPN 51 if more than one semester has elapsed since FLSPN 51 was taken.  
 FLSPN 52 builds upon FLSPN 51 and introduces further essentials of grammar with an emphasis on oral practice to

develop skill in communication for personal or professional use. Practice is designed to focus on specific vocabulary needs by expanding the vocabulary of the previous course in specific areas that address professional or personal need. May be taken two times for credit. (AA)

### **FLSPN 53 INTERMEDIATE CONVERSATIONAL SPANISH FOR PERSONAL AND PROFESSIONAL USE (3)**

Class Hours: 3 lecture CR/NC  
 Prerequisite: FLSPN 52 or equivalent.  
 Strongly Recommended Preparation: It is also recommended that the student repeat FLSPN 52 if more than one semester has elapsed since FLSPN 52 was taken.  
 FLSPN 53 builds upon FLSPN 51 and FLSPN 52 and introduces further essentials of grammar with an emphasis on oral practice to develop skill in communication for personal or professional use. Practice is designed to focus on specific vocabulary needs by expanding the vocabulary of the previous course in specific areas that address professional or personal need. May be taken two times for credit. (AA)

### **FLSPN 54 ADVANCED CONVERSATIONAL SPANISH FOR PERSONAL AND PROFESSIONAL USE (3)**

Class Hours: 3 lecture CR/NC  
 Prerequisite: FL SPN 53 or equivalent.  
 Strongly Recommended Preparation: It is also recommended that the student repeat FLSPN 53 if more than one semester has elapsed since FLSPN 53 was taken.  
 FLSPN 54 continues presentation of the essentials of grammar with an emphasis on oral practice to develop skill in communication for personal or professional use. Practice is designed to focus on specific vocabulary needs according to profession or personal need. May be taken two times for credit. (AA)

### **FLSPN 30/60 EXPERIMENTAL COURSE**

### **FLSPN 49/99 DIRECTED STUDY (1-2)**

## **GEOGRAPHY**

### **GEOG 1 PHYSICAL GEOGRAPHY (4)**

Class Hours: 3 lecture, 3 laboratory B1, B3  
 Strongly Recommended Preparation: ENG 51A or equivalent.  
 Geography 1 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. (AA, CSU, UC)

**GEOG 2A WORLD REGIONAL GEOGRAPHY I (3)**

Class Hours: 3 lecture

D5, D6

Strongly Recommended Preparation: ENG 51A or equivalent. Geography 2A 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 2A covers Europe, Russia and the former Soviet Republics, North America, and South America. (AA, CSU, UC) (This course is recommended for prospective or current elementary and secondary teachers.)

**GEOG 2B WORLD REGIONAL GEOGRAPHY II (3)**

Class Hours: 3 lecture

D5, D6

Strongly Recommended Preparation: ENG 51A or equivalent. Geography 2B is a systematic examination of five major world regions. Special emphasis is given to basic geographic concepts as they apply to physical, economic, and human patterns. Geography 2B covers North Africa and the Middle East, Asia, sub-Saharan Africa, Middle America, and the Pacific. (AA, CSU, UC) (This course is recommended for prospective or current elementary and secondary teachers.)

**GEOG 3 CULTURAL GEOGRAPHY (3)**

Class Hours: 3 lecture

CAN GEOG 4, C2, D5

Geography 3 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. (AA, CSU, UC) (The course is recommended for students planning to teach.)

**GEOG 4 INTRODUCTION TO GEOGRAPHIC INFORMATION SYSTEMS (GIS) (4)**

Class Hours: 3 lecture, 3 laboratory

Strongly Recommended Preparation: ENG 51A or equivalent. Geography 4 provides an in-depth introduction to the fundamentals of Geographic Information Systems (GIS). Concepts covered include history of maps, scales, coordinate systems, and computer cartographic design and layouts. Ap-

plications of GIS technology used in science, business, and government will be presented. This course will feature extensive hands-on experiences in working with spatial data, map features and attributes, and manipulation of data bases, and the presentation of data as professional quality maps using Arc View software. (AA, CSU, UC)

**GEOG 10 GEOGRAPHY OF URBAN LOS ANGELES (1)**

Class Hours: 2 lecture, 46 laboratory CR/NC

Geography 10 is a one-unit field course with a focus on the problems, promise and 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. (AA, CSU)

**GEOG 11 DEATH VALLEY FIELD COURSE (1)**

Class Hours: 2 lecture, 46 laboratory CR/NC

Strongly Recommended Preparation: Hiking skills

Geography 11 is a one (1) unit 2 hour lecture, 46 lab field course. It is estimated that the course will require the student to spend \$100.00 during the field experience. The course will focus on the geography (physical and human), geological features and history of the Trans-sierra region. Specifically the Mojave Desert and Death Valley. (AA, CSU)

**GEOG 12 GRAND CANYON FIELD COURSE (1)**

Class Hours: 2 lecture, 46 laboratory CR/NC

Strongly Recommended Preparation: Hiking skills

Geography 12 is a one (1) unit 2 hour lecture, 46 lab field course. It is estimated that the course will require the student to spend \$125.00 during the field experience. The course will focus on the geography (physical and human), geological features and history of the Colorado Plateau Region. Specifically Zion and Grand Canyon National Parks. (AA, CSU)

**GEOG 13 SAN FRANCISCO URBAN GEOGRAPHY FIELD COURSE (1)**

Class Hours: 3 lecture, 44 laboratory CR/NC

Geography 13 is a one-unit field course with a focus on the problems and patterns of the San Francisco Bay area. The emphasis is on topics such as the economy, transportation, recreation, the arts, housing, ethnic neighborhoods and other characteristics indigenous to the region. (AA, CSU)

**GEOG 18 GEOGRAPHY OF CALIFORNIA (3)**

Class Hours: 3 lecture

D1, D5, D6

Strongly Recommended Preparation: ENG 51A or equivalent. Geography 18, through lectures and field trips, provides an opportunity to study the physical and cultural regions of California and their relationships. Emphasis is on the geographic factors that will broaden a student's knowledge of the

California environment. (AA, CSU, UC) (This course should be of particular interest and value to prospective or current elementary and secondary teachers.)

## **GEOG 30/60 EXPERIMENTAL COURSES**

### **GEOG 49/99 DIRECTED STUDY (1-2)**

### **GEOG 51 MODERN GEOGRAPHY (3)**

Class Hours: 3 lecture

Geography 51 is a general education social science course which uses the geographic approach or perspective to study a group of contemporary problems (energy, planning, population, hunger, international relations, etc.). The issues begin at the local scale and proceed towards a global perspective. The topics are designed to give the students as many 'hands on' activities as possible and to emphasize basic skills of writing, reading, library skills, map reading and mathematics. This approach stresses geography concepts through a wide variety of classroom activities and exercises, including a number of field trips. (AA)

### **GEOG 59 GEOGRAPHY FIELD EXPERIENCE (0.5-1)**

Class Hours: 1 lecture, 23 laboratory or 1 lecture, 46 laboratory CR/NC

Geography 59 is a short-term course designed primarily for the non-traditional student, and is built around a series of one-day field trips. Examples: Yosemite, Sequoia National Park, the Delta, etc. (AA) (This course may be taken for a maximum of one unit for degree credit).

## **GEOLOGY**

### **GEOLOG 1 PHYSICAL GEOLOGY (4)**

Class Hours: 3 lecture, 3 laboratory

CAN GEOL 2, B1, B3

Strongly Recommended Preparation: High school chemistry or CHEM 2A.

Geology 1 is an introduction to the physical and chemical forces active on the earth, including a survey of minerals, rocks, vulcanism, geomorphology, and structural geology. Also covered are the agents of weathering, erosion, earthquakes, the earth's interior, glaciation, oceans, rock mobility, metamorphism, sedimentation, and the formation of economic mineral deposits. (AA, CSU, UC)

### **GEOLOG 3 HISTORICAL GEOLOGY (4)**

Class Hours: 3 lecture, 3 laboratory

CAN GEOL 4, B1, B3

Strongly Recommended Preparation: GEOLOG 1 or PHYS SCI 1. Geology 3 is the study of the origin and history of the earth, the formation of the continents and oceans and the changes they have experienced, the history and distribution of rock formations and mountains, fossils as aids to the dating of rocks,

geological time, and the development of living things. Field trips are required. (AA, CSU, UC)

### **GEOLOG 10 GEOLOGY FIELD COURSE GENERAL (1)**

Class Hours: 2 lecture, 46 laboratory CR/NC

Geology 10 is one in a series of week-long field trips to areas of geological interest, including but not limited to Death Valley, Grand Canyon, and Yosemite National Park. Emphasis is on the geologic aspects of the natural earth around us and how an understanding of geologic principles is obtained. (AA, CSU) May be taken three times for credit.

### **GEOLOG 11 DEATH VALLEY FIELD COURSE (1)**

Class Hours: 2 lecture, 46 laboratory CR/NC

Geology 11 is a week-long field course with emphasis upon the unique geologic setting of the Mojave Desert and Death Valley. (AA, CSU)

### **GEOLOG 12 GRAND CANYON FIELD TRIP (1)**

Class Hours: 2 lecture, 46 laboratory CR/NC

Geology 12 is a week-long field course to the Colorado Plateau and specifically to the Grand Canyon. Emphasis is upon the geologic setting of strata ranging from the Precambrian Era to the present. (AA, CSU)

### **GEOLOG 20 CONTEMPORARY TOPICS IN GEOLOGY (2)**

Class Hours: 1 lecture, 3 laboratory CR/NC

Geology 20 is a discussion of topics in the field of geology which are of general interest. Subjects to be covered may include: seismology (earthquakes), plates of the earth's crust, identification of common minerals, and geology of the planets in the solar system. Other topics may be covered according to student demand. (AA, CSU, UC)

## **GEOLOG 30/60 EXPERIMENTAL COURSES**

### **GEOLOG 49/99 DIRECTED STUDY (1-2)**

## **GUIDANCE STUDIES**

### **GS 61 CONTENT AREA SUPPORT (0.5-1)**

Class Hours: 3 laboratory

Guidance Studies 61 is intended primarily for students with learning or other disabilities. The aim of this course is to assist students in mastering skills for success in their academic and vocational classes. Students will practice and apply GS 61 course content to their assignments from their academic or vocational classes. (AA)

## **HEALTH EDUCATION**

### **HS 15X COOPERATIVE WORK EXPERIENCE (PARALLEL PLAN) (1-4)**

### **HS 15XY COOPERATIVE WORK EXPERIENCE (ALTERNATE PLAN) (1-8)**

### **HE 35 PERSONAL HEALTH AND HYGIENE (3)**

Class Hours: 3 lecture

E1, CR/NC

Health Education 35 is a contemporary course which will promote desirable health attitudes and practices. Topics considered will include: mental and emotional health, stress, nutrition, fitness, sexuality, communicable diseases, cancer, drug and alcohol abuse, death and dying, and tobacco use. (AA, CSU, UC)

## HEAVY EQUIPMENT

### HVYEQUIP50 HEAVY EQUIPMENT OPERATION (8.5)

Class Hours: 82 lecture hours for 4.5, 215 lab hours for 4.0

Heavy Equipment 50 includes instruction in heavy equipment operator safety; types of equipment; basic surveying (engineering skills), including laser equipment; basic welding; employee-employer relationships and job placement skills. Operation and maintenance of equipment will include dozers, backhoes, scrapers, dump truck, loaders and motorgraders. (AA)

### HVYEQUIP 30/60 EXPERIMENTAL COURSES

## HISTORY

### HIST 4A WESTERN EUROPE TO 1700 (3)

Class Hours: 3 lecture

CAN HIST 2, C2, D6

Strongly Recommended Preparation: ENG 51A or equivalent

History 4A is the study of European history to 1700, emphasizing Western Europe and its contribution to the American settlement. (AA, CSU, UC)

### HIST 4B WESTERN EUROPE FROM 1700 (3)

Class Hours: 3 lecture

C2, D6

Strongly Recommended Preparation: ENG 51A or equivalent  
History 4B is the study of European history from 1700 to the present. (AA, CSU, UC)

### HIST 17A HISTORY OF THE U.S. 1492-1877 (3)

Class Hours: 3 lecture

CAN HIST 8, CAN HIST SEQ B D2, D3, D5, D6

Prerequisite: ENG 51A or equivalent

History 17A covers the social, political, economic and physical development of the United States of America from the discovery by Columbus to the end of Reconstruction. This course satisfies, in part, the American history and institutions requirements for CSU. (AA, CSU, UC)

### HIST 17B HISTORY OF THE U.S. 1865 TO PRESENT (3)

Class Hours: 3 lecture

CAN HIST 10, CAN HIST SEQ B D2, D3, D5, D6

Prerequisite: ENG 51A or equivalent

History 17B covers the social, political, economic and physical development of the United States of America from the end of the Civil War to the present time. This course satisfies, in part, the American history and institutions requirements for CSU.

(AA, CSU, UC)

### HIST 18 HISTORY OF CALIFORNIA (3)

Class Hours: 3 lecture

D2, D5, D6

Strongly Recommended Preparation: ENG 51A or equivalent

History 18 is a survey of the discovery, exploration, and settlement of California through the Spanish, Mexican, and American periods to the present. (AA, CSU, UC)

### HIST 30/60 EXPERIMENTAL COURSES

### HIST 49/99 DIRECTED STUDY (1-2)

## HOTEL, RESTAURANT, & CASINO MANAGEMENT

### HRCM 1 INTRODUCTION TO HOSPITALITY (3)

Class Hours: 3 lecture

CR/NC

Advisory: Math 101 and English 101B

HRCM 1 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. (AA,CSU)

### HRCM 61A ADVANCED MINI-BACCARAT / MIDI BACCARAT / BACCARAT DEALING (2)

Class Hours: 1 lecture 1 lab CR/NC

Advisory: Math 101 and English 101B

HRCM 61A is an introductory course in dealing Mini-Baccarat (Midi-Baccarat or Baccarat as appropriate). It describes the basic rules and fundamentals of Mini-Baccarat (Midi-Baccarat or Baccarat as appropriate). Hands-on practice and instruction is provided in the rules and fundamentals of Mini-Baccarat using casino tables and equipment.

### HRCM 61B ADVANCED POKER DEALING (2)

Class Hours: 1 lecture 1 lab CR/NC

Advisory: Math 101 and English 101B

HRCM 61B is an advanced course in dealing casino poker games of all types. The main focus is on Seven-Card-Stud, Texas Hold'em, Omaha and Omaha 8. Hands-on practice and instruction is provided in dealing poker games using casino tables and equipment.

**HRCM 61C ADVANCED BLACKJACK DEALING (2)**

Class Hours: 1 lecture 1 lab CR/NC

Advisory: Math 101 and English 101B

HRCM 61C is an advanced course in dealing casino Blackjack. Hands-on practice and practice and instruction is provided in dealing Blackjack using casino tables and equipment.

**HRCM 62A CAREER SUCCESS AND JOB RETENTION SKILLS (.5)**

Class Hours: 9 lecture (1-9 weeks) CR/NC

HRCM 62A 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.

**HRCM 62B WORKPLACE COMMUNICATION SKILLS (.5)**

Class Hours: 9 lecture (1-9 weeks) CR/NC

HRCM 62B focuses on the importance of effective communication in the workplace. Topics include discussion of the four components essential to communication (sender, medium, message, and receiver), barriers to effective communication, and procedures and regulations governing catering and beverage service operations.

**HRCM 62C BUILDING CONFIDENCE AND WORKING WITH THE PUBLIC (.5)**

Class Hours: 9 lecture (1-9 weeks) CR/NC

HRCM 62C 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.

**HRCM 62D GUEST RELATIONS AND CUSTOMER SERVICE (.5)**

Class Hours: 9 lecture (1-9 weeks) CR/NC

HRCM 62D 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.

**HUMANITIES****HUM 1 INTRODUCTION TO WESTERN CULTURE (3)**

Class Hours: 3 lecture

C2

Strongly Recommended Preparation: ENG 1A or equivalent  
Humanities 1 is a survey course dealing with the development of religion, art, literature, drama, music, architecture, philosophy, and "cultural achievements," of the western tradition, with special emphasis upon their historical context. (AA, CSU, UC)

**HUM 22 INTRODUCTION TO COMPARATIVE RELIGION (3)**

Class Hours: 3 lecture

C2

Strongly Recommended Preparation: ENG 1A or equivalent  
Humanities 22 is a historical and comparative survey of the development of religious ideas out of mankind's origins. Special emphasis is given to primitive and ancient beliefs, Hinduism, Buddhism, Judaism, Christianity and Islam. (AA, CSU, UC), (This course will occasionally meet at off campus locations and the student will be responsible for arranging his/her own transportation to those locations.)

**HUM 30/60 EXPERIMENTAL COURSES****HUM 49/99 DIRECTED STUDY (1-2)****INDUSTRIAL TECHNOLOGY****IT 30/60 EXPERIMENTAL COURSES****IT 49/99 DIRECTED STUDY (1-2)****IT 50 SAFETY AND HAZARDOUS MATERIALS (1)**

Class Hours: 2 lecture (9 weeks)

Industrial Technology 50 is a study of safety aspects of vocational classes, vocational jobs, and general safety in the

shop and at home. Hazardous materials safety and handling are also included in the course. The course is designed to cover a large variety of safety concerns, but is not designed to be a substitute for operators manuals or training on specific equipment or machines. (AA)

### **IT 55 TRANSMISSION AND DRIVE TRAIN SERVICE (3)**

Class Hours: 2 lecture, 4 laboratory  
Industrial Technology 55 is a study of the repair, maintenance, and trouble shooting of automotive and light truck powertrains. This is to include manual transmissions, differentials, drivelines, and transaxle systems. May be taken two times for credit. (AA)

## **INTERDISCIPLINARY STUDIES**

### **IS 1 COLLEGE SUCCESS (2)**

Class Hours: 2 lecture  
Interdisciplinary Studies 1 is designed to assist students to obtain skills and knowledge necessary to reach their educational objectives. Topics to be covered include orientation to college, motivation, memory development, study skills and techniques, question-asking skills, introduction to career-life planning, skills for dealing with personal issues that face many college students, including self-esteem, and an introduction to computer literacy. (AA, CSU)

### **IS 2 CAREER PLANNING (1)**

Class Hours: 2 lecture (9 weeks)  
Strongly Recommended Preparation: ENG 51A or equivalent.  
Interdisciplinary Studies 2 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. (AA, CSU)

### **IS 7 STUDENT LEADERSHIP DEVELOPMENT (2)**

Class Hours: 1 lecture, 3 laboratory CR/NC  
Interdisciplinary Studies 7 is a course designed for the development of leadership skills. Students will serve as officers on the Associated Student Body Council, student clubs, cheer squad or as representatives on campus-wide committees. Emphasis will be placed on participation in governing and organizational operations of specific college groups. Students will learn effective planning, personal and professional leadership skills, organizational structure and conducting meetings using parliamentary procedure. May be taken four times for credit. (AA, CSU)

## **JOURNALISM**

### **JOURN 21 BASIC PHOTOGRAPHY (4)**

Class Hours: 3 lecture, 3 laboratory CR/NC  
Journalism 21 provides study in the basic techniques of the theory and application of photography. Topics include camera description and use, picture taking, film processing, and

printmaking. The class is designed for black and white photography only. Some basic techniques of photographic composition are studied. (AA, CSU, UC)

### **JOURN 22 ADVANCED PHOTOGRAPHY (3)**

Class Hours: 2 lecture, 3 laboratory CR/NC  
Prerequisite: JOURN 21.

Journalism 22 studies the skills of the photographic field as applied in the various professional levels. Photographic composition and lighting control are examined in detail. The processing of color film and prints is discussed. (AA, CSU)

### **JOURN 30/60 EXPERIMENTAL COURSES**

### **JOURN 40 INTRODUCTION TO MASS COMMUNICATIONS (3)**

Class Hours: 3 lecture  
D7, CR/NC

Journalism 40 is designed to provide the student with an overview of each of the mass media's print, broadcast, film; their characteristics, functions, structure and support; and the related institutions, such as advertising and public relations. Students will be taught to appreciate the value of free and responsible mass media to a democratic society by analyzing modern mass media with reference to their evolution. The class will acquaint the student with the nature of contemporary American journalism by introducing him/her to the scope of present-day journalism and to the dominant theories of communication and the influences of the media in today's complex society. (AA, CSU, UC)

### **JOURN 49/99 DIRECTED STUDY (1-2)**

## **MATH**

### **MATH 1A INTRODUCTION TO CALCULUS (5)**

Class Hours: 5 lecture  
CAN MATH 18, CAN MATH SEQ B B4  
Prerequisite: MATH 15 or equivalent

Math 1A covers the intuitive treatment and formal definitions, evaluation, computation and application of limits, continuity, derivatives, and basic integrals. (AA, CSU, UC)

### **MATH 1B CALCULUS WITH APPLICATIONS (5)**

Class Hours: 5 lecture  
CAN MATH 20, CAN MATH SEQ B B4  
Prerequisite: MATH 1A or equivalent

Math 1B is concerned with finding derivatives of inverse functions, L'Hopital's Rule, techniques of integration, volumes of solids of revolution, lengths of curves, work, hydro-

static forces, areas in polar coordinates, convergence and divergence of series and the Taylor Series. (AA, CSU, UC)

### **MATH 2A MULTIVARIATE CALCULUS (4)**

Class Hours: 4 lecture

CAN MATH 22, CAN MATH SEQ C B4

Prerequisite: MATH 1B

Math2A is concerned with three-dimensional vectors, lines and planes, vector-valued functions, partial derivatives, multiple integrals and calculus of vector fields. (AA, CSU, UC) (Please Note: This course is offered infrequently. Check the two-year schedule in the back of the catalog).

### **MATH 2B DIFFERENTIAL EQUATIONS (4)**

Class Hours: 4 lecture

CAN MATH 24, CAN MATH SEQ C B4

Prerequisite: MATH 2A or equivalent

Math 2B is the study of first-order linear differential equations and their applications in science and engineering, linear differential equations of higher order, applications of second-order differential equations to vibrational models, differential equations with variable coefficients, Laplace transformations, and systems of linear differential equations. (AA, CSU, UC) (Please Note: This course is offered infrequently. Check the two-year schedule in the back of the catalog).

### **MATH 10A STRUCTURE & CONCEPTS IN MATHEMATICS I (3)**

Class Hours: 3 lecture

Prerequisite: MATH 63 or equivalent

Math 10A is designed for prospective elementary school teachers. The course covers the development of real numbers including integers, rational and irrational numbers, computation, prime numbers and factorizations, and problem solving strategies. This class does not satisfy G.E. math requirement for non-Liberal Studies at CSU Fresno. (AA, CSU)

### **MATH 15 PRECALCULUS (5)**

Class Hours: 5 lecture

CAN MATH 16 B4

Prerequisite: MATH 63 or equivalent.

Math15 is an intensive course covering those topics traditionally found in the separate courses of trigonometry and college algebra. This course will include an in-depth analysis and application of linear, quadratic, polynomial, rational, exponential, logarithmic, trigonometric functions and their graphs, systems of equations, and analytic geometry. (AA, CSU, UC)

### **MATH 25 INTRODUCTION TO STATISTICS (3)**

Class Hours: 3 lecture

CAN STAT 2, B4

Strongly recommended preparation: MATH 63 or equivalent

Math 25 is an introduction to the study of modern statistics. The topics cover frequency distributions, measures of location, measure of variation, permutations, combinations, prob-

ability, mathematical expectation, continuous and discrete probability distributions, sampling and sampling distributions, inferences about means, standard deviations, proportions and regression. (AA, CSU, UC)

### **MATH 30/60 EXPERIMENTAL COURSES**

#### **MATH 45 CONTEMPORARY MATH (3)**

Class Hours: 3 lecture

B4

Prerequisite: MATH 63 or equivalent

Math 45 is a college level liberal arts mathematics course surveying a collection of topics including Management Science, Social Choice, Statistics, and Growth and Symmetry. (Satisfies CSU Fresno Gen. Ed. CORE, Quantitative Reasoning). (AA, CSU, UC)

#### **MATH 49/99 DIRECTED STUDY (1-2)**

#### **MATH 61 ELEMENTARY ALGEBRA (5)**

Class Hours: 5 lecture

CR/NC

Prerequisite: MATH 101 or equivalent

Math 61 is a 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. (AA)

#### **MATH 63 INTERMEDIATE ALGEBRA (5)**

Class Hours: 5 lecture

CR/NC

Prerequisite: MATH 61 or equivalent

Math 63 is a second course in a two semester sequential elementary and intermediate algebra program. Topics for intermediate algebra include factoring, solving quadratic equations and inequalities, roots and radicals, integer and rational exponents, graphing parabolas and circles, functions, and scientific notation. (AA)

#### **MATH 64 ELEMENTARY AND INTERMEDIATE ALGEBRA (5)**

Class Hours: 5 lecture

CR/NC

Prerequisite: MATH 61 or equivalent

Math 64 is the intensive coverage of elementary and intermediate algebra in one semester. This course is designed for students who have had one year of high school algebra or



equivalent and have a facility for learning math. This course will satisfy the intermediate algebra requirement for any transfer level math course. (AA)

### **MATH 75 ADAPTIVE MATHEMATICS (1.5-1)**

Class Hours: 3 laboratory

Math 75 is designed, primarily, for students with learning disabilities. It covers the fundamentals of mathematics including whole numbers and the operations, addition, subtraction, multiplication and division. Mathematical concepts will be taught in the context of life skills development. May be taken as many times as needed to meet objective. (AA)

### **MATH 87 MATHEMATICS FOR LIFE (3)**

Class Hours: 3 lecture

Math 87 consists of a quick review of common fractions, decimals, and percents; consumer applications, basic operations of algebra; simple equations; formula manipulation; and basic facts and formulas from geometry. (Students who have received credit for Math 61, will not be granted units for this course). (AA)

### **MATH 101 BASIC COLLEGE MATHEMATICS (1-3)**

Class Hours: 2 lecture, 3 laboratory CR/NC ONLY  
Variable credit: 1-3 (6 maximum)

Math 101 is a computer assisted course providing comprehensive coverage of basic computational skills and their applications. The topics (or modules) covered will include whole numbers, fractions, decimals, percents, measurement and pre-algebra. (NDA) May be taken four times for credit.

## **MUSIC**

### **MUS 1A BEGINNING CLASS PIANO (1)**

Class Hours: 3 laboratory CR/NC

Music 1A is functional piano for the adult beginner. The course includes keyboard orientation, music reading, keys, scales, chord structures, improvisation, and the development of technical skills. (AA, CSU, UC)

### **MUS 1B ELEMENTARY CLASS PIANO (1)**

Class Hours: 3 laboratory CR/NC

Prerequisite: MUS 1A.

Music 1B is functional piano for the adult beginner. The course includes keyboard orientation, music reading, keys, scales, chord structures, improvisation, and the development of technical skills. Emphasis is on further development of skills learned in Music 1A, including appropriate literature as assigned. (AA, CSU, UC)

### **MUS 2A INTERMEDIATE CLASS PIANO (1)**

Class Hours: 3 laboratory CR/NC

Strongly Recommended Preparation: MUS 1B or equivalent. Music 2A is a continuation of basic keyboard skills with greater emphasis on individual performance, technique, musicianship, and keyboard repertory. (AA, CSU, UC)

### **MUS 2B DEVELOPING CLASS PIANO (1)**

Class Hours: 3 laboratory CR/NC

Prerequisite: MUS 2A.

Music 2B is a continuation of basic keyboard skills with greater emphasis on individual performance, technique, musicianship, and keyboard repertory. Playing techniques requiring expanded use of full piano keyboard will be explored. (AA, CSU, UC)

### **MUS 2C ADVANCED CLASS PIANO (1)**

Class Hours: 3 laboratory CR/NC

Prerequisite: MUS 2B.

Music 2C is a continuation of basic keyboard skills with greater emphasis on individual performance, technique, musicianship, and keyboard repertory. Playing techniques requiring expanded use of full piano keyboard will be explored. Literature from the baroque, classical and modern periods of music will be studied. (AA, CSU, UC)

### **MUS 2D SKILLED CLASS PIANO (1)**

Class Hours: 3 laboratory CR/NC

Prerequisite: MUS 2C.

Music 2D is a continuation of basic keyboard skills with greater emphasis on individual performance, technique, musicianship, and keyboard repertory. Playing techniques requiring expanded use of full piano keyboard will be explored. Advanced literature and techniques studies will be emphasized. (AA, CSU, UC)

### **MUS 17A BEGINNING GUITAR (1)**

Class Hours: 3 laboratory CR/NC

Music 17A is class study of beginning guitar. The acoustic folk and classical-style guitar will be studied. (Students interested in electrical guitar can very readily make the transfer after acquiring the basics in this course.) The class is designed for beginners who wish to learn to play simple folk song accompaniments and learn the rudiments of the classical guitar technique. Included in the course will be folk singing and playing, correct posture and technique, music and guitar notation, chords, strums and arpeggios, apoyando and tirando strokes, scales, etudes and guitar pieces. (AA, CSU, UC)

### **MUS 17B ELEMENTARY GUITAR (1)**

Class Hours: 3 laboratory CR/NC

Prerequisite: MUS 17A or teacher evaluation.

Music 17B is the elementary level of guitar instruction covering folk and classical style. For advanced technique, more complex chords, strokes, and etudes will be studied. Guitar related harmony for chord construction will also be taught. Famous compositions of the master guitar composers will be studied at the elementary level. (AA, CSU, UC)

### **MUS 17C INTERMEDIATE GUITAR (1)**

Class Hours: 3 laboratory CR/NC

Prerequisite: MUS 17B or teacher evaluation.

Music 17C is an intermediate level of guitar instruction, covering folk and classical style. For advanced technique, more complex chords, strokes, and etudes will be studied. Guitar

related harmony for chord construction will also be taught. Famous compositions of the master guitar composers will be studied at the intermediate level. (AA, CSU, UC)

### **MUS 17D ADVANCED GUITAR (1)**

Class Hours: 3 laboratory CR/NC

Prerequisite: MUS 17C or teacher evaluation.

Music 17D is the advanced guitar class, covering folk and classical style. For advanced technique, more complex chords, strokes, and etudes will be studied. Guitar related harmony for chord construction will also be taught. Famous compositions of the master guitar composers will be studied at the advanced level. (AA, CSU, UC)

### **MUS 30/60 EXPERIMENTAL COURSES**

### **MUS 42 MUSIC APPRECIATION (3)**

Class Hours: 3 lecture

C1

Music 42 is designed to enable the student to appreciate and understand what is going on in pieces of music. The course will cover music from various tribes, many countries, and many periods in musical history. (AA, CSU, UC)

### **MUS 49/99 DIRECTED STUDY (1-2)**

### **MUS 52 INTRODUCTION TO MUSIC (3)**

Class Hours: 3 lecture CR/NC

Music 52 is designed to enable the student to appreciate and understand what is going on in pieces of music. The course will cover music from various tribes, many countries, and many periods in musical history. (AA)

## **NON-CREDIT COURSES**

### **NC 100 SUPERVISED TUTORING (0)**

Class Hours: 90 maximum hours arranged

NC 100 is a non-credit course which provides tutoring assistance to increase the probability of a student's successfully completing his or her educational objectives. Hours will vary depending upon individual student needs. Tutoring will be done in a Learning Resource Center. (NDA)

### **NC 154 PARENTING (0)**

Class Hours: 3 lecture

NC 154 is a non-transfer course which presents a background for understanding parent-child relationships in the changing social environment; explores various methods of child rearing; and gives help and practical ideas to parents and those who deal

with young people. (NDA)

### **NC 157 FITNESS FOR LIFE (0)**

Class Hours: 3 laboratory

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. (NDA)

### **NC 160 GENERAL EDUCATIONAL DEVELOPMENT (0)**

Class Hours: 3 lecture

NC 160 is a course to prepare students who have not graduated from high school for the General Education Development test, which is the equivalent of a high school diploma. (NDA)

### **NC 171 VESL/TRUCK DRIVING (0)**

Class Hours: 2 laboratory

Prerequisite: Concurrent enrollment in DT 90.

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-a-round inspection portion of the DMV tests which must be taken in English. (NDA)

## **NUTRITION**

### **NUT 1 BASIC NUTRITION (3)**

Class Hours: 3 lecture

CAN HEC 2, E1

Nutrition 1 stresses the basic dietary needs for physical fitness and incorporated body function and nutrient function. The course may be used as an elective for students majoring in physical education, recreation, science, or home economics. In addition, the course may be of interest to anyone seeking general information about nutrition. (AA, CSU, UC)

## **PERFORMING ARTS**

### **PA 1 INTRODUCTION TO THEATER (3)**

Class Hours: 3 lecture

Strongly Recommended Preparation: ENG 51A. or equivalent  
Performing Arts 1 is a survey of major dramatic forms and works for theater. Areas to be covered include the purpose of theater, major historical literary periods and their relationships to the socio-economic and political issues of their times, a behind-the-scenes look at play production, multi-cultural contributions to Western theater, and contemporary trends. Lectures will be combined with play reading and viewing of video taped scenes. (AA, CSU, UC)

### **PA 3 FILM APPRECIATION (3)**

Class Hours: 3 lecture

C1, CR/NC

Performing Arts 3 looks at the cinema as a 20th century art form. Students will view historically and artistically significant films in class and learn how to critique them. Students will also

develop an understanding of both the artistic and technical aspects of film, as well as the business and politics of the film industry. (AA, CSU, UC)

### **PA 6 TOURING THEATER (3)**

Class Hours: 9 laboratory

Strongly Recommended Preparation: PA 14

Performing Arts 6 provides experience in touring thematic educational productions for elementary, high school, and public performance. Students will gain experience in mounting a traveling production and making dramatic educational presentations in a variety of settings. Students will assist in developing scripts: acting, dancing, singing, and fulfill crew assignments. (AA, CSU, UC)

### **PA 14 FUNDAMENTALS OF ACTING (3)**

Class Hours: 3 lecture

Performing Arts 14 is designed to introduce the novice actor to the theater. With emphasis on personal and artistic growth in a supportive environment, the students 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 reading. The course will also include theater games and a backstage tour of the West Hills College Theater facility. (AA, CSU, UC)

### **PA 21 PLAY PRODUCTION (1-3)**

Class Hours: Laboratory hours - 54 hrs. for 1 unit; 108 hrs. for 2 units; and 162 hrs. for 3 units

Performing Arts 21 is the rehearsal and presentation of a serious dramatic play before a public audience. Students will specialize in either acting or technical theater, working with the director and designers to create a production/performance team. May be taken four times for credit for a maximum of 12 units. (AA, CSU, UC)

### **PA 22 THEATER WORKSHOP (4)**

Class Hours: 6 lecture, 18 laboratory (6 weeks, Summer only)

Performing Arts 22 is the presentation of a full length production before a public audience. Students will learn work readiness skills integrated as a part of the intense disciplined rehearsal process of a dramatic production. Students will specialize in either acting, technical theater, design, costumes or public relations while working with the director and designers to create a production/performance team. This course is only offered during the summer. May be taken two times for credit for a maximum of 8 units. (AA, CSU, UC)

### **PA 23 CHICANO THEATER (3)**

Class Hours: 2 lecture, 3 laboratory

Performing Arts 23 is a form of theater which expresses the culture and identity of the Chicano through development of self expression. This course will give the student a basic introduction to the working ideology and methodology of El

Teatro Campesino. PA 23 will introduce the student to some acting techniques and Chicano/Latino dramatic works. The course will also illustrate the present reality of the Chicano way of life throughout the stage production. May be taken two times for credit. (AA, CSU, UC)

### **PA 25 THEATER DANCE (1)**

Class Hours: .5 Lecture, 1.5 Laboratory

Performing Arts 25 provides instruction in basic modern, jazz, and folkloric dance techniques for the performing arts. (This course satisfies, in part, the Associate Degree Physical Activity Requirement, Area E, Local District Requirements. See pg. 45). (AA, CSU, UC)

### **PA 32 STAGE/TELEVISION LIGHTING AND SOUND (3)**

Class Hours: 2 Lecture, 3 Laboratory

Strongly Recommended Preparation: ENG 51A or equivalent  
Performing Arts 32 combines the theory, techniques, and procedures necessary to develop and integrate sound and lighting to prepare plays and video productions for major public performance and/or viewing. The sound portion of the class includes sound, music, and effects in theater production, including hearing, acoustics, environment, sources, transducers, control systems, equipment, organization and planning, and laboratory experience. The lighting portion of the class includes instrument control, color, electromechanical factors and simplified design and planning, including lighting as art, design concepts; lighting plots, projections, sequential cue relationships, and lab applications. (AA, CSU)

### **PA 35 THEATER CRAFTS (3)**

Class Hours: 2 lecture, 3 laboratory

Performing Arts 35 introduces students to scene construction, materials and hardware. Students will learn painting techniques, stage lighting techniques and will gain experience in preparing plays for performance. (AA, CSU, UC)

### **PA 42A TELEVISION PRODUCTION (4)**

Class Hours: 3 lecture, 3 laboratory

Strongly Recommended Preparation: ENG 51A or equivalent  
Performing Arts 42A is an introduction to all aspects of television production. The course will combine lecture, studio experience at locations such as TV production sites, distance learning sites, and independent work. Specifically, the course will cover producing, directing, camera work, graphics, editing and writing. Students will be required to submit a complete portfolio video tape which reflects their efforts in all aspects of the course as their class project. Must be taken two time for the certificate program, but may be taken four times for credit. (AA, CSU, UC)

### **PA 42B TELEVISION PRODUCTION EDITING (4)**

Class Hours: 3 lecture, 3 laboratory

Prerequisite: PA 42A or equivalent CR/NC

Performing Arts 42B is an introduction to television production editing. It will combine lecture, studio experience at locations such as TV production sites, distance learning sites,

and independent work. Must be taken once for the certificate program. (AA, CSU)

**PA 42C Television Production Project (4)**

Class Hours: 3 lecture, 3 laboratory  
Prerequisite: PA 42B or equivalent CR/NC  
Performing Arts 42C combines lecture, studio experience at locations such as TV production sites, distance learning sites, and independent work. Students will be required to work on a specific video project for use as a portfolio video tape which reflects their efforts of a creative class project program. (AA, CSU)

**PA 44 TELEVISION WORKSHOP (4)**

Class Hours: 2 lecture, 6 laboratory  
Performing Arts 44 is designed to provide meaningful work experience for students producing and promoting a television series. The course is designed to provide "hands-on" experience in all aspects of television production. Participants will be trained in and involved with writing, directing, producing, acting, singing, dancing audio/lighting technology, videography, music scoring, advertising, art, production business, and public relations techniques. Students will rotate responsibilities to gain a variety of experiences related to the production process. The finished product will be a television series designed to air on broadcast television. May be taken two times for credit. (AA, CSU, UC)

## PHILOSOPHY

**PHIL 1 INTRODUCTION TO PHILOSOPHY (3)**

Class Hours: 3 lecture  
CAN PHIL 2, C2  
Strongly Recommended Preparation: ENG 51A or equivalent  
Philosophy 1 is a study of the principles underlying ethics, social philosophy, art, religion, epistemology, metaphysics, and science. (AA, CSU, UC)

**PHIL 2 INTRODUCTION TO LOGIC (3)**

Class Hours: 3 lecture  
CAN PHIL 6 A3, C2  
Strongly Recommended Preparation: ENG 51A or equivalent  
Philosophy 2 is the study of critical thinking, to include

inductive and deductive forms of reasoning, and informal logic relevant to evaluating arguments presented in everyday contexts. (AA, CSU, UC)

**PHIL 3 ETHICS (3)**

Class Hours: 3 lecture  
CAN PHIL 4 C2  
Strongly Recommended Preparation: ENG 51A or equivalent  
Philosophy 3 is a study of classical and contemporary ethics to aid students in clarifying their values in response to ethical concerns. (AA, CSU, UC)

## PHYSICAL EDUCATION

### ACTIVITY COURSES

Physical Education Requirements: Students under twenty-one years of age are required to complete a minimum of two classes in physical education activity totaling not less than two units while working toward an Associate degree. Intercollegiate athletics will not count toward the required courses.

A student may be exempted upon presentation of a medical excuse from a physician. A student with a physical disability should file a physician's certificate of disability each semester requesting exemption.

All physical education activity courses are open to enrollment by students of both sexes. Some physical education courses are offered for either .5 or 1 unit, depending upon the duration of the class or number of class meetings.

**PE 1 SWIMMING (1)**

Class Hours: .5 lecture, 1.5 laboratory  
CR/NC  
Physical Education 1 is designed to give instruction and practice in fundamental swimming skills, including basic strokes and survival swimming. May be taken two times for credit. (AA, CSU, UC)

**PE 1C WATER SAFETY INSTRUCTOR (2)**

Class Hours: 1 lecture, 3 laboratory CR/NC  
PE 1C is designed to teach students how to analyze swimming strokes and techniques, with emphasis on teaching methods; review life saving skills; and to provide teaching experience for instruction in public schools and other settings. Upon successful completion of this course, students are eligible to take the exam for Water Safety Instructor certification. (AA, CSU, UC)

**PE 2 ARCHERY (.5-1)**

Class Hours: .5 lecture, 1.5 laboratory CR/NC  
Physical Education 2 is designed to provide students an opportunity to develop the basic skills of the sport of archery. May be taken two times for credit. (AA, CSU, UC)

**PE 3 BADMINTON (5-1)**

Class Hours: .5 lecture, 1.5 laboratory CR/NC

Physical Education 3 is designed to provide students an opportunity to learn basic skills and knowledge of badminton. May be taken two times for credit. (AA, CSU, UC)

**PE 4 FUNDAMENTALS OF SOFTBALL (1)**

Class Hours: 1 lecture 2 lab

PE 4 is designed to provide instruction and practice in the fundamentals of softball including hitting, pitching, defensive skills, knowledge and interpretation of rules. (AA)

**PE 6 BODY CONDITIONING (1)**

Class Hours: 6 laboratory (9 weeks)

Physical Education 6 will expose the student to stretching, jump rope, lifting, running and various other skills, while working toward optimum physical conditioning. May be taken four times for credit. (AA, CSU, UC)

**PE 7 AEROBICS (5-1)**

Class Hours: 3 laboratory CR/NC

Physical Education 7 is a 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. May be taken four times for credit. (AA, CSU, UC)

**PE 8 INTERMEDIATE AEROBIC INTERVAL TRAINING (5-1)**

Class Hours: 3 laboratory CR/NC

Physical Education 8 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 muscular strength. Students will experience changes in body composition, cardiovascular endurance, and muscular strength while aiding in the prevention of injury and osteoporosis. May be taken four times for credit. (AA, CSU, UC)

**PE 9 AQUA AEROBICS (5-1)**

Class Hours: 3 laboratory CR/NC

Strongly Recommended Preparation: The ability to swim or water stride for 10 minutes or more without stopping.

Physical Education 9 is a fitness program that provides an opportunity for improvement of cardiovascular fitness, flex-

ibility and strength. May be taken four times for credit. (AA, CSU, UC)

**PE 11 GOLF (5-1)**

Class Hours: .5 lecture, 1.5 laboratory CR/NC

Physical Education 11 is designed to provide instruction and practice in the fundamentals of golf, including the swing, use of clubs, strategy, and etiquette. May be taken three times for credit. (AA, CSU, UC)

**PE 12 COMPETITIVE SWIMMING (5-1)**

Class Hours: 3 laboratory CR/NC

Strongly Recommended Preparation: Ability to swim the competitive swimming strokes and swim long distances.

Physical Education 12 is designed to emphasize breathing, body position, arm pull and kick in the four competitive swimming strokes. May be taken four times for credit. (AA, CSU, UC)

**PE 13 WALLEYBALL (5-1)**

Class Hours: 3 laboratory CR/NC

Physical Education 13 is designed to educate students in the game of Walleyball. This sport is played on a racquetball court using a spongy ball. Walleyball is a co-educational game with benefits in physical conditioning, endurance and cardiovascular fitness. May be taken four times for credit. (AA, CSU, UC)

**PE 16 JOGGING AND POWER WALKING (5-1)**

Class Hours: 3 laboratory CR/NC

Physical Education 16 involves planning, instruction, and participation in a progressive program of jogging and power walking as applied to enjoyment, health and fitness. May be taken three times for credit. (AA, CSU, UC)

**PE 17 RACQUETBALL (5-1)**

Class Hours: .5 lecture, 1.5 laboratory CR/NC

Physical Education 17 is designed to emphasize and develop basic racquetball skills and knowledge. May be taken three times for credit. (AA, CSU, UC)

**PE 18 BOWLING (5)**

Class Hours: 3 laboratory (9 weeks) CR/NC

Physical Education 18 will provide instruction in the rules, techniques, and strategies of bowling. Students will be required to pay bowling fees. May be taken four times for credit. (AA, CSU, UC)

**PE 19 ADAPTIVE PHYSICAL EDUCATION (5-1)**

Class Hours: 3 laboratory CR/NC

Prerequisite: Student must have a verifiable disability.

Physical Education 19 is designed for assessment of 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. May be taken four times for credit. (AA, CSU, UC)

**PE 20 TENNIS (.5-1)**

Class Hours: .5 lecture, 1.5 laboratory CR/NC  
Physical Education 20 is designed to provide instruction and practice in the fundamentals of tennis, including strokes, rules, and court etiquette. The course also includes instruction in basic strokes and skills necessary for the student to participate in recreational tennis. May be taken three times for credit. (AA, CSU, UC)

**PE 21 FITNESS LABORATORY (.5-1)**

Class Hours: 3 laboratory CR/NC  
Physical Education 21 is designed to emphasize proper techniques of stretching and warm-up prior to lifting, and proper use of all lifting stations. May be taken four times for credit. (AA, CSU, UC)

**PE 22 POWER VOLLEYBALL (.5-1)**

Class Hours: .5 lecture, 1.5 laboratory CR/NC  
Physical Education 22 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 an emphasis on the set, forearm pass, serve, spike, individual block, W serve-serve formation and team defense. May be taken three times for credit. (AA, CSU, UC)

**PE 23 WEIGHT TRAINING (.5-1)**

Class Hours: 3 laboratory CR/NC  
Physical Education 23 is designed for physical conditioning, with emphasis on power, strength, endurance and cardiovascular fitness. May be taken four times for credit. (AA, CSU, UC)

**PE 25A INTRODUCTORY SOCCER (.5-1)**

Class Hours: .5 lecture, 1.5 laboratory CR/NC  
Physical Education 25A is designed to teach basic running, throwing and passing skills and provide for team competition. (AA, CSU, UC)

**PE 25B INTERMEDIATE SOCCER (.5-1)**

Class Hours: .5 lecture, 1.5 laboratory CR/NC  
Physical Education 25B is designed to teach intermediate skills, strategy and team play. (AA, CSU, UC)

**PE 51 FITNESS FOR YOUTH (.5-1)**

Class Hours: 3 laboratory CR/NC  
Physical Education 51 is designed to expose students to various competitive physical education activities including swimming, soccer, basketball, volleyball, etc. Students will be taught teamwork, athletic skills, endurance and how to interact with teammates and opponents in a competitive environment. May be taken four times for credit. (AA)

**PE 52 FLEXIBILITY LAB (.5-1)**

Class Hours: 3 laboratory CR/NC  
Physical Education 52 is designed to teach students the Active-Isolated Muscle Stretching program. Students will learn that a flexible body is more efficient, enjoys more range of motion, stays balanced, is less prone to injury, and recovers from workouts quickly. Students will evaluate their own fitness level based on the Active-Isolated Stretching method. May be taken four times for credit. (AA)

## PHYSICAL EDUCATION

### Non-Activity Courses

Lecture courses do not meet the physical education activity requirement.

**PE 27 FUNDAMENTALS OF FOOTBALL (1.5)**

Class Hours: 2 lecture, 4 laboratory (9 weeks)  
Fundamentals of Football is designed to provide instruction and practice in the fundamentals of football including throwing, catching, running, blocking, and the interpretation of the rules of football. (AA, CSU)

**PE 32 FUNDAMENTALS OF BASKETBALL (1)**

Class Hours: 1 lecture, 3 laboratory (9 weeks)  
Fundamentals of Basketball 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. (AA, CSU)  
May be taken four times for credit.

**PE 34 THEORY OF FOOTBALL (1)**

Class Hours: 2 lecture (9 weeks)  
Physical Education 34 provides theory and analysis of the basic principles involved in football strategy. Fundamental techniques of offense and defense are stressed as the teaching base. (AA, CSU)

**PE 38 THEORY OF BASEBALL (1)**

Class Hours: 2 lecture (9 weeks)  
Physical Education 38 is designed for the student who wishes to learn the fundamentals skills of baseball. It will enable the student to communicate the proper fundamentals involved with throwing, fielding pitching, and batting. (AA, CSU)

**PE 40 INTRODUCTION TO PHYSICAL EDUCATION (3)**

Class Hours: 3 lecture

Physical Education 40 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. (AA, CSU, UC)

**PE 41 STANDARD FIRST AID (0.5)**

Class Hours: 9 hours lecture total CR/NC

Prerequisite: Sound health; ability to perform breathing and arm compression.

Physical Education 41 will teach the student standard first aid skills and CPR. The course will prepare participants to respond correctly in emergencies. Upon successful completion, the student will receive a certificate in CPR and Standard First Aid. (AA, CSU, UC)

**PE 43 FUNDAMENTALS OF BASEBALL (1)**

Class Hours: 6 laboratory (9 weeks) CR/NC

Physical Education 43 is designed to provide instruction and practice in the fundamentals of baseball including hitting, pitching, defensive skills, knowledge and interpretation of rules. (AA, CSU) May be taken two times for credit

**PE 44A THEORY OF BASKETBALL (1)**

Class Hours: 2 lecture (9 weeks)

Physical Education 44A is designed to give students a background in all aspects of coaching basketball. The course will cover rules, theory, fundamentals, defenses and offenses. (AA, CSU)

**PE 45A THEORY OF SOFTBALL (1)**

Class Hours: 2 lecture (9 weeks)

Physical Education 45A is designed to present a study of fundamental theories and techniques of the game of fast pitch softball. Preparation for coaching various age levels of athletes and rules of the game will be covered. (AA, CSU, UC)

**PE 45B THEORY OF VOLLEYBALL (1)**

Class Hours: 2 lecture (9 weeks)

Physical Education 45B is designed to present a study of the fundamental theories and techniques of the game of volleyball. (AA, CSU, UC)

**PE 46 CARE AND PREVENTION OF ATHLETIC INJURIES (2)**

Class Hours: 2 lecture

This course will address the immediate and temporary care and prevention of athletic injuries. The course will involve first aid, injury recognition and evaluation, taping, wrapping, and

rehabilitation. (AA, CSU, UC)

**PE 48 COMMUNITY FIRST AID AND SAFETY (1)**

Class Hours: 18 Lecture Hours - Total CR/NC

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). Material Fee: \$7.50 for certificates. (AA, CSU) May be taken four times for credit.

**PE 55 TREATMENT & REHABILITATION OF ATHLETIC INJURIES (3)**

Class Hours: 2 lecture, 3 laboratory

PE 55 provides hands-on experience in the treatment and rehabilitation of athletic injuries. This course includes injury treatment phases of tissue healing and stages of rehabilitation including therapeutic modalities. (AA)

**PE 57 CLINICAL EXPERIENCE IN SPORTS MEDICINE (3)**

Class Hours: 2 lecture, 3 laboratory

PE 57 provides hands-on experience in which the student or coach will be able to handle certain medical emergencies. Students will learn how to identify and assess an injury that may occur during an athletic event or practice. (AA)

**PE 30/60 EXPERIMENTAL COURSES****PE 49/99 DIRECTED STUDY (1-2)****INTERCOLLEGIATE SPORTS**

Participation in intercollegiate athletics does not meet the physical education activity requirement.

**PE 28A INTRODUCTORY INTERCOLLEGIATE SOFTBALL (2)**

Class Hours: 10 laboratory

Prerequisite: Medical approval from a licensed physician.

Physical Education 28A is designed to provide an introduction to competition in softball at the community college level. (AA, CSU)

**PE 28B INTERMEDIATE INTERCOLLEGIATE SOFTBALL (2)**

Class Hours: 10 laboratory

Prerequisite: PE 28A. Medical approval from a licensed physician.

Physical Education 28B is designed to provide for competi-

tion in softball at the community college level for students with previous playing experience. (AA, CSU)

**PE 29A INTRODUCTORY INTERCOLLEGIATE VOLLEYBALL (2)**

Class Hours: 10 laboratory  
Prerequisite: Medical approval from a licensed physician.  
Physical Education 29A is designed to provide competition in volleyball at the community college level. This course is for the first participation at this 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. (AA, CSU)

**PE 29B INTERMEDIATE INTERCOLLEGIATE VOLLEYBALL (2)**

Class Hours: 10 laboratory  
Prerequisite: PE 29A; Medical approval from a licensed physician.  
Physical Education 29B is designed to provide competition in volleyball at the community college level. This course is for the second and final participation at this level. Intercollegiate volleyball will develop advanced techniques and knowledge with an emphasis on the highly technical skills involved in multiple offenses and defenses. (AA, CSU)

**PE 30/60 EXPERIMENTAL COURSES**

**PE 31 INTERCOLLEGIATE BASKETBALL (1)**

Class Hours: 10 laboratory (9 weeks)  
Prerequisite: Medical approval from a licensed physician.  
Physical Education 31 is designed to provide competition in basketball at the community college level. (AA, CSU) May be taken four times for credit.

**PE 33 INTERCOLLEGIATE FOOTBALL (2)**

Class Hours: 10 laboratory  
Prerequisite: Medical approval from a licensed physician.  
Physical Education 33 provides the opportunity for students to further their football skills and utilize them in a competitive sport, competing with other colleges. (AA, CSU) May be taken two times for credit.

**PE 35 WOMEN'S INTERCOLLEGIATE SOCCER (2)**

Class Hours: 10 laboratory  
Prerequisite: Medical approval from a licensed physician.  
Physical Education 35 provides competition in women's soccer at the community college level. Intercollegiate soccer will emphasize and develop individual and team skills through

the use of intermediate and advanced techniques and knowledge. (AA, CSU) May be taken two times for credit.

**PE 36 MEN'S INTERCOLLEGIATE SOCCER (2)**

Class Hours: 10 laboratory  
Prerequisite: Medical approval from a licensed physician.  
Physical Education 36 provides competition in men's soccer at the community college level. Intercollegiate soccer will emphasize and develop individual and team skills through the use of intermediate and advanced techniques and knowledge. (AA, CSU) May be taken two times for credit.

**PE 37 INTERCOLLEGIATE BASEBALL (2)**

Class Hours: 10 laboratory  
Prerequisite: Medical approval from a licensed physician.  
Physical Education 37 provides competition in baseball at the community college level. Intercollegiate baseball will emphasize and develop individual and team skills through the use of intermediate and advanced techniques and knowledge. (AA, CSU) May be taken two times for credit.

**PE 39 WOMEN'S INTERCOLLEGIATE SWIMMING/DIVING (2)**

Class Hours: 10 laboratory  
Prerequisite: Medical approval from a licensed physician.  
Physical Education 39 provides competition in women's swimming or diving at the community college level. Intercollegiate swimming/diving will emphasize and develop individual and team skills through instruction, training, and competition. (AA, CSU) May be taken two times for credit.

**PE 42 WOMEN'S INTERCOLLEGIATE TENNIS (2)**

Class Hours: 10 laboratory  
Prerequisite: Medical approval from a licensed physician.  
Physical Education 42 provides competition in women's tennis at the community college level. Intercollegiate tennis will emphasize and develop individual and team skills through instruction, training, and competition. (AA, CSU) May be taken two times for credit.

**PE 59A INTRODUCTION TO INTERCOLLEGIATE SPORTS MANAGER (2)**

Class Hours: 6 laboratory  
Physical Education 59A is designed to provide introductory training in handling athletic equipment, training techniques, and preparing for athletic team practice and contests. (AA)

**PE 59B ELEMENTARY INTERCOLLEGIATE SPORTS MANAGER (2)**

Class Hours: 6 laboratory  
Prerequisite: PE 59A.  
Physical Education 59B is designed to provide continued training in handling athletic equipment, training techniques,



and preparing for athletic team practice and contests. This course is for students with limited experience in being a sports manager. (AA)

### **PE 59C INTERMEDIATE INTERCOLLEGIATE SPORTS MANAGER (2)**

Class Hours: 6 laboratory  
Prerequisite: PE 59B.

Physical Education 59C is designed to provide additional experience in handling athletic equipment, training techniques, and preparing for athletic team practice and contests. (AA)

### **PE 59D ADVANCED INTERCOLLEGIATE SPORTS MANAGER (2)**

Class Hours: 6 laboratory  
Prerequisite: PE 59C.

Physical Education 59D is designed to provide advanced experience in handling athletic equipment, training techniques, and preparing for athletic team practice and contests. This course is for students with extensive experience as sports managers. (AA)

## **PHYSICAL SCIENCE**

### **PHY SCI 1 SURVEY OF THE PHYSICAL SCIENCES (4)**

Class Hours: 3 lecture, 3 laboratory  
B1, B3

Physical Science 1 is a general study of physical principles that operate throughout the universe, including a brief integrated study of force, motion energy, electricity, light, structure of the atom, interaction of matter, and study of the earth, plants, and stars. No credit will be allowed for physical science if the student is concurrently enrolled in, or has taken, a college chemistry, physics, geology or astronomy course. (AA, CSU, UC)

### **PYY SCI 30/60 EXPERIMENTAL COURSES**

### **PHY SCI 49/99 DIRECTED STUDY (1-2)**

## **PHYSICS**

The Physics 2A, 2B sequence of courses is designed for vocation-technology, life science, or pre-professional majors.

### **PHYSICS 2A MECHANICS AND THERMODYNAMICS (4)**

Class Hours: 3 lecture, 3 laboratory  
CAN PHYS 2, CAN PHYS SEQ A B1, B3  
Prerequisite: MATH 63

Physics 2A 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. (AA, CSU, UC)

(Please Note: This course is offered infrequently. Check the two-year schedule in the back of the catalog).

### **PHYSICS 2B ELECTRICITY, MAGNETISM, OPTICS & MODERN PHYSICS (4)**

Class Hours: 3 lecture, 3 laboratory  
CAN PHYS 4, CAN PHYS SEQ A B1, B3  
Prerequisite: PHYSICS 2A.

Physics 2B is the study of electricity, magnetism, electromagnetism, electric circuits, wave phenomena, geometrical and physical optics, special relativity, and a survey of atomic, nuclear, and particle physics. (AA, CSU, UC)

(Please Note: This course is offered infrequently. Check the two-year schedule in the back of the catalog).

Physics 4A, 4B is a sequence of calculus-based physics courses designed for students who intend to major in any one of the physical sciences, in any branch of engineering, or in mathematics.

### **PHYSICS 4A CLASSICAL MECHANICS (4)**

Class Hours: 3 lecture, 3 laboratory  
CAN PHYS 8, B1, B3  
Corequisite: MATH 1B.

Physics 4A 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. (AA, CSU, UC)

(Please Note: This course is offered infrequently. Check the two-year schedule in the back of the catalog).

### **PHYSICS 4B ELECTRICITY, MAGNETISM, & WAVES (4)**

Class Hours: 3 lecture, 3 laboratory  
B1, B3  
Prerequisite: PHYSICS 4A. and,  
Corequisite: MATH 2A

Physics 4B 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. (AA, CSU, UC)

(Please Note: This course is offered infrequently. Check the two-year schedule in the back of the catalog).

#### **PHYSICS 4C ELECTRICITY, MAGNETISM, & WAVES (4)**

Class Hours: 3 lecture, 3 laboratory  
B1, B3

Prerequisite: PHYSICS 4A. and,  
Corequisite: MATH 2A

Physics 4C 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, and introduction to quantum physics, and a survey of atomic, nuclear, and particle physics. (AA, CSU, UC)

(Please Note: This course is offered infrequently. Check the two-year schedule in the back of the catalog).

## **POLITICAL SCIENCE**

#### **POL SCI 1 AMERICAN GOVERNMENT (3)**

Class Hours: 3 lecture  
CAN GOVT 2 D8

Strongly recommended preparation: ENG 51A or equivalent  
Political Science 1 is an introductory study of American government at the national, state and local level. Included are the institutions, processes and policies of the United States and of California. This course satisfies, in part, the American history and institutions requirements for CSU. (AA, CSU, UC)

#### **POL SCI 2 COMPARATIVE GOVERNMENT (3)**

Class Hours: 3 lecture  
D8

Prerequisite: ENG 51A or equivalent.

Political Science 2 is the study of the government and politics of Great Britain, France, Germany, and the former Soviet Union, compared with each other and with that of the United States, with emphasis on contemporary problems. (AA, CSU, UC)

#### **POL SCI 30/60 EXPERIMENTAL COURSE**

#### **POL SCI 49/99 DIRECTED STUDY (1-2)**

#### **POL SCI 51 AMERICAN INSTITUTIONS (3)**

Class Hours: 3 lecture

Political Science 51 is the study of the role of the citizen in

political action at local, state and national levels of government. Stress is given to the influence of this role in American history. The course is not open to those with credit in Political Science 1. (AA)

## **PSYCHOLOGY**

#### **PSYCH 1 GENERAL PSYCHOLOGY (3)**

Class Hours: 3 lecture

CAN PSY 2, D9, E

Prerequisite: ENG 51A or equivalent.

Psychology 1 is an introductory course in psychology emphasizing psychological perspectives and methodology. The following topics are covered: psychological theories, scientific methodology, biological bases of behavior, life-span development, learning, memory, intelligence, motivation, personality, psychological disorders, therapy and social psychology. (AA, CSU, UC)

#### **PSYCH 2 ABNORMAL PSYCHOLOGY (3)**

Class Hours: 3 lecture

D9, E

Prerequisite: ENG 51A or equivalent

Psychology 2 explores abnormal behavior and psychological disorders and introduces the student to clinical psychology, psychotherapy and other methods of treatment for psychological disorders. (AA, CSU, UC)

#### **PSYCH 3 DEVELOPMENTAL PSYCHOLOGY (3)**

Class Hours: 3 lecture

D9, E

Prerequisite: ENG 51A or equivalent

Psychology 3 is a study of the stages and processes of human development over the life span, beginning at conception and leading to old age. Emphasis is placed upon pertinent research and practical applications. Historical and cultural factors that influence basic assumptions, methodology, theories and concepts are examined to provide students with a more critical perspective from which to evaluate contemporary human development. (AA, CSU, UC)

#### **PSYCH 4 PERSONAL PSYCHOLOGY (3)**

Class Hours: 3 lecture

E

Strongly Recommended Preparation: ENG 51A or equivalent.  
Psychology 4 is a general course in the principles of mental hygiene. It involves the analysis of personal behavior and attitudes in adjustment at home, at work, and in social

relationships. (AA, CSU)

**PSYCH 5 BIOLOGICAL PSYCHOLOGY (3)**

Class Hours: 3 lecture

Prerequisite: ENG 51A or equivalent.

Psychology 5 is the study of behavior and experience in terms of genetics, evolution and physiology, especially the physiology of the nervous system. Physiological, genetic, evolutionary and functional explanations of behavior will be explored. (AA, CSU, UC)

**PSYCH 8 LAW AND PSYCHOLOGY (3)**

Class Hours: 3 lecture

Strongly Recommended Preparation: ENG 51A or equivalent.

Psychology 8 focuses on the interaction and application of 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 for either Psychology or Administration of Justice but not for both. (AA, CSU)

**PSYCH 30/60 EXPERIMENTAL COURSE**

**PSYCH 49/99 DIRECTED STUDY (1-2)**

**SOCIOLOGY**

**SOC 1 INTRODUCTION TO SOCIOLOGY (3)**

Class Hours: 3 lecture

CAN SOC 2, D0

Strongly recommended preparation: ENG 51A or equivalent  
Sociology 1 is an introduction to the theoretical perspectives of sociology and their application to the fundamental problems of social life. It includes discussion of sociological methods and findings in such areas as family, race relations, religion, and deviance. (AA, CSU, UC)

**SOC 2 CRITICAL THINKING AND SOCIAL PROBLEMS (3)**

Class Hours: 3 lecture

CAN SOC 4; A3, D0

Prerequisite: ENG 51A or equivalent.

Strongly recommended preparation: ENG 1A or equivalent  
Sociology 2 is a survey of major social problems experienced by

society, with an exploration of the most important perspectives used to explain the problems. The application of critical thinking skills, specifically taught in the course to causes and solutions is designed to result in heightened critical thinking ability as well as strengthened social awareness. (AA, CSU, UC)

**SOC 3 MARRIAGE AND FAMILY RELATIONS (3)**

Class Hours: 3 lecture

D0, D4, CR/NC

Prerequisite: ENG 51A or equivalent.

Sociology 3 will explore marital and family dynamics within the context of family theories. Topics include 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. (AA, CSU, UC)

**SOCIAL SCIENCE**

**SOCSCI 32A CULTURAL HISTORY OF THE CHICANO (3)**

Class Hours: 3 lecture

D3, D6

Social Science 32A is a cultural history of the Chicano with primary focus on the conquest of the Southwest. The course considers the historical development of the Chicano as a major sub-culture in the United States and strongly emphasizes current cultural and historical events. (AA, CSU, UC)

**SOCSCI 32B CULTURAL HISTORY OF BLACK AMERICANS (3)**

Class Hours: 3 lecture

D3, D6

Social Science 32B is a survey course which covers the period from the pre-colonial, including the African slave trade, to the present. The Black American's status in American society is analyzed. (AA, CSU, UC)

**SPEECH**

**SP 1 ELEMENTS OF SPEECH (3)**

Class Hours: 3 lecture

CAN SPCH 4, A1

Strongly recommended preparation: ENG 51A or equivalent.  
Speech 1 provides instruction in the fundamental processes of

oral communication. This course is designed to improve the student's ability to function in any speaking situation. Emphasis is on the basic concepts of speaking as a transfer of understood messages, particularly as a communication between a single speaker and an audience. Students are involved in the critical thinking process of preparing and delivering extemporaneous speeches and in the development of active listening skills. (AA, CSU, UC)

### SP 2 ORAL INTERPRETATION OF LITERATURE (3)

Class Hours: 3 lecture

C2

Prerequisite: ENG 51A or equivalent.

Speech 2 provides instruction in analysis and interpretation of the various genres of literature. The course is designed to improve the student's ability to understand literary forms and to effectively deliver literature to an audience. (AA, CSU, UC)

### SP 3 ARGUMENTATION/ADVANCED PERSUASION (3)

Class Hours: 3 lecture

A3

Strongly Recommended Preparation: SP 1 competency.

This course provides instruction in the development of reasoning skills and practice in formal and informal argumentation/persuasion. While course content includes an analysis of standard debate techniques (Traditional, Cross-Examination, and Lincoln-Douglas) requiring two matched sides for and against a proposition, Speech 3 emphasizes the argumentative mode of persuasion that enables an individual to reach decisions based on good reasoning and evidence. (AA, CSU, UC)

### SP 4 DYNAMICS OF GROUP DISCUSSION (3)

Class Hours: 3 lecture

A3

Strongly Recommended Preparation: Eng 51A

Speech 4 provides instruction in effective leadership skills through application of critical thinking and small group communication techniques. Students will learn to solve problems in small groups, including how to conduct and evaluate research and how to present informative and persuasive oral rhetoric for audiences that may be the small group itself or large groups of observers. Students will participate in and lead discussions, benefiting from a healthy balance of theory and practice. (AA, CSU, UC)

### SP 5 INTERPERSONAL COMMUNICATION (3)

Class Hours: 3 lecture

E1

Speech 5 is designed to provide theoretical skills in basic communication settings: one to one, one to many, and speaker to audience. Students will engage in interpersonal exercises to use communication skills such as listening, para-

phrasing, describing, feeling, decision making, perception checking, and verbal and non-verbal communication. (AA, CSU)

### SP 30/60 EXPERIMENTAL COURSES

SP 49/99 DIRECTED STUDY (1-2)

## GENERAL WORK EXPERIENCE

WE 15XX GENERAL WORK EXPERIENCE (PARALLEL PLAN) (1-3)

WE 15XY GENERAL WORK EXPERIENCE (ALTERNATE PLAN) (1-6)

## WELDING TECHNOLOGY

WT 15X COOPERATIVE WORK EXPERIENCE (PARALLEL PLAN) (1-4)

WT 15XY COOPERATIVE WORK EXPERIENCE (ALTERNATE PLAN) (1-8)

### WT 30/60 EXPERIMENTAL COURSES

WT 40 INTRODUCTION TO WELDING (2)

Class Hours: 1 lecture, 3 laboratory CR/NC

Welding Technology 40 consists of practical and theoretical instruction in oxy-acetylene welding, stick electrode welding, torch cutting, brazing, and hardfacing. (AA, CSU)

WT 41 INTERMEDIATE WELDING (2)

Class Hours: 1 lecture, 3 laboratory CR/NC

Prerequisite: WT 40.

Welding Technology 41 provides instruction in advanced stick electrode and oxy-acetylene welding along with pipe-fitting and welding techniques, advanced oxy-acetylene cutting, and fixed position welding. (AA, CSU)

WT 44 INTRODUCTION TO WELDING PROCESSES (4)

Class Hours: 2 lecture, 6 laboratory CR/NC

Welding Technology 44 is an introduction to welding processes and procedures. The course includes oxy-acetylene and stick electrode welding theory, equipment, and operation; oxy-acetylene cutting processes and equipment; weld joint design and construction; and an introduction to metals and

metal alloys, with coordinated laboratory experiences. (AA, CSU)

**WT 45 INTERMEDIATE WELDING PROCESSES (4)**

Class Hours: 2 lecture, 6 laboratory CR/NC

Prerequisite: WT 40 and 41, or WT 44.

Welding Technology 45 is a continuation of Welding Technology 44. This course includes the study of gas tungsten arc; gas metal arc; automatic welding, advanced stick electrode and oxy-acetylene welding theory, equipment and operation; and weld test, both destructive and non-destructive, with coordinated laboratory experiences. (AA, CSU)

**WT 49/99 DIRECTED STUDY****WT 53 GNAW AND GTAW WELDING (2)**

Class Hours: 1 lecture, 3 laboratory CR/NC

Prerequisite: WT 40 or 41.

Welding Technology 53 provides instruction in advanced stick electrode and oxy-acetylene welding of cast iron and non-ferrous metals along with tungsten inert gas, metallic inert gas, innershield, arc-air cutting, and related processes. (AA)

**WT 56 BLUEPRINT READING (2)**

Class Hours: 1 lecture, 3 laboratory

Prerequisite: Mechanical drawing desirable.

Welding Technology 56 provides instruction in the reading of technical drawings and American Welding Society weld symbols. Sketching for communication and pipe joint pattern drawing are also taught. (AA)

**WT 57A INTRODUCTION TO WELDING FABRICATION (4)**

Class Hours: 2 lecture, 6 laboratory

Strongly Recommended Preparation: WT 40 and 41, or WT 44.

Welding Technology 57A includes project selection; strength of materials; use of the steel construction manual; cost estimat-

ing; purchasing; layout; building and use of fixtures; distortion control; welding and machine operation as necessary; and finishing a project, most often as a group. Design, layout, fabrication, and finishing of various personal projects of relatively complex nature chosen with consideration of educational content, material cost, time, space, and equipment availability may be substituted with instructor's approval. (AA)

**WT 57B INTERMEDIATE WELDING FABRICATION (4)**

Class Hours: 2 lecture, 6 laboratory

Prerequisite: WT 40 and 41, or WT 44, or WT 57A.

Welding Technology 57B includes project selection; strength of materials; use of the steel construction manual; cost estimating; purchasing; layout; building and use of fixtures; distortion control; welding and machine operation as necessary; and finishing a project, most often as a group. Emphasis will be placed on semi-automatic processes and in-position construction techniques. (AA)

**WT 67 WELDING PROJECTS (2)**

Class Hours: 1 lecture, 3 laboratory

Strongly Recommended Preparation: WT 40 or 44.

Welding Technology 67 is designed for the second semester welding student who might desire to use his/her newly developed skills in the construction of a small welding project. The class will cover planning, cost of materials, correct welding design and construction. (AA) May be taken four times for credit.



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# TWO YEAR SCHEDULE

To assist students in planning their course of study, West Hills College has developed a course schedule to be offered during the next two years (four semesters, not including summer). West Hills College reserves the right to add or delete classes. Courses may be canceled as a result of staff reductions, low enrollment, or state legislation and/or financial consideration. 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 student to meet their needs.

On pages 130 through 142 a schedule of class offerings for Fall 2001 through Spring 2003 is listed by discipline and location.

Courses marked with + or ++ indicate that at least one section of the course is guaranteed regardless of enrollment. This guarantee enables students to complete their general education requirements in two years at the Coalinga Campus or at the Kings County Center (three years if attending the Coalinga Campus only at night.)

(F = Fall, Sp = Spring class offering)

COURSE	COALINGA		KINGS COUNTY		NASL		NDC	
	01-02	02-03	01-02	02-03	01-02	02-03	01-02	02-03
<b>ADMINISTRATION OF JUSTICE</b>								
AOI 1: Introduction to Criminal Justice	SP	SP	-	-	-	F	-	-
AOI 3: Introduction to Corrections	F	F	SP	SP	SP	-	-	F
AOI 4: Control & Supervision in Corrections	F	F	SP	SP	SP	-	-	F
AOI 5: Concepts of Probation & Parole	-	-	-	-	-	-	-	-
AOI 6: Correctional Interviewing & Counseling	SP	SP	F	F	F	-	-	SP
AOI 7: Legal Aspects of Corrections	SP	SP	F	F	F	-	-	SP
AOI 8: Law and psychology	-	F	F	F	F	-	-	-
AOI 10: Principles & Proced. of Criminal Justice System	F	F	SP	SP	-	SP	-	-
AOI 12: Written Criminal Justice Communication	-	SP	F	-	-	F	F	-
AOI 16: Community Relations	F	F	SP	SP	-	SP	-	-
AOI 20: Criminal Law	-	F	SP	SP	-	-	SP	-
AOI 22: Criminal Evidence	SP	SP	-	-	-	-	-	-
AOI 24: Criminal Investigation	SP	-	-	-	-	-	F	-
AOI 29: Crime and Delinquency	-	F	F	-	-	-	SP	-
AOI 32: Juvenile Delinquency	F	-	SP	-	-	-	-	-
AOI 50A: P.C. Arrest Course Module	SP	FSP	-	-	F,SP	-	F	F
AOI 50B: P. C. Firearms Module	SP	F,SP	-	-	F,SP	-	-	-
AOI 51: Level III Reserve Officer Training	F	-	-	-	F	-	-	-
AOI 52: Reserve Officer Level I	-	-	-	-	-	-	-	-
AOI 55: Adult Correct Core Training	F,SP	F,SP	-	-	-	-	-	-
<b>AGRICULTURE</b>								
AG 10: Introduction to Agriculture	F	F	-	-	-	-	-	-
<b>AG BUSINESS</b>								
AG BUS 11: Agriculture Sales & Marketing	-	-	-	-	-	-	-	-
AG BUS 15: Computer App. to Agriculture	F	-	F	-	-	-	-	-
AG BUS 20: Farm & Ag Bus Management	-	-	-	-	-	-	-	-
AG BUS 24: Ag Management Records & Analysis	-	-	-	-	-	-	-	-
AG BUS 40: Agriculture Economics	-	-	-	-	-	-	-	-
<b>AG MECHANICS</b>								
AG MEC 50: Equipment Safety & Operation	-	-	-	-	-	-	-	-
AG MEC 51: Basic Hydraulics & Pneumatics	-	-	-	-	-	-	-	-
AG MEC 55ABC: Power Equipment Mainten. & Repair	-	-	-	-	-	-	-	-
AG MEC 56ABC: Preventative Main. & Repair	-	-	-	-	-	-	-	-
AG MEC 58A-D: Study of Ag Machinery	-	-	-	-	-	-	-	-
AG MEC 72: Agricultural Surveying	F	F	-	-	-	-	-	-

\* = This course is offered infrequently  
 + = Guaranteed Day  
 ++ = Guaranteed Night



(F = Fall, Sp = Spring class offering)

COURSE	COALINGA		KINGS COUNTY		NASL		NDC	
	01-02	02-03	01-02	02-03	01-02	02-03	01-02	02-03
<b>ANIMAL SCIENCE</b>								
A SCI 5: Rodeo Skills & Management	F,SP	F,SP	-	-	-	-	-	-
A SCI 6: Rodeo Production & Promotion	F,SP	F,SP	-	-	-	-	-	-
A SCI 7: Intercollegiate Rodeo	F,SP	F,SP	-	-	-	-	-	-
A SCI 8: Adv. Intercollegiate Rodeo	F,SP	F,SP	-	-	-	-	-	-
A SCI 10: Fitting & Showing Livestock	SP	SP	-	-	-	-	-	-
A SCI 12: General Animal Science	F	F	-	-	-	-	-	-
A SCI 14: Livestock Select & Meat Evaluation.	F	F	-	-	-	-	-	-
A SCI 20: Feeds & Feeding	SP	SP	-	-	-	-	-	-
A SCI 21: Beef Production	SP	-	-	-	-	-	-	-
A SCI 32: Animal Health & Sanitation	-	SP	-	-	-	-	-	-
A SCI 59: Basic Stock Dog Training	-	-	-	-	-	-	-	-
<b>ART</b>								
ART 2A: Two-Dimensional Design	F	F	F, SP	F, SP	F, SP	F, SP	F	F
ART 2B: Two-Dimensional Color & Design	F	F	SP	SP	F, SP	F, SP	F	F
ART 4: Exploring Drawing	F,SP	F,SP	F, SP	F, SP	F, SP	F, SP	F	F
ART 5A/B: Basic & Advanced Drawing	F,SP	F,SP	F,SP	F, SP	F, SP	F, SP	-	-
ART 12 : Ceramics	F, SP	F, SP	-	-	-	-	-	-
ART 13A-D: Intro, Begin, Intermed. Ceramic Design	F,SP	F, SP	-	-	-	-	-	-
ART 15A-D: Intro,Begin, Intermed., Adv Painting	F,SP	F, SP	-	-	-	-	-	-
ART 16A: Survey of Western Art: Pre-History to Proto-Renaissance	-	-	F	F	-	-	-	-
ART 16B: Surve of Western Art: Renaissance to the Present	F	F, SP	SP	SP	-	-	-	-
ART 17: Exploring Painting	F	F, SP	-	-	-	-	-	-
ART 42/52: Art Appreciation	F	F, SP	F,SP+	SP+	-	-	SP	SP
<b>AUTO TECH</b>								
AT 41: Automotive Mechanics	F	F	-	-	-	-	-	-
AT 51: Automotive Brake Systems	SP	SP	-	-	-	-	-	-
AT 52: Wheel Alignment & Suspension Sys	SP	SP	-	-	-	-	-	-
AT 56: Intro to Engine Machine Technology	F	F	-	-	-	-	-	-
AT 58: Air Conditioning, for Auto & Heav Equip (9wks)	SP	SP	-	-	-	-	-	-
AT 59A: Automotive Tune-up	SP	SP	-	-	-	-	-	-
AT 59B: Automotive Emissions Controls	SP	SP	-	-	-	-	-	-
AT 62A: Automotive/Heavy Equip Elect Fund	F	F	-	-	-	-	-	-
AT 62B: Automotive/Heavy Equip Elect Systems	F	F	-	-	-	-	-	-

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COURSE	COALINGA		KINGS COUNTY		NASL		NDC	
	01-02	02-03	01-02	02-03	01-02	02-03	01-02	02-03
<b>BIOLOGY</b>								
BIO 10: Fundamentals of Biology	F, SP++	F+, SP+	F+, ++ SP++	F+, ++ SP++	-	-	SP	F, SP
BIO 20: General Zoology	-	-	SP	SP	-	-	-	-
BIO 24: General Botany	-	-	-	-	-	-	-	-
BIO 32: Human Anatomy	F+	F+	F+, ++ SP++	F+, ++, SP++	-	-	-	SP
BIO 35: Human Physiology	SP	SP	F+, SP++	F+, SP++	-	-	-	-
BIO 38: Microbiology	-	-	F, SP++	F, SP+	-	-	-	-
<b>BUSINESS</b>								
BUS 1A: Beginning Principles of Accounting	F	F	F	F	SP	SP	-	-
BUS 1B: Elementary Principles of Accounting	SP	SP	SP	SP	F	F	-	-
BUS 13A: Word for Windows I	F, SP	F, SP	F, SP	F, SP	F	F	F	F
BUS 13B: Word for Windows II	F, SP	F, SP	F, SP	F, SP	F	F	F	F
BUS 18: Business Law	SP	SP	F, SP	F, SP	SP	SP	-	-
BUS 20: Introduction to Business	F, SP	F, SP	F, SP	F, SP	F	F	F	-
BUS 24: Business Mathematics	SP	SP	F, SP	F, SP	F	F	SP	-
BUS 28: Business Communication	F	F	SP	SP	F	F	SP	-
BUS 29: Techniques of Management	F	SP	SP	SP	F	F	SP	-
BUS 32: Small Business Management	F	-	SP	SP	SP	F	SP	-
BUS 35: Human Resources Management	-	SP	F	F	F	F	F	-
BUS 50: Employability Skills	F, SP	F, SP	F, SP	F, SP	-	-	-	-
BUS 52: 10-Key Mastery	F, SP	F, SP	F, SP	F, SP	-	-	-	-
BUS 54: Presentation Graphics	F, SP	F, SP	F, SP	F, Sp	-	-	-	-
BUS 55: Elementary Accounting	F	F	F, SP	F, SP	-	-	SP	SP
BUS 56: Applied Intermediate Accounting	SP	SP	SP	SP	-	-	-	-
BUS 59: Business English	SP	F	F	F	-	-	F	-
BUS 62A: Career Success & Job Ret Skills	SP	SP	F	F	-	-	-	-
BUS 62B: Workplace Communication Skills	SP	SP	F	F	-	-	-	-
BUS 62C: Building Confidence & Working w/Public	SP	SP	F	F	-	-	-	-
BUS 62D: Guest Relations & Customer Service	SP	SP	F	F	-	-	-	-
BUS 63: Skillbuilding Keyboarding	F, SP	F, SP	F, SP	F, SP	-	-	F	F
BUS 67: Filing & Records Management	F, SP	F, SP	F, SP	F, SP	-	-	-	-
BUS 69: Modern Office Procedures	F, SP	F, SP	F, SP	F, SP	-	-	-	-
BUS 80A: Intro Alphabetic Keyboarding	F, SP	F, SP	F, SP	F, SP	-	-	F, SP	F, SP
BUS 80B: Intro Numeric /Symbol Keyboarding	F, SP	F, SP	F, SP	F, SP	-	-	F, SP	F, SP
BUS 81A: Inter. Keyboarding & Doc I	F, SP	F, SP	F, SP	F, SP	-	-	F, SP	F, SP
BUS 81B: Inter. Keyboarding & Doc II	F, SP	F, SP	F, SP	F, SP	-	-	F, SP	F, SP

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COURSE	COALINGA		KINGS COUNTY		NASL		NDC	
	01-02	02-03	01-02	02-03	01-02	02-03	01-02	02-03
<b>CHEMISTRY</b>								
CHEM 1A: General College Chemistry	-	-	F	-	-	-	-	-
CHEM 1B: General College Chemistry	-	-	SP	-	-	-	-	-
CHEM 2A: Introductory Chemistry	F	-	F++SP	-	-	-	-	-
CHEM 2B: Introductory Chemistry	-	-	F	-	-	-	-	-
CHEM 35: Chemistry in the Modern World	-	-	-	-	-	-	-	-
CHEM 55: Basic Math for Beg. Chemistry	F	-	F,SP	-	-	-	-	-
<b>COMPUTER INFORMATION SYSTEMS</b>								
CIS 4: Internet Programming – XML	SP	SP	SP	SP	SP	SP	SP	SP
CIS 5: Internet Programming –CSS	F	F	F	F	F	F	F	F
CIS 6: Internet Programming-DHTML	F	F	F	F	F	F	F	F
CIS 7: Introduction to Computers	F, SP	F,SP	F, SP	F,SP	F,SP	F,SP	F,SP	F,SP
CIS 8: Microcomputer.Operating Environ. Windows	F, SP	F,SP	F, SP	SP	SP	SP	SP	SP
CIS 10: Microcomp.Concepts & DOS for Netware Users	-	-	F,SP	F,SP	-	-	-	-
CIS 14: "C" Programming	F	-	SP	-	-	-	-	-
*CIS 15: Basic	-	-	SP	-	-	-	-	-
CIS 16: Internet Programming - HTML	F, SP	F,SP	F, SP	F,SP	F,SP	F,SP	F,SP	F,SP
CIS 17: Internet Programming - JAVA	SP	SP	SP	SP	SP	SP	SP	SP
CIS 17A: Internet Programming –Java Script	F	SP	F	-	F	-	F	-
CIS 18: Internet Programming - PERL	SP	SP	SP	SP	SP	SP	SP	SP
CIS 19B: Database Creation & Mgmt (Access)	F	-	-	-	-	-	F	-
CIS 20: Internet Graphics- Photoshop	F	-	F	-	F	-	F	-
CIS 21: Desktop Publishing	F, SP	F,SP	F,SP	F,SP	F,SP	F,SP	F,SP	F,SP
CIS 25: Administering Windows NT	-	-	-	-	F	-	-	-
CIS 26: Windows NT Server	-	-	-	-	-	SP	-	-
CIS 34: Introduction to Spreadsheets (Excel)	F,SP	F,SP	SP	SP	F	F	F,SP	F,SP
CIS 35: Advanced Spreadsheets (Excel)	-	-	SP	SP	F	F	F,SP	F,SP
CIS 42: System Design & Analysis	SP	-	SP	SP	F	F	SP	SP
CIS 43A: LAN Sys. Admin, Netware	-	-	F	F	-	-	-	-
CIS 43B: LAN Advanced Admin Netware 4.X	-	-	SP	SP	-	-	-	-
CIS 45: Netware 4 Install & Configure	-	-	SP	SP	-	-	-	-
CIS 46: Netware 4 Design & Implementation	-	-	SP	SP	-	-	-	-
CIS 47: Network Technologies	-	-	F	F	-	-	-	-
CIS 48: Netware TCP/IP Transport	-	-	F	F	-	-	-	-
CIS 65B: Internet Web Page Creation	F, SP	F,SP	F, SP	F,SP	F,SP	F,SP	F,SP	F,SP
CIS 67: Computer Essentials	F,SP	F,SP	F, SP	F,SP	F,SP	F,SP	F,SP	F,SP

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COURSE	COALINGA		KINGS COUNTY		NASL		NDC	
	01-02	02-03	01-02	02-03	01-02	02-03	01-02	02-03
<b>COMPUTER INFORMATION SYSTEMS (cont'd)</b>								
CIS 71: Introduction to E-Commerce	-	-	F	F	-	-	-	-
CIS 72: Introduction to Networking	-	SP	F	F	-	-	-	-
CIS 80: Upgrade, Repair & Construction of PC's.	-	-	F, SP	F, SP	-	-	-	-
CIS 90: Microcomputer Application Skills	F, SP	F, SP	F, SP	F, SP	-	-	-	-
<b>CROP SCIENCE</b>								
CRP SCI 1: Introduction to Plant Science	F	F	-	-	-	-	-	-
CRP SCI 11: Forage Crops	SP	SP	-	-	-	-	-	-
CRP SCI 13: Field Crops	F	F	-	-	-	-	-	-
CRP SCI 16A: Intro. to Pest Management	SP	-	-	-	-	-	-	-
CRP SCI 16B: Intro. to Weed Management	SP	-	-	-	-	-	-	-
CRP SCI 16C: Intro. to Plant Disease Mgmt.	SP	-	-	-	-	-	-	-
CRP SCI 18A: Cool Season Vegetable Crop Production	-	SP	-	-	-	-	-	-
CRP SCI 18B: Warm Season Vegetable Crop Production	-	SP	-	-	-	-	-	-
CRP SCI 19: Water Management	-	SP	-	-	-	-	-	-
<b>DIESEL TECH</b>								
*DT 71: Truck Operation	SP	SP	-	-	-	-	-	-
DT 72: Truck Maintenance	F, SP	F, SP	F, SP	F, SP	-	-	-	-
DT 73: Commercial Truck Orientation Lab	F, SP	F, SP	F, SP	F, SP	-	-	-	-
DT 90: Truck Driving	F, SP	F, SP	F, SP	F, SP	-	-	-	-
*DT 91: Advanced Truck Driving	SP	SP	-	-	-	-	-	-
DT 93: Truck Driving Lab	F, SP	F, SP	F, SP	F, SP	-	-	-	-
<b>EARLY CHILDHOOD EDUCATION</b>								
ECE 4: Parenting	-	SP	F	F	-	-	SP	-
ECE 5: Child Development	SP	SP	SP	SP	-	-	F	F
ECE 7: Early Intervention	F	F	-	-	-	-	-	-
ECE 8: Infant Massage	SP	SP	SP	SP	-	-	-	-
ECE 9: Using Infant Gestures	SP	SP	SP	SP	-	-	-	-
ECE 10: Child, Family, & Society	F	F	F	F	-	-	-	-
ECE 11: Young children with Exceptional Needs	-	-	-	-	-	-	-	-
ECE 12A: Principles & Practices of ECE	F	F	SP	SP	-	-	F	F
ECE 12B: Principles & Practices of ECE Practicum	F	F	SP	SP	-	-	F	F
ECE 15: Literature & Language Arts for Young Children	SP	SP	SP	SP	-	-	F	F
ECE 16: Creative Activities	-	-	-	-	-	-	SP	SP
ECE 17A: Sex Ed. for Teachers/Parents of Young Children	SP	SP	F	F	-	-	F	F
ECE 17B: Child Abuse Recognition & Prevention	SP	SP	F	F	-	-	F	F

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++ = Guaranteed Night

(F = Fall, Sp = Spring class offering)

COURSE	COALINGA		KINGS COUNTY		NASL		NDC	
	01-02	02-03	01-02	02-03	01-02	02-03	01-02	02-03
<b>EARLY CHILDHOOD EDUCATION (cont'd)</b>								
ECE 17C: Single Parenting	SP	SP	F	F	-	-	F	F
ECE 18: Health, Safety & Nutrition	F	F	F	F	-	-	SP	SP
ECE 19: Family Day Care								
ECE 20A: Child Study & Assessments	SP	SP	SP	SP	-	-	F	F
ECE 20B: Child Centered Guidance	SP	SP	SP	SP	-	-	F	F
ECE 20C: Personal & Professional Develop	F	-	SP	-	-	-	-	-
ECE 21: Infant & Toddler Care-giving	-	SP	F	F	F	-	F	F
ECE 22: Supervising Adults Working in Children's Prog.	-	-	SP	SP	-	-	F	F
ECE 23: Domestic Violence Recognition & Prevention	-	-	-	-	-	-	-	-
ECE 48: Infant & Child CPR/First Aid for ECE	F, SP	-	-	-	-	-	F, SP	-
<b>ECONOMICS</b>								
ECON 1A: Macroeconomics	F+	F,	F++, SP	F, SP	-	-	-	-
ECON 1B: Microeconomics	SP	SP+	F, SP++	F, SP+	F	-	-	-
<b>EDUCATION</b>								
EA 31: Introduction to Teaching	SP		SP				F	
EA 55: General Tutoring	F, SP	F, SP	F, SP	F, SP			F, SP	F, SP
EA 56: Tutoring the Elementary Student	-	-	-	-	-	-	-	-
EA 57: Best Practices Summer Teach Institute	-	-	-	-	-	-	-	-
<b>EDUCATIONAL TECHNOLOGY</b>								
ETC 20: Educational Technology Process	-	-	-	F	-	-	-	-
ETC 21: Technologies for Teaching	-	-	-	F	-	-	-	-
ETC 22: Courseware Development	-	-	-	F	-	-	-	-
ETC 23: Individual & Group Learning w/Tech	-	-	-	F	-	-	-	-
ETC 24: Management of Media Resources	-	-	-	F	-	-	-	-
ETC 25: Internet Literacy	-	-	-	F	-	-	-	-
ETC 26: Courseware Development II	-	-	-	F	-	-	-	-
ETC 27: Assessment & Technology	-	-	-	F	-	-	-	-
ETC 28: Topics in Educational Technology	-	-	-	F	-	-	-	-
ETC 29: Teaching Beyond the Classroom	-	-	-	F	-	-	-	-
ETC 40: Technology Tools in Teaching	-	-	SP	SP	-	-	-	-
ETC 41: Word Process & Presentation Skills	-	-	SP	SP	-	-	-	-
ETC 42: Databases & Spreadsheets	-	-	SP	SP	-	-	-	-
ETC 43: Telecommunications	-	-	SP	SP	-	-	-	-
<b>EMT</b>								
EMT 1: Emergency Medical Training		-	F, SP		-	-	F, SP	

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COURSE	COALINGA		KINGS COUNTY		NASL		NDC	
	01-02	02-03	01-02	02-03	01-02	02-03	01-02	02-03
<b>ENGLISH</b>								
ENG 1A: Composition & Reading	F+,++ SP+	F+,++ SP+	F+,++SP+,++	F+,++SP+,++	SP	SP	SP	F,SP
ENG 1B: Lit Critical Thinking & Writing	SP+	-	F+, SP	-	-	-	-	-
ENG 21: Literary Topics	SP	-	SP	-	-	-	-	-
ENG 25AC: Creative Writing, Playwriting, Creative Writing; Poetry	SP	-	SP	-	-	-	-	-
ENG 51A: Intro to Communication Skills	F+, ++ SP+	F, SP	F, SP	F, SP	F, SP	F, SP	F	-
ENG 51B: Intermediate Communication Skills	F, SP	F, SP	F, SP	-	-	-	-	-
ENG 70: Adaptive Reading	F, SP	-	-	-	-	-	-	-
ENG 101A/B: Intro, Elem, Inter, Advanced, Reading	F, SP	F, SP	F, SP	F, SP	-	-	F, SP	F, SP
ENG 105A/B: Intro Writing/ Elemen. Writing	F,SP	F, SP	F, SP	F, SP	-	-	F, SP	F, SP
<b>EQUINE SCIENCE</b>								
EQ SCI 1: Beginning Horsemanship	F	-	-	-	-	-	-	-
EQ SCI 2: Intro to Western Horsemanship	F	-	-	-	-	-	-	-
EQ SCI 3: Colt Starting	SP	SP	-	-	-	-	-	-
EQ SCI 4: Elements of Horse Management	F	F	-	-	-	-	-	-
EQ SCI 5: Horseshoeing	F	F	-	-	-	-	-	-
EQ SCI 7: Equine Breeding & Foal Care	SP	SP	-	-	-	-	-	-
<b>ESL</b>								
ESL 120: Convers Prac & Everyday English	F, SP	F, SP	F,SP	F,SP	-	-	F, SP	F, SP
ESL 125: Conversation Practice: Intermediate	F, SP	F, SP	F,SP	F,SP	-	-	F, SP	F, SP
ESL 130: Literacy & Sentence Writing	F, SP	F, SP	-	-	-	-	F, SP	F, SP
ESL 135: Reading Writing: Intermediate	F, SP	F, SP	-	-	-	-	F, SP	F, SP
<b>FOREIGN LANGUAGE</b>								
SPAN 1/11: Introductory Spanish; Limited Bilingual	F	F, SP	F, SP	F, SP	-	-	F	F
SPAN 2/12: Elementary Spanish; Limited Bilingual	SP	SP	F, SP	F, SP	-	-	SP	SP
SPAN 3: Intermediate Spanish	F	F	F	F	-	-	-	F
SPAN 4: Advanced Spanish	SP	SP	SP	SP	-	-	-	-
SPAN 51: Introductory Conversational Spanish	F, SP	F, SP	F,SP	F, SP	-	-	F	SP
SPAN 52-54: Elem., Inter., Adv. Conversational Spanish	F, SP	F, SP	F, SP	F,SP	-	-	SP	-
<b>GEOGRAPHY</b>								
GEOG 2A: World Regional Geography I	F	F	F	F	-	-	-	F
GEOG 2B: World Regional Geography II	SP	SP	SP	SP	-	-	-	-
GEOG 3: Cultural Geography	F+ SP	F,SP	F+ SP	F,SP	SP	SP	F	-
GEOG 4: Intro to Geographic Info. Systems	F	F	SP	SP	-	-	-	-
GEOG 10: Geography of Urban Los Angeles	-	-	-	-	-	-	-	-

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	01-02	02-03	01-02	02-03	01-02	02-03	01-02	02-03
<b>GEOGRAPHY (cont'd)</b>								
GEOG 11: Death Valley Field Course	SP	-	SP	-	-	-	-	-
GEOG 12: Grand Canyon Field Course	-	SP	-	SP	-	-	-	-
GEOG 13: San Francisco Urban Geography Field Course	F, SP	F, SP	F, SP	F, SP	-	-	-	-
GEOG 18: Geography of California	F	-	SP	-	-	-	-	-
GEOG 59 Geography Field Trip Exp.	F, SP	F, SP	F, SP	F, SP	-	-	-	-
<b>GEOLOGY</b>								
GEOL 1: Physical Geology	F	-	SP	-	-	-	-	-
GEOL 3: Historical Geology	SP	-	-	-	-	-	-	-
GEOL 11: Death Valley Field Course	-	-	-	-	-	-	-	-
GEOL 12: Grand Canyon Field Trip	SP	-	SP	-	SP	-	SP	-
<b>GUIDANCE STUDIES</b>								
GS 61: Content Area Support	F, SP	-	F, SP	-	-	-	-	-
<b>HEALTH</b>								
HE 35: Personal Health & Hygiene	F+, SP+	F+, SP+	F+, ++, SP+, ++	F+, ++, SP+, ++	-	-	F	-
<b>HEAVY EQUIPMENT</b>								
HVYEQUIP 50: Heavy Equipment Operator	F	-	-	-	-	-	-	-
<b>HISTORY</b>								
HIST 4A: Western Europe to 1700	F	-	F	F	-	-	F	-
HIST 4B: Western Europe from 1700	-	SP	SP	SP	F	-	-	SP
HIST 17A: History of the U.S. 1492-1877	F+, SP+	F+, SP+	F+, ++, SP+	F+, ++, SP+	-	-	F, SP	F, SP
<b>HISTORY</b>								
HIST 17B: History of the U.S. 1865-Present	F+, SP+	F+, SP+	F+, ++, SP+, ++	F+, ++, SP+, ++	F	-	SP	F
HIST 18: History of California	SP	-	F	-	-	-	-	-
<b>HOTEL, RESTAURANT &amp; CASINO MGMT</b>								
HRCM 1: Introduction to Hospitality	-	-	F, SP	F, SP	-	-	-	-
HRCM 61A: Basic Card Dealing	-	-	-	-	-	-	-	-
HRCM 61B: Advanced Poker Dealing	-	-	-	-	-	-	-	-
HRCM 61C: Advanced Blackjack Dealing	-	-	-	-	-	-	-	-
HRCM 61D: Advanced Pai Gow Dealing	-	-	-	-	-	-	-	-
HRCM 62A: Career Success & Job Retention Skills	-	-	F, SP	F, SP	-	-	-	-
HRCM 62B: Workplace Communication	-	-	F, SP	F, SP	-	-	-	-
HRCM 62C: Building Confidence & Working w/the Public	-	-	F, SP	F, SP	-	-	-	-
HRCM 62D: Guest Relations & Customer Service	-	-	F, SP	F, SP	-	-	-	-

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	01-02	02-03	01-02	02-03	01-02	02-03	01-02	02-03
<b>HUMANITIES</b>								
HUM 1: Intro to Western Cultural	F+		F, SP		-		SP	-
HUM 22: Intro to Comparative Religion	-		F		-		F	-
<b>INDUSTRIAL TECH</b>								
IT 50: Safety & Hazardous Materials	F		-		-		F	
IT 55: Transmission & Drive Train Service	SP		-		-		-	
<b>INTERDISCIPLINARY STUDIES</b>								
IS 1: College Success	F, SP	F, SP	F, SP	F, SP	-	-	F, SP	F, SP
IS 2: Career Planning	F, SP	F, SP	F, SP	F, SP	-	-	F, SP	F, SP
IS 7: Introduction to Leadership	F, SP	F, SP	F, SP	F, SP	-	-	F, SP	F, SP
<b>MATH</b>								
MATH 1A: Introduction to Calculus	F	F	F	F	-	-	-	-
MATH 1B: Calculus with Applications	SP	SP	SP	SP	-	-	-	-
MATH 2A: Multivariate Calculus		F	-	F	-	-	-	-
MATH 2B: Differential Equations		-	-	-	-	-	-	-
MATH 10A: Structure and Concepts in Math. I	SP	SP	F, SP	F, SP	-	-	-	-
MATH 15: Precalculus	F, SP	F, SP	F, SP	F, SP	SP	SP	F	F
MATH 25: Introduction to Statistics	F, SP	F, SP	F+, ++, SP+, ++	F+, ++, SP+, ++	-	-	F	
MATH 45: Contemporary Math	SP	SP	F, SP	F, SP	-	-	-	-
MATH 61: Elementary Algebra	F+, ++ SP+, ++	F+, ++ SP+, ++	F+, ++, SP+, ++	F+, ++, SP+, ++	SP	SP	F, SP	F, SP
MATH 63: Intermediate Algebra	F+, SP+	F+, SP+	F+, ++, SP+, ++	F+, ++, SP+, ++	F	F	F, SP	F, SP
MATH 64: Elem. and Inter. Algebra		-	F, SP	SP	-	-	-	-
MATH 75: Adaptive Mathematics	F, SP	F, SP	-	-	-	-	-	-
MATH 87: Industrial Mathematics	F, SP	F, SP	F, SP	F, SP	-	-	F, SP	F, SP
MATH 101: Basic College Mathematics	F, SP	F, SP	F, SP	F, SP	-	-	F, SP	F, SP
<b>MUSIC</b>								
MUS1A/B: Beg. Elem Class Piano								
MUS2AD: Intern, Developing, Adv, & Skilled Class Piano			F, SP	F, SP	-	-	-	-
MUS 42/52 Music Appreciation	F, SP	F, SP	F+,++ SP++	F, SP	-	-	-	SP
<b>NON-CREDIT</b>								
NC 100: Supervised Tutoring	F, SP	F, SP	F, SP	F, SP	-	-	F, SP	F, SP
NC 140: Community Living Skills								
NC 141: Production Occupation Workskills	-	-	F, SP	F, SP	-	-	-	-

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<b>NON-CREDIT (cont'd)</b>								
NC 142: Service Occupation Workskills	-	-	F,SP	F,SP	-	-	-	-
NC 157: Fitness for Life	F, SP	F, SP	F+,SP+	F+,SP+	-	-	-	-
NC 160: General Educational Development	F, SP	F, SP	F, SP	F, SP	-	-	F, SP	F, SP
<b>NUTRITION</b>								
NUT 1: Basic Nutrition	SP	SP	F, SP	F, SP	-	-	F	SP
<b>PERFORMING ARTS</b>								
PA 1: Introduction to Theater	F	F	F, SP	F, SP	-	-	-	-
PA 3: Film Appreciation	F, SP	SP	F, SP	F, SP	-	-	-	-
PA 6: Touring Theater	SP	SP	-	-	-	-	-	-
PA 14: Fundamentals of Acting	F	F	-	-	-	-	-	-
PA 21: Play Production	F, SP	SP	-	-	-	-	-	-
PA 23: Chicano Theater	F	-	-	-	-	-	-	-
PA 32: Stage/Television Lighting & Sound	SP	SP	-	-	-	-	-	-
PA 35: Theater Craft	F	F	-	-	-	-	-	-
PA 42A-C: Television Production Camera Ops	SP	SP	F	F	SP	SP	-	-
<b>PHILOSOPHY</b>								
PHIL 1: Introduction to Philosophy	F, SP	F, SP	F, SP	F, SP	-	-	-	-
PHIL 2: Introduction to Logic	SP	SP	F	F	SP	SP	-	-
PHIL 3: Ethics	-	-	-	SP	-	-	-	-
<b>PHYSICAL EDUCATION</b>								
<b>Activity Courses</b>								
PE 1: Swimming	F	F	-	-	-	-	-	-
PE 2: Archery	-	-	F, SP	F, SP	-	-	-	-
PE 4: Fundamentals of Softball	F,SP	F,SP	-	-	-	-	-	-
PE 6: Body Conditioning	F,SP	F,SP	-	-	-	-	-	-
PE 7: Aerobics	F, SP	F, SP	F+,SP+	F+,SP+	-	-	F, SP	F, SP
PE 8: Inter. Aerobic Interval Training	-	-	F, SP	F,SP	-	-	-	-
PE 11: Golf	SP	SP	F, SP	F,SP	-	-	-	-
PE 12: Competitive Swimming	F,SP	F,SP	-	-	-	-	-	-
PE 13: Volleyball	-	-	F,SP	F,SP	-	-	-	-
PE 16: Jogging & Power Walking	SP	SP	F	F	-	-	-	-
PE 17: Racquetball	-	-	F, SP	F,SP	-	-	-	-
PE 18: Bowling	-	-	-	-	-	-	-	-
PE 20: Tennis	F,SP	F,SP	-	-	-	-	-	-

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<b>Activity Courses (cont'd)</b>								
PE 21: Fitness Laboratory	F,SP	F,SP	F,SP	F,SP	-	-	-	-
PE 22: Power Volleyball	F,SP	F,SP	-	-	-	-	-	-
PE 23: Weight Training	F,SP	F,SP	F,SP	F,SP	-	-	F	-
PE 25A/B: Intro & Inter Soccer	-	-	-	-	-	-	-	-
PE 51: Fitness for Youth	-	-	F,SP	F,SP	-	-	-	-
PE 52: Flexibility Lab	-	-	-	-	-	-	-	-
<b>Non-Activity Courses</b>								
PE 27: Fundamentals of Football	SP	SP	-	-	-	-	-	-
PE 32: Fundamentals of Basketball	SP	SP	-	-	-	-	-	-
PE 34: Theory of Football	F	F	-	-	-	-	-	-
PE 38: Theory of Baseball	F	F	SP	SP	-	-	-	-
PE 40: Introduction to Physical Education	SP	SP	-	-	-	-	-	-
PE 41: Standard First Aid (for Heavy Equip Operator)	F	F	-	-	-	-	-	-
PE 43: Fundamentals of Baseball	F	F	-	-	-	-	-	-
PE 44A: Theory of Basketball	F	F	-	-	-	-	-	-
PE 45A: Theory of Softball	SP	SP	-	-	-	-	-	-
PE 45B: Theory of Volleyball	F	F	-	-	-	-	-	-
PE 46: Care & Prevention/ Athletic Injuries	F,SP	F,SP	-	-	-	-	-	-
PE 48: Community First Aid & Safety	F,SP	F,SP	F++,SP++	F++,SP++	-	-	F,SP	-
PE: 57: Clinical Experience in Sports Medicine	SP	SP	-	-	-	-	-	-
<b>Intercollegiate Sports</b>								
PE 28A/B: Intercollegiate Softball	SP	SP	-	-	-	-	-	-
PE 29A/B: Intercollegiate Volleyball	F	F	-	-	-	-	-	-
PE 31: Intercollegiate Basketball	F,SP	F,SP	-	-	-	-	-	-
<b>P.E. Intercollegiate Sports (cont'd)</b>								
PE 33: Intercollegiate Football	F	F	-	-	-	-	-	-
*PE 35: Women's Intercollegiate Soccer	-	-	F	F	-	-	-	-
PE 37: Intercollegiate Baseball	SP	SP	-	-	-	-	-	-
PE 42: Women's Intercollegiate Tennis	SP	SP	-	-	-	-	-	-
<b>PHYSICAL SCIENCE</b>								
PHY SCI 1: Survey of the Physical Sciences	SP	SP	F	F	-	-	-	-
<b>PHYSICS</b>								
*PHYSICS 2A: Mechanics & Thermodynamics	-	-	-	-	-	-	-	-
*PHYSICS 2B: Electricity, Magnetism, Optics & Modern Physics	-	-	-	-	-	-	-	-

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	01-02	02-03	01-02	02-03	01-02	02-03	01-02	02-03
<b>PHYSICS (cont'd)</b>								
*PHYSICS 4A: Classical Mechanics	-	-	-	-	-	-	-	-
*PHYSICS 4B: Electricity, Magnetism, & Waves	-	-	-	-	-	-	-	-
*PHYSICS 4C: Thermodynamics, Optics & Modern Physics	-	-	-	-	-	-	-	-
<b>POLITICAL SCIENCE</b>								
POL SCI 1: American Government	F+, SP+, ++	F+, ++, SP+, ++	F+, ++SP+, ++	F, SP	F, SP	F, SP	F	SP
POL SCI 2: Comparative Government	SP	-	SP	-	-	-	-	-
<b>PSYCHOLOGY</b>								
PSYCH 1: Introduction to General Psychology	F+, ++SP+, ++	F++, SP+, ++	F+, ++SP+, ++	F, SP	SP	SP	F	F
PSYCH 2: Abnormal Psychology	F	F	F, SP	F, SP	-	-	SP	-
PSYCH 3: Developmental Psychology	SP	-	F	F	-	-	-	SP
PSYCH 4: Personal Psychology	-	SP	SP	SP	-	-	-	-
PSYCH 5: Biological Psychology	SP	SP	SP	SP	SP	SP	SP	SP
*PSYCH 8: Law and Psychology	-	-	F	F	-	-	-	-
<b>SOCIAL SCIENCE</b>								
SOC SCI 32A: Cultural History of the Chicano	F, SP	F, SP	F, SP	F, SP	-	-	F, SP	F, SP
SOC SCI 32B: Cultural History of Black Amer.	F	F	F	F	-	-	-	-
<b>SOCIOLOGY</b>								
SOC 1: Introduction to Sociology	F+, SP	F+, SP	F, SP+	F, SP+	SP	-	F	-
SOC 2: Introduction to Social Problems	F	F	F	F	-	-	-	-
SOC 3: Marriage & Family Relations	SP	SP	SP	SP	-	-	-	SP
<b>SOIL SCIENCE</b>								
SL.SCI 21: Soils	-	-	-	-	-	-	-	-
SL.SCI 22 Fertilizer and Soil Fertility	-	-	-	-	-	-	-	-
<b>SPEECH</b>								
SP 1: Elements of Speech	F+, ++, SP+	F+, SP+	F+, ++SP+, ++	F, SP	F, SP	SP	F	F
SP 4: Dynamics of Group Discussion	F, SP	F	SP	SP	SP	F	SP	-
SP 5: Interpersonal Communications	F, SP	F, SP	-	F	SP	-	-	-
<b>WORK EXPERIENCE</b>								
WT 40: Intro to Welding	F, SP	F, SP	F, SP	F, SP	F, SP	F, SP	F, SP	F, SP
WT 41: Intermediate Welding	F, SP	F, SP	-	-	-	-	-	-

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<b>WELDING (cont'd)</b>								
WT 53: GNAW & GTAW Welding	-	F	-	-	-	-	-	-
WT 56: Blueprint Reading	SP	SP	-	-	-	-	-	-
WT 57A: Intro to Welding Fabrications	F	F	-	-	-	-	-	-
WT 57B: Intermediate Welding Fabrication	-	SP	-	-	-	-	-	-
WT 67: Welding Projects	F, SP	F, SP	-	-	-	-	-	-

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# Faculty and Administration

- Acosta, Edgar ..... English 2000  
B.A., Pepperdine University; M.A., Pepperdine University
- Allvin, Julie ..... Learning Disability Specialist/DSPS Counselor  
1996  
B.A., Luther College; MA, Fresno Pacific College
- Amaya-Guenon, Linda ..... Counselor 1989  
A.A., West Hills College; B.A., Chapman University; M.A.,  
Fresno Pacific University
- Barabe, Catherine ..... Dir. Research, Grant & Plan 1999  
B.A., University of New Mexico; M.S., California State  
University, Fresno; Licensed MFCT, Board of Behavioral  
Science Examines
- Barner, Etsel ... Business/Computer Information Systems 1986  
A.A., Reedley College; B.S., Fresno State College; M.B.A.,  
California State University, Fresno
- Bart, John ..... AOJ/Law Enforcement 2001
- Belooof, Lawrence A. .... English, Speech 1980  
B.A., Western Michigan University; M.A., Ph.D., University  
of California, Santa Barbara
- Bolt, David ..... Dean of Arts & Sciences 1986  
B.A., University of California, Santa Cruz; M.S., University  
of North Dakota
- Bottoms, Libra ..... Basic Skills / English 1999  
A.A., Porterville College; B.A., M.F.A., California State  
University Fresno
- Brown, Larry G. .... Trades, Technical & Industrial Education  
1980  
B.A., California State University, Fresno
- Burke, Michael ..... Soil Science 1996  
A.S. Temple University; B.S. Michigan State University;  
M.S. University of Illinois; Ph.D. University of Minnesota
- Castagna, Kim ..... Mathematics 1988  
B.A., Northeastern Illinois; M.S., University of Tulsa
- Christenson, Eric B. .... Agriculture 1975  
B.S., California State University, Fresno
- Clement, Robert ..... Director of Athletics 1999  
A.A., West Hills College; B.A., Fresno State University; M.A.  
University of La Verne
- Coleman, Joyce ..... Coordinator of Education,  
Claremont Custody Center 1990  
B.S., Sam Houston State University; M.S.W., University of  
Houston
- Collins, Christopher .. Learning Disability Specialist Instructor  
2000  
B.S., United State Int'l University; M.A., Fresno Pacific  
University
- Corcoran, Terence M. .... Physics, Mathematics 1970  
B.S., St. Joseph's College, Pennsylvania; M.S., Notre Dame  
University
- Daniels, Neomi ..... Basic Skills 1999  
B.A., M.F.A., California State University, Fresno
- Davis, Cynthia ..... Dir. Psych Tech Program 2001  
A.S., Santa Rosa Junior College; B.S., California Lutheran  
College
- Davis, Terry ..... Administration of Justice 1997  
B.A., M.A. California State University, Fresno
- Depew, William ..... CIS 2000  
A.A., DeVry Technical Institute; B.S., California State  
University Fresno
- Discont, Margaret ..... ESL/Basic Skills 1999  
A.A., Fresno City College; B.A., M.A., California State  
University Fresno
- Diniz, Carlos ..... Assoc. Dean Occ. Ed. 2000  
B.S., Embry-Riddle Aeronautical University; M.S., Chapman  
University
- Ennes-Marvin, Marty ..... English 1999  
B.A., M.A., Western Washington University
- Fees, Cyndra ..... Early Childhood Education 2000  
B.A., California State University Fresno, M.A., California  
State University Bakersfield; M.A., Andrews University,  
Berrien Springs, Michigan

- Felix-Mata, Bertha ..... Dean of Students-Coalinga 1999  
A.A., West Hills Community College; B.A., California State University, Fresno; M.P.H., University California Los Angeles
- Forth, Mary ..... Sociology, English 1983  
B.A., University of California, Berkeley; M.A., University of Northern Colorado
- Gamino, Eliseo ..... Assoc. Dean-North District Center 1999  
B.A., M.A., California State University, Fresno
- Ganter, Frieda ..... Math 1999  
B.S., University of Massachusetts; Ph.D., University of North Carolina
- Gaskill, Lea ..... Dir. Marketing 2000  
B.S., M.A., University of Phoenix
- Georgatos, Darlene ..... Asst. Dean of Students 1978
- Gibson, Bob ..... Agriculture 1977  
B.S., California Polytechnic State University, San Luis Obispo; M.S., California State University, Fresno
- Gornick, Francis P. .... Chancellor 1994  
A.A. West Hills College; B.A. M.S. California State University, Sacramento; Ph.D. St. Louis University
- Grant, James ..... English, 1990  
B.A., M.A., Pacific University
- Gritton, Mark ..... Head Football Coach/  
Physical Education 1996  
B.A., M.A., Humboldt State University
- Hall, Bob ..... Geography 1997  
B.A. University of Northern Colorado; M.A. University of Texas, Austin
- Hauki, Cynthia A. .... Office Careers 1981  
A.A., Sacramento City College; B.S., M.A., The Consortium of the California State Universities
- Hedgecock, David G. .... Geography 1991  
A.A., West Hills College; B.A., M.A., California State University, Fresno
- Hendrickson, Marta ..... Counselor, One Step Beyond 1995  
B.A. Concordia College; M.A. University of San Francisco
- Hioco, Barbara ..... President/Lemoore Campus  
B.S., University of Colorado; M.Ed., Colorado State University; Ed.D University of California, Davis-California State University, Fresno
- Hodsdon, Paul ..... Athletics 2000  
A.A., Central Arizona College; B.S., M.A., University Nevada, Reno
- Holmes, Robert ..... Chemistry 1989  
B.S., St. Mary's College; Ph.D., Oregon State University
- Hunt, Bruce ..... Agriculture 1985  
B.S., M.S., California Polytechnic State University, San Luis Obispo
- Jacobus, Linda ..... Basic Skills Specialist 1993  
B.A., University of California, Santa Barbara, M.A. San Francisco State University
- Jaurena, Tracey ..... Physical Education, Athletics 1999  
A.A., West Hills College; B.A., California State University, Fresno; M.A., Western Michigan University
- Jeffery, Richard ..... Diesel Technology 1979  
B.S., M.A., California Polytechnic State University, San Luis Obispo
- Kincade, M.Susan ..... Dean of Learning Resources 2000  
A.A., Fresno City College; B.A., M.A., California State University Fresno
- Kozlowski, Michelle ..... Dir. Information Tech. Systems 2000  
B.A., California State University Chico
- Kraft-Chapman, Patricia ..... Early Childhood Education 1991  
A.A., Mt. San Antonio College; B.S., M.S., University of LaVerne
- Kron, Brian ..... Computer Information Systems 1999  
B.S., California State University, Fresno; M.B.A., California State University, Fresno
- Lewis, Dudley ..... Physical Education, Athletics 1986  
B.S., M.S., California Polytechnic State University, Pomona
- Little, Anna-Lisa ..... Early Childhood Education 1997  
B.A., M.A. California State University, Bakersfield

- Lopez, Jose ..... Counselor TRPP 2000  
A.A., Reedley Community College; B.A., M.S.W., California State University Fresno
- Maafei, Robert ..... Business 2001
- Mahoney, Fred ..... Physical Education, Athletics 1978  
A.A., College of the Sequoias; B.S., California State University, Northridge; M.S., California Polytechnic State University, San Luis Obispo
- Mahrt, Jack ..... VP Admin Svcs./Asst. Superintendent 2001  
A.A., West Hills College; B.S. Pepperdine University; CFP License, California Lutheran College
- McCormick, Marcia ..... Psychology 2001
- McGlothlin, Sandra ..... Counselor 1996  
A.A. Fullerton College; A.A. West Hills College; B.A., M.A. California State University, Fresno
- Mendenhall, Faye ... Physical Education, Mathematics, English 1979  
B.A., M.A., Humboldt State University
- Mitchell, Ronald T. .... Art 1975  
A.A., Santa Ana College; B.A., M.A., California State University, Fullerton
- Mosher, Staci ..... Psychology/Women's Softball Coach 1997  
B.A. United States International University, M.A. National University.
- Nanda, Vineet ..... CIS 2001  
B.S., Government College, Punjab, India; B.Ed., Government College of Education, Punjab, India; MASE, Uptron ACL, Punjab, India
- Niedens, Bret ..... Biology 2001
- Noland, Jon ..... Chief Librarian 1999  
M.A., Iowa State University; M.S., University of Kentucky
- Oliver, Norine ..... Political Science 1985  
B.A., M.A., California State University, Fresno
- Paden, Monte ..... CIS/Business 1998  
A.S. College of the Sequoias; B.S. California State University, Fresno
- Preston, James ..... Education, English 2000  
B.A., University of California, Santa Barbara; M.A., Fresno Pacific University
- Rathbun, Larry ..... Director, Farm of the Future 2001
- Rehark-Griffith, Rhea ..... Spanish, ESL 1985  
B.A., M.A., University of California, Santa Barbara
- Rengh, David-Michael.. Computer Information Systems 1989  
A.A., West Hills College; B.A. Fresno Pacific College
- Renteria, Frank .... EOPS/CARE/CalWORKs Counselor 1998  
B.A., M.S.W., P.P.S.C. California State University, Fresno
- Renton, Stephen ..... Dir. Development/Alumni/Found 1997  
B.A., University of California Davis
- Rodriguez, Martha ..... Director, EOPS 1997  
B.A. California State University, Fresno; M.S. California State University, Fullerton; Ed.D. University of Southern California
- Roton, Marlese ..... Counselor 1997  
A.A. Modesto Junior College; B.A., M.A. California State University, Stanislaus
- Schoenstein, Nancy ..... Claremont Custody Center 2001  
A.A., Fresno City College; B.A, M.S, California State University Fresno
- Shehorn, Jacqueline ..... Basic Skills 1997  
B.A. University of California, Irvine, M.A. California State University, Fresno
- Smith, Beverly ..... Assoc. Dean Occ. Ed. 1997  
B.A. University of Washington; B.A., M.S., Ph.D., University of New Mexico
- Smyers, Joyce. .... Director DSPTS 1997  
A.A. College of Sequoias; B.A., M.A., California State University, Fresno
- Spiva, Derrick ..... Drama 1997  
B.A. California State University, Northridge, M.F.A University of California, Irvine; Ph.D. San Antonio Theological Seminary.
- Stearns Jr., Harold ..... Truck Driving 1998  
A.S. ITT Technical Institute; B.A. California State University, Fresno

- Tarver, Ruth ..... Business, Office Technology,  
Computer Applications 1995  
A.A., Fresno City College, B.S., MPA, California State  
University, Fresno
- Tigh, Sally ..... Claremont Custody Center 2001  
B.S., Oregon College of Education; M.Ed., Fresno Pacific  
College
- Tincher, Cal ..... History/Athletics 1999  
A.A., College of the Siskiyous; B.S., Santa Clara University;  
M.A., Portland State University
- Trezza, Kathleen L. .... Counselor, 1996  
B.A. University of California, Davis; M.S. California State  
University, Sacramento
- Vaughn, Jeffrey ..... English/Philosophy 1986  
B.A., San Francisco State; M.A., California State University,  
Fullerton; M.L.S., California State University, San Jose;  
Ph.D., Claremont Graduate School
- Vokoun, Scott ..... Physical Education 1997  
B.S., M.S. Wayne State College
- Wanderer, Jeffrey ..... Volleyball Coach/Biology 1998  
B.S., M.A. San Jose State University
- Warkentin, Donald J. .... Dean of Kings County Center 1986  
B.A., California State University, Chico; M.A., California  
State University, Fresno
- Welch, Merlin ..... Diesel Technology 1983  
B.S., California Polytechnic State University, San Luis Obispo
- Whitehead, Anita ..... AOJ/Corrections 2001
- Wilson, Scott ..... Math 2000  
B.A., M.A., California State University Fresno
- Winters, Tom ..... Learning Disabilities Specialist 1986  
B.A., M.A., Rutgers University; M.S., Dominican College



# Classified Staff

Adams, Thomas .....	Program Development Asst.	Davis, Lorna .....	Senior Secretary
Aguilar, Andres .....	Custodian/Groundskeeper	Davis, Penny .....	Office Assistant II
Aguilera, Alicia .....	Admissions & Records Asst.	Deling, Darrell .....	Director of Maintenance
Alvarado, Juanita .....	Site Supervisor	Denberg, Rose .....	Financial Aid Asst.
Alvarez, Isidro .....	Groundskeeper	Devine, Russell .....	Accounting Technician
Ames, Laura .....	Tutorial Specialist – Coalinga	Driggers, Natalie .....	Sports Information Officer
Amey, April .....	Program Eligibility Asst.	Eckhardt, Anthony .....	State/Comm Liaison for ECE
Andrade, Frances .....	Financial Aid Assistant	Eldridge, Sharon .....	Library Technician
Arellano, Miguel .....	Advising Specialist	Emerson, Kristi .....	CDC Site Supervisor – Lemoore
Austin, Jaime .....	Americorp Tutor/Coordinator	Escalante, Gerardo .....	Job Coach/Recruiter
Avalos, Daniel .....	Financial Aid Assistant	Escamilla, Eluterio .....	MESA Director
Avila, Sara .....	Bookstore Assistant	Esposito, Michael .....	Resident Hall Coordinator
Balcazar, Priscilla .....	Student Services Assistant	Farmer, Margaret .....	Custodian
Barnes, Geannie .....	Financial Aid Assistant	Ficken, Cynthia .....	Pre-School Teacher Assistant
Bass, Leonard .....	Employment Outreach Specialist	Folsom, Karann .....	Duplicating Services Assistant
Beck, Gail .....	Library Specialist	Frazier, Myra .....	Bookstore Assistant
Benedict, Tom .....	Director of Duplicating	Fronaberger, Estella .....	Secretary
Benson, John .....	Groundskeeper	Garcia, Antonio .....	PC & LAN System Specialist
Blair, Paul .....	PC & LAN System Specialist	Gentry, Larry .....	Skilled Maintenance Worker
Branch, Georgene .....	Food Services Cashier	Gervacio, Patty .....	Office Asst. I – Residence Hall
Brewer, Butch .....	Custodian	Glasheen, Bill .....	Hospitality Academy Coordinator
Brixey, Minerva .....	Officer Manager	Grijalva, Manuel .....	Custodian
Burciaga, Rosemary .....	NDC Office Manager	Grijalva, Veronica .....	EOPS / CARE Advising Spec.
Cabrera, Rosa .....	Human Resources Assistant	Henslick, Jeanne .....	Acct. Tech / Purchasing Tech.
Cannon, Michelle .....	Bookstore Assistant II	Hernandez, Ana .....	Office Assistant I
Carl, Carrie .....	Job Coach	Hernandez, Tiffany .....	Financial Aid Asst.
Carpenter, Dianne .....	Senior Secretary	Hewitt, Paula .....	Human Resources Specialist
Cavazos, Bert .....	Athletic Equipment Coordinator	Hill, Trish .....	Accounting Specialist
Cavazos, Maria .....	Program Development Assistant	Hollis, Lauri .....	Case Worker
Cavins, James .....	Evening Coordinator – KCC	Ieronimo, John .....	Custodian / Groundskeeper
Cavins, Sandy .....	Accounting Technician	Isaac, Donna .....	Administrative Assistant
Clark, Karen .....	Programmer/Analyst	Jackson, Veronica .....	Assistant Teacher
Clayton, Sara .....	Associate Teacher	Jeffcoach, Nancy .....	Site Supervisor - Coalinga
Corpus, Angelica .....	Food Services Cashier	Jensen, Amy .....	Associate Teacher
Corpus, Martin .....	Food Services Cook	Jimenez, Donna .....	Senior Secretary
Cota, Jesse .....	Tennis Coach/Advising Specialist	Jimenez, Jessica .....	Secretary
Cranston, Estela .....	Office Assistant II	Johnson, Debra .....	Admissions & Records Tech.
Culver, James .....	Evening Coordinator - Coalinga	Johnson, Elizabeth .....	Senior Secretary
Dabbs, Tim .....	Skilled Maintenance Worker	Johnson, James .....	Skilled Maintenance Worker
Daniel, Cynthia .....	Associate Teacher	Jones, Doris .....	Instructional Assistant - Alpha Center
Danner, Ronald .....	Director of Residential Living	Jones, Glenda .....	Administrative Assistant

Jorgens, Anne ..... Administrative Assistant  
 Leavitt, Russell ..... Case Worker  
 Lopez, Richard ..... Custodian  
 Lourenco, Maria ..... Instructional Operation Manager  
 Macias, Jose ..... Custodian  
 Martin, Marisa ..... Student Services Assistant  
 Martinez, Leticia ..... Program Assistant  
 Mata, Annie ..... Custodian  
 Mata, Juan ..... Computer Operations Specialist  
 Mitchell, Cherie ..... Senior Secretary  
 Montoya, Michael ..... Food Services Manager  
 Mora, Cecilio ..... Case Worker  
 Mora, Concepcion ..... Custodian  
 Mora, Veronica ..... Teacher Assistant  
 Munoz, Miguel ..... CalWORKs Program Coordinator  
 Murphy, Sonja ..... Case Worker  
 Nguyen, Truc ..... PC & LAN System Specialist  
 Olson, Melinda ..... Office Manager  
 Oman, Linda ..... Senior Accounting Technician  
 Oxford, Laura ..... Custodian - Grants  
 Padilla, Delia ..... Accounting Specialist  
 Parker, Charles ..... Custodian  
 Parker, Michael ..... Computer Operations Manager  
 Paxton, Keith ..... Youth Program Coordinator  
 Paxton, Wendy ..... Senior Secretary  
 Perez, Dino ..... UB Tutorial Specialist  
 Phan, Hang T. .... Food Services Cook  
 Pick, Tamie ..... Program Dir./Lead Employer Outreach  
 Pimentel, Robert ..... Program Assistant  
 Quade, Betsy ..... Tutor Coordinator  
 Quilici, Teresa ..... Student Services Assistant  
 Ramirez, Eva ..... CARE Program Assistant  
 Redding, Lorri ..... Associate Teacher  
 Repp, Liz ..... Employment Outreach Specialist  
 Reyes, Rebecca ..... Program Assistant  
 Reynosa, Patrick ..... Custodian  
 Rhea, Scott ..... Custodian - Lemoore  
 Rivero, Elizabeth ..... Associate Teacher  
 Robinson, Andrea ..... Library Technician  
 Rocha, Alicia ..... EOP&S Advising Specialist  
 Rodgers, Mary Ann ..... Office Assistant II  
 Rosales, Veronica ..... Residence Hall Coordinator  
 Salazar, Christopher ..... Financial Aid Assistant

Santacruz, David ..... Employment Outreach Specialist  
 Santacruz, Refugio ..... Student Services Asst.  
 Santillan, Laura ..... Program Assistant  
 Santos, Emma ..... Financial Aid Assistant  
 Schawe, Jean ..... Accounting Technician  
 Scribner, Betsy ..... Associate Teacher  
 Scroggins, Aaron ..... Job Coach  
 Scroggins, Patty ..... Director Child Development Center  
 Silva, Juan ..... Evening Coordinator - NDC  
 Silva, Lydia ..... Financial Aid Assistant  
 Silva, Sue ..... Student Services Technician  
 Silvestre, Anna ..... Program Development Asst.  
 Simonson, Lenore ..... Advising Specialist  
 Smith, Teresa ..... Senior Secretary  
 Soqui, Susan ..... Associate Teacher  
 Stearns, Jill ..... Educational Technology Specialist  
 Stearns, Keith ..... Programmer Analyst  
 Stivers, Cheryl ..... Advising Specialist  
 Stoppenbrink, Ken ..... Director of Human Resources  
 Supernaw, Gloria ..... Program Asst.  
 Tamayo, Marisela ..... Associate Teacher  
 Taylor, Shannon ..... Food Services Cook  
 Torres, Elva ..... Secretary (DS/PS/Student Services)  
 Trevino, Thelma ..... Accounting Technician  
 Velasquez, Marco ..... Custodian  
 Vierhus, Melinda ..... Tutorial Specialist  
 Villarreal, Oscar ..... Advising Specialist  
 Vosburg, Nila ..... Alpha Center Coordinator  
 Watts, Kathryn ..... Associate Teacher  
 Watts, Shannon ..... Tutorial Specialist  
 Weatherman, Tammy ..... Director of Accounting  
 Wertenberger, Tracy ..... Program Assistant  
 Willbanks, Jeffrey ..... Tutorial Specialist  
 Williams, Doris ..... Accounting Specialist  
 Williams, Pamela ..... Student Support Services Assistant  
 Wright, Shirley ..... Office Assistant/Transportation  
 Young, Janet ..... Student Services Assistant

## Emeritus Faculty and Administration

	Area	Years
Robert Annand	President	1962-1982
Dorothy Ashe	English, Speech	1983-1999
C. Warren Ayers	Drafting, Welding	1957-1983
Laurn Beutler	Agriculture	1967-1994
Jackie Blevins-Flower	Computer Application	1973-2000
Sarah Bowers	Librarian	1957-1969
Willard L. Boyer	Counselor	1961-1991
John Chadwick	Foreign Languages	1953-1982
Rodney Fitch	English	1954-1984
D.J.P. Forth	Assoc. Dean Learning Res.	1968-1998
Elliott J. Fowkes	Geology, Engineering	1964-1999
John Fowler	Journalism, English	1969-1999
Henry E. Gates	Automotive Technology	1971-1984
Helen Gladson	Reading, English	1974-2000
Jim Hicks	Chemistry	1957-1987
Clair Hough	Developmental Math	1957-1991
Jerry Hubbard	Agriculture	1966-1997
Bernice Isham	Music	1960-1984
Lois Judd	Librarian	1969-1976
Reed Mellor	History, Business	1984-1998
Mike Mitzel	Business	1965-1989
Jack Nelson	Automotive Technology	1970-2001
T. Dean Perry	Music	1974-1988
Gary Sedgwick	Counselor	1987-1996
James Sirman	Math/CWEE/TTI	1980-2001
Marion Stephens	P.E., Football, Baseball	1971-1983
Arnold Wallender	Mathematics	1961-1991
Arnold Walter	Humanities, Art	1976-1990
Richard Woodson	Life Science	1949-1984
Dick Womack	P.E., Softball, Football	1968-1997 1957-1987

## Emeritus Classified/ Classified Management

	Area	Years
Andres Aguilar	Custodian/Groundskeeper	1978-2000
Dorothy Apple	Cafeteria Cook	1979-1993
Marie Atkins	Custodian	1959-1983
Gloria Barron	Financial Aid Director	1971-1988
Sandra Belt	Custodian	1980-1993
Donna Booth	Secretary II	1975-1983
Maybelle Carr	Bookstore Supervisor	1958-1977
Margaret Cramer	Residence Hall Supervisor	1964-1983
Bill Eckenrod	Custodian/Stock Clerk	1979-1990
Viola Fluharty	Custodian	1975-1990
Ellen Georgatos	Financial Aid Accountant	1968-1982
Glenn Georgatos	Groundskeeper	1959-1983
Lavaughn Kays	Cafeteria Manager	1959-1983
Lois Lipe	Snack Bar Assistant	1962-1983
Jack Marvin	Skilled Maintenance Worker	1967-1989
Ken May	ITS	1988-1999
Mary Morris	Library Technician	1976-1993
Ken Morrison	Stock Clerk Buyer	1957-1983
Phyllis Nott	Secretary to Superintendent/ President	1965-1983
Betty Patton	Custodian	1957-1981
Donna Pressey	Registrar	1956-1982
Mable Rankin	Snack Bar Supervisor	1962-1983
Clydene Raxter	Secretary II	1950-1978
Jim Rete	Grounds Supervisor	1962-1992
Ruthene Rouse	Secretary to Dean of Instruction	1966-1984
Kathryn Sawyer	Cafeteria Assistant	1969-1982
Lillian Schawe	Senior Records Clerk	1961-1976
Jack Smith	Director Buildings/Grounds	1979-1987
Joy Smith	Cafeteria Cook	1962-1983
Wilma Thompson	Cafeteria Assistant	1971-1982
Ruth Twibell	Senior Records Clerk	1959-1980
Anita Vinson	Dir., Accounting Services	1982-1993
Dixie Welborn	Administrative Assistant/ Business	1947-1983
Kay Whitworth	Bookstore Manager	1976-1995
Margaret Wilson	Custodian	1958-1991

# WEST HILLS COMMUNITY COLLEGE DISTRICT ADVISORY COMMITTEES 2001-02

## Crop Science Program Advisory Committee

Dick Loblmeier ..... West Hills College  
 Dr. Larry Rathbun ..... West Hills College  
 Tim Stone ..... Britz Fertilizer  
 Steve Clark ..... Western Farm Service  
 Ross Allen ..... RMA Farms

## Animal Science Advisory Committee

Rich Blanchard ..... Madera  
 John Cordeiro ..... Hanford  
 Jeff Evans ..... Paso Robles  
 Bob Martin ..... Coalinga  
 John Robison ..... Caruthers

## Ag Business Advisory Committee

Jim Dempsey ..... Harris Beef Co.  
 Tony Villalobos ..... Sequoia Packing  
 Bill Van Skike ..... CPCSD

## Equine Science Advisory Committee

Bruce Hunt ..... West Hills College  
 Dave McGlothlin ..... Harris Ranch  
 Dr. Larry Rathbun ..... West Hills College  
 Dr. Herb Atkinson ..... Visalia  
 Cal Kobic ..... Cal Poly, Pomona  
 Ron Wechler ..... LA Pierce College  
 Nancy Birdwell ..... Coalinga High School  
 Gary Clay ..... Coalinga  
 Dr. Herb Atkinson ..... Visalia

## Heavy Equipment Advisory Committee

Rodney Fike ..... Laton  
 Dave Pery ..... Pery Construction  
 Allen Clark ..... Dos Palos  
 Walt Miramato ..... Madera  
 Susan Neil ..... North Fork  
 Bob Hughes ..... Madera

## Business/Computer Advisory Committee

Brad Gleason ..... Coalinga  
 Esther McIlwain ..... Coalinga  
 Melissa Hamman ..... Avenal  
 Eleanor Lopez ..... Avenal  
 Nina Oxborow ..... Coalinga  
 Delores Reynolds ..... Coalinga  
 Bill Watts ..... Coalinga  
 Alvin Hall ..... NASL  
 Ed Burckhardt ..... Tulare  
 Emma Pace ..... Coalinga  
 Wanda Earls ..... Coalinga  
 Marc Scott ..... Coalinga  
 Allen Escola ..... Lemoore

## Administration of Justice Advisory Committee

Sgt. Dan Rozzelle ..... Huron Police Department  
 J. R. Laws ..... Lemoore Police Department  
 Lt. M. E. Spearman ..... Pleasant Valley State Prison, Coalinga  
 Capt. J. L. Cobbs ..... Corcoran State Prison, Corcoran

## Child Development Advisory Committee

Anna-Lisa Little ..... WHC Instructor  
 Pat Kraft Chapman ..... WHC Instructor  
 Theresa Mitchell ..... LNAS, Child Development Center  
 Betty Scherer ..... LNAS, Child Development Center  
 Susan Nadolny ..... Child Development Home Day Care  
 Norma Smith ..... Child Development Home Day Care  
 Blanca Cuevas ..... Westside Elementary  
 Caroline Avitia ..... Westside Elementary  
 Alma Romero ..... Westside Elementary  
 Billie Ramirez ..... Westside Elementary  
 Maribel Ramirez ..... Westside Elementary  
 Patty Scroggins ..... WHC, Child Development Center  
 Nancy Jeffcoach ..... WHC, Child Development Center  
 Kristy Lambert ..... WHC, Child Development Center  
 Kathy Watts ..... WHC, Child Development Center  
 Glenda Stephens ..... Kings Comm. Action Organization  
 Cyndra Fees ..... West Hills College  
 Ruby Maybee ..... Reef Sunset Unified School District  
 Elizabeth Rivero ..... Reef Sunset Unified School District  
 Sheila Verdugo ..... Reef Sunset Unified School District  
 Elaine Chipman ..... Magic Castle Preschool, Lemoore  
 Dawn Mombberger ..... Magic Castle Preschool, Lemoore

Katie Gibson	.....	Magic Castle Preschool, Lemoore
Lee Anne Ramsey	.....	Magic Castle Preschool, Lemoore
Martha Castaneda	.....	Huron Day Care
Patty Cervantes	.....	Huron Day Care
Joyce Felix	.....	Washington Elementary, Mendota
Lydia Gonzalez	.....	Washington Elementary, Mendota
Christina Hernandez	.....	Washington Elementary, Mendota
Peggy Bennett	.....	WHC Student
Ashley Stinger	.....	WHC Student
Michelle Dove	.....	WHC Student
Monica Perez	.....	WHC Student
Rhiana Giffin	.....	WHC Student
Linda Aguilera	.....	WHC Student
Sandy Brewer	.....	WHC Student
Maria Adams	.....	WHC Student

### Hotel, Restaurant And Casino Management Advisory Committee

Dr. Barbara Hioco	.....	West Hills College
Carlos Diniz	.....	West Hills College
Bill Glasheen	.....	West Hills College
Steve Renton	.....	West Hills College
Kirk Doyle	.....	Harris Ranch
Vince Papagni	.....	Harris Ranch
Steve Warren	.....	Harris Ranch
Ritha Randall	.....	Sequoia Inn
Ken Ludington	.....	Best Western Lemoore
Rosie Marshall	.....	Holiday Inn Express Lemoore
Bambi Grestini	.....	Comfort Inn Hanford
Mario Lopez	.....	Hotel Visalia

### Truck Driving Advisory Committee

Ike Kron	.....	Fresno
Richard Wills	.....	Lemoore
Danny Danell	.....	Hanford

### Auto Technology Advisory Committee

Marion Vosburg	.....	Coalinga
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### Welding Advisory Committee

Dennis Simas	.....	Hanford
Chuck Robinson	.....	Huron
Norman Bettencourt	.....	Hanford

# Glossary of College Terminology

## Admissions and Records

The office and staff that admits students and certifies their legal record of college work; it also provides legal statistical data for the college.

## Administration

Officials of the college who direct and supervise the activities of the institution.

## A.S.B. Card

Membership card of the Associated Student Body of West Hills Community College.

## Associate Degree (A.A. or A.S.)

A degree (Associate in Arts or Associate in Science) granted by a community college which recognizes a student's satisfactory completion of an organized program of study of at least 60 units.

## Bachelor's Degree (B.A., A.B., B.S.)

A degree granted by a four-year college or university which recognizes a student's satisfactory completion of an organized program of study of 120 to 130 units.

## Certificate of Achievement

A certificate granted by a community college which recognizes a student's satisfactory completion of an organized program of vocational study of 16 to 45 units.

## Community-Based Classes

Those courses offered as a service to a community rather than for units; "non-credit" courses.

## Community College

A two-year college offering a wide range of programs of study, many determined by local community need.

## Counseling

Guidance provided by professional counselors in collegiate, vocational, social and personal matters.

## Course Numbering

1-49 are baccalaureate, 50-100 are associate degree level, and 100-199 are non-transfer and non-degree applicable.

## Credit by Examination

Course or unit credit granted for demonstrated proficiency in a given area.

## Credit/No-Credit

A procedure which allows students the option of taking a course for credit only, rather than a letter grade.

## CWEE

Cooperative Work Experience Education

## Deficiency

Grade Point Deficiency: whenever a student's grade point average is less than 2.0; Subject Deficiency: whenever a student lacks a course or courses required for admission, graduation or transfer.

## Elective

An optional course needed for graduation, but not one of the courses required for a specific major.

## General Education Requirements

(also called Breadth Requirements). A group of courses selected from several disciplines which are required for graduation.

## Grade Points

The numerical value of a college letter grade. A=4, B=3, C=2, D=1, Others=0.

## Grade Point Average

A measure of academic achievement used in decisions on probation, graduation and transfers. The G.P.A. is determined by dividing the total grade points by the number of attempted units.

## Lower Division Courses

Courses at the freshman and sophomore levels of college.

## Major

A planned series of courses and activities selected by a student for special emphasis which are designed to teach certain skills and knowledge.

## Non-Transfer Courses

Courses which will not be accepted at a four-year institution.

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## Placement Tests

Tests given prior to admission which are used to determine the student's assignment to the most appropriate class level.

## Prerequisite

A requirement that must be satisfied before enrolling in a particular course; usually a previous course or sophomore standing. See course description section of catalog for statement of prerequisites.

## Probation

A trial period during which students must improve their scholastic achievement or face dismissal.

## Registration

The process of selecting and enrolling in classes.

## Schedule of Classes

A booklet used during registration giving the title, class section number, units, time, instructor, and location of all classes offered in a particular semester.

## Semester

One-half of the academic year, usually 18 weeks.

## Semester Hour

A unit of academic credit representing an hour of classwork (as lecture class), or three hours of laboratory work each week for an academic semester (16-18 week period).

## Transcript

An official list of all courses taken at a college or university showing the final grade received for each course.

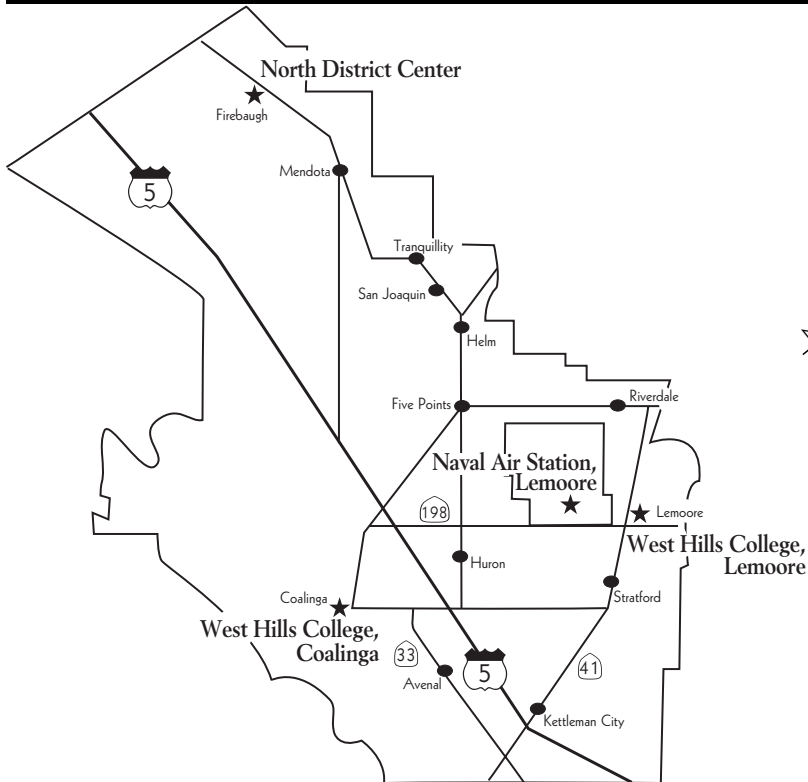
## Transfer Courses

Community college courses designed to match lower division courses of a four-year institution and for which credit may be transferred to that institution.

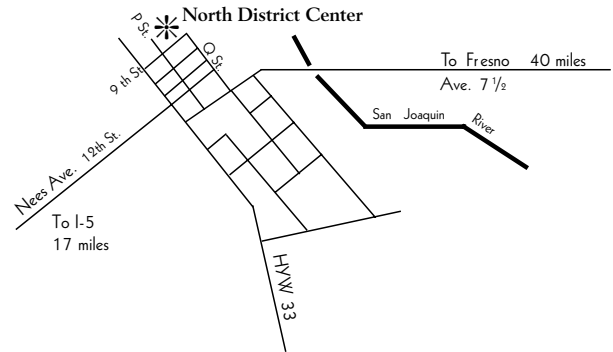
## Unit

The measure of college credit given a course, usually on the basis of one unit for each lecture hour per week or for every two to three laboratory hours per week.

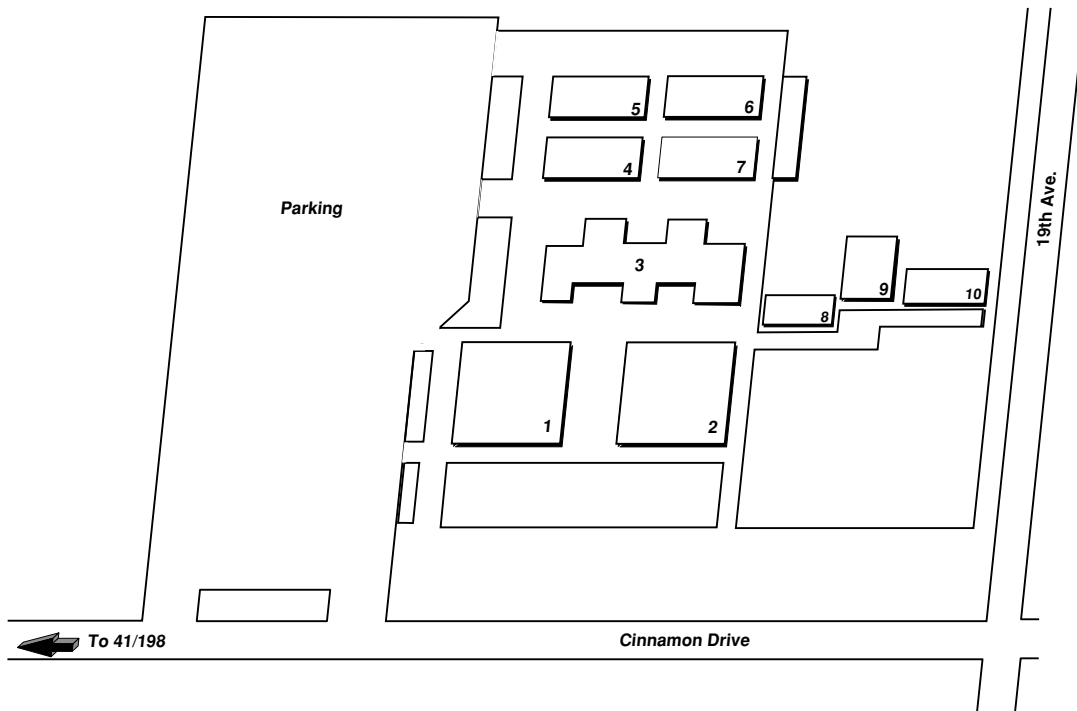
# WEST HILLS COMMUNITY COLLEGE DISTRICT



## NORTH DISTRICT CENTER



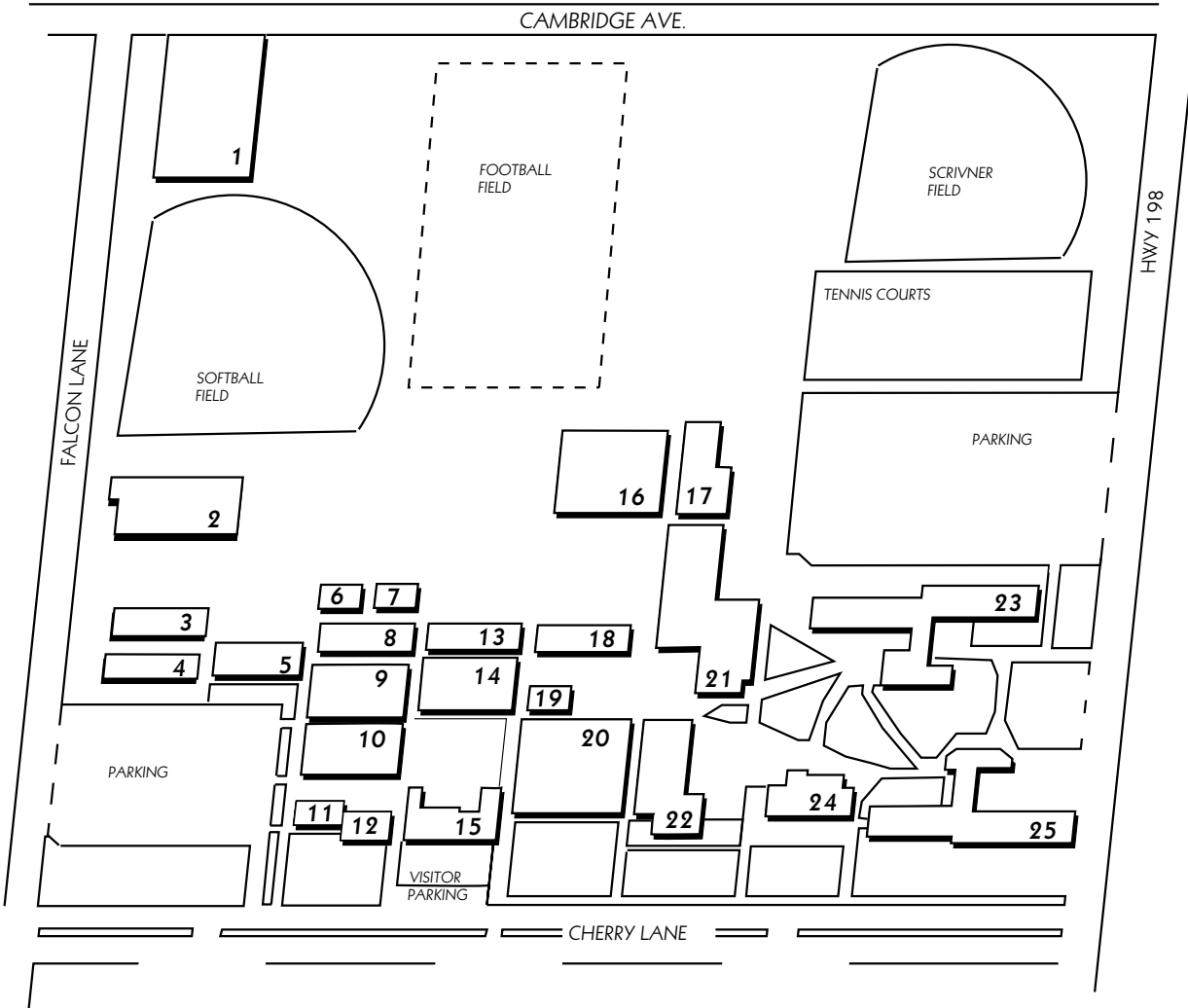
## WEST HILLS COLLEGE, LEMOORE



1. Administration Office  
Registration  
Counseling Office
2. Classrooms LC 1 - LC 4
3. Student Lounge  
Science Lab  
Bookstore  
LC 6, LC 11, LC 12  
Distance Learning Facility  
Open Entry/Open Exit  
Lab
4. LC 14
5. LC 15
6. LC 16
7. LC 17
8. Student Services  
DSPS  
EOPS  
Financial Aid  
OSB  
Faculty Offices
9. Child Development
10. Library



# WEST HILLS COLLEGE, COALINGA



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| <ul style="list-style-type: none"> <li>1. Child Development Center</li> <li>2. Auto Shop/Welding<br/>Classrooms AT 2 - AT 4</li> <li>3. Maintenance and Operations</li> <li>4. Duplicating Department<br/>Human Resources</li> <li>5. G Wing<br/>ITS</li> <li>6. H Wing</li> <li>7. J Wing</li> <li>8. C Wing</li> <li>9. B Wing</li> <li>10. A Wing</li> <li>11. Business Office</li> <li>12. Faculty Wing</li> <li>13. E Wing<br/>Computer Lab<br/>Learning Centers</li> </ul> | <ul style="list-style-type: none"> <li>14. D Wing<br/>Student Services Center<br/>Admissions &amp; Records<br/>Counseling<br/>DSPS<br/>EOPS<br/>Financial Aid<br/>CalWorks<br/>MESA<br/>Bridge Program</li> <li>15. Administration</li> <li>16. Gymnasium</li> <li>17. Weight Room</li> <li>18. F Wing</li> <li>19. Everett Hall</li> <li>20. Rodney B. Fitch Library</li> <li>21. Speech/Arts Building<br/>Conference Center</li> </ul> | <ul style="list-style-type: none"> <li>22. Student Center<br/>Bookstore<br/>Mailroom<br/>Upward Bound<br/>One Step Beyond</li> <li>23. Gordon Hall<br/>Men's Residence</li> <li>24. Cafeteria</li> <li>25. Ivans Hall<br/>Women's Residence</li> </ul> |
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West Hills College does not discriminate on the basis of race, color, national origin, sex (including sexual harassment), handicap (or disability), or age in any of its policies, procedures, or practices, in compliance with Title V of the Civil Rights Act of 1964 pertaining to race, color, and national origin; and Title IX of the Educational Amendments of 1972. 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. Inquiries regarding the equal opportunity policies, the filing of grievances, or grievance procedures covering discrimination complaints may be directed to: Ken Stoppenbrink, Affirmative Action Officer Coordinator, West Hills College, 300 Cherry Lane Coalinga, CA 93210 (559) 935-0801 OR 1-800-266-1114.

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 recognizes its obligation to provide overall program accessibility throughout the college for handicapped persons. Contact the Section 504 Coordinator to obtain information as to the existence and location of services, activities, and facilities that are accessible to and usable by 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, 221 Main Street, Suite 1020, San Francisco, California 94105

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# DECLARACION DE CUMPLIMIENTO

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