



# CATALOG 2016-2017



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



**West Hills College Lemoore**

# **Catalog**

## **2016-2017**



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

*Once you **go here,**  
you can **go anywhere***<sup>™</sup>

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# Contents

President's Message .....	iv	Athletics .....	124
Instructional Calendar 2016-2017 .....	vi	Biology .....	126
General Information .....	7	Business .....	128
Admissions .....	9	Chemistry .....	130
Academic Regulations .....	13	Child Development .....	131
Special Programs .....	21	Computer Information Systems .....	135
Students' Rights and Responsibilities .....	25	Communication .....	139
Student Services .....	29	Culinary .....	140
Student Life Programs .....	37	Earth Science .....	143
Instructional Services .....	39	Economics .....	143
Graduation Requirements .....	43	Education .....	143
Associate Degree Requirements .....	45	Emergency Medical Training .....	144
Transfer Information .....	51	Engineering .....	146
Programs of Study .....	55	English .....	147
Administration of Justice .....	55	English as a Second Language .....	148
Art .....	58	Foreign Language Spanish .....	149
Biology .....	59	Geography .....	149
Business .....	60	Geology .....	151
Business Administration .....	63	Guidance Studies .....	151
Business Office Technologies .....	65	Health Education .....	152
Chemistry .....	67	Health Science .....	152
Child Development .....	68	History .....	153
Communication Studies .....	73	Hotel Management .....	154
Microcomputer Applications Specialist .....	74	Hotel, Restaurant, Casino Management .....	156
Entrepreneurship .....	77	Humanities .....	157
Elementary Teacher Education .....	78	Interdisciplinary Studies .....	157
Engineering (All Branches) .....	79	Journalism .....	158
Geography .....	80	Kinesiology .....	158
Geology .....	82	Linguistics .....	159
Health Science .....	84	Maintenance Mechanics .....	159
Hotel, Restaurant and Casino Management .....	85	Mathematics .....	160
Human Services .....	88	Music .....	162
Kinesiology .....	90	Non-Credit .....	163
Liberal Arts .....	92	Nursing .....	164
Mathematics .....	97	Nutrition .....	170
Nursing .....	98	Performing Arts .....	171
Paramedic .....	105	Philosophy .....	172
Psychiatric Technician to Associate of Science Degree Nursing Program (PT to ADN) .....	106	Physical Education .....	172
Physics .....	107	Activity Courses .....	172
Political Science .....	109	Non-activity Courses .....	173
Psychology .....	110	Physical Science .....	174
Sociology .....	112	Physics .....	175
Sterile Processing Certificate (Local) .....	113	Political Science .....	176
Studio Arts .....	114	Psychology .....	176
Course Information .....	117	Restaurant Management .....	177
Course Descriptions .....	119	Social Work .....	178
Administration of Justice .....	119	Sociology .....	179
American Sign Language .....	122	Work Experience .....	180
Art .....	122	Faculty & Staff .....	185
		Index .....	183





## West Hills College Lemoore President's Message

Thank you for choosing West Hills College Lemoore and welcome to the 2016-17 academic year. Please use this catalog as a reference guide to help you understand our policies and procedures, which will help you navigate through your academic career.

West Hills College offers more than 40 associate degree and certificate programs, excellent athletic programs, and outstanding co-curricular activities. We recognize that the personal connections you make with our esteemed faculty, and supportive staff will help ensure your academic success. Please let us know if there is anything we can do to help you on your road to success.

We continue to expand our associate degrees for transfer (ADT), which guarantee your transfer to the California State University system and shorten the length of time it takes to complete your studies. Make sure to speak with your counselor about a transfer degree and the opportunities you will have for furthering your education once you complete your ADT. In addition to our degree

programs, we have excellent career and technical certificates that will position you for a well-paying career. Your student success team is ready to help you understand these options so do not hesitate to ask for help.

In fall 2016 we will open our new 23,000 square foot state-of-the-art Student Union building that will house our cafeteria, bookstore, and student government offices. It will include plenty of space for students to relax and socialize in between classes. And, we are in the planning stages for a new instructional building to increase your access to high-quality learning. It's an exciting time at West Hills College Lemoore, and we're glad you're here.

I look forward to seeing you around campus!

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

Dr. Kristin Clark

President, West Hills College Lemoore



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# West Hills College Lemoore

559-925-3000

559-924-8065 (TTY)

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



## Board of Trustees

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Ken Stoppenbrink, Deputy Chancellor

Dr. Stuart Van Horn, Vice Chancellor

# Instructional Calendar 2016-2017

## 2016 Summer Session

May 23– August 5	.....	Instruction Begins/Ends
May 30	.....	Memorial Day, No Classes
July 4	.....	Independence Day, No Classes

## 2016 Fall Semester

August 10	.....W	Professional Dev Day, No Classes
August 11	.....TH	Faculty Flex Day, No Classes
August 12	.....F	Professional Dev Day, No Classes
August 15	.....M	Instruction Begins
September 5	.....M	Labor Day, No Classes
October 14	.....F	Last Day to Petition to Graduate
October 17	.....M	Second 9-week Classes Begin
November 11	.....F	Veteran’s Day Observed, No Classes
November 14	.....M	Last Day to Withdraw with a W
November 24-25	.....ThF	Thanksgiving, No Classes
December 12-16	.....MF	Finals Week
December 16	.....F	End of Fall Semester
Total Instructional Days: 87		

## 2017 Spring Semester

January 11	.....W	Professional Dev Day, No Classes
January 12	.....TH	Faculty Flex Day, No Classes
January 13	.....F	Professional Dev Day, No Classes
January 16	.....M	Martin Luther King Day, No Classes
January 17	.....T	Instruction Begins
February 10	.....F	Lincoln Day Observed, No Classes
February 20	.....M	Washington Day Observed, No Classes
March 17	.....F	Last Day to Petition to Graduate
March 20	.....M	Second 9-week Classes Begin
April 10-14	.....MF	Spring Recess
April 21	.....F	Last Day to Withdraw with a W
May 22-26	.....MF	Finals Week
May 25	.....TH	WHC Lemoore Commencement
May 26	.....F	End of Spring Semester
Total Instructional Days: 88		

# General Information

## History

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

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

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

## Accreditation

West Hills College Lemoore received its initial accreditation in 2006 by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges. West Hills College Lemoore's accredited status was reaffirmed by the Commission in June 2011. The Accrediting Commission is an institutional accrediting body recognized by the United States Department of Education and the Council for Higher Education Accreditation. The Commission's address is 10 Commercial Boulevard, Suite 204, Novato, California, 94949. The Commission's telephone number is 415-506-0234. E-mail: [accjc@accjc.org](mailto:accjc@accjc.org)

## Mission Statement

West Hills College Lemoore enriches the lives of our students and the communities we serve by being dedicated to quality educational learning opportunities and partnerships. The college provides a positive environment that is committed to student learning and empowering students to achieve their educational goals.

## Vision Statement

Learning Through Excellence and Innovation

## Guiding Principles

West Hills College Lemoore is student-centered and is dedicated to providing high quality learning opportunities. We are guided by our core values:

- **Access:** Ensure accessibility to all our programs and services.
- **Collaboration:** Emphasize efforts to understand and meet community needs and garner community support. Support collaborative decision-making processes.
- **Community:** Develop and foster a sense of community within the college.
- **Diversity:** Respect and embrace diversity in our programs and learning environments.
- **Excellence:** Provide high quality learning, teaching and service opportunities.
- **Innovation:** Support innovation and technology to enhance learning environments, services and communication.
- **Integrity:** Advocate and demonstrate honesty, truthfulness, equity and ethics.
- **Mutual Respect:** Promote an environment of open communication.

## Academic Freedom

The West Hills Community College Board of Trustees believe that academic freedom is an essential right arising from the nature and function of education. The aims and objectives of the West Hills Community College District point to the unreserved and unqualified obligation of the instructor to pursue his/her subject and the program area surrounding it in a manner consistent with standards of scholarly objectivity as defined by academic tradition and practice.



The West Hills Community College District holds that academic freedom involves inherently the following rights and responsibilities:

1. The right to explore to the limit of competence and training, the assigned teaching area and its references.
2. The responsibility within the teaching area to weigh studiously serious intellectual differences, when applicable, which rise from historical context and perspective.
3. The right to present the democratic process with its freedoms, rights and safeguards as the sole way in which the academic community and nation can exist and establish the means for progress and the greater fulfillment of man.
4. The responsibility in solving problems to appeal only to those criteria sanctioned historically by reason as confirmed through objective discussion.
5. The right to survey, probe and question the condition of man within the guidelines of accepted research techniques and intelligent discussion.
6. The responsibility of avoiding the intellectual error of assuming absolute answers for complex problems and presenting these answers as unquestionable truth.
7. The responsibility to introduce within the assigned teaching areas, controversial concepts, issues and systems, subjecting these ideas to the test of objective reasoning.
8. The responsibility of recognizing, respecting and discussing fairly those areas of human activity not amenable as such to the scientific method.
9. The right to create unhampered and clear intellectual atmosphere, maintained, encouraged and supported by staff, administration and trustees.
10. The responsibility of avoiding any teaching method, which relies on rigid authority or implied infallibility.
11. The responsibility in challenging students, notwithstanding their ability or program, to develop a spirit of inquiry regarding all academic areas and to seek logical answers.

The West Hills Community College District considers academic freedom defined by its attendant rights and responsibilities as a vital, primary force in the achievement of the aims and objectives of the institution.

## Compliance Statement

West Hills College Lemoore 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, educational programs, activities or practices, in compliance with Title VI of the Civil Rights Act of 1964 pertaining to race, color and national origin and Title IX of the Educational Amendments of 1972, 20 U.S.C. §§ 1681 et seq. (Title IX) and its implementing regulations, 34 C.F.R. Part 106.; Section 504 of the American Disabilities Act of 1990 pertaining to handicap; and the Age Discrimination Act of 1975 (pertaining to age). These nondiscrimination policies cover admission and access to and treatment and employment, in the College's programs and activities, including vocational education. The lack of English language skills will not be a barrier to admission and participation in the college's vocational education programs. West Hills College Lemoore recognizes its obligation to provide overall program accessibility throughout the college for handicapped persons.

Inquiries regarding Federal laws and regulations concerning nondiscrimination in education or the District's compliance with those provisions may also be directed to: Office for Civil Rights, U.S. Dept. of Health and Human Services, 90 7th Street, Suite 4-100, San Francisco, CA 94103. The coordinator for Title IX, Section 504/ADA is Ken Stoppenbrink, Vice Chancellor of Business Services and Human Resources. Inquiries regarding the equal opportunity policies, the filing of grievances, or grievance procedures covering discrimination complaints may be directed to:

Ken Stoppenbrink, Vice Chancellor  
West Hills Community College District  
9900 Cody St., Coalinga, CA 93210  
PH: (559) 934-2160, FAX: (559) 934-2815  
[kenstoppenbrink@whccd.edu](mailto:kenstoppenbrink@whccd.edu)

West Hills College Community College District is an Equal Opportunity Employer.

## Declaracion de Cumplimiento

West Hills College no discrimina por razones de raza, color, origen de nacionalidad, sexo (incluso hostigamiento sexual), desventajas físicas, o edad en ninguna de sus pólizas, o procedimientos conforme a las leyes del Título V del Acta de Derechos Civiles de 1964 que incluye raza, color, y país de origen; El título IX de la Enmienda de la Ley de Educación de 1972. La Sección 504 del Acta de Deshabilitados Americanos de 1990 (que se refiere a personas incapacitadas) y el Acta Contra la Discriminación por Razones de Edad de 1975. Esta póliza contra la discriminación abarca la entrada y el acceso al colegio, el trato y el empleo en los programas y actividades de WHC, incluyendo la educación vocacional. Preguntas sobre la póliza de oportunidad equitativa en el empleo, quejas, y procedimientos sobre las quejas en cuanto a la discriminación, deben ser dirigidas a: Ken Stoppenbrink, Affirmative Action Officer, West Hills College, 9900 Cody Avenue, Coalinga, CA 93210 (559) 934-2160. El hecho de no hablar o escribir inglés no le impide participar en los programas vocacionales de WHC. WHC reconoce su obligación de ofrecer todo el acceso y toda la ayuda que sea necesaria a las personas incapacitadas. Favor de Contactar al coordinador de la Sección 504 para obtener información acerca de la existencia y el lugar de servicios, actividades, e instalaciones a las cuales tienen acceso y pueden ser empleadas por personas incapacitadas.

Dirija sus preguntas acerca de las leyes y los reglamentos federales antidiscriminatorios en la educación O acerca del cumplimiento del distrito con esas provisiones a: Office for Civil Rights U.S. Dept. of Health and Human Services, 90 7th Street, Suite 4-100, San Francisco, CA 94103. West Hills College Ofrece Empleo En Forma Equitativa Y Cumple Con Las Leyes Y Reglamentos.

# Admissions

## Helpdesk Services

Student's first contact for assistance should be any of the student services staff located in the Administration Building of the West Hills College Lemoore Campus. The Helpdesk is also available to assist you via email at [helpdesk@whccd.edu](mailto:helpdesk@whccd.edu). You may also reach the helpdesk by phone at 559-934-2002. Technical and student service assistance is available.

## Eligibility Requirements

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

High school graduation.

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

## Admission Procedure

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

High school transcripts and transcripts from other colleges attended must be on file with West Hills College Lemoore. Students with transcripts from institutions outside the United States should contact West Hills College Lemoore for information on foreign credential evaluation. The student must notify the institution previously attended to mail official transcripts directly to West Hills College Lemoore, 555 College Ave., Lemoore, CA 93245.

## Registration

Class schedules are published on the West Hills College Lemoore website for the summer, fall, and spring terms to support REG365 on or around April 1st of each year. To search and register for classes students must use the myWestHills portal accessed through the website: [www.westhillscollge.com/lemoore](http://www.westhillscollge.com/lemoore). Please follow the instructions outlined on the website for registration in course sections.

## Student Fees

The Legislature of the State of California requires West Hills College Lemoore to charge a California Community College enrollment fee of \$46.00 per unit. This fee is subject to change by the Legislature. California Education Code Section 72252 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 \$400 to \$800 per semester. A considerable savings is possible through the purchase of used textbooks from the college bookstore.

Active military personnel applying for Tuition Assistance which pays for 100% of the registration fees, up to 16 units per year, must submit a completed authorization form to the college before the end of the refund date; otherwise, registration fees must be paid in full. For more information, call (559) 925-3350.

## Non-Resident/International Student Tuition

A student who does not qualify for California residency is classified as a non-resident student and is required to pay a non-resident tuition fee. The fee for non-resident tuition is \$211 per unit. This fee is in addition to a \$46 per unit enrollment fee mandated by the State of California.

Non-resident students must also pay an additional \$16.00 per unit capital outlay fee.

International students must also pay a non-refundable \$100 per semester processing fee, and the following fees for United States health insurance coverage:

- Fall 2016 Semester: \$571.25
- Spring 2017 Semester: \$799.75
- Annual: \$1371.00

The health insurance fee may be waived for those students who are not physically attending any onsite West Hills Community College District classes (e.g. attending only online classes).

To request a waiver of the health insurance fee, please send your request to: West Hills College Lemoore: ATTN: Office of Student Services, 555 College Avenue, Lemoore, CA 93245.

International students will be automatically billed for student health insurance each semester, including summer, unless the student transfers to another college or not returning to college in the fall term.

## Refund of enrollment fees and tuition

Refund or reversal of enrollment fees and tuition shall be made as follows: (Refund must be requested by the student.)

### Full Semester Classes, 18 weeks

1. Withdrawal during the first two weeks of instruction: 100% refund.
2. Withdrawal after the second week of instruction: no refund.

### Short-term Classes

1. Withdrawal during the first 10% of the course length: 100% refund.
2. Withdrawal after 10% of course length: no refund.

## 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, syllabi, 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 optional instructional materials that will enhance the classroom learning experience, although they are not essential to completion of course objectives.

Some classes require a fee for instructional materials. These fees are for the types of materials described above. When such fees are charged, the materials for which the fees are levied are supplied at district cost.

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

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

## 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 degree or 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 assess writing, reading and math skills 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 they will not prevent any prospective student from admission to the college. In some cases high school grade point average may be used for placement purposes.

For more information on placement testing please contact the West Hills College Lemoore Counseling Office at 925-3320 or the Lemoore Naval Air Station Center at 998-3856.

## Placement Testing Exemption Policy

The following students are exempt from placement testing:

1. 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 Lemoore or in an equivalent course from another educational institution.
2. Students who scored "ready for college level" on the English and/or math assessments through the Early Assessment Program. Students must notify WHCL of their participation in this program. Students will only be exempt from taking the subject area (math and/or English) of the placement test for which they demonstrate college readiness.
3. 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.

## Residence Eligibility

### 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.

### Minors

The residence of the parent with whom the minor child resides is considered the legal residence of that minor child.

The residence of an unmarried minor who has a living parent cannot be changed by his/her own act, by the appointment of a legal guardian, or by relinquishment of a parent’s right of control. A married minor may establish his/her own residence.

Residency status is allowed for a student who, (1) has not been an adult resident of California for more than one year and (2) is either the dependent child of a California resident who has not had residence for more than one year prior to the residence determination date, or has a parent who has both contributed court-ordered support for the student on a continuous basis and has been a California resident for a minimum of one year. The exception continues until the student has been in the state the minimum time necessary to become a resident (one year from time of California entry), as long as continuous attendance is maintained at the college.

### 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.

### 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.

### United States Bureau of Indian Affairs

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



# Academic Regulations

## Student Study-Load Regulations

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

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

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

## Remedial Coursework Limit Policy

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

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

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

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

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

## Pass/No Pass Classes

A student attending West Hills College Lemoore may elect to take up to a maximum of 15 semester units of work on a P (Pass)/NP (No Pass) basis. For CIS/Business programs, a maximum of twelve (12) units will be allowed towards the associate degree or certificate. Only selected courses are offered on this basis. A student must select the pass/no pass option in a class by the end of the fourth week for semester-length courses and 30% of the course for short-term courses within the semester. Under the P/NP policy, if a student successfully completes the course requirements, he/she will be granted credit and will receive units but no grade points. If the student does not successfully complete the course requirements, the student's record will reflect units attempted but the student will not have grade points calculated. The student decision is final and cannot be changed, for any reason, back to a grade once this option is selected.

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

Students planning to transfer to a four-year college or university should take classes for a letter grade, not as pass/no pass.

## Adding/Dropping a Class

A student may make schedule changes during the first week of instruction online or through the Administration Building on campus without instructor permission as long as prerequisites have been met for the desired course.

A student may add a class by using myWestHills online access or by completing a West Hills College Lemoore Change of Program form in consultation with his/her counselor or advisor and return the form to the registration personnel.

To drop a class, a student may use myWestHills online access or complete 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. In the case of a full term class, 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 completing the myWestHills registration process 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 cancelled due to low enrollment. If a class is cancelled, 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 prevent scheduled classes from being cancelled.

## Attendance

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

## Examinations

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

## Grading Standards

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

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

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

the following college semester. Instructors assigning an In Progress (IP) grade will be required to submit a present status grade at the end of the first term, which is sent to the student through the address in the college database. The student must then enroll in the course and complete all course work during the following semester. Should the student not re-enroll and complete the course work within the following semester, the present status grade will be entered on the student's transcript.

- (RD) Report Delayed:** The RD symbol may be assigned by the registrar only. It is a temporary notation to be replaced by a permanent symbol as soon as possible. The RD symbol will not be used in calculating grade point averages.
- (W) Withdrawal:** A student may withdraw from a class or classes prior to the end of the thirteenth week or prior to attending 70% of the class sessions of a short term course and receive a grade of W. If a student remains enrolled in a class beyond 70%, then a grade other than a W must be assigned. A student may also receive a W after the 70% upon petition and consultation with the appropriate faculty in extenuating circumstances such as verified cases of accidents, illnesses or other circumstances beyond the control of the student. A W shall not be used in calculating grade point averages
- (MW) Military Withdrawal:** Military Withdrawal occurs when a student who is a member of an active or reserve United States military service receives orders compelling a withdrawal from courses. Upon verification of such orders, the MW symbol may be assigned at any time after the period established by the governing board during which no notation is made for withdrawals. The student must provide copy of military orders with request for military withdrawal. Military Withdrawals shall not be counted in progress probation and dismissal calculations. In all cases, verification of orders compelling a student to withdraw from courses must be filed with the Registrar before the MW symbol will be assigned.

## Grade Point Average (GPA)

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

## Grade Changes

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

1. In general, all course grades are final when filed by the instructor at the end of the term. These grades become a part of the student's permanent record.
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 change, a grade change form shall be used to notify the Registrar. If the instructor determines that there is not a valid basis for the change and denies the student's request, the instructor's decision, subject to the Student Grievance Procedure, is final.
4. The change of grade form must be completed by the instructor, signed by the Vice President of Educational Services and submitted to the Registrar. Once the change of grade is processed, students shall be notified by the Registrar.

## Prerequisite/Corequisite Policy

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

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

Prerequisites, corequisites, or strongly recommended preparation for each course is listed in the catalog description. A prerequisite is a course requirement that a student must meet in order to demonstrate current readiness for enrollment in a course or educational program. A corequisite: is a course that a student is required to take concurrently in order to enroll

in another course. An advisory means that a student is advised, but not required, to meet certain conditions before or in conjunction with a course or educational program.

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

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.
4. Questions about prerequisites/corequisites should be resolved with a counselor or instructor prior to the first day of class.

## **Prerequisite/Corequisite Challenge Procedure**

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

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

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

## **Limitation on Enrollment**

Enrollment may be subject to limitations based on reasons of:

1. Health and safety
2. In cases of intercollegiate competition, honors courses, or public performance courses, allocation of available seats to those students judged most qualified and providing that such courses are not core requirements for a major or a general education requirement for which there is no other course available or;
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, West Hills College Lemoore shall allow the student to enroll in the course. West Hills College Lemoore shall resolve the challenge in a timely manner. If the challenge is upheld, the student shall be allowed to remain in the course. If no space is available in the course when a challenge is filed, the challenge shall be resolved prior to the beginning of registration for the next term.

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

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

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 Dean of Students no later than the first day of the semester in order to receive a decision by the fifth day of the semester.
2. Attach a current Student Educational Plan indicating that the course is required to receive a degree or certificate.
3. 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 Lemoore 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 NP 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 Lemoore may permit students to repeat courses for which substandard grades were recorded. Repetition of such courses shall be permitted only upon petition of the student and with written permission of the Vice President of Educational Services based upon findings that circumstances exist which justify course repetition. Such circumstances may be a significant lapse of time since the student previously took the course, significant changes in technology, methodology and content have occurred or a higher grade is required by a specific educational program. When a student is allowed to repeat courses under these circumstances, the student's permanent academic record shall be maintained in such a manner that all work remains legible, insuring a true and complete academic history. Grades awarded for courses repeated under the provisions of this policy shall not be counted in calculating a student's grade point average.

## 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 West Hills College Lemoore Administration 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 12 units or more are completed with a GPA of 4.0 in one semester.

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

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

## Academic Probation

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

## Notification of Academic and Progress Probation

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

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

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

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

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

## **Academic Dismissal and Procedures**

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

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

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

### **Dismissal Notification**

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

### **Appeal of Dismissal**

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

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

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

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

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

### **After Fall Dismissals**

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

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

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

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

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

## **Withdrawal from College**

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

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

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

## Transcript of Record

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

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

## Catalog Rights

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

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 Lemoore, or
3. The catalog in effect at the time the student is graduated from West Hills College Lemoore.

Continuous enrollment is defined as being officially enrolled in one primary term per academic year regardless of the number of units completed. Also, a student is considered to be in attendance even if he/she registered and totally withdrew from the school during the semester/term as long as the official transcript so indicates. Active military duty will maintain a student's continuous attendance status providing the student returns at the first registration for fall/spring semester following release.

## Academic Renewal Policies and Procedures

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

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

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

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

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

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

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

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



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

### **Academic Renewal Procedures**

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

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

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

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

# Special Programs

## Servicemembers Opportunity Colleges

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

As a member of the Servicemembers Opportunity College Associate Degree College program (SOCNAV-2), West Hills College Lemoore acts in accordance with SOC principles and criteria. Our dedication ensures the following:

- Servicemembers and their dependents share in the educational opportunities, programs and services available to the general public.
- Servicemembers and their dependents are guaranteed the transferability of course articulation, credit transfer and residency requirements.
- Residency requirements are 12 units of completed coursework.
- Servicemembers and their dependents can continue their education through the online program.
- Servicemembers and their dependents may transfer credits from another accredited college.
- Servicemembers and their dependents will be issued a SOCNAV agreement by the completion of their second semester.

## Non-Traditional Credit

### Credit by Examination Policy

Credit by examination may be obtained by one of the following methods:

- Credit by satisfactory completion of an institutional examination administered by the college in lieu of completion of a course listed in the college catalog.
- Achievement of a score of 3 or higher on an Advanced Placement (AP) Examination administered by the College Entrance Examination Board.
- Achievement of a score that qualifies for credit by examination in the College Level Examination Program (CLEP).
- Achievement of a score that qualifies for credit on the International Baccalaureate (IB) examination.

### Credit by Exam Administered by the College

1. The course must be currently offered at the college and credit may be granted only for a course listed in the current West Hills College Lemoore catalog.
2. A maximum of 15 units may be earned and applied to an Associate degree through the credit by the examination process.
3. Petitions must be filed through the Educational Services Office. Final approval of each petition is granted by the instructor concerned and the Vice President of Educational Services.
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 West Hills College Lemoore a per unit fee equal to the per unit enrollment fee for the course.
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 must be currently registered at the college and must not be subject to academic probation or dismissal. The student must have completed 12 units in residence and be in good standing.
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 California Education Code Section 51623.
9. Normally, activity and performance courses will not be approved for credit by examination.
10. 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 pass/no pass basis. The instructor's grade with date of test will be filed in the Office of Admissions and Records.
16. Credits by examination are not applicable to meeting unit load requirements.
17. The student's academic record will clearly indicate the credit was earned by examination.
18. No duplication of credit will be allowed for students who complete any courses equivalent to those covered by the examination.

## **Advanced Placement Examinations**

West Hills College Lemoore will grant unit credit to those students who participate in the Advanced Placement Examinations offered by The College Entrance Examination Board. Students will receive unit credit, not a letter grade, with scores of 3 or higher for purposes of general education requirements, graduation and/or advanced placement into West Hills College Lemoore courses. In order to receive credit, a student must be currently enrolled at West Hills College Lemoore. Students must submit their requests and have their official copy of The College Board test scores forwarded to the West Hills College Lemoore Office of Admissions and Records. Requests should be made prior to registration, or as soon as possible during the first semester of attendance. No duplication of credit will be allowed for students who complete or will complete any courses equivalent to those covered by the examination. Students should understand that some transfer institutions do not allow and/or limit credit by examination.

## **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 Lemoore will award equivalent college course credit for Military Service Schools as recommended by the ACE Directory.
2. A maximum of twenty seven (27) semester units of elective degree credit may be awarded for those service schools that the ACE Directory recommends for specific lower division credit, but for which West Hills College Lemoore does not offer a specific equivalent.
3. In addition, of three (3) semester units for Health Education 35 will be awarded. A petition for HE 35 and twelve (12) semester units of residency must be completed.
4. West Hills College Lemoore Request for Evaluation of Military Record must be an official military transcript (SMART, AARTS).
5. All units granted by West Hills College Lemoore will be placed officially on the current transcript of the student. (See also section on Veterans for additional information).
6. An evaluation of all the student's prior credits (military, transfer, exams) in relation to the students declared major should be applied for before or completion of two semesters.

## **CLEP (College Level Examination Program)**

West Hills College Lemoore allows a maximum of 24 semester units of credit which can be earned for successful completion of the College Level Examination Program (CLEP) - General Examinations and/or Subject Examinations at the 50th percentile or above. Students must be currently registered at West Hills College Lemoore before credit is posted to their transcripts. The English portion is not acceptable at West Hills College Lemoore. Further information concerning this program is available in the Student Services Office.

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

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

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

Courses for which credit is given pursuant to the provisions of this section shall not be counted in determining the 12 semester hours of credit in residence required for an associate degree.

## **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 Lemoore for persons eighteen years of age or older. 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.

## Transfer Credits Accepted from other Institutions

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

1. Middle States Commission on Higher Education (MSCHE)
2. New England Association of Schools and Colleges Commission on Institutions of Higher Education (NEASC-CIHE)
3. Northwest Commission on Colleges and Universities (NWCCU)
4. North Central Association of Colleges and Schools The Higher Learning Commission (NCA-HLC)
5. Southern Association of Colleges and Schools (SACS) Commission on Colleges
6. Western Association of Schools and Colleges Accrediting Commission for Community and Junior Colleges (WASC-ACCJC)
7. Western Association of Schools and Colleges
8. Senior College and University Commission (WASC-SCUC)

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

## Acceptance of Upper Division Coursework

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

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

## Auditing Courses

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

## International Students' Admission

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



# Students' Rights and Responsibilities

## Code of Conduct

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

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

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

1. Any cause set forth in California 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 a 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, (BP 5500, 5520, & AP 5520, 5530) 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. Knowingly in 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 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 bomb, billy club, sandbag, metal knuckles; any dirk, dagger, firearm (loaded or unloaded, such 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 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 that 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.



## Check Your Student Email

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

## Drug Abuse Policy

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

## Affirmative Action

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

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

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

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

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

## Family Educational Rights and Privacy Act of 1974

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

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

The Act authorizes West Hills College Lemoore to regard the following information as “Directory Information” and to release this information without student consent: student’s name, 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.

To inspect, review, or challenge any of their educational records, students must make such a request in writing to the Dean of Students.

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

Particular questions with respect to a student's prerogatives under the Family Educational Rights and Privacy Act of 1974 should be directed to the office of the Dean of Students.

## Sexual Harassment Policy

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

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

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 their rights by a member of the academic community, the student can seek redress according to the West Hills College Lemoore grievance procedure contained within Administrative Procedure 5530, Student Rights and Grievances. Copies of these procedures may be obtained by any student from the Dean of Students' Office at any time during office hours.

## Policies Prohibiting Discrimination in Education

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

## Off Campus Meetings and Field Trips

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

**Voluntary Field Trips:** Throughout the school year, West Hills College Lemoore may sponsor voluntary field trips and excursions in which students may want to participate. Be advised as stated in the California Code of Regulations, 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.

## **Photo Release**

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

# Student Services

Student Services are an important and integral function at West Hills College Lemoore. The college develops and offers a wide scope of support services dedicated to supplementing and 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 that is accessible to all is a sound investment for the individual and the community. We want to ensure and facilitate student academic success by providing high quality supportive services responsive to the needs of our college's diverse population.

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

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

## Counseling

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

- Plan to pursue a certificate, associate degree or transfer program; or
- Need to update their Student Education Plan to correct/update the major and/or educational goal; or
- Need a current Student Educational plan for other departments (e.g. Financial Aid, Veterans, etc.)

West Hills College Lemoore counseling programs include the following:

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

## Matriculation

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

On the college's part, the agreement includes providing:

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

On the student's part, the agreement includes:

- An expression of at least a broad educational intent at entrance and willingness to declare a specific educational objective within a reasonable period of enrollment.
- Diligence in class attendance and completion of assigned course work.
- Completion of course and maintenance of progress toward an educational goal according to standards established by West Hills College Lemoore and the State of California.

The purpose of matriculation is to ensure access to appropriate programs and courses offered by community colleges to all students who can benefit and to facilitate successful completion of student educational objectives in accordance with applicable standards of educational quality as determined by the Board of Governors and the Board of Trustees of West Hills Community College District.

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

## Students' Rights and Responsibilities in the Matriculation Process

### Student Educational Plan

Students will be required to express at least a broad educational intent upon admission and to declare a specific educational goal within a reasonable period. They are also required to participate in counseling or advisement, diligently attend class

and complete assigned coursework. Students will be expected to maintain progress toward an educational goal according to standards established by the district.

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

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

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

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

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

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

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

The Extended Opportunity Program and Services (EOPS) is a state funded program that 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:

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

## **CalWORKs**

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

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

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

The CARE Program at West Hills College Lemoore 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 that 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 /CARE Program at 925-3330.

## Educational Access & Learning Support (EALS)

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

- Individual, academic and vocational counseling
- Priority registration
- Note takers/Readers
- Diagnostic testing
- Alternative testing services
- Mobility assistance
- Liaison with the State Department of Rehabilitation and 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 laboratory setting. Computer-assisted instruction is available to all students with disabilities.

For more information, please contact the EALS Program at 925-3331.

## Career Center

The campus Career Center is also known as the Golden Eagle Success Cafe and supports the West Hills College Lemoore mission of preparing students for careers. The Career Center provides a variety of in-person and online services to participants in the areas of career assessment, career development, job searches, reference materials, pre-employment and job placement assistance.

For more information or help with any of the services offered, contact the Golden Eagle Success Cafe at 925-3388.

## Transfer Center

The Transfer Center portion of the Golden Eagle Success Café serves students who are transferring to the California State University system (CSU), the University of California system (UC), private and out-of-state colleges and universities. Services offered include:

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

## Veterans

West Hills College Lemoore 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 at West Hills College Lemoore based on recommendations by the ACE Guide.

A petition for Health Education 35 must be completed. An evaluation of all the student's prior credits (military, 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 and 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); NP (no pass reported as a drop at the end of the semester); and F grade as the result of non-attendance; or general work experience classes.

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 West Hills College Lemoore staff. Contact the VA certifying official at West Hills College Lemoore at 925-3341.

## **Military Program**

In partnership with the Servicemembers Opportunity Colleges (SOC) program, West Hills College Lemoore provides a learning environment, educational resources and outreach services to military service members and their dependents.

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

- Per the recommendation of the American Council of Education (ACE) credit will be awarded for military training and experience.
- Courses may be obtained through online and/or traditional classrooms.
- Courses are offered in two 18 week, four 9 week and one summer intersession.
- SOC agreements shall be issued to enhance the academic goals of the service member and their dependents.
- Transfer credits will be accepted from an accredited institution.
- Counselors, advisors and student service personnel will be readily available to assist the servicemember and their dependents.

For more information on the Voluntary Education Military Program call 925-3350 or go to the website:

[http://www.westhillscollege.com/lemoore/students/student\\_programs/active\\_military/index.asp](http://www.westhillscollege.com/lemoore/students/student_programs/active_military/index.asp)

## **Tutorial Services**

The tutorial program at West Hills College Lemoore offers free tutorial services to all West Hills College Lemoore students.

The Tutorial Center is located in the college's Library/Learning Resource Center and is open each weekday of the school year.

The tutors are qualified students referred to the program by instructors because of outstanding accomplishments in their subject areas. These peer tutors receive periodic training to enhance their tutoring skills and to improve the tutoring experience.

## **Student Financial Aid**

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

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

Information can be obtained from the Financial Aid Office, at 925-3310.

## **Student Refunds/Repayments**

### **Refunds**

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

If you withdraw completely from all courses at West Hills and received federal financial aid, the Financial Aid Office staff must calculate if you are eligible for additional refunds or if you owe money back to the federal government. Federal financial aid regulations require institutions to calculate eligibility of financial aid used for institutional costs through the 60% point (11th week at West Hills College Lemoore) of the enrollment period for which the aid was intended. This requirement applies to students who withdraw or are dropped from school on before the 60% point of the term. This refund/repayment

policy applies to any student who withdraws from or stops attending all classes prior to the 60% point of the semester. For a more detailed description of the West Hills College Lemoore refund policy, inquire in the Financial Aid Office and ask for the Refund Policy.

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

1. Outstanding balances of any 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 in a payment period, the institution will determine whether the student received an overpayment of financial aid funds for non-institutional expenses. The overpayment is the difference between the amount received as cash disbursements and the amount incurred for non-institutional costs during the portion of the payment period that the student was actually enrolled. Employment (including Federal College Work-study) is not considered in determining the amount of cash disbursement.

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

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

### **Grants**

To apply for financial aid programs administered by the college, students must file a Free Application for Federal Student Aid (FAFSA) listing West Hills College Lemoore, Title IV Code #041113, among the colleges to receive information. Financial aid applications are available online at [www.fafsa.gov](http://www.fafsa.gov) every year beginning in January for the following school year. A FSA ID will be required to sign the application electronically. To get an FSA ID, go to <https://studentaid.ed.gov/sa/fafsa/filling-out/fsaid>.

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

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

Federal Pell Grants are available only to undergraduate students who have not received a bachelor's degree. This grant must be applied for by students before consideration of any other grant aid program can be made. The Pell Grant amount is determined by a formula that considers the student's enrollment status and expected family contribution. For the 2016 -2017 academic year, annual awards range from \$573 to \$5,730 for students who qualify.

#### **Board of Governors Enrollment Fee Waiver (BOG)**

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

#### **Cal Grant B Program (State)**

Cal Grants are available through the California Student Aid Commission (CSAC) to students who are residents of California and file the FAFSA by March 2nd. An additional deadline of September 2nd for community college students allows them to be considered for a second round of competitive awards. The Cal Grant program consists of Entitlement and Competitive awards. Entitlement awards are guaranteed to students who have graduated high school in 2015 – 2016 or later and meet the eligibility requirements. As of January 2016, AB540 students are able to apply for an entitlement award by completing



a California Dream Act Application at <https://dream.csac.ca.gov/>. Competitive awards are offered on a competitive basis to those students who did not receive entitlements and are not guaranteed.

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

The maximum grant is \$1,670 per academic year. Applications and further information are available at California high school counseling offices and on the web at [www.calgrants.org](http://www.calgrants.org).

### **Cal Grant C Program (State)**

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

### **Full Time Student Success Grant**

The Full Time Student Success Grant is available to Cal Grant B or C recipients who are enrolled full time for the Fall and/or Spring terms that pays up to an additional \$600 annually.

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

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

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

The College Work Study Program provides part-time employment opportunities giving students the chance to earn money to cover school expenses. An effort is made to find jobs which are related to students' academic programs, yet do not conflict with their class schedules. Students work a maximum of 19 hours per week during the regular academic period and up to 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.

### **Direct Student Loan Program**

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

### **Emergency Student Loan Program**

These short-term loans may be made to students who need a small sum during difficult short-term economic times. Students may borrow up to \$100 from the Associated Student Body. Larger amounts may be borrowed under certain conditions, but all loans must be repaid within 30 days of request.

## Scholarships

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

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

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

## Priority Registration

The District will provide priority registration for students who enroll in a community college for the purpose of degree or certificate attainment, transfer to a four-year college or university, or career advancement.

Students shall be required to meet all criteria for registration priority before a deadline approximately one month before the registration period opens.

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

- Students who are eligible as a member of the armed forces or a veteran, foster youth, eligible and receiving services through CalWORKS, Disabled Students Programs and Services (DSPS) or Extended Opportunity Programs and Services (EOPS)
- Members of the West Hills College President's Scholars Program
- Student Support Services (SSS, TRiO, Upward Bound) students; continuing students with at least 45 completed or in progress units; and potential graduating seniors from local feeder high schools
- Continuing students with between 30 and 44.9 completed or in progress units
- Continuing students with between 15 and 29.0 completed or in progress units
- Continuing students with less than 14.9 completed or in progress units, all other eligible first time students

These registration priorities also apply to courses offered during summer session.

For the purpose of priority registration, first time students shall be defined as students with no district courses recorded on their transcript, and who have not previously been awarded priority registration.

Potential graduation seniors and first time students shall be required to have completed orientation, assessment, an education plan.

Continuing students are students who are currently enrolled during the semester when the registration period occurs. All continuing students are required to have a completed education plan on file to receive registration.

Registration priority specified above shall be lost at the first registration opportunity after a student:

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

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

Units earned through transfer, credit by examination, advanced placement, International Baccalaureate, or other similar programs shall not count in unit values for priority registration purposes.

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

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

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

## **Maintaining Board of Governors (BOG) Fee Waiver Eligibility**

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

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

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

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

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# Student Life Programs

## Associated Student Body (ASB)

The official student organization of West Hills College Lemoore is the Associated Student Body (ASB), which all students are encouraged to join. The leadership of the ASB is through a council. The ASB Council is made up of elected and appointed student officers serving 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 regularly to conduct the business of the Student Government Association. All students are encouraged to attend.

An ASB card is available at the front counter of the Administration Building. Without an ASB card, students may be required to obtain a Student Identification Card to gain access to computer labs and to check out library books. Access to discounts at student games, etc. is not included. A \$10 replacement fee is charged for lost or damaged cards.

## 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 Associated Student Body Executive Council.

For further information including meeting schedules, agendas and minutes for the above programs, consult the Student Associated Student Body portal team site, which is available to all students.

## Athletics

West Hills College Lemoore is a participating member of the Central Valley Conference. Currently, West Hills College Lemoore fields highly competitive men’s and women’s intercollegiate cross country, men’s and women’s intercollegiate soccer teams, men’s and women’s intercollegiate golf teams, men’s wrestling and women’s basketball.

## Food Service

Food service at West Hills College Lemoore is available at the snack bar, Monday through Friday, 7:30 a.m. to 3 p.m. Daily specials are available.



# Instructional Services

## Instructional Goals

West Hills College Lemoore 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 disabled, 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 areas 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 Lemoore.

## Cooperative Work Experience Education (CWEE)

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

There are two types of Cooperative Work Experience Education Programs:

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

- Administration of Justice - AOJ 15X
- Business – BUS 15X
- Computer Information System – CIS 15X
- Child Development – CD 15X
- Health Science – HS 15X
- Hotel/Restaurant/Casino Management – HRCM 15X
- Nursing- NURS-15X
- Social Work- SW 15X

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

- General Work Experience class code is listed as WE 15XX.

*\*\* California State University accepts 12 units of work experience, no matter which option is chosen. All units transfer as elective classes. For more information on transferability, please speak to a counselor.*

## Special Requirements for Enrollment in this Course

The student must:

- Be enrolled in work experience, either General or Occupational. To be enrolled in an Occupational Work Experience class, the student must have a declared major that corresponds to the work experience section they wish to be enrolled in, be currently enrolled in at least one other required core course for their declared major and have a job that

is directly related to that declared major. If the student has completed all required courses for their major, they must be enrolled in at least one course that is directly related to their declared major.

- Be enrolled in a minimum of at least seven (7) total semester units and complete all seven units to be eligible for work experience credits (work experience units count in this seven unit minimum). During the summer session, students must be enrolled in at least one other class concurrently with work experience.
- Be employed (paid or volunteer work). One credit is awarded for 75 hours paid work. One credit is awarded for 60 hours of volunteer work.
- Have the cooperation of the employer/supervisor and be able to successfully acquire needed input, signatures and evaluations.
- Complete and sign all required documents found in the Work Experience Course Packet.
- Successfully complete the work hours required for units enrolled and have on file a signed verification of complete hours.
- Students less than 18 years of age may be required to have a work permit in order to participate in the Cooperative Work Experience Education program.

## **Library/Learning Resource Center**

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

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

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

The L/LRC can be contacted by calling 559-925-3420.

## **Academic Support**

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

Located in Library/LRC room 459, ACE South gives students the academic tools they need to succeed. You have the opportunity to work with English, Math, and Science Faculty, and Supplemental Instruction Leaders to get academic support. To check out the hours for ACE South go to: <http://www.westhillscollege.com/lemoore/academics/english/index.asp>.

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

Located in Room 273 in the 200 wing, ACE North focuses on college preparation and testing. ACE North is open Monday-Friday 8:00-4:00 and is staffed with faculty to help you prepare to take the GED test (high school diploma equivalency) and also to help you prepare to take, or re-take, the college placement test. ACE North provides academic and career prep software such as Aztec, Learning Express, and Career Pillars.

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

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

## **Distance Learning**

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

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## **Online**

Fully online courses at West Hills College Lemoore do not have a campus attendance requirement. Instead, students and faculty communicate using West Hills College Lemoore email, discussion boards, group chats and the online classroom. These classes are fully asynchronous and serve students worldwide. A pioneer in online education, the West Hills Community College District began offering online instruction in 1998.

Online courses are available in the following subject areas: Administration of Justice, Art, Biology, Business, Computer Information Systems, Economics, English, Geography, Geology, Health Education, History, Humanities, Interdisciplinary Studies, Mathematics, Music, Nutrition, Philosophy, Physical Science, Political Science, Psychology and Sociology. We expect to add more subjects to our offerings in the future.

## **Hybrid**

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

## **Web-Enhanced**

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

## **Videoconference**

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





# Graduation Requirements

## Duty to Grant

The Governing Board of a community college shall award the appropriate diploma, degree, or certificate whenever a student has completed all requirements for said program without regard to the length of time actually taken by the student to complete such requirements. The Governing Board shall grant to any student who has satisfactorily completed the requirements of any course of study in less than the prescribed time, credit for the full number of semester hours scheduled for such course.

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

1. The Associate Arts degree
2. The Associate Science degree
3. Certificates of Achievement
4. Local Certificates
5. Associate of Arts for Transfer
6. Associate of Science for Transfer

## Petition for Graduation

It is the student's responsibility to file a "Petition for Graduation as early as the day you register for your last required class(es) and no later than the end of the eighth week of the semester in which he/she plans to complete the requirements of the certificate or degree program. Official transcripts of college or equivalent work must be on file in the Admissions and Records Office prior to or on the day of petitioning.

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 regularly to review their Student Education Plan.

## General Education Requirements: Philosophy Statement

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

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

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

General education is the distinguishing feature of higher education. It is a broadly-based core of knowledge and abilities, acquisition of which is the distinctive characteristic of the educated person. General education courses emphasize the ability to reason, to examine issues from different perspectives, to challenge authority and to communicate ideas logically and confidently. 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 specialized field of study.

Courses that fulfill general education requirements:

1. Require reading, writing, computation and critical thinking.
2. Improve students' abilities to:
  - a. communicate oral and written ideas effectively,
  - b. define problems, design solutions and critically analyze results,
  - c. work effectively and cooperatively with others,
  - d. work independently,
  - e. develop and question personal and societal values, make informed choices and accept responsibility for one's decisions,
  - f. function as active, responsible, ethical citizens; acquire the curiosity and skills essential for lifelong learning.

3. Impart understanding, knowledge and appreciation of:
  - a. our shared heritage, including the contributions of women, ethnic minorities and non-western cultures,
  - b. the earth's ecosystem, including the processes that formed it and the strategies that are necessary for its maintenance,
  - c. human social, political and economic institutions and behavior, including their interrelationships,
  - d. the psychological, social and physiological dimensions of men and women as individuals and as members of our society.

## **Commencement Exercises**

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

# Associate Degree Requirements

The awarding of an associate degree symbolizes the college's successful attempt to lead students through learning experiences designed to develop certain capabilities and insights. Among these are the ability to think and 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 West Hills Community College District shall confer the degree of Associate Arts or Associate Science upon a student who has demonstrated competence in reading, in written expression and in mathematics and who has satisfactorily completed at least 60 semester units of college work. Course work requirements must be fulfilled in a curriculum accepted toward the degree by West Hills College Lemoore as shown in this catalog.

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

## Specific Career Program or Major

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

This associate degree program requires:

- a. at least 18 semester units in general education courses as listed on page 45 of this catalog,
- b. a major area of study, with no grade lower than a "C",
- c. elective units to complete 60 units and
- 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 Lemoore.

## Associate Degrees for Transfer

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

## Local Degree Graduation Requirements

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

### I. Major Requirements

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

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

### II. General Education Requirements

#### Area A. Language and Rationality

These courses emphasize both the content and form of communication. Students are taught the relationship of language to logic as well as how to analyze, criticize, and advocate ideas, to reason deductively and inductively, and to reach sound conclusions. Course fulfilling this requirement provide understanding of the psychological and social significance of communication; focus on communication from the rhetorical perspective; reasoning and advocacy;

organization; accuracy; the discovery and critical evaluation and reporting of information; reading, listening, speaking and writing effectively; and provide active participation and practice in written and oral communication.

a. English and Composition (3 units)

— English 1A

b. Analytical Thinking (3 units)

— Business 39

— Mathematics 1A, 1B, 2A, 2B, 10A, 10B, 15, 25, 63, 64

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

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

— Biology 10, 15, 32, 35, 38

— Chemistry 1A, 1B, 2A

— Earth Science 2

— Geography 1, 4

— Geology 1, 3

— Physical Science 1, 2

— Physics 2A, 2B, 4A, 4B, 4C

### **Area C. Humanities (3 units)**

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

— Art 2, 3, 5A, 7, 15A, 16A, 16B, 20A, 42

— American Sign Language 1, 2

— English 1B, 25

— Foreign Language Spanish 1, 2, 3, 4

— Geography 2, 3

— History 4A, 4B, 20, 21

— Humanities 1, 22

— Journalism 2A

— Linguistics 11

— Music 17A, 17B, 17C, 17D, 42

— Performing Arts 1, 3, 14

— Philosophy 1, 2, 3

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

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

— Administration of Justice 1, 29

— Child Development 5

— Economics 1A, 1B

— Geography 2, 2A, 2B, 3, 18, 51

- History 4A, 4B, 17A, 17B, 20, 21, 32, 34, 44
- Political Science 1, 2, 4
- Psychology 1, 2, 3, 4, 5, 6
- Sociology 1, 2, 3, 5, 6, 7

### Area E. Local District Requirements

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

1. Health Education 35\*
2. Activity Courses, Intercollegiate Athletics, and/or Performing Arts 4, 8 (2 units, selected from options below, if under 21 at graduation)
  - Physical Education Activity Courses, Intercollegiate Athletics, and/or Performing Arts 4, 8\*\*

\*Any student who has completed more than one year of military service may be granted credit for Health Education 35 upon petition.

\*Any student who is a licensed vocational nurse, registered nurse, psychiatric technician or licensed cosmetologist who has not previously received credit in health education may be granted credit for Health Education 35 upon petition.

\*Any student who has completed a Psychiatric Technician Certificate or one year of a registered nursing program may be granted credit for Health Education 35 upon petition.

\*Any student who is eligible to receive an Associate Degree in EMT-Paramedic will be granted credit for Health Education 35.

\*\*The physical education activity course requirement is waived for students 21 years of age or older.

### 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. Review the Physical Education Activity Courses sections of course descriptions in this catalog for a list of the courses that will fulfill this requirement.

A student may be exempted upon submitting a statement from a qualified doctor certifying that they are not physically able to participate in physical education classes due to a permanent disability. The statement must be approved by the Disabled Students Program and Services Coordinator and Vice President of Educational Services.

## III. Electives

Electives to complete the total of 60 degree units.

## IV. Competencies

### A. Reading and Writing

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

### B. Mathematics

1. Completion of Mathematics 63 with a grade of C or higher, or
2. Transferring to West Hills College Lemoore from another accredited college with a C grade or higher in a course equivalent to Mathematics 63.

## V. Grade Point Average

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

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

## Associate of Science Degree Requirements

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

## **Additional Associate Degree**

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

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

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

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

Certificate requirements include:

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 and
3. required major courses. The courses required for a major are found in the college catalog under that major.

# Certificate and Associate Degree Programs Offered

AA=Associate of Arts AS= Associate of Science AS-T=Associate in Science Transfer Degree C=Certificate of Achievement LC=Local Certificate

Administration of Justice	Emphasis Social Science	AA
For Transfer	Mathematics	AA
Corrections	For Transfer	AS-T
Law Enforcement	Nursing	AS
Art AA	LVN to Nursing (RN)	AS/C
Biology	Office Technologies	AA/AS/LC
Business Administration	Paramedic	C/AS
For Transfer	Physics	AS
Bookkeeping	For Transfer	AS-T
Business Management	Political Science	
Retail Business Management	For Transfer	AA-T
*Chemistry	Psychology	AA
Child Development	For Transfer	AS-T
Early Intervention Assistant	Sociology	
Teacher Level	For Transfer	AA-T
Administrative	Studio Arts	
Assistant Teacher Level	For Transfer	AA-T
Associate Teacher Level	Sterile Processing	LC
Family Day Care	<i>* Some courses needed to complete these degree programs are offered infrequently.</i>	
CIS: Microcomputer Applications Specialist	Certificates of Achievement are noted on the student transcript and a certificate awarded	
Communication Studies	Local certificates are NOT noted on the student transcript; however, a certificate is issued to the student.	
For Transfer		
Early Childhood Education		
For Transfer		
Early Intervention Assistant		
Elementary Teacher Education		
Engineering		
Entrepreneurship		
*Geography		
For Transfer		
*Geology		
For Transfer		
Health Science (General)		
Hospitality, Restaurant and Casino Management		
Chef Apprentice		
Hotel Management		
Restaurant Management		
Human Services		
Eligibility Worker		
Mental Health		
Social Work Assistant		
Substance Abuse Specialist		
Youth Worker		
Kinesiology		
For Transfer		
Liberal Arts		
Emphasis Art & Humanities		
Emphasis Communication		
Emphasis Elementary Teacher Preparation		
Emphasis Math & Science		





# Transfer Information

## General Information

This section includes the specific requirements for transfer to four-year colleges and universities. West Hills College Lemoore offers lower-division transfer courses to meet the requirements for most baccalaureate majors. Students should consult a counselor or 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. Many of the transfer students from West Hills College Lemoore plan to enter either the California State University (CSU) system or the University of California (UC) system.

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

## California State University System General Education Requirements

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

Completion of the CSU General Education Certification Course Pattern will meet the General Education-Breadth Requirements of CSU. Students who have attended other colleges are urged to meet with a counselor or 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 with a counselor for additional information.

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

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

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

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

1. Oral Communication
  - Communication 1, 3, 4
2. Written Communication
  - English 1A, 1B
3. Critical Thinking
  - Communication 3
  - Education 5
  - English 1B
  - Philosophy 2
  - Sociology 2

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

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

1. Physical Science
  - Chemistry 1A, 1B, 2A
  - Earth Science 1
  - Geography 1
  - Geology 1, 3

Physical Science 1, 2

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

2. Life Science

Biology 10, 15, 32, 35, 38

3. Mathematics/Quantitative Reasoning

Business 39

Mathematics 1A, 1B, 2A, 2B, 10A, 15, 25

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

At least 1 course in Arts and 1 course in Humanities.

1. Arts

Art 5A, 16A, 16B, 42

Humanities 1

Music 42

Performing Arts 1, 3, 14

2. Humanities

American Sign Language 1, 2

English 1B

Foreign Language Spanish 1, 2, 3, 4

Geography 2, 3

History 4A, 4B, 17A, 17B, 20

Humanities 1, 22

Linguistics 11

Philosophy 1, 3

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

Courses must be from at least 2 disciplines.

Administration of Justice 1, 29

Child Development 5

Economics 1A, 1B

Geography 2, 2A, 2B, 3, 18

History 4A, 4B, 17A\*, 17B\*, 20, 21, 32, 34, 44\*

Physical Education/Psychology 29

Political Science 1\*, 2, 4

Psychology 1, 2, 3, 5, \*\*29

Sociology 1, 2, 3, 5

Social Work 20

*\*To meet U.S. History and constitutional requirements, History 17A or 17B or 44 and Political Science 1 is required.*

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

Child Development 4, 5

Communication 5

Health Education 35

Kinesiology 1

Nutrition 1

Physical Education/Psychology 29

Psychology 1, 2, 3, 4, 29

Sociology 3

## Intersegmental General Education Transfer Curriculum (IGETC)

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

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

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

The following is a list of West Hills College Lemoore courses that can be applied to the IGETC subject areas.

### **Area 1:** English Communication (3 courses, 9 semester units)

1. Area 1A--English Composition  
English 1A
2. Area 1B--Critical Thinking (English Composition)  
English 1B
3. Area 1C-Oral Communication (CSU requirement only)  
Communication 1

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

- Business 39  
Mathematics 1A, 1B, 2A, 2B, 15, 25

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

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

1. Arts  
Art 16A, 16B, 42  
Music 42
2. Humanities  
Foreign Language Spanish 3, 4  
Geography 3  
History 4A, 4B, 20  
Humanities 1, 22  
Philosophy 1, 2, 3

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

Courses from at least two disciplines.

- Economics 1A, 1B  
Geography 2A, 2B, 3, 18  
History 4A, 4B, 17A, 17B, 20, 32, 34, 44  
Political Science 1, 2, 4  
Psychology 1, 2, 3, 5  
Sociology 1, 2  
Social Work 20

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

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

1. Physical Sciences

Chemistry 1A, 1B, 2A

Geography 1

Geology 1, 3

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

Physical Sciences 1

2. Biological Sciences

Biology 10, 15, 32, 35, 38

3. Area 6 Language Other Than English (UC Requirement Only)

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

American Sign Language 1, 2

Foreign Language Spanish 2, 3, 4

## **Transfer to the California State University System**

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

## **Transfer to the University of California**

If you intend to transfer to a UC campus or if you are unsure if you will transfer to a UC or CSU campus, you should complete the requirements for your area of study as listed in this catalog and the Intersegmental General Education Transfer Curriculum (IGETC). Completion of the IGETC requirements results in all lower division general education units required by the 23 CSU campuses and the 9 UC campuses (except Eleanor Roosevelt and Revelle at UCSD) being completed. You should consult with a West Hills College Lemoore counselor to make sure this is your best associate degree choice.

# Programs of Study

## Administration of Justice

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

### 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 college requirements, qualifies the student for an associate degree.

### Law Enforcement Option

#### Program Student Learning Outcomes

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

Course #	Title	Units
AOJ 1	Introduction to Criminal Justice .....	3
AOJ 10	Principles & Procedure of the Criminal Justice System .....	3
AOJ 12	Written Criminal Justice Communications .....	3
AOJ 16	Human & Community Relations in Criminal Justice .....	3
AOJ 20	Criminal Law .....	3
AOJ 22	Criminal Evidence .....	3
	<b>Total</b> .....	<b>18</b>

### Correctional Science Option

#### Program Student Learning Outcomes

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

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

Course #	Title	Units
AOJ 3	Introduction to Corrections .....	3
AOJ 4	Control and Supervision in Corrections .....	3
AOJ 6	Correctional Interviewing and Counseling .....	3
AOJ 7	Legal Aspects of Corrections .....	3
AOJ 12	Written Criminal Justice Communications .....	3
AOJ 20	Criminal Law .....	3
	<b>Total</b> .....	<b>18</b>

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

Course #	Title	Units
AOJ 5	Concepts of Probation and Parole .....	3
AOJ 16	Human & Community Relations in Criminal Justice.....	3
AOJ 24	Criminal Investigation.....	3
AOJ 29	Criminology .....	3
AOJ 32	Juvenile Delinquency .....	3
AOJ 15X	Occupational Work Experience Education .....	3

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

Course #	Title	Units
AOJ 50A	PC 832 Arrest Control Module.....	3
AOJ 50B	PC 832 Firearms Module .....	5

Recommended Electives:

- AOJ 5, 8 16, 24, 29, 32, 50A/B
- BUS 80A/B
- CD 17B
- FLSPN 1, 2, 3, 4, 11, 12, or 51
- 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 principle guide for determining the first two years of their program.

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## Administration of Justice AS-T

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

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

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

- Completion of 60 semester units that are eligible for transfer to a California State University.
- The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.
- A minimum of 18 semester units in a major or area of emphasis, as determined by the community college district.
- Obtainment of a minimum grade point average of 2.0.
- A grade of "C" or better in all courses required for the major or area of emphasis.

### Program Student Learning Outcomes

- The student will be able to identify the components of the criminal justice system to include law enforcement, corrections, courts and the three levels of state and federal courts.

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

**Program Requirements**

**Required Core Classes:**

Course #	Title	Units
Required Core		
AOJ 1	Introduction to Criminal Justice .....	3
AOJ 20	Criminal Law .....	3
<b>List A: Choose any two of the following courses</b>		
AOJ 3	Introduction to Corrections .....	3
AOJ 10	Principles & Procedures of Criminal Justice.....	3
AOJ 16	Human and Community Relations.....	3
AOJ 22	Criminal Evidence .....	3
AOJ 24	Criminal Investigation.....	3
AOJ 32	Juvenile Delinquency.....	3
<b>List B: Choose any two of the following courses</b>		
MATH 25	Introduction to Statistics .....	4
PSYCH 1	General Psychology.....	3
SOC 1	Introduction to Sociology.....	3
	<b>Total.....</b>	<b>18 - 19</b>
CSU-GE or IGETC requirements .....		34 - 39
Electives (must be transferable to CSU) .....		2-8
	<b>Total.....</b>	<b>60</b>



## 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 college requirements, qualifies the student for an associate degree.

#### Program Student Learning Outcomes

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

Course #	Title	Units
ART 2	Two-Dimensional Design .....	3
ART 5A	Basic Drawing .....	3
ART 6A	Introduction to Three Dimensional Fundamentals .....	3
or *ART 13A	<i>Introduction to Ceramic Design Studio</i> .....	3
ART 15A	Beginning Painting .....	3
ART 16A	Pre-History Through the Middle Ages .....	3
ART 16B	Renaissance to the Present .....	3
	Electives taken from list below .....	3
	<b>Total</b> .....	<b>21</b>

*\*This course is offered infrequently.*

#### Recommended Electives:

##### Art History Major

- Foreign Language Spanish
- ART 3A, 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 class as an elective, a sculpture major should take a 3-dimensional art class)

- ART 6A, 13A, 13B (currently offered infrequently), 15B

##### Art History Major

ART 6A, 13A, 13B (currently offered infrequently), 15B, 42, HUM 1

## Transfer

Students who have selected a specific 4-year college to which they eventually plan to transfer should use the college catalog of that institution as the principle guide for determining the first 2 years of their program.

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## 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 college requirements, qualifies the student for an associate degree.

#### Program Student Learning Outcomes

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

**Required courses:** 12 units from the following:

Course #	Title	Units
BIO 32	Human Anatomy .....	4
BIO 35	Human Physiology.....	4
BIO 38	Microbiology .....	4

Plus at least 8 units from the courses listed below:

CHEM 1A	General Chemistry I.....	5
CHEM 1B	General Chemistry II .....	5
CHEM 2A	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>

### 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 principle guide for determining the first two years of their program.

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# 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 the following program requirements, in addition to the general education and college requirements, qualifies the student for an associate degree.

## Bookkeeping Certificate

### Core Courses

Course #	Title	Units
BUS 13A/B	Word for Windows I & II .....	.3
BUS 55	Elementary Accounting .....	.4
BUS 74	Computerized Accounting .....	.3
BUS 20	Introduction to Business .....	.3
BUS 24	Business Mathematics .....	.3
BUS 28	Business Communication .....	.3
CIS 7	Computer Concepts .....	.3
CIS 34	Introduction to Spreadsheets .....	.3
	<b>Total.....</b>	<b>25</b>

### Options

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

#### Bookkeeping Certificate (Fundamental Certificate)

Core Courses only ..... Total 25

#### Program Student Learning Outcomes

- Demonstrate utilization of a variety of prevailing Microsoft Office applications accounting software.
- Input and produce reports from business records.
- Compose business letters and employment applications choosing the appropriate delivery means.

*CIP Code for Program:* 52.0302

*CIP Program Description:* A program that prepares individuals to provide technical administrative support to professional accountants and other financial management personnel. Includes instruction in posting transactions to accounts, record-keeping systems, accounting software operation and general accounting principles and practices.

*Program Length:* 34

*# of units/credits required for this program:* 25

*Related Occupations:* 13-2082 Tax Preparers, 43-3031 Bookkeeping, Accounting and Auditing Clerks, 43-3051 Payroll and Timekeeping Clerks, 43-4011 Brokerage Clerks and 43-9111 Statistical Assistants

*COST:* Total Tuition and Required Fees for the entire program completed in normal time: \$900.00

*Total estimated costs for books and supplies for the entire program:* \$974.50

*Total room and board charges for living on campus:* NA

*Debt at Program Completion:*

*Number of students completing the program between July 1, 2009 and June 30, 2010:* 2

*Of these students, the number of student completing the program with any student loan debt:* 1

*The median cumulative debt for all students (both borrowers and non-borrowers) completing the program:* \$5187.5

*Federal student loan debt:* \$5187.5

*Private loan debt:* NA

*Institutional financing plan debt:* NA5

## Business Management Certificate

### Program Student Learning Outcomes

- Demonstrate utilization of a variety of prevailing Microsoft Office applications and accounting software.
- Input and produce reports from business records.
- Identify the basic elements of a contract and assess a contract's validity.
- Compose business letters and employment applications choosing the appropriate delivery means.
- Assess business situations from an owner's/manager's prospective including basic employment laws.

Course #	Title	Units
	Core Courses .....	25
BUS 1A&B	Beginning & Elementary Principles of Accounting (In lieu of BUS 55/56 in Core) .....	8
BUS 18	Business Law .....	4
BUS 32	Small Business Management .....	3
BUS 35	Human Resources Management .....	3
	<b>Total</b> .....	<b>43</b>

**CIP Code for Program:** 52.0201

**CIP Program Description:** A program that generally prepares individuals to plan, organize, direct and control the functions and processes of a firm or organization. Includes instruction in management theory, human resources management and behavior, accounting and other quantitative methods, purchasing and logistics, organization and production, marketing and business decision-making.

**Program Length:** 38

**# of units/credits required for this program:** 43

**Related Occupations:** 11-1011 Chief Executives, 11-1021 General and Operations Managers, 11-2022 Sales Managers, 11-3011 Administrative Services Managers, 11-3051 Industrial Production Managers, 11-3071 Transportation, Storage and Distribution Managers, 11-9021 Construction Managers, 11-9151 Social and Community Service Managers, 11-9199 Managers, All Other, 13-1051 Cost Estimators, 13-1111 Management Analysts and 25-1011 Business Teachers, Postsecondary

**COST:** Total Tuition and Required Fees for the entire program completed in normal time: \$900.00

**Total estimated costs for books and supplies for the entire program:** \$974.50

**Total room and board charges for living on campus:** N/A

**Debt at Program Completion:**

**Number of students completing the program between July 1, 2009 and June 30, 2010:** 2

**Of these students, the number of student completing the program with any student loan debt:** 1

**The median cumulative debt for all students (both borrowers and non-borrowers) completing the program:** \$5187.50

**Federal student loan debt:** \$5187.50

**Private loan debt:** NA

**Institutional financing plan debt:** NA

## Retail Business Management Certificate

### Program Student Learning Outcomes

- Input and produce reports from business records.
- Identify the basic elements of a contract and assess a contract’s validity.
- Assess business situations from an owner’s/manger’s prospective including basic employment laws.
- Compose business letters and employment applications choosing the appropriate delivery means.

The following courses only:

Course #	Title	Units
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 32	Small Business Management .....	3
BUS 35	Human Resources Management .....	3
CIS 7	Computer Concepts .....	3
	Electives taken from the list below (minimum) .....	3
	<b>Total</b> .....	<b>26</b>

### Recommended Electives for Retail Business Management Certificate

- BUS 13A/B, 18
- CIS 7, 8, 42
- ECON 1A, 1B
- PHIL 3

**CIP Code for Program:** 52.0212

**CIP Program Description:** A program that prepares individuals to manage the operations of a wide variety of retail businesses, including department stores; independent and chain stores; fashion, food and beverage and pharmaceutical establishments; and online retail businesses. Includes instruction in retail management, merchandise management, customer service management, marketing, organizational behavior, accounting, finance, business law and personnel management.

**Program Length:** 38

**# of units/credits required for this program:** 26

**Related Occupations:** 11-1021 General and Operations Managers, 25-1011 Business Teachers, Postsecondary and 41-1011 First-Line Supervisors of Retail Sales Workers

**COST:** Total Tuition and Required Fees for the entire program completed in normal time: \$936.00

**Total estimated costs for books and supplies for the entire program:** \$1503.00

**Total room and board charges for living on campus:** NA

**Debt at Program Completion:**

**Number of students completing the program between July 1, 2009 and June 30, 2010:** 2

**Of these students, the number of student completing the program with any student loan debt:** 1

**The median cumulative debt for all students (both borrowers and non-borrowers) completing the program:** \$5,188.00

**Federal student loan debt:** \$5,188.00

**Private loan debt:** NA

**Institutional financing plan debt:** NA

## 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 principle guide for determining the first two years of their program.

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## Business Administration

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

### 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 college requirements, qualifies the student for an associate degree.

#### Program Student Learning Outcomes

- Compose, analyze, and interpret business reports.
- Identify the basic elements of a contract and assess a contract's validity.
- Use basic Microsoft Office applications.
- Identify and/or describe major U.S. business practices and their relationship to the economy.

Course #	Title	Units
BUS 1A	Beginning Principles of Accounting .....	4
BUS 1B	Elementary Principles of Accounting .....	4
BUS 18	Business Law .....	4
BUS 39	Quantitative Analysis .....	3
ECON 1A	Macroeconomics .....	3
ECON 1B	Microeconomics .....	3
	<b>Total</b> .....	<b>21</b>

Recommended Electives:

- CIS 7
- 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 principle guide for determining the first two years of their program.

*ASSIST is a computerized student-transfer information system that can be accessed over the World Wide Web. It displays reports of how course credits earned at one California college or university can be applied when transferred to another. ASSIST is the official repository of articulation for California's colleges and universities and therefore provides the most accurate and up-to-date information available about student transfer in California. ASSIST is available at [www.assist.org](http://www.assist.org).*

### Associate in Science in Business Administration for Transfer (AS-T)

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

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

**Associate Degree for Transfer Requirements**

- Completion of 60 semester units or 90 quarter units that are eligible for transfer to a California State University.
- The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education Breadth Requirements.
- A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
- Obtainment of a minimum grade point average of 2.0.
- A grade of "C" or better in all courses required for the major or area of emphasis.

**Program Student Learning Outcomes**

- Compose, analyze, and interpret business reports.
- Identify the basic elements of a contract and assess a contract's validity.
- Use basic Microsoft Office applications.
- Identify and/or describe major U.S. business practices and their relationship to the economy.

**Required courses:**

<b>Course #</b>	<b>Title</b>	<b>Units</b>
BUS 1A	Beginning Principles of Accounting .....	4
BUS 1B	Elementary Principles of Accounting .....	4
BUS 18	Business Law .....	4
CIS 7	Computer Concepts .....	3
ECON 1A	Macroeconomics .....	3
ECON 1B	Microeconomics .....	3
BUS 39	Quantitative Analysis .....	3
MATH 25	Introduction to Statistics .....	4
	<b>Total</b> .....	<b>28</b>
	Double Counted (IGETC/CSU-GE) .....	9
	IGETC/CSU-GE Breadth .....	37-39
	Electives as needed .....	2-4
	<b>Total</b> .....	<b>60</b>

## Business Office Technologies

The Business Office Technologies program offers a variety of certificates and an AA degree program that guide students toward successful employment in business and government. A number of short-term certificates are available and can be built upon to earn an AA degree.

### 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.

#### Program Student Learning Outcomes

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

### Office Management & Technologies A.A. Degree

Course #	Title	Units
BUS 2	Introductory Keyboarding .....	3
BUS 3	Intermediate Keyboarding .....	3
BUS 13A	Word for Windows I.....	1.5
BUS 13B	Word for Windows II .....	1.5
BUS 20	Introduction to Business .....	3
BUS 28	Business Communication .....	3
BUS 50	Employability Skills .....	1
BUS 52	Ten-Key Mastery.....	1
BUS 67	Filing & Records Management.....	2
CIS 8	Microcomputer Operating Environment: Windows .....	1
CIS 21	Desktop Publishing.....	3
CIS 34	Introduction to Spreadsheets .....	3
	Electives.....	3
	<b>Total.....</b>	<b>29</b>

Electives:

- BUS 1A, 15X, 18, 24, 35, 55
- CIS 7, 19B

### Local Certificates

#### MS Word Certificate of Career Development

Course #	Title	Units
BUS 2	Introductory Keyboarding .....	3
BUS 13A	Word for Windows I.....	1.5
BUS 13B	Word for Windows II .....	1.5
BUS 50	Employability Skills .....	1
CIS 8	Microcomputer Operating Environment: Windows .....	1
	<b>Total.....</b>	<b>8</b>

*\*Or the ability to key 35 net words per minute can replace Bus 80A*

#### MS Excel Expert Certificate of Career Development

Course #	Title	Units
BUS 2	Introductory Keyboarding .....	1.5
BUS 52	Ten-Key Mastery.....	1
CIS 34	Introduction to Spreadsheets .....	3
CIS 35	Advanced Spreadsheets .....	3
	<b>Total.....</b>	<b>8.5</b>

*\*Or the ability to key 35 net words per minute*



## General Office Data Entry Certificate of Career Development

### Program Level Student Learning Outcomes

- Demonstrate accurate text and data entry using a standard keyboard and/or numeric keypad at expected entry-level occupation production rate.
- Organize correspondence and locate business documents by applying the 12 alphabetic and numeric filing rules.
- Compose customary business letters, reports and employment applications.
- Demonstrate utilization of the prevailing Microsoft Office applications.

### General Office Data Entry

Course #	Title	Units
BUS 2	Introductory Keyboarding .....	3
BUS 3	Intermediate Keyboarding .....	3
BUS 50	Employability Skills .....	1
BUS 52	Ten-Key Mastery.....	1
BUS 67	Filing & Records Management.....	2
CIS 7	Computer Concepts .....	3
	<b>Total.....</b>	<b>13</b>

## Administrative Assistant Certificate

### Program Level Student Learning Outcomes

- Demonstrate accurate text and data entry using a standard keyboard and/or numeric keypad at expected entry-level occupation production rate.
- Organize correspondence and locate business documents by applying the 12 alphabetic and numeric filing rules.
- Compose complex business letters, reports, and employment applications choosing the appropriate delivery means.
- Demonstrate utilization of the prevailing Microsoft Office applications.
- Completion of General Office/Data Entry Certificate and the following

Course #	Title	Units
BUS 13A	Word for Windows I.....	1.5
BUS 13B	Word for Windows II .....	1.5
BUS 28	Business Communication .....	3
CIS 8	Microcomputer Operating Environment Windows .....	1
CIS 21	Desktop Publishing.....	3
BUS 15X	Occupational Work Experience.....	1-2
	<b>Total.....</b>	<b>24-25</b>

## Judicial Assistant/Court Clerk Local Certificate

Completion of General Office/Data Entry Certificate and the following

### General Office Data Entry

Course #	Title	Units
AOJ 1	Introduction to Corrections .....	3
AOJ 50A	Arrest Control Module .....	3
BUS 2	Introductory Keyboarding .....	3
BUS 3	Intermediate Keyboarding .....	3
BUS 50	Employability Skills .....	1
BUS 52	Ten-Key Mastery.....	1
BUS 67	Filing & Records Management.....	2
CIS 7	Computer Concepts .....	3
	<b>Total.....</b>	<b>19</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 principle guide for determining the first two years of their program.

*ASSIST is a computerized student-transfer information system that can be accessed over the World Wide Web. It displays reports of how course credits earned at one California college or university can be applied when transferred to another. ASSIST is the official repository of articulation for California's colleges and universities and therefore provides the most accurate and up-to-date information available about student transfer in California. ASSIST is available at [www.assist.org](http://www.assist.org).*

## Chemistry

Options in the chemistry curriculum allow students to prepare for Associate Arts or Science degree level careers as well as the first two years for a wide variety of careers or programs such as:

- B.S., M.S. and Ph.D. degree careers as a chemist/chemical engineer.
- Preparation for dental, medical, veterinary, or other professional schools.
- Preparation for technical B.S., M.S. and Ph.D. level careers in agriculture, allied health, atmospheric, biological, engineering, environmental, oceanographic, or other applied or interdisciplinary science.
- 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 college requirements, qualifies the student for an Associate Degree.

### Program Student Learning Outcomes

- Students will demonstrate proficiency in calculations to interpret chemical systems.
- Students will use graphing software to interpret data.
- Students will use qualitative analysis to solve applied chemistry problems.

Course #	Title	Units
CHEM 1A&B	General Chemistry I&II .....	10
or CHEM 2A&B	Introductory Chemistry .....	8
	<b>Total</b> .....	<b>8-10</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 principle guide for determining the first two years of their program.

### Recommended electives for transfer students:

Course #	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

*ASSIST is a computerized student-transfer information system that can be accessed over the World Wide Web. It displays reports of how course credits earned at one California college or university can be applied when transferred to another. ASSIST is the official repository of articulation for California's colleges and universities and therefore provides the most accurate and up-to-date information available about student transfer in California. ASSIST is available at [www.assist.org](http://www.assist.org).*

# Child Development

The West Hills College Lemoore Child Development Program offers a comprehensive background in the field of child growth and development. Program emphasis includes information directed at working with culturally diverse families, addressing the needs of children at risk through early intervention and creating and teaching developmentally appropriate curriculum to young children.

Students will be offered information and skills for potential employment in Federal, State, non-profit, or privately owned early childhood educational/child care programs. Courses in this program may assist the student to qualify for Child Development Certificates issued by West Hills College and/or a Child Development Permit obtained from the State of California, Commission for Teacher Preparation and Licensing.

## 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 college requirements, qualifies the student for an associate degree.

### Program Student Learning Outcomes

Upon completion of an Associate of Science in Child Development, the student will have comprehensive knowledge of the development of young children, which includes but not limited to the following items: growth and development of children and exceptional children, nutrition, health and safety issues pertaining to young children, age-appropriate curriculum and its implementation, ability to produce written observations and assessments, the ability to recognize child abuse, the ability to recognize and work with diverse families and socialization issues pertaining to children.

Upon completion of any child development certificate, the student will have comprehensive knowledge of the issues affecting the development of young children that is directed towards to a particular certificate level or title of the certificate.

Course #	Title	Units
CD 2	Teaching in a Diverse Society .....	.3
CD 3	Observation and Assessment .....	.3
CD 5	Child Development* .....	.3
CD 10	Child, Family and Society* .....	.3
CD 12A	Principles and Practices of Early Childhood Education* .....	.3
CD 12B	Principles and Practices of Early Childhood Education Field Work .....	.3
CD 16	Introduction to Curriculum .....	.3
CD 18	Health, Safety and Nutrition .....	.3
	Electives: CD 4, 7, 8, 9, 11, 15, 17A, 17B, 17C, 20, 21, 22, or 23 .....	.6
	<b>Total .....</b>	<b>30</b>

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

**CIP Code for Program:** 19.0709

**CIP Program Description:** A program that prepares individuals to be primary providers of home, family, residential, or institutional-based child care services. Includes instruction in child growth and development, nutrition, recreation, planning and supervision of play and learning activities, child abuse and neglect prevention, parent-child relationships and applicable legal and administrative requirements.

**Program Length:** 44

**# of units/credits required for this program:** 30

**Related Occupations:** 39-9011 Childcare Workers

**COST:** Total Tuition and Required Fees for the entire program completed in normal time: \$1044.00

**Total estimated costs for books and supplies for the entire program:** \$1154.45

**Total room and board charges for living on campus:** NA

**Debt at Program Completion:**

**Number of students completing the program between July 1, 2009 and June 30, 2010:** NA

**Of these students, the number of student completing the program with any student loan debt:** NA

**The median cumulative debt for all students (both borrowers and non-borrowers) completing the program:** NA

**Federal student loan debt:** NA

**Private loan debt:** NA

**Institutional financing plan debt:** NA

## Child Development Permits

The State of California, Commission for Teacher Preparation and Licensing, is responsible for issuing Child Development Permits to eligible students seeking employment in State funded early childhood educational programs or other selective children's programs. The student with the intention of securing a Child Development Permit must follow mandated course requirements as outlined by the Child Development Permit Matrix handout. To secure a copy of the Child development

Permit Matrix contact a Child Development Instructor or the coordinator of the Child Development Training Consortium. There is a monetary fee paid to the Commission for Teacher Preparation and Licensing when securing the Child Development permit and as required, all course work must be passed with a grade of "C" or better.

## West Hills College Certificates

West Hills College Lemoore issues a number of early childhood education certificates as outlined below. The student may apply for as many certificates as they wish after fulfilling the requirements of each certificate. These certificates meet the academic requirements according to Title 22 and may help the student be employed in the field of early childhood. There are no monetary fees for these certificates.

### Program Student Learning Outcome

- Upon completion of any child development certificate, the student will have comprehensive knowledge of the issues affecting the development of young children that is directed towards to a particular certificate level or title of the certificate.

### Child Development Local Certificate: Assistant Teacher Level

(A choice of 6 units from the following course list)

Course #	Title	Units
CD 2	Teaching In a Diverse Society .....	3
CD 3	Observation and Assessment .....	2
CD 4	Parenting.....	3
CD 5	Child Development .....	3
CD 7	Early Intervention.....	3
CD 10	Child, Family and Society.....	3
CD 11	Young Children with Exceptional Needs .....	3
CD 12A	Principle and Practices of Early Childhood Education.....	3
CD 12B	Principles and Practices of Early Childhood Education Field Work.....	3
CD 15	Children's Literature and Language Arts .....	3
CD 16	Introduction to Curriculum.....	3
CD 17A	Sex Education for Parents and Teachers of Young Children .....	1
CD 17B	Child Abuse Recognition and Prevention .....	1
CD 17C	Single Parenting .....	1
CD 18	Health, Safety and Nutrition.....	3
CD 20	Behavioral Management in the Early Childhood Classroom.....	2
CD 21	Infant and Toddler Care Giving .....	3
CD 23	Domestic Violence Recognition and Prevention .....	1
	<b>Total.....</b>	<b>6</b>

### Child Development Local Certificate: Associate Teacher Level

(12 units from the following course list)

Course #	Title	Units
CD 5	Child Development .....	3
CD 10	Child, Family and Society.....	3
CD 12A	Principle and Practices of Early Childhood Education.....	3
	Electives: The student may choose any child development course/s adding up to 3 units from the mentioned listing of courses for the Assistant Teacher Certificate .....	3
	<b>Total.....</b>	<b>12</b>

### Child Development Certificate

Course #	Title	Units
CD 2	Teaching in a Diverse Society .....	3
CD 3	Observation and Assessment .....	3
CD 5	Child Development .....	3
CD 10	Child, Family and Society.....	3
CD 12A	Principle and Practices of Early Childhood Education.....	3
CD 12B	Principles and Practices of Early Childhood Education Field Work.....	3
CD 16	Introduction to Curriculum.....	3
CD 18	Health, Safety and Nutrition.....	3
	Electives: CD 4, 7, 8, 9, 11, 15, 17A, 17B, 17C, 20, 21, 22, or 23 .....	6
	<b>Total.....</b>	<b>30</b>

### Administrative Local Certificate in Child Development

The course work in this certificate helps to partially qualify a student to become a director/supervisor/administrator of a State, Federal, nonprofit, or privately owned children’s program. Courses within this certificate meet State mandated requirements, CD 14A, 14B and 22 are mandated courses for the site supervisor and program director requirements for the Child Development Permit.

It is strongly recommended students not take these courses until they have some experience working with children and adults and have completed at least 12.0 units of child development courses, which include the State mandated classes (CD 5, 10 and 12A).

Course #	Title	Units
CD 14A	Administration and Supervision of Children’s Programs .....	3
CD 14B	Administration and Supervision of Children’s Programs Fieldwork.....	3
CD 22	Supervising Adults Working in Children’s Programs .....	2
	Computer and/or Business Electives .....	4
	<b>Total.....</b>	<b>12</b>

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

### Early Intervention Assistant Certificate

The Early Intervention Assistant Certificate Program prepares students to work with infants, toddlers and young children with special needs and their families in early intervention, inclusive infant/child care and early education programs, Completing the Certificate qualifies the student professionally at the level of Early Intervention Assistant I of the California Early Start Personnel Model.\* Units for the Early Intervention Assistant certificate apply to the Associate Degree in Child Development.

A student who completes the early Intervention Assistant Certificate plus an Associate’s Degree in Child Development is professional qualified at the level of Early Intervention Assistant II of the California Early Start Personnel Model.

*\*It is recommended that the Early Start Personnel Model be used in the professional area of Early Intervention by the California Interagency Coordinating Council, a statewide advisory group for the California Early Start Program.*

Course #	Title	Units
CD 5	Child Development .....	3
CD 10	Child, Family and Society.....	3
CD 12A	Principles and Practices of Early Childhood Education.....	3
CD 12B	Principles and Practices of Early Childhood Education Field Work.....	3
CD 18	Health, Safety and Nutrition.....	3

#### Required Specialization Units:

CD 3	Observation and Assessment .....	2
CD 7	Early Intervention.....	3
CD 8	Infant Massage .....	5
CD 9	Using Infant Gestures .....	5
CD11	Young Children with Exceptional Needs .....	3
CD 15X	Work Experience.....	1
CD 17B	Child Abuse Recognition & Prevention .....	1
CD 21	Infant and Toddler Care Giving .....	3
	<b>Total.....</b>	<b>29</b>

*Note: Final granting of the certificate will be pending on proof of a certificate in Infant CPR and First Aid.*

*To graduate with an Associate Degree in Child Development, the student must take one additional course beyond the Early Intervention Assistant Certificate (CD 15) in addition to General education and school requirements.*

*The Early Intervention Assistant I Certificate prepares the student for an Associate Teacher Classification, when applying for a child Development Permit. To qualify for a Master Teacher Certification, when applying for a Child Development Permit, students must complete the Early Intervention Assistant II Certificate plus 2 units in Adult Supervision.*

*Each student is responsible for obtaining the experience to meet State certification requirements beyond the practicum course requirements, See a CD advisor for further information.*

**CIP Code for Program:** 13.1015

**CIP Program Description:** A program that focuses on the design and provision of teaching and other educational services to infant and pre-school age children with special learning needs or disabilities and that prepares individuals to teach such students. Includes instruction in diagnosing learning disabilities, developing individual education plans, teaching and supervising special education students, special education counseling and applicable laws and policies.

**Program Length:** 11

**# of units/credits required for this program:** 29

**Related Occupations:** 25-2051 Special Education Teachers, Preschool

**COST:** Total Tuition and Required Fees for the entire program completed in normal time: \$

**Total estimated costs for books and supplies for the entire program:** \$

**Total room and board charges for living on campus:** NA

**Debt at Program Completion:**

**Number of students completing the program between July 1, 2009 and June 30, 2010:**

**Of these students, the number of student completing the program with any student loan debt:**

**The median cumulative debt for all students (both borrowers and non-borrowers) completing the program:** 0

**Federal student loan debt:** 0

**Private loan debt:** NA

**Institutional financing plan debt:** NA

## Family Day Care Local Certificate

Persons interested in owning a licensed family day care business will gain insight and education by completing these classes.

Course #	Title	Units
CD 17B	Child Abuse Recognition and Prevention .....	1
CD 19	Family Day Care .....	2
CD 20B	Child-Centered Guidance .....	1
CD 20C	Personal and Professional Development.....	1
CD 48	Infant/Child CPR/First Aid for Early Childhood Education.....	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 principle guide for determining the first two years of their program.

### Associate in Science in Early Childhood Education for Transfer (AS-T)

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

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

### Associate Degree for Transfer requirements

- Completion of 60 semester units or 90 quarter units that are eligible for transfer to a California State University.
- The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.
- A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
- Obtainment of a minimum grade point average of 2.0.
- A grade of "C" or better in all courses required for the major or area of emphasis.

**Required courses:**

Course #	Title	Units
CD 2	Teaching in a Diverse Society .....	.3
CD 3	Observations and Assessments .....	.3
CD 5	Child Development .....	.3
CD 10	Child, Family and Society .....	.3
CD 12A	Principles and Practices of Early Childhood Education.....	.3
CD 12B	Early Childhood Practicum—Field Experience .....	.3
CD 16	Introduction to Curriculum.....	.3
CD 18	Health, Safety and Nutrition.....	.3
	<b>Total .....</b>	<b>24</b>
	IGETC/CSU-GE Breadth .....	37-39
	Electives as Needed .....	<u>0-2</u>
	<b>TOTAL .....</b>	<b>60</b>

**Program Student Learning Outcomes**

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

# Communication Studies

## Associate in Arts for Transfer (AA-T)

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

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

### Associate Degree for Transfer Requirements:

- Completion of 60 semester units or 90 quarter units that are eligible for transfer to a California State University.
- The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education Breadth Requirements.
- A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
- Obtainment of a minimum grade point average of 2.0.
- A grade of “C” or better in all courses required for the major or area of emphasis.

### Required core courses:

Course #	Title	Units
COM 1	Elements of Speech.....	3
COM 2	Oral Interpretation of Literature.....	3
COM 3	Argumentation and Debate.....	3
COM 4	Small Group Dynamics and Presentation.....	3
COM 5	Interpersonal Communication.....	3

### Choose one course from below: 3 units

ENG 1B	Literature, Critical Thinking & Writing	
PSYCH 1	Introductory Psychology	
SOC 1	Introduction to Sociology.....	3
	<b>Total.....</b>	<b>18</b>
	CSU-GE-B or IGETC requirements (allowing double counting).....	37-39
	CSU Transferable Electives.....	9-15
	<b>Total.....</b>	<b>60</b>



# Microcomputer Applications Specialist

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

## 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 college requirements, qualifies the student for an associate degree.

### Program Student Learning Outcomes

- Students will demonstrate an understanding of four primary applications in the Microsoft Office Suite, (Word, Excel, PowerPoint, and Access). (CIS 7 Computer Concepts)
- Students will be able to demonstrate an understanding of the keystroke required to complete the cutting, copying, and pasting of data from one type of documents into another documents. (For example cutting and pasting information from the Internet into a Word, Excel, PowerPoint or Access document) (CIS 7 Computer Concepts)
- Students will be able to identify the basic HTML tags required to create a simple Web page. Students were given a basic coding assignment in which correct coding syntax was stressed in accordance with HTML, CSS and JavaScript standards. (CIS 2 Internet Programming HTML/XHTML, CIS-2B Internet Programming CSS, CIS 2C Internet Programming JavaScript)
- Students progressed through the course completing a series of weekly assignment culminating in the development of a completed ecommerce site or business plan. (CIS 2H Ecommerce, CIS 3 Web Development)
- Students will demonstrate an understanding of seven phases of the system development life cycle, (1. Identifying the problem, 2. Determining information requirements, 3. Analyzing system requirements, 4. Designing a recommended system, 5. Development of system documentations, 6. Testing and maintaining of the system, 7. Implementation of the system) (CIS 2H Ecommerce, CIS 3 Web Development , CIS 42 System Analysis and Design)

Course #	Title	Units
BUS 13A&B	Word for Windows I & II .....	3
BUS 20	Introduction to Business .....	3
BUS 24	Business Mathematics .....	3
CIS 7	Computer Concepts .....	3
CIS 19B	Database Creation & Management .....	3
CIS 34	Introduction to Spreadsheets .....	3
	<b>Total.....</b>	<b>18</b>

## Web Developer Local Certificates

### Active Scripting

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

### Active Scripting / Client-Side Scripting Certificate

Course #	Title	Units
CIS 2	Internet Programming HTML/XHTML.....	3
CIS 2C	Internet Programming Scripting Languages .....	3
CIS 2F	Internet Server Side Scripting .....	3
	<b>Total.....</b>	<b>9</b>

### Web Designer

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

### Web Designer Certificate

Course #	Title	Units
CIS 2	Internet Programming HTML/XHTML.....	3
CIS 2B	Internet Programming CSS.....	3
CIS 2H	Internet Graphics.....	3
OR CIS 2E	<i>Web Design &amp; Interactive Media</i>	
	<b>Total.....</b>	<b>9</b>

### Web Graphics and Design

This certificate provides the successful candidate with the basic knowledge of the Internet Concepts of HTML, Web Graphics, Web based multimedia and web Design.

Course #	Title	Units
CIS 16	Internet Programming HTML.....	3
CIS 16A	Internet Programming XHTML.....	3
	<b>Total.....</b>	<b>6</b>

### Marketing and Scripting

This is for those who are interested in an introduction to Java applets, JavaScript's and Java classes and Perl/CGI, as well as some basic programming concepts. An introductory level of HTML or XHTML would assist a successful student in the completion of this certificate.

Course #	Title	Units
CIS 17	Internet Programming JAVA.....	3
or CIS 17A	<i>Internet Programming JavaScript</i>	
CIS 18	Internet Programming PERL.....	3
	<b>Total.....</b>	<b>6</b>

### Dynamic Website Technology

This certificate is for those students' interested Cascading Style Sheets (CSS) and Dynamic Hypertext Markup concepts (DHTML). DHTML teaches students to transform web pages to change and adapt to meet the needs of site viewers. CSS introduces students to Cascading Style Sheets and their use on the Web. Students will gain an introduction level of programming, code implementation and debugging concepts used in these emerging dynamic technologies. This program of study is intended for students who have knowledge in HTML, XHTML and some JavaScript.

Course #	Title	Units
CIS 5	Internet Programming CSS.....	3
CIS 6	Internet Programming DHTML.....	3
	<b>Total.....</b>	<b>6</b>

### Web Database Technology

This certificate is for those students interested in the concepts of database design and management over the Internet. Using the Java platform, students are taught how to create data-driven Web sites while implementing the latest technologies such as relational databases, PHP/My SQL, XML. The emphasis in this module is placed on the detailed hands-on learning skills required to work with these technologies. A successful student should be familiar with HTML and JAVA.

Course #	Title	Units
CIS 4	Internet Programming XML.....	3
CIS 18A	Internet Programming PHP/MySQL.....	3
	<b>Total.....</b>	<b>6</b>

### Servers, Networking & Administration

This certificate is for those students interested in network essentials and the use of an Internet information server. These courses provide knowledge and training for Information System (IS) professionals who need to design, plan, implement and support computer networks. Students will learn how to install, configure and implement all components that comprise IIS.

Course #	Title	Units
CIS 81	Networking Essentials.....	3
CIS 82	Internet Information Server.....	3
	<b>Total.....</b>	<b>6</b>

**Web Security**

This certificate provides students with an understanding of the protection of information against unauthorized disclosure, transfer, modification, or destruction, whether accidental or intentional. This certificate is designed for students who need knowledge about the business and personal aspects of today’s key security issues.

Course	Title	Units
CIS 75	Cyber Security .....	.3
CIS 73	Microsoft Project .....	.3
or CIS 73A	<i>Microsoft Vision</i>	
	<b>Total.....</b>	<b>.6</b>

**Web Business Management**

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

Course#	Title	Units
BUS 32	Small Business Management .....	.3
CIS 71	Introduction to E-Commerce.....	.3
	<b>Total.....</b>	<b>.6</b>

## Entrepreneurship

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

Course #	Title	Units
BUS 7	Introduction to Entrepreneurship.....	3
BUS 32	Small Business Management.....	3
CIS 2G	Introduction to E-Commerce.....	3
	<b>Total.....</b>	<b>9</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 principle guide for determining the first two years of their program.

*ASSIST is a computerized student-transfer information system that can be accessed over the World Wide Web. It displays reports of how course credits earned at one California college or university can be applied when transferred to another. ASSIST is the official repository of articulation for California's colleges and universities and therefore provides the most accurate and up-to-date information available about student transfer in California. ASSIST is available at [www.assist.org](http://www.assist.org).*

# Elementary Teacher Education

## Associate in Arts for Transfer (AA-T)

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

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

### Associate Degree for Transfer requirements:

- Completion of 60 semester units or 90 quarter units that are eligible for transfer to a California State University.
- The Intersegmental General Education Transfer Curriculum (IGETC) or the CSU General Education – Breadth Requirements.
- A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
- Obtainment of a minimum grade point average of 2.0.
- A grade of “C” or better in all courses required for the major or area of emphasis.

### Required core courses:

Course #	Title	Units
BIO 15	Biology for Education .....	3
CD 5	Child Development .....	3
CIS 7	Computer Concepts.....	3
COM 1	Elements of Speech .....	3
EDUC 1	Introduction to Teaching .....	3
ENG 1A	Composition and Reading.....	3
ENG 1B	Literature, Critical Thinking and Writing.....	3
ESCI 2	Introduction to Earth Science.....	4
GEOG 2	World Regional Geography.....	3
HIST 17A	History of the U.S. 1492-1877 .....	3
HIST 20	World History I.....	3
LING 11	Introduction to Linguistics .....	3
MATH 10A	Structure and Concepts in Mathematics I .....	3
MATH 10B	Structure and Concepts in Mathematics II.....	3
PHYSICI 2	Chemistry and Physics for Educators.....	4
POLSCI 1	American Government .....	3
	<b>Total.....</b>	<b>50</b>

### List A: Choose one course from below, 3 units

EDUC 5	Critical Thinking in the Classroom .....	3
SOC 2	Critical Thinking Social Problems.....	3

### List B: Choose one course from below, 3 unit

ART 42	Art Appreciation .....	3
MUS 42	Music Appreciation.....	3
PA 1	Introduction to Theater .....	3
	Required Major Courses (as above) .....	56
	CSU Transferable Electives.....	5
	<b>Total .....</b>	<b>60</b>

## Engineering (All Branches)

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

### 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 college requirements, qualifies the student for an associate degree.

#### Program Student Learning Outcomes

- Students completing the Engineering Program will be efficient problem-solvers. They will be able to apply basic problem solving techniques to identify the useful information provided, make proper simplifications, apply basic physics and engineering theories, solve for the solution and interpret the results. They will have a good foundation for more advanced studies in their specific engineering discipline after transfer to a four-year engineering program.
- Students completing the Engineering Program will be thorough and competent experimentalists through their skills development in physics and chemistry laboratories. They should be able to design an experimental method, predict results using appropriate scientific and mathematics theory, perform the experiment and collect data while minimizing sources of error, present results with graphical and mathematical support, complete thorough error analysis and interpret experimental results in comparison with theoretical predictions.
- Students completing the Engineering Program will be able to demonstrate efficient use of computer tools such as basic work processing and spreadsheet programs, graphing and computer data acquisition programs and computer aided design software. They will also have fundamental knowledge of computer programming languages, algorithm development and be able to write, compile and run programs from scratch for problem solving.
- Students completing the Engineering Program will be effective oral and written communicators. They will be able to explain scientific theory verbally through presentation techniques and in writing through formal written reports, using scientific, mathematical and analytical skills.

Course #	Title	Units
CHEM 1A	General Chemistry I.....	5
ENGR 10	Introduction to Engineering.....	1
ENGR 15	Engineering Computations.....	3
ENGR 20	Engineering Graphics.....	3
ENGR 25	Electrical Circuits.....	3
ENGR 31	Engineering Materials.....	3
ENGR 35	Engineering Mechanics: Statics.....	3
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
	<b>Total.....</b>	<b>47</b>

### Transfer

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

Recommended for transfer students:

Course #	Title	Units
PHYSICS 4C	Thermodynamic, Optics and Modern Physics.....	4

Use Assist ([www.assist.org](http://www.assist.org)) to identify lower division major preparation for Engineering for the California State University and University of California systems. For independent and out-of-state colleges and universities, use their catalogs to locate this information.

## Geography

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

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

### 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 college requirements, qualifies the student for an associate degree.

#### Program Student Learning Outcomes

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

Course #	Title	Units
GEOG 1	Physical Geography with Lab.....	4
GEOG 2	World Regional Geography .....	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
GEOG 16	Regional Field Studies .....	1-3
GEOL 1	Physical Geology .....	4
	<b>Total.....</b>	<b>22-24</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 principle guide for determining the first two years of their program.

#### Associate in Arts in Geography for Transfer (AA-T)

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

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

**Associate Degree for Transfer requirements:**

- Completion of 60 semester units or 90 quarter units that are eligible for transfer to a California State University.
- The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.
- A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
- Obtainment of a minimum grade point average of 2.0.
- A grade of “C” or better in all courses required for the major or area of emphasis.

**Required core courses:**

Course #	Title	Units
GEOG 1	Physical Geography.....	4
GEOG 2	World Regional Geography.....	3
GEOG 3	Cultural Geography.....	3
GEOG 18	Geography of California.....	3
GEOL 1	Physical Geology.....	4
Choose 2 from the following:		
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
<b>Total.....</b>		<b>19</b>
CSU-GE-B or IGETC requirements (allowing double counting).....		37-39
CSU Transferable Electives.....		<u>12-14</u>
<b>Total.....</b>		<b>60</b>



## Geology

Geology trains individuals in the physical aspects and history of the earth. These individuals are then 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 college requirements, qualifies the student for an associate degree.

#### Program Student Learning Outcomes

- Students will evaluate the structure of the Earth's interior, including physical and chemical forces, and the data that support this understanding.
- Students will evaluate the various methods for determining geologic time scale.
- Students will demonstrate proficiency in calculations to interpret chemical systems
- Students will be able to employ sophisticated problem solving techniques to identify the useful information provided, choose a strategy for solving the problem, demonstrate proficiency in arriving at a solution, test the solution, and interpret the results as they relate to appropriate physics concepts

Course #	Title	Units
GEOL 1	Physical Geology .....	.4
GEOL 3	Historical Geology .....	.4
Plus (10) ten units from the list below:		
CHEM 1A	General Chemistry I.....	.5
CHEM 1B	General Chemistry II .....	.5
CHEM 2A	Introductory Chemistry .....	.4
PHYSICS 2A	Mechanics and Thermodynamics .....	.4
PHYSICS 2B	Electricity, Magnetism, Optics, Modern Physics .....	.4
PHYSICS 4A	Classical Mechanics .....	.4
PHYSICS 4B	Electricity, Magnetism, & Waves .....	.4
PHYSICS 4C	Thermodynamics, Optics & Modern Physics .....	.4
	<b>Total.....</b>	<b>18</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 principle guide for determining the first two years of their program.

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

Course #	Title	Units
CHEM 2A	Introductory Chemistry .....	.4
GEOL 1	Physical Geology .....	.4
GEOL 3	Historical Geology .....	.4
PHYSICS 2A	Mechanics and Thermodynamics .....	.4
PHYSICS 2B	Electricity, Magnetism, Optics, Modern Physics .....	.4
	<b>Total.....</b>	<b>20</b>

Recommended Elective: CIS 15

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

<b>Course #</b>	<b>Title</b>	<b>Units</b>
CHEM 1A	General Chemistry I.....	5
CHEM 1B	General Chemistry II.....	5
GEOL 1	Physical Geology.....	4
GEOL 3	Historical Geology.....	4
MATH 1A	Introduction to Calculus.....	5
MATH 1B	Calculus with Applications.....	5
PHYSICS 4A	Classical Mechanics.....	4
PHYSICS 4B	Electricity, Magnetism, & Waves.....	4
	<b>Total.....</b>	<b>40</b>

**Associate in Science in Geology for Transfer (AS-T)**

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

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

**Associate Degree for Transfer requirements:**

- Completion of 60 semester units or 90 quarter units that are eligible for transfer to a California State University.
- The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education Breadth Requirements.
- A minimum of 18 semester or 27 quarter units in a major or area of emphasis, as determined by the community college district.
- Obtainment of a minimum grade point average of 2.0.
- A grade of “C” or better in all courses required for the major or area of emphasis.

**Required core courses:**

GEOL 1	Physical Geology.....	4
GEOL 3	Historical Geology.....	4
CHEM 1A	General Chemistry I.....	5
CHEM 1B	General Chemistry II.....	5
MATH 1A	Introduction to Calculus.....	5
MATH 1B	Calculus with Applications.....	5
	<b>Total.....</b>	<b>28</b>
	CSU-GE-B or IGETC requirements (allowing double counting).....	37-39
	CSU Transferable Electives.....	<u>0-2</u>
	<b>Total.....</b>	<b>60</b>

## Health Science

The Health Science program is designed for those students planning to transfer to two-year institutions to attain specific and additional training in a particular field of study such as dental hygiene, health care assistant, nursing and radiology technician. Requirements for admission to each of these programs vary among institutions.

### 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 college requirements, qualifies the student for an associate degree.

#### Program Student Learning Outcomes

- The student will be able to recognize and identify key structures in critical biological systems such as the nervous, muscular, and cardiovascular systems.
- The student will be able to understand the functions of key bodily systems and how they operate in a coordinated manner with other systems to maintain systemic homeostasis.
- The student will be able to identify the differences in cell wall structures and basic microbial metabolic processes as they relate to health of a human being.
- The student will be able to demonstrate the critical thinking skills, quantitative analysis methods, and chemical specific terminology for chemical training used in medicine.
- The student will be able to understand the interrelationships between the six basic types of nutrients, healthy dietary habits, and how they pertain to normal digestive functioning.

Course #	Title	Units
BIO 32	Human Anatomy .....	4
BIO 35	Human Physiology.....	4
BIO 38	Microbiology .....	4
CHEM 1A	General Chemistry I.....	5
or CHEM 2A	Introductory Chemistry.....	4
NUT 1	Basic Nutrition.....	3
	<b>Total.....</b>	<b>19/20</b>

#### 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 principle guide for determining the first two years of their program.

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## Hotel, Restaurant and Casino Management

This industry specific program is intended to prepare the student to work in the unique environment of a hospitality organization. Combining general hospitality course with industry specific classes, the student will be prepared for an entry-level position or advancement within the company to an entry-level supervisory position in addition to acquiring skill that is utilized in hotel, restaurant, or casino organizations. Courses taken to satisfy these AA degree and/or certificates requirements come from both the Hotel, Restaurant and Casino Management (HRCM) and Business/Computer Information Systems (CIS) departments.

### Hotel Option

#### Hotel Skills Local Certificate

Course #	Title	Units
HRCM 67	Orientation to Hospitality Operations .....	1
HRCM 62A-D	Guest Relations & Customer Service .....	2
HM 64	Maintenance Management .....	3
HM 65	Conference, Convention & Event Planning .....	3
or HM 66	Tourism, Convention, Marketing & Sales .....	3
or HRCM 15X	Occupational Work Experience Education .....	3
	<b>Total</b> .....	<b>15</b>

#### Hotel Management Certificate

Course #	Title	Units
	Hotel Skills Local Certificate .....	15
HM 10	Introduction to Hotel Management .....	3
HM 11	Hotel Design, Planning & Development .....	3
HM 12	Hotel and Motel Management & Operations .....	3
CIS 7	Introduction to Computers .....	3
or CIS 67	Computer Essentials .....	3
	<b>Total</b> .....	<b>27</b>

### Restaurant Option

#### Restaurant Skills Local Courses

Course #	Title	Units
HRCM 67	Orientation to Hospitality Operations .....	1
HRCM 62A-D	Guest Relations and Customer Service .....	2
RM 61	Culinary Theory and Fundamentals .....	3
RM 63	Culinary Concepts .....	3
RM 64	Cuisines of the World .....	3
RM 65	Catering and Beverages Service .....	3
or RM 66	Event Planning & Special Event Tourism .....	3
or HRCM 15X	Occupational Work Experience Education .....	3
	<b>Total</b> .....	<b>15</b>

#### Restaurant Management Certificate

Course #	Title	Units
	Restaurant Skills Local Certificate .....	15
RM 10	Introduction to Food Services Operations .....	3
RM 11	Food and Beverage Service .....	3
RM 12	Food and Beverage Cost Control .....	3
CIS 7	Introduction to Computers .....	3
or CIS 67	Computer Essentials .....	3
	<b>Total</b> .....	<b>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 principle guide for determining the first two years of their program.

ASSIST is a computerized student-transfer information system that can be accessed over the World Wide Web. It displays reports of how course credits earned at one California college or university can be applied when transferred to another. ASSIST is the official repository of articulation for California's colleges and universities and therefore provides the most accurate and up-to-date information available about student transfer in California. ASSIST is available at [www.assist.org](http://www.assist.org).

## Restaurant Management

The Culinary Arts program offers the opportunity to achieve various certificates to students in becoming well-trained culinary professional. Our programs are rooted in providing individualized, hands-on training and having the concept of quality education, quality service and the commitment in preparing individuals for positions within the industry.

### Restaurant Management Certificate Options:

#### A. Mixologist (2.5 units)

Course #	Title	Units
CUL 50	Safety & Sanitation .....	1
CUL 66	Mixology .....	1.5
	Total .....	2.5

#### B. Bartender and Beverage Management (8.5 units)

Course #	Title	Units
CUL 2	Food and Wine Pairing.....	3
CUL 50	Safety & Sanitation .....	1
CUL 57	Beverage Management .....	3
CUL 66	Mixology .....	1.5
	Total .....	8.5

#### C. Dining Room Service and Management (13 units)

Course #	Title	Units
CUL 50	Safety & Sanitation .....	1
CUL 51	Restaurant Math.....	1
CUL 58	Introduction to Dining Room Service & Management .....	2
CUL 59	Introduction to Hospitality Careers & Human Relations .....	3
CUL 65	Advanced Dining Room Service & Management .....	3
HRCM 15X	Occupational Work Experience Education .....	3
	Total .....	13

#### D. Pastry and Baking Arts (15 units)

Course #	Title	Units
CUL 50	Safety & Sanitation .....	1
CUL 51	Restaurant Math.....	1
CUL 52	Introduction to Commercial Baking .....	3
CUL 53	Advanced Commercial Baking .....	3
CUL 60	Nutrition for Chefs .....	1
CUL 64	Restaurant Desserts.....	3
HRCM 15X	Occupational Work Experience Education .....	3
	Total.....	15

#### E. Culinary and Baking Arts (16 units)

Course #	Title	Units
CUL 50	Safety & Sanitation .....	1
CUL 51	Restaurant Math.....	1
CUL 52	Introduction to Commercial Baking .....	3
CUL 53	Advanced Commercial Baking .....	3
CUL 55	Introduction to Commercial Food Preparation .....	3
CUL 56	Garde Manger .....	1
CUL 60	Nutrition for Chefs.....	1
HRCM 15X	Occupational Work Experience Education .....	3
	Total.....	16

#### F. Chef Apprentice (35.5 units)

Course #	Title	Units
CUL 6	Culinary Excursions .....	1.5
CUL 50	Safety & Sanitation .....	1
CUL 51	Restaurant Math.....	1
CUL 52	Introduction to Commercial Baking .....	3
CUL 54	Hospitality Laws and Regulations .....	2

CUL 55	Introduction to Commercial Food Preparation .....	3
CUL 56	Garde Manger .....	1
CUL 57	Beverage Management .....	3
CUL 58	Introduction to Dining Room Service & Management .....	2
CUL 59	Introduction to Hospitality Careers & Human Relations .....	3
CUL 60	Nutrition for Chefs .....	1
CUL 61	Kitchen Management .....	2
CUL 64	Restaurant Desserts .....	3
HRCM 15X	Occupational Work Experience Education .....	3
	Electives: RM 11, RM 61, RM 63, RM 64, RM 65, RM 66 .....	.6
	<b>Total</b> .....	<b>.35.5</b>

# Human Services

## Human Services Certificate

The Human Services Certificate Program prepares students for direct service in human service agencies including public, private, or nonprofit organizations, with an opportunity for further studies leading to an advanced degree. "Human Services" is a term used to include all the professional disciplines that share a common goal of serving people. Certificates in this program will prepare students for employment in agencies, schools, businesses, and centers that value paraprofessionals who bring to the job a combination of college course work and human services field experience.

### Human Services Certificate

The Human Services Certificate prepares students for entry-level or paraprofessional employment in the helping professions as programmatic and/or administrative support.

Course #	Title	Units
COM 5	Interpersonal Communication .....	3
PSYCH 1	Introductory Psychology .....	3
SOC 2	Critical Thinking Social Problems .....	3
SOC 5	Cultural Sociology .....	3
SOC 10	Sociological Practice .....	3
WE 15XX	Occupational Work Experience .....	1-2
<b>Total.....</b>		<b>16-17</b>

### Eligibility Worker Certificate

The Eligibility Worker Certificate trains students in interviewing, gathering, and managing information necessary to determine qualifying services of individuals served by public and nonprofit organizations. The certificate emphasizes core courses in communication skills necessary to explain eligibility requirements and program details, exhibit care and concern, and show respect for an applicant's need for privacy and confidentiality.

Course #	Title	Units
CIS 7	Computer Concepts .....	3
CD 17B	Child Abuse Recognition and Prevention .....	1
CD 23	Domestic Violence Recognition and Prevention .....	1
COM 5	Interpersonal Communication .....	3
SOC 5	Cultural Sociology .....	3
SOC 6	Drugs and Society .....	3
SW 21	Eligibility and Case Management .....	2
<b>Total.....</b>		<b>16</b>

### Mental Health Aide Certificate

The Mental Health Aide Certificate prepares students for direct service in mental health service delivery, administrative support, or advocacy. The curriculum prepares students for employment as mental health aides, group residence workers, neighborhood outreach workers, social casework assistants, and other similar positions within the mental health field.

Course #	Title	Units
COM 5	Interpersonal Communication .....	3
PSYCH 2	Abnormal Psychology .....	3
SOC 5	Cultural Sociology .....	3
SOC 7	Sociology of Mental Health .....	3
SW 21	Eligibility and Case Management .....	2
SW 22	Individual and Group Support .....	3
<b>Total.....</b>		<b>17</b>

### Social Work Assistant Certificate

The Social Work Assistant Certificate trains individuals presently employed or individuals looking for paraprofessional or entry-level employment serving children, youth, and families. The curriculum prepares students for employment as social work assistants, case worker aids, family support workers, and other similar positions within the social services field.

Course #	Title	Units
CIS 7	Computer Concepts .....	3
CD 10	Child, Family and Society.....	3
CD 17B	Child Abuse Recognition and Prevention .....	1
CD 23	Domestic Violence Recognition and Prevention .....	1
SW 20	Introduction to Social Welfare .....	3
SW 21	Eligibility and Case Management.....	2
SW 22	Individual and Group Support.....	3
	<b>Total.....</b>	<b>16</b>

### Substance Abuse Specialist Certificate

The Substance Abuse Specialist Certificate is designed for students interested in working in the field of chemical dependency. Completion of the program will broaden a student's understanding and assist in preparation needed to enter the paraprofessional field of alcoholism and drug abuse prevention and treatment.

Course #	Title	Units
COM 5	Interpersonal Communication .....	3
SOC 5	Cultural Sociology .....	3
SOC 6	Drugs and Society .....	3
SW 21	Eligibility and Case Management.....	2
SW 22	Individual and Group Support.....	3
SW 23	Substance Abuse Counseling .....	3
	<b>Total.....</b>	<b>17</b>

### Youth Worker Certificate

The Youth Worker Certificate trains students in an effort to support the professional development of people who work with youth, ages 12 and up. Students receive a background in the principles and practices of service to children and adolescents, including dependent, delinquent, and special needs youth. Courses address topics such as adolescent growth and behavior, family and youth services, and family and community systems.

Course #	Title	Units
AOJ 32	Juvenile Delinquency.....	3
CD 5	Child Development.....	3
CD 17B	Child Abuse Recognition and Prevention .....	1
SOC 5	Cultural Sociology .....	3
SOC 6	Drugs and Society .....	3
SW 21	Eligibility and Case Management.....	2
	<b>Total.....</b>	<b>15</b>



## Kinesiology

The Kinesiology curriculum is designed to provide the opportunity to achieve an associate degree in the student's area of specialization, while a baccalaureate degree is recommended preparation for those considering professional careers in this field, the completion of this suggested program will demonstrate commitment to the field and provide comprehensive preparation for upper division work.

### 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 college requirements, qualifies the student for an associate degree.

#### Program Student Learning Outcomes

- Demonstrate knowledge of major muscle groups and joint movements as they pertain to common demonstrations of human performance.
- Demonstrate the proper technique for performing exercises essential to improving general fitness levels.
- Understand the connection between proper nutrition and improved athletic performance.
- Understand and demonstrate how healthy mental functioning impacts athletic performance.
- Select and implement field tests necessary for fitness assessment.

Course #	Title	Units
BIO 32	Human Anatomy .....	4
BIO 35	Human Physiology.....	4
NUT 1	Basic Nutrition.....	3
	<i>or HE 35 Personal Health &amp; Hygiene .....</i>	<i>3</i>
PE 29	Introduction to Sport & Exercise Psychology .....	3
	<i>or PSYCH 29 Introduction to Sport &amp; Exercise Psychology.....</i>	<i>3</i>
KINES 1	Introduction to Kinesiology .....	3
PE	(Activity Courses) .....	2
	<b>Total.....</b>	<b>19</b>

#### Recommended Electives:

- PE 35A, 40, 46, 46A, 46B, 48
- 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 principle guide for determining the first two years of their program.

*ASSIST is a computerized student-transfer information system that can be accessed over the World Wide Web. It displays reports of how course credits earned at one California college or university can be applied when transferred to another. ASSIST is the official repository of articulation for California's colleges and universities and therefore provides the most accurate and up-to-date information available about student transfer in California. ASSIST is available at [www.assist.org](http://www.assist.org).*

### Associate in Arts Degree in Kinesiology for Transfer (AS-T)

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

The Kinesiology curriculum is designed to provide the opportunity to achieve an associate degree in the student's area of specialization. While a baccalaureate degree is recommended preparation for those considering professional careers in this field, the completion of this suggested program will demonstrate commitment to the field, and provide comprehensive preparation for upper division work.

To earn the Associate in Science degree in Kinesiology for Transfer (AS-T), a student must:

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

**Core Courses**

<b>Course #</b>	<b>Title</b>	<b>Units</b>
KINES 1	Introduction to Kinesiology .....	3
BIO 32	Human Anatomy .....	4
BIO 35	Human Physiology .....	4
PE Activity Course Select any three courses from list below: .....		3
• PE 2, 3, 6, 7, 8 11, 16, 18, 21, 23, 25A		

Choose 8-9 Units from below:

<b>Course #</b>	<b>Title</b>	<b>Units</b>
MATH 25	Introduction to Statistics .....	4
CHEM 1A	General Chemistry I.....	5
PHYS 2A	Mechanics & Thermodynamics.....	4
<b>Total.....</b>		<b>22-23</b>

# Liberal Arts

## Liberal Arts with an Emphasis in Arts & Humanities

The Liberal Arts with an Emphasis in Arts and Humanities Associate Degree program is designed to provide the transfer Arts and/or Humanities student the opportunity to earn an associate degree with specialization in areas of the student's choice. The program provides introductory lower-division work in the Arts and Humanities. These courses emphasize the study of cultural, literary, humanistic activities and artistic expression of human beings throughout history. Students will evaluate and interpret the ways in which people, through the ages in different cultures, have responded to themselves and the world around them in artistic and cultural creation. Students will also learn to value aesthetic understanding and incorporates these concepts when constructing value judgments. Students should consult the catalog of their intended transfer university for any local requirements, in addition to those earned through this degree and contact a West Hills College Lemoore counselor for further information or assistance.

## Associate Degree

Students must complete at least 18 units of coursework within their major with a grade of C or better in all classes and one of the following:

- California State University General Education Certification (39+units)
- Intersegmental General Education Transfer Curriculum Certification (34+units)
- West Hills College Lemoore Associate Degree General Education including math and English competencies and local district requirements

### Program Student Learning Outcomes

- Student will be able to articulate knowledge about various cultural, literary, humanistic activities, and artistic expression of human beings throughout history.
- Student will be able to demonstrate an understanding of the ways in which people, through the ages in different cultures, have responded to themselves and the world around them in artistic and cultural creation.
- Student will be able to demonstrate an understanding of aesthetics and be capable of incorporating these concepts when constructing value judgments.
- Student will be able to demonstrate an understanding of how historical context has influenced the development of various achievements in western culture, including religion, art, literature, drama, music, architecture and philosophy.

## Required Coursework:

Choose 18 units from the following: (at least one course must from the Arts (Art, Music, Theater) and one course must be from the Humanities (Literature, Philosophy, Foreign Languages) category.

### Arts:

Course #	Title	Units
Art 5A	Basic Drawing .....	3
Art 13A	Introduction to Ceramic Design .....	3
Art 16A	Survey of Western Art: Pre-History to Proto Renaissance .....	3
Art 16B	Survey of Western Art: Renaissance to Present .....	3
Art 42	Art Appreciation .....	3
MUS 42	Music Appreciation .....	3
PA 1	Introduction to Theatre .....	3
PA 3	Film Appreciation .....	3

### Humanities:

Course #	Title	Units
ASL 1	Introduction to American Sign Language: Level 1 .....	4
ASL 2	Introduction to American Sign Language: Level 2 .....	4
ENG 1B	Literature, Critical Thinking & Writing .....	3
FLSPN 1	Introductory Spanish for Non-Native Speakers .....	4
FLSPN 2	Elementary Spanish for Non-Native Speakers .....	4
FLSPN 3	Intermediate Spanish for native and Non-native Speakers .....	4
FLSPN 4	Advanced Spanish .....	4
FLSPN 11	Introduction to Spanish for the Limitedly Bilingual .....	4
FLSPN 12	Elementary Spanish for the Limitedly Bilingual .....	4
GEOG 3	Cultural Geography .....	3

HIST 4A	Western Europe to 1700.....	3
HIST 4B	Western Europe from 1700.....	3
HIST 20	World History I.....	3
HUM 1	Introduction to Western Culture.....	3
HUM 22	Introduction to Comparative Religion.....	3
LING 11	Introduction to Linguistics.....	3
PHIL 1	Introduction to Philosophy.....	3
PHIL 2	Introduction to Logic.....	3
PHIL 3	Ethics.....	3

## Liberal Arts with an Emphasis in Math and Science

The Liberal Arts with an Emphasis in Math and Science degree provides an area of emphasis for students that wish to develop a broad knowledge base while focusing on core mathematics and scientific skills useful for their intended transfer major. Natural science courses examine the physical universe, including its life forms, structure and natural phenomena that govern the universe. Mathematics courses emphasize the development of mathematical and quantitative reasoning skills beyond the level of intermediate algebra, developing a quantitative framework for analysis of scientific principles. Students will gain comprehension of the integrated nature of mathematics and the sciences and will be able to execute experimental methods, assessment and interpretation of scientific phenomena.

Transfer majors appropriate for this area of emphasis include, but are not limited to: Biochemistry, Biology, Biotechnology, Chemistry, Earth Science, Ecology, Genetics, Geology, Geosciences, Health Science, Natural Science, Physical Science, Physics, Physiology and pre-professional majors including Pre-Dental, Pre-Medical, Pre-Physical Therapy and Pre-Veterinary. Students should consult the catalog of their intended transfer university for any local requirements in addition to those earned through this degree and contact a West Hills College Lemoore counselor for further information or assistance.

## Associate Degree

Students must complete at least 18 units of coursework within their major with a grade of C or better in all classes and one of the following:

- California State University General Education Certification (39+units)
- Intersegmental General Education Transfer Curriculum Certification (34+units)
- West Hills College Lemoore Associate Degree General Education including math and English competencies and local district requirements

### Program Student Learning Outcomes

- Students will be able to identify and describe the structures and functions of living organisms.
- Students will be able to identify the composition of matter and types of energy.
- Students will be able to use mathematics to understand and interpret the world around them.
- Students should be able to perform quantitative analysis on sampled data.

## Required Coursework

Choose 18 units from the following: (at least 1 course must be from mathematics course (MATH) and 1 course must be from science courses (BIO, CHEM, GEOL, GEOG, PHYSI, PHYSICS))

Course #	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 3A	Linear Algebra I.....	4
MATH 15	Precalculus.....	5
MATH 25	Introduction to Statistics.....	4
MATH 45	Contemporary Math.....	3
BIO 10	Fundamentals of Biology.....	3
BIO 15	Biology for Education.....	3
BIO 32	Human Anatomy.....	4
BIO 35	Human Physiology.....	4
BIO 38	Microbiology.....	4
CHEM 1A	General Chemistry I.....	5

CHEM 1B	General Chemistry II .....	5
CHEM 2A	Introductory Chemistry .....	4
GEOG 1	Physical Geography .....	4
GEOL 1	Physical Geology .....	4
GEOL 3	Historical Geology .....	4
PHYSICI 1	Survey of the Physical Sciences .....	4
PHYSICS 2A	Mechanics & Thermodynamics .....	4
PHYSICS 2B	Electricity, Magnetism, Optics & Modern Physics .....	4
PHYSICS 4A	Classical Mechanics .....	4
PHYSICS 4B	Electricity, Magnetism & Waves .....	4
PHYSICS 4C	Thermodynamics, Optics, & Modern Physics .....	4

*Special Note: A student may receive credit for either BIO 10 or BIO 15, either CHEM 1A or CHEM 2A either PHYSCS 2A or PHYSICS 4A, either PHYSICS 2B or PHYSICS 4B*

## Liberal Arts with an Emphasis in Social Science

The Liberal Arts with an Emphasis in Social Science degree program is designed to provide the Social Science student the opportunity to earn an associate degree with specialization of the student's choice. The program provides introductory lower-division work in the Social Sciences. The area of emphasis is made up of 18 units in the fields of Economics, Ethnic Studies, Geography, History, Political Science, Psychology and Sociology. The program prepares students to be enlightened citizens equipped with the broad cultural background essential to studies in the fields of education, philosophy, literature, law, government, journalism, public service and business; all of which today demand a grasp of vital domestic and foreign concerns. Students should consult the catalog of their intended transfer university for any local requirements in addition to those earned through this degree and contact a West Hills College Lemoore counselor for further information or assistance.

## Associate Degree

Student must complete at least 18 units of coursework within their major with a grade of C or better in all classes and one of the following:

- California State University General Education Certification (39+units)
- Intersegmental General Education Transfer Curriculum Certification (34+units)
- West Hills College Lemoore Associate Degree General Education including math and English competencies and local district requirements

### Program Student Learning Outcomes

- Upon completion of all coursework leading to the granting of an Associate of Arts in Liberal Arts with an emphasis in Social Science, students will be able to: Recognize the various types of academic sources used within the Social Science discipline, including primary and secondary sources.
- Upon completion of all coursework leading to the granting of an Associate of Arts in Liberal Arts with an emphasis in Social Science, students will be able to: Analyze the legitimacy and validity of the various academic sources used within the Social Science discipline, including discerning facts from opinions, biases, the validity of data collection, and public opinion polls.

## Required Coursework

Students may choose 18 units from among the following courses. A minimum of two disciplines must be represented (ex. Geography and History or Psychology and Sociology).

Course #	Title	Units
AOJ 1	Introduction to Criminal Justice .....	3
AOJ 29	Criminology .....	3
CD 5	Child Development .....	3
ECON 1A	Macroeconomics .....	3
ECON 1B	Microeconomics .....	3
ES 36	Contemporary Native American .....	3
GEOG 1	Physical Geography .....	4
GEOG 2	World Regional Geography .....	3
GEOG 3	Cultural Geography .....	3
GEOG 18	Geography of California .....	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
HIST 20	World History I.....	3
HIST 32	Cultural History of the Chicano.....	3
HIST 34	Introduction to Black Studies.....	3
HIST 44	Women’s Roles in U.S. History .....	3
POLSCI 1	American Government .....	3
POLSCI 2	Comparative Government .....	3
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
SOC 1	Introduction to Sociology.....	3
SOC 2	Critical Thinking & Social Problems.....	3
SOC 3	Marriage and Family .....	3
SOC 5	Cultural Diversity .....	3
SW 20	Introduction to Social Welfare.....	3

### Liberal Arts with an Emphasis in Elementary Teacher Preparation

The Liberal Arts Degree with an Emphasis in Elementary Teacher Preparation, is designed for students who are interested in transferring to a university and completing a Liberal Arts or Liberal Studies degree and continuing on to earn a multiple subject teaching credential.

### Associate Degree

Student must complete at least 24 units of coursework within their major with a grade of C or better in all classes and one of the following:

- California State University General Education Certification (39+units)
- Intersegmental General Education Transfer Curriculum Certification (34+units)
- West Hills College Lemoore Associate Degree General Education including math and English competencies and local district requirements

#### Program Student Learning Outcomes

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

### Required Coursework

The students must complete 24 units from the list of required coursework. The courses designated by a (\*) are considered preparation for a CSU. The courses designated by (#) are considered preparation for a UC or private school.

Course #	Title	Units
ENG 1A	Composition and Reading .....	3
COM 1	Elements of Public Speaking .....	3
EDUC 1	Introduction to Teaching.....	3
*EDUC 5	Critical Thinking in the Classroom .....	3
or ENG 1B	<i>Literature, Critical Thinking and Writing</i> .....	3
ART 16A	Survey of Western Art: Pre-History to Proto-Renaissance.....	3
or ART 16B	<i>Survey of Western Art: Renaissance to the Present</i> .....	3
or ART 42	<i>Art Appreciation</i> .....	3
or MUSIC 42	<i>Music Appreciation</i> .....	3

POLSCI 1	American Government.....	3
HUM 1	Introduction to Western Culture.....	3
*MATH 10A	Structure & Concepts in Mathematics .....	3
<i>or Math 25</i>	<i>Introduction to Statistics.....</i>	<i>4</i>
*BIO 15	Biology for Education .....	3
<i>or BIO 10</i>	<i>Fundamentals of Biology.....</i>	<i>3</i>
*HIST 17A	History of the U.S. 1492-1877 .....	3
<i>or HIST 17B</i>	<i>History of the US 1865-Present.....</i>	<i>3</i>
*PHYSICI 2	Chemistry and Physics for Educators .....	4
<i>or GEOG 1</i>	<i>Physical Geography .....</i>	<i>4</i>
	<b>Total.....</b>	<b>24+</b>

Recommended Electives: The following courses are recommended to complete the remaining to transfer into a Liberal Arts or Liberal Studies program of their choice at a transfer institution:

- ASL 1, 2
- CIS 7
- CD 5
- FLSPN 1, 2
- GEOG 2A, 2B, 3
- GEOL 1
- HIST 4A, 4B, 20
- LING 11
- MATH 10B

# Mathematics

## Mathematics for Transfer AS-T

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

The Associate in Science in Mathematics for Transfer (AS-T) allows for students to begin preparation for careers in quantitative professions such as actuarial science, education, computer programming, systems analysis and operations research analysis. In addition, a strong background in mathematics facilitates employment in fields such as engineering, economics, finance and genetics.

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

- Completion of 60 semester units that are eligible for transfer to a California State University.
- The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.
- A minimum of 18 semester units in a major or area of emphasis, as determined by the community college district.
- Obtainment of a minimum grade point average of 2.0.
- A grade of “C” or better in all courses required for the major or area of emphasis.

### Program Student Learning Outcomes

- Students should be able to produce, analyze and manipulate graphs of a function.
- Students should be able to correctly choose and apply a theorem or procedure to produce a result.
- Students should be able to solve an equation or a system of linear equations.
- Students should be able to use and or apply mathematical solutions to better understand the world around them.

### Program Requirements

#### Required core courses:

Course #	Title	Units
MATH 1A	Introduction to Calculus .....	5
MATH 1B	Calculus with Applications .....	5
MATH 2A	Multivariate Calculus.....	4

Choose a minimum of 2 courses from below with at least one course from List A and one from List B:

#### List A

Course #	Title	Units
MATH 2B	Differential Equations.....	4
MATH 3A	Linear Algebra.....	4

#### List B

Course #	Title	Units
MATH 2B	Differential Equations.....	4
MATH 3A	Linear Algebra.....	4
MATH 25	Introduction to Statistics.....	4
PHYSICS 4A	Classical Mechanics.....	4
	<b>Total.....</b>	<b>22</b>

CSU-GE or IGETC requirements (allowing double counting)..... 34-39

Electives (must be transferable to CSU) ..... 0-4

**Total..... 60**



# Nursing

## Associate of Science Degree in Nursing (ADN)

The goal of this ADN program is to prepare students to meet the requirements for licensure as a Registered Nurse in California. The emphasis of the program will be on prioritization, leadership, organization and delegation (PLOD). The study of nursing is a very complex one that requires mental and physical abilities to complete the tasks necessary to become a registered nurse. Two of the most essential tools are the Nursing Process and the organizing Framework around which curriculum is developed.

The Nursing Process is a problem solving process that guides the method of thought and action. It is the thinking process used by registered nurses to care for the clients' response to their health care as well as to guide prevention and wellness activities.

The mission of the Associate of Science Degree in Nursing (RN) program is to prepare entry-level registered nurses to be providers of care across the health/illness continuum and as members within the profession. The program respects the individuality of students and recognizes that each student has different educational, experiential, cultural, spiritual, economic and social backgrounds and a unique support system. The aim of the curriculum is to provide a positive, innovative learning model that fosters the development of critical thinking and problem solving skills so that the graduate nurse is equipped to deliver care to a culturally diverse population in a variety of healthcare settings. Graduate nurses will collaborate with members of the health care team, be effective communicators, be politically aware and demonstrate a commitment to lifelong learning.

### Program Student Learning Outcomes

Formulate a comprehensive plan of care using all components of the nursing process.

- With each semester's course, students are required to develop patient care plans, the core of the nursing process and patient care. This begins with a simple patient case in the first semester and finishes with comprehensive complex care plans for critically ill patients in the fourth semester.

The objective threads throughout all nursing courses are:

- Describe the importance of developmentally sensitive, age appropriate nursing care.
- Utilize the nursing process and therapeutic communication to complete a comprehensive plan of care including assessment (for all age groups).
- Develop a plan of care for a client who has (course specific conditions), including teaching and discharge planning.
- Implement a plan of care that is developmentally appropriate and demonstrates cultural sensitivity.
- Develop and implement a plan of care for a client (all age groups).
- Safely perform basic psychomotor skills in the delivery of care as a technically competent clinician.

Beginning with the first semester, students progressively learn and develop nursing skills in the on-campus skills lab and healthcare clinical setting under the instruction of a registered nurse (adjunct, faculty, and institution staff). The expectation is the delivery of these skills using safe, evidenced based technique to the level of pre-licensure competence.

The objective threads throughout all nursing courses are:

- Discuss providing nursing care (activities of daily living) to all age groups.
- Discuss providing nursing care to all age groups.
- Perform an age-appropriate physical examination (for all age groups).
- Differentiate between common assessment abnormalities (terminologies) (for all age groups).
- Identify the essential data to be collected as part of an assessment (for all age groups).
- Manage the clinical environment through assessment, planning, intervention, and evaluation.

Starting in the first medical-surgical nursing course (first semester) and ending in the critical care nursing course, students must provide safe, competent (to their level of knowledge) patient care and manage the environment of care with team members. This happens in the healthcare clinical rotations under the supervision of a registered nurse (adjunct, faculty, and institution staff).

The objective threads throughout all nursing courses are:

- Implement care for the client
- Assume responsibility and accountability for nursing activities in the role of the nurse.
- Provide competent care and comfort to the client considering developmental, bio-psychosocial, cultural/spiritual needs in a safe environment.
- Provide safe and competent care to the antepartum, intrapartum and postpartum client
- Apply critical thinking skills to make judgments based on evidence (fact) rather than conjecture.

Critical thinking skills develop progressively over the course of four semesters through theory and clinical course work being taught by qualified nursing instructors. This happens through Socratic questioning, interactive learning, and application of knowledge to practice.

The objective threads throughout all nursing courses are:

- Scientific nursing knowledge:
  - Describe anatomy and physiology of each body system.
  - Discuss the pathophysiology of specific diseases and complications.
  - Describe common signs and symptoms of altered functioning.
  - Describe the etiology, pathophysiology, assessment, nursing diagnosis, and management of diseases, disorders, syndromes, and complications.
- Safe administration of medications:
  - Define the basic responsibilities and accountability as a professional in terms of the legal aspects of medication administration.
  - Discuss principles and safety measures of preparation of medications for administration
  - Utilize the nursing process for medication administration.
  - Discuss principles and safety measures of preparation of medications for administration.
  - Implement age-appropriate techniques for the safe, accurate administration of medications, including intravenous therapy.

**Program Prerequisites:**

- Biology 32 (Human Anatomy)
- Biology 35 (Human Physiology)
- Biology 38 (Microbiology: Math 63 or higher is a prerequisite for this course)
- English 1A (Composition & Reading)

**Program Requirements:**

- NUT 1(Basic Nutrition)
- PSYCH 1 (General Psychology)
- SOC 1 (Introduction to Sociology), or SOC 2 (Social Problems,) or ANTH 2 (Cultural Anthropology)
- MATH 63 (Intermediate Algebra) or Higher
- COM 1 (Elements of Public Speaking) or COM 4 (Small Group Dynamics) COM 5 (Interpersonal Communication)
- CHEM 2A (Introductory Chemistry)

**General Education Requirement:**

Humanities Area C course 3 units

- PE-Kinesiology Activity 2 units (for anyone under 21 years of age)
- Acceptance into ADN Program with a minimum 2.5 GPA
- No less than C grade for Anatomy, Physiology and English 1A

No more than one repetition for the above classes

The student entering into the ADN program must have:

- Completed prerequisites.
- Minimum 2.5 cumulative GPA.
- Met health screening requirements.
- Cleared background screening.
- Current Healthcare Provider CPR card.

**Program Courses:**

Course #	Title	Units
NURS 1	Foundations of Nursing .....	2
NURS 1L	Foundations of Nursing Lab.....	2
NURS 2	Medical Surgical Nursing I.....	2
NURS 2L	Medical Surgical Nursing I Lab .....	2
NURS 3	Basic Pharmacology .....	3
NURS 4	Medical Surgical Nursing II .....	2.5
NURS 4L	Medical Surgical Nursing II Lab.....	2.5

NURS 5	Obstetrics-Maternity Nursing .....	2
NURS 5L	Obstetrics-Maternity Nursing Lab .....	1.5
NURS 6	Advanced Pharmacology .....	2.5
NURS 7	Medical-Surgical Nursing III .....	2.5
NURS 7L	Medical-Surgical Nursing III Lab .....	1.5
NURS 8	Mental Health-Psychiatric Nursing .....	1.5
NURS 8L	Mental Health-Psychiatric Nursing Lab .....	1.5
NURS 9	Pediatric Nursing .....	1.5
NURS 9L	Pediatric Nursing Lab .....	2
NURS 10	Medical-Surgical Nursing IV .....	2.5
NURS 10L	Medical-Surgical Nursing IV Lab .....	4.5
NURS 11	Gerontology Community Nursing .....	1
NURS 11L	Gerontology Community Nursing Lab .....	1
NURS14A	Foundations Learning Lab .....	2
NURS14B	Pharmacology/Obstetrical Learning Lab .....	2
NURS14C	Specialty Nursing Learning Lab .....	2
NURS14D	Advanced Nursing Learning Lab .....	2
	<b>Total Program.....</b>	<b>49.5</b>

## Licensed Vocational Nurse to Associate of Science Degree Nursing Bridge Program (LVN to RN Bridge)

The goal of the ADN program is to prepare students to meet the requirements for licensure as a registered nurse in California. The emphasis of the program will be on prioritization, leadership, organization and delegation (PLOD). The study of nursing is a very complex one that requires mental and physical abilities to complete the tasks necessary to become a registered nurse. Two of the most essential tools are the Nursing Process and the Organizing Framework around which curriculum is developed. The Nursing Process is a problem solving process that guides the method of thought and action. It is the thinking process used by registered nurses to care for the clients' response to their health care issues as well as to guide prevention and wellness activities.

The mission of the LVN to Associate of Science Degree in Nursing (RN) program is to prepare LVNs as entry-level registered nurses to provide care across the health/illness continuum and as members within the profession. The program respects the individuality of students and recognizes that each student has a different educational, experiential, cultural, spiritual, economic and social backgrounds and a unique support system. The aim of the curriculum is to provide a positive, innovative learning model that fosters the development of critical thinking and problem solving skills so that the graduate nurse is equipped to deliver care to a culturally diverse population in a variety of healthcare settings. Graduate nurses will collaborate with members of the health care team, be effective communicators, be politically aware and demonstrate a commitment to lifelong learning.

### Program Student Learning Outcomes

- The completion of each nursing student cohort will result in 85% or greater graduation rate

### Program Objectives

At the completion of the program the participant will be able to:

- Organize individuals or groups toward goal setting and goal achievement
- Eighty percent (80%) of the nursing graduates will pass the NCLEX-RN on first attempt

### Program Objectives

At the completion of the program the participant will be able to:

- Organize individuals or groups toward goal setting and goal achievement
- Student retention in the nursing program will remain at 75% or greater throughout

### Program Objectives

At the completion of the program the participant will be able to:

- Organize individuals or groups toward goal setting and goal achievement
- Students who graduate will express satisfaction with the program and staff

### Program Objectives

At the completion of the program the participant will be able to:

- Realize the importance of continuing education and lifelong learning as a necessity of professional commitment to nursing

- Understand that the culmination of the ADN program prepares for entry into practice
- Students who graduate will perform as entry- level RNs above satisfactory levels

### **Program Objectives**

At the completion of the program the participant will be able to:

- Assist individuals to achieve optimal health utilizing the knowledge and skills gained from biological, social, and nursing sciences
- Formulate a comprehensive plan of care using all components of the nursing process
- Safely perform basic psychomotor skills in the delivery of care as a technically competent clinician
- Research and communicate to identify problems, initiate actions and evaluate outcomes for health promotion and maintenance
- Integrate the role of professional nurse into clinical practice
- Support physiological well-being of individuals and families in the health care environment
- Assume the role of advocate to improve health care delivery by communicating and acting according to the expressed needs of the individual
- Manage the clinical environment through assessment, planning, intervention, and evaluation
- Apply critical thinking skills to make judgments based on evidence (fact) rather than conjecture
- Organize individuals or groups toward goal setting and goal achievement
- Implement a comprehensive teaching plan to help individuals and families achieve optimal health
- Realize the importance of continuing education and lifelong learning as a necessity of professional commitment to nursing
- Understand that the culmination of the ADN program prepares for entry into practice

### **Program Prerequisites:**

- Biology 32 (Human Anatomy)
- Biology 35 (Human Physiology)
- Biology 38 (Microbiology: Math 63 or higher is a prerequisite for this course)
- English 1A (Composition & Reading)
- Valid LVN License
- Acceptance into ADN Program with a minimum 2.5 GPA
- No less than C grade for Anatomy, Physiology, Microbiology and English 1A
- No more than one repetition for the above classes

### **Program Requirements:**

- NUT 1(Basic Nutrition)
- PSYCH 1 (General Psychology)
- SOC 1 (Introduction to Sociology), or SOC 2 (Social Problems,) or ANTH 2 (Cultural Anthropology)
- MATH 63 (Intermediate Algebra) or Higher
- COM 1 (Elements of Public Speaking) or COM 4 (Small Group Dynamics) COM 5 (Interpersonal Communication)
- CHEM 2A (Introductory Chemistry)

### **General Education Requirement Prerequisites:**

- Humanities Area C 3 Units
- PE/Kinesiology Activity 2 Units (for anyone under 21 years of age)
- The LVN student entering into the LVN to ADN Bridge program must have:
  - Completed prerequisites.
  - Minimum 2.5 cumulative GPA.
  - Valid LVN license.
  - Met health screening requirements.
  - Cleared background screening.
  - Current Healthcare Provider CPR card.

## Program Courses

### Summer

Course #	Title	Units
NURS 6	Advanced Pharmacology .....	2.5
NURS 12	Role Transition.....	.2
NURS 12L	Role Transition Lab .....	.1
NURS 14B	Pharmacology Learning Lab .....	.2

### Third Semester: 18 weeks

Course #	Title	Units
NURS 7	Medical-Surgical Nursing III .....	2.5
NURS 7L	Medical-Surgical Nursing III Lab .....	1.5
NURS 8	Mental Health-Psychiatric Nursing .....	1.5
NURS 8L	Mental Health-Psychiatric Nursing Lab .....	1.5
NURS14C	Specialty Nursing Learning Lab .....	.2

### Fourth Semester: 18 weeks

Course #	Title	Units
NURS 10	Medical-Surgical Nursing IV .....	2.5
NURS 10L	Medical-Surgical Nursing IV Lab .....	4.5
NURS 11	Gerontology Community Nursing .....	.1
NURS 11L	Gerontology Community Nursing Lab .....	.1
NURS 13	Leadership, Delegation & Management .....	.2
NURS14D	Advanced Nursing Learning Lab .....	.2
<b>Total.....</b>		<b>.29.5</b>

## 30 Unit LVN to RN

The goal of this 30 Units Option Non-degree LVN to RN Program is to prepare the LVN to meet the requirements for licensure as a registered nurse in California only. The certificate of completion will allow the qualified candidate to sit for the RN NCLEX exam, but will not result in a degree. The student will not be considered a graduate of West Hills College Lemoore. The emphasis of the program will be on prioritization, leadership, organization and delegation (PLOD). The study of nursing is a very complex one that requires mental and physical abilities to complete the tasks necessary to become a registered nurse. Two of the most essential tools are the Nursing Process and the Organizing Framework around which curriculum is developed. The Nursing Process is a problem solving process that guides the method of thought and action. It is the thinking process used by registered nurses to care for the clients' response to their health care issues as well as to guide prevention and wellness activities.

The mission of the accelerated 30 Unit Option Non-degree LVN to RN Program is to prepare the LVN to be a provider of care across the health/illness continuum and as members within the profession. The program respects the individuality of students and recognizes that each student has different educational, experiential, cultural, spiritual, economic and social backgrounds and a unique support system. The aim of the curriculum is to provide a positive, innovative learning model that fosters the development of critical thinking and problem solving skills so that the graduate nurse is equipped to deliver care to a culturally diverse population in a variety of healthcare settings. Graduate nurses will collaborate with members of the health care team, be effective communicators, be politically aware and demonstrate a commitment to lifelong learning.

### Program Student Learning Outcomes

- The completion of each nursing student cohort will result in 85% or greater graduation rate

### Program Objectives

At the completion of the program the participant will be able to:

- Organize individuals or groups toward goal setting and goal achievement
- Eighty percent (80%) of the nursing graduates will pass the NCLEX-RN on first attempt

### Program Objectives

At the completion of the program the participant will be able to:

- Organize individuals or groups toward goal setting and goal achievement
- Student retention in the nursing program will remain at 75% or greater throughout

### Program Objectives

At the completion of the program the participant will be able to:

- Organize individuals or groups toward goal setting and goal achievement
- Students who graduate will express satisfaction with the program and staff

### Program Objectives

At the completion of the program the participant will be able to:

- Realize the importance of continuing education and lifelong learning as a necessity of professional commitment to nursing
- Understand that the culmination of the ADN program prepares for entry into practice
- Students who graduate will perform as entry- level RNs above satisfactory levels

### Program Objectives

At the completion of the program the participant will be able to:

- Assist individuals to achieve optimal health utilizing the knowledge and skills gained from biological, social, and nursing sciences
- Formulate a comprehensive plan of care using all components of the nursing process
- Safely perform basic psychomotor skills in the delivery of care as a technically competent clinician
- Research and communicate to identify problems, initiate actions and evaluate outcomes for health promotion and maintenance
- Integrate the role of professional nurse into clinical practice
- Support physiological well-being of individuals and families in the health care environment
- Assume the role of advocate to improve health care delivery by communicating and acting according to the expressed needs of the individual
- Manage the clinical environment through assessment, planning, intervention, and evaluation
- Apply critical thinking skills to make judgments based on evidence (fact) rather than conjecture
- Organize individuals or groups toward goal setting and goal achievement
- Implement a comprehensive teaching plan to help individuals and families achieve optimal health
- Realize the importance of continuing education and lifelong learning as a necessity of professional commitment to nursing
- Understand that the culmination of the ADN program prepares for entry into practice

### Program Requirements

Program Prerequisite(s)

- Current possession of valid California Licensed Nurse license
- Biology 35 (Physiology) 4.0 units
- Biology 38 (Microbiology) 4.0 units
- Certificate of Completion in Nursing Courses

#### Summer

Course #	Title	Units
NURS 6	Advanced Pharmacology (Not required; highly recommended) .....	2.5
NURS 12	Role Transition.....	2
NURS 12L	Role Transition Lab .....	1
NURS 14B	Pharmacology Learning Lab .....	2

#### Third Semester: 18 weeks

Course #	Title	Units
NURS 7	Medical-Surgical Nursing III .....	2.5
NURS 7L	Medical-Surgical Nursing III Lab .....	1.5
NURS 8	Mental Health-Psychiatric Nursing .....	1.5
NURS 8L	Mental Health-Psychiatric Nursing Lab .....	1.5
NURS14C	Specialty Nursing Learning Lab .....	2

#### Fourth Semester: 18 weeks

Course #	Title	Units
NURS 10	Medical-Surgical Nursing IV .....	2.5
NURS 10L	Medical-Surgical Nursing IV Lab.....	4.5

NURS 11	Gerontology Community Nursing .....	1
NURS 11L	Gerontology Community Nursing Lab.....	1
NURS 13	Leadership, Delegation & Management .....	2
NURS14D	Advanced Nursing Learning Lab .....	2
	<b>Total Program (excluding 8.0 units of prerequisites).....</b>	<b>27</b>

# Paramedic

## EMT-Paramedic

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

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

### Certification Only Requirements

#### First Semester

Course #	Title	Units
EMT 10	Paramedic I.....	12
EMT 11	Paramedic I Lab.....	1.5
EMT 51	Advanced Cardiac Life support.....	<u>0.5</u>
	<b>Total.....</b>	<b>14</b>

#### Second Semester

Course #	Title	Units
EMT 12	Advanced Paramedic II.....	11.5
EMT 13	Advanced Paramedic II Lab.....	<u>1.5</u>
	<b>Total.....</b>	<b>13.0</b>

#### Third Semester

Course #	Title	Units
EMT 14	Acute Clinical Lab.....	3
EMT 15	Paramedic Field Experience.....	<u>9</u>
	<b>Total.....</b>	<b><u>12</u></b>
	<b>Total Units.....</b>	<b>39</b>

### Associate Degree requirements

- ENG 1A-Intro to Communication Skills
- Math 63-Intermediate Algebra or higher
- Choose one of the following:
  - a. PSYCH 1-General Psychology
  - b. PSYCH 2-Abnormal Psychology
  - c. SOC 1-Introduction to Sociology
  - d. SOC 2-Critical thinking and social Problems
- Humanities- 3 units
- PE Requirement -2 units for students under 21 years.
- HE 35-Personal Health and Hygiene (Waiver will be filed because content of HE 35 is covered in this curriculum)



# Psychiatric Technician to Associate of Science Degree Nursing Program (PT to ADN)

The Psychiatric Technician (PT) to ADN Program is designed to prepare licensed psychiatric technicians to meet the requirements for licensure as a Registered Nurse in California. The qualified student will be granted credit for previous healthcare education, must complete all prerequisite and degree requirements, pass entrance challenge exams, and will be admitted into the second semester of the traditional Associate Degree Nursing (ADN) program. The emphasis of the program will be on prioritization, leadership, organization and delegation (PLOD). The study of nursing is a very complex one that requires mental and physical abilities to complete the tasks necessary to become a registered nurse. Two of the most essential tools are the Nursing Process and the Organizing Framework around which curriculum is developed. The nursing process is a problem-solving process that guides the method of thought and action. It is the thinking process used by registered nurses to care for the clients' response to their health care issues as well as to guide prevention and wellness activities.

The mission of this program is to prepare entry-level registered nurses to be providers of care across the health/illness continuum and be productive members within their profession after they are licensed. The program respects the individuality of the students and recognizes that each student has a different educational, experiential, cultural, spiritual, economic, and social background with a unique support system. The aim of the of the curriculum is to provide a positive, innovative learning environment that fosters the development of critical thinking and problem-solving skills so that the graduate nurse is equipped to deliver care to a culturally diverse population of clients in a variety of healthcare settings. Graduate nurses will collaborate with other members of the health care team, be effective communicators, be politically aware and demonstrate a commitment to lifelong learning.

## Program Courses:

### Second Semester: 18 weeks

Course #	Title	Units
NURS 4	Medical-Surgical Nursing II.....	2.5
NURS 4L	Medical Surgical Nursing Lab .....	2.5
NURS 5	Obstetrics-Maternity Nursing .....	.2
NURS 5L	Obstetrics-Maternity Nursing Lab .....	1.5
NURS 6	Advanced Pharmacology .....	2.5
NUR 14B	Pharmacology/Obstetrics Learning Lab.....	.2
	<b>Total .....</b>	<b>13</b>

### Third Semester: 18 weeks

Course #	Title	Units
NURS 7	Medical-Surgical Nursing III .....	2.5
NURS 7L	Medical-Surgical Nursing III Lab .....	1.5
NURS 9	Pediatric Nursing .....	1.5
NURS 9L	Pediatric Nursing Lab .....	.2
NURS 14C	Specialty Nursing Learning Lab .....	.2
	<b>Total Units .....</b>	<b>9.5</b>

### Fourth Semester: 18 weeks

Course #	Title	Units
NURS 10	Medical-Surgical Nursing IV .....	2.5
NURS 10L	Medical-Surgical Nursing IV Lab .....	4.5
NURS 11	Gerontology Community Nursing .....	1.0
NURS 11L	Gerontology Community Nursing Lab .....	1.0
NUR 14D	Advanced Nursing Learning Lab .....	2.0
	<b>Total .....</b>	<b>11.0</b>
	<b>Program Total .....</b>	<b>33.5</b>

# Physics

## Associate in Science for Transfer AS-T

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

The Associate in Science degree in Physics for Transfer (AS-T) prepares students for transfer to a CSU baccalaureate program in physics by educating them in the fundamental concepts of mathematics and physics, developing analytical and quantitative reasoning skills, gaining comprehension of the integrated nature of mathematics and the sciences and executing experimental methods, assessment and interpretation of scientific phenomena.

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

- Completion of 60 semester units that are eligible for transfer to a California State University.
- The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.
- A minimum of 18 semester units in a major or area of emphasis, as determined by the community college district.
- Obtainment of a minimum grade point average of 2.0.
- A grade of “C” or better in all courses required for the major or area of emphasis.

### Program Student Learning Outcomes

- Students completing the Physics AS-T Program will be efficient problem-solvers. They will be able to employ sophisticated problem solving techniques to identify the useful information provided, choose a strategy for solving the problem, demonstrate proficiency in arriving at a solution, test the solution, and interpret the results as they relate to appropriate physics concepts.
- Students completing the Physics AS-T Program will be thorough and competent experimentalists. They should be able to design an experimental method, predict results using appropriate scientific and mathematics theory, perform the experiment and collect data while minimizing sources of error, express results with graphical and mathematical support, complete thorough error analysis, and interpret experimental results in comparison with theoretical predictions.
- Students completing the Physics AS-T Program will be able to demonstrate efficient use of computer tools such as graphing programs, spreadsheets and databases, and basic word processing. They will also have fundamental knowledge of computer programming languages, algorithm development, and be able to write, compile, and run programs from scratch for problem solving.
- Students completing the Physics AS-T Program will be effective oral and written communicators. They will be able to explain scientific theory verbally through presentation techniques and in writing through formal written reports, using scientific, mathematical, and analytical skills.

### To earn the Associate in Science in Physics for Transfer Degree, a student must:

- Complete all degree course requirements in the major as outlined below with grades of C or better. This will include 14 required core units plus a four unit elective course from List A and a four unit course from List B.
- Complete a minimum of 60 CSU-transferable semester units with a minimum grade point average of 2.0.
- Complete either the CSU General Education Breadth pattern (CSU GE) which requires a minimum of 39 units, or the Intersegmental General Education Transfer Curriculum (IGETC), which requires 34-38 units. Double counting of courses is encouraged and permitted. Students are not required to complete the West Hills College Lemoore’s local graduation requirements (Health Education 35 and two units of activity courses, if applicable).

**Program Requirements**

<b>Course #</b>	<b>Title</b>	<b>Units</b>
MATH 1A	Introduction to Calculus .....	.5
MATH 1B	Calculus with Applications .....	.5
MATH 2A	Multivariate Calculus .....	.4
PHYSICS 4A	Classical Mechanics .....	.4
PHYSICS 4B	Electricity, Magnetism & Waves .....	.4
PHYSICS 4C	Thermodynamics, Optics & Modern Physics .....	.4
	<b>Total</b> .....	<b>26</b>
	CSU GE-B or IGETC requirements (allowing double counting) .....	34-39
	Electives (must be transferable to CSU) .....	0-4
	<b>Total</b> .....	<b>60</b>

# Political Science

## Associate in Arts in for Transfer (AA-T)

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

The Associate in Arts in Political Science for Transfer degree is designed to provide the opportunity to achieve an associate degree in the student’s area of specialization. The Associate in Arts in Political Science for Transfer degree is designed to prepare students for a seamless transfer into the CSU system to complete a baccalaureate degree in Political Science or similar major. While a baccalaureate degree is recommended preparation for those considering professional careers in this field, the completion of this program will demonstrate commitment to the field, and provide comprehensive preparation for upper division work. Upon completion of the Associate in Arts in Political Science for Transfer degree requirements, students will begin preparation for careers such as teaching, law, local, state, and federal government, and group advocacy.

### Associate Degree for Transfer requirements:

- Completion of 60 semester units or 90 quarter units that are eligible for transfer to a California State University.
- The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education Breadth Requirements.
- A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
- Obtainment of a minimum grade point average of 2.0.
- A grade of “C” or better in all courses required for the major or area of emphasis.

#### Required core courses:

Course #	Title	Units
POLSCI 1	Introduction to American Government .....	3
POLSCI 2	Comparative Government .....	3
POLSCI 4	Introduction to International Relations .....	3
MATH 25	Elementary Statistics.....	4
Choose two courses below, 6 units		
AOJ 1	Introduction to Criminal Justice	
GEOG 3	Cultural Geography	
HIST 4A	Western Civilization to 1700	
HIST 4B	Western Civilization from 1700	
HIST 17A	History of the U.S. 1492-1877	
HIST 17B	History of the U.S. 1865-Present	
PSYCH 2	Abnormal Psychology	
SOC 1	Introduction to Sociology	
SOC 2	Critical Thinking Social Problems	
SOC 3	Marriage and Family	
	<b>Total.....</b>	<b>19</b>
Total Units that may be double counted .....		12-15
CSU-GE-B or IGETC requirements (allowing double counting) .....		37-39
CSU Transferable Electives.....		14-19
<b>Total.....</b>		<b>60</b>

# 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 college requirements, qualifies the student for an associate degree.

### Program Student Learning Outcomes

- Students will be able to identify various research methods used to study behavior and mental process.
- Students will be able to identify the basic structures of the brain and nervous system.
- Students will be able to apply psychological concepts and theories to everyday situations.
- Students will be able to identify and apply behavior modification techniques.
- Students will be able to identify the major components in a case study and how to use case studies as references when writing a research paper.

Course #	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 principle guide for determining the first two years of their program.

*ASSIST is a computerized student-transfer information system that can be accessed over the World Wide Web. It displays reports of how course credits earned at one California college or university can be applied when transferred to another. ASSIST is the official repository of articulation for California's colleges and universities and therefore provides the most accurate and up-to-date information available about student transfer in California. ASSIST is available at [www.assist.org](http://www.assist.org).*

## Associate of Science Degree in Psychology for Transfer (AS-T)

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

or to university or college that is not part of the CSU system. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements.

The Associate in Arts Degree in Psychology for Transfer (AA-T) allows students to begin preparation for careers in social services, business, and government. The degree serves as a launching point for careers in human services, journalism, politics, public relations, business, and public administration.

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

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

**Required Core Courses:**

<b>Course #</b>	<b>Title</b>	<b>Units</b>
PSYCH 1	Introductory Psychology.....	3
PSYCH 2	Abnormal Psychology .....	3
PSYCH 3	Developmental Psychology .....	3
PSYCH 4	Personal Psychology.....	3
PSYCH 5	Biological Psychology.....	3
PSYCH 6	Research Methods in Psychology.....	3
MATH 25	Introduction to Statistics.....	4
	<b>Total.....</b>	<b>22</b>
	CSU-GE or IGETC requirements (allowing double counting).....	32-39
	Electives (must be transferable to CSU) .....	<u>3-12</u>
	<b>Total.....</b>	<b>60</b>

# Sociology

## Associate in Arts for Transfer (AA-T)

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

The sociology curriculum is designed to provide the opportunity to achieve an associate degree in the student’s area of specialization. The Associate in Arts in Sociology for Transfer degree is designed to prepare students for a seamless transfer into the CSU system to complete a baccalaureate degree in Sociology or similar major.

### Associate Degree for Transfer requirements:

- Completion of 60 semester units or 90 quarter units that are eligible for transfer to a California State University.
- The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education Breadth Requirements.
- A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
- Obtainment of a minimum grade point average of 2.0.
- A grade of “C” or better in all courses required for the major or area of emphasis.

### Required core courses:

Course #	Title	Units
SOC 1	Introduction to Sociology.....	3
SOC 2	Critical Thinking and Social Problems.....	3
MATH 25	Introduction to Statistics.....	4
SOC 3	Marriage and Family.....	3
SOC 5	Cultural Diversity.....	3
Choose one course below: 3 units		
SOC 6	Drugs and Society	
SOC 7	Sociology of Mental Health	
SOC 10	Sociological Practice.....	3
	<b>Total.....</b>	<b>19</b>
	Double Counted (IGETC/CSU-GE).....	9-12
	IGETC/CSU-GE Breadth.....	37-39
	Electives as needed.....	13-14
	<b>Total.....</b>	<b>60</b>

## Sterile Processing Certificate (Local)

This comprehensive Sterile Processing Technician Program functions within the sterile processing industry and adheres to local and county regulations that pertain to processing instruments and equipment. This program prepares students to function as Sterile Processing Technicians. This program will include important practice and background information on basic concepts of asepsis, universal precautions, AIDS, medical disease processes, medical terminology, medical ethics, legal aspects of patient contact, sterile procedures for processing instruments, equipment and supplies for utilization in the operating room, in-house departments and clinics; this includes appropriate record keeping and distribution. Additionally, students will practice with equipment and perform hands on labs including introduction to the function and proper use of the autoclave machines, reprocessing of instrumentation and sterilization principles, universal precautions including decontamination, instrument preparation and general sterilization. Students wishing to use this program toward a health degree or certificate must obtain a 77% or higher. Successful students will receive a Certificate of Completion and be eligible to sit for the IAHSCTMM Exam for certification.

### Prerequisite(s):

- Physical Exam
- TB clearance
- MMR vaccine
- Live Scan Background Clearance
- Medical Malpractice insurance

### Advisory(s):

- HS 5
- BIO 32
- Math 101
- English 105B

Course #	Title	Units
HS 50	Sterile Processing Technician Preparation.....	5.0
HS 50L	Sterile Processing Technician Preparation.....	<u>8.5</u>
	<b>Totals.....</b>	<b>13.5</b>



## Studio Arts

### Associate in Arts for Transfer (AA-T)

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

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

#### Associate Degree for Transfer Requirements:

- Completion of 60 semester units or 90 quarter units that are eligible for transfer to a California State University.
- The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education Breadth Requirements.
- A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
- Obtainment of a minimum grade point average of 2.0.
- A grade of "C" or better in all courses required for the major or area of emphasis.

#### Required core courses:

Course #	Title	Units
ART 2	Two-Dimensional Design .....	3
ART 3	Introduction to 3-Dimensional Fundamentals .....	3
ART 5A	Basic Drawing .....	3
ART 15A	Introduction to Painting .....	3
ART 16A	Survey of Western Art: Pre-History To Proto-Renaissance.....	3
ART 16B	Survey of Western Art: Renaissance to the Present .....	3
ART 20A	Introduction to Digital Art .....	3
	<b>Total.....</b>	<b>21</b>

Choose 3 units from the following:

ART 5B	Intermediate Drawing .....	3
ART 7	Figure Drawing .....	3
	Required Major Courses (as above) .....	24
	Total Units that may be double counted .....	6
	CSU-GE-B or IGETC requirements (allowing double counting) .....	37-39
	CSU Transferable Electives.....	3-5
	<b>Total.....</b>	<b>60</b>

#### Program Student Learning Outcomes

- Given a series of assignments the student will be able to articulate and apply the elements and principles of two-dimensional design.
- Given a series of assignments the student will be able to demonstrate an ability to solve a variety of problems related to the use of various drawing materials.
- Given a series of assignments the student will be able to articulate and apply the elements and principles of three-dimensional design.

- Given a series of assignments the student will be able to demonstrate an ability to solve a variety of problems related to the use of various painting materials and techniques.
- Student will be able to demonstrate an understanding of the historical development of art, be capable of identifying works from various art movements and periods in history, and be capable of articulating how context has influenced the creation of works of art during these movements and periods.



# Course Information

## General Information

### Open Enrollment

It is the policy of West Hills College Lemoore, unless specifically exempted by statute, that 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 are 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.

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 Lemoore prerequisite policy in the Academic Regulations portion of this catalog for additional information.

### Corequisite

Corequisites are courses that a student is required to take simultaneously in order to enroll in another course. (Successful completion is defined as a grade C or better for the minimum prerequisite/corequisite requirement.)

### Class Hours

The total number of class lecture and laboratory hours for each course is indicated in its course description. The schedule of classes, which is available at the time of class registration, will indicate which dates, days and times a given class is scheduled to meet.

### Course Subject

Courses are classified by subjects as they exist at West Hills College Lemoore. 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. These courses are transferable to four-year institutions. However, the institution that the student transfers to determines the specific transferability of courses.

Courses numbered 50-99 are associate degree level courses. These courses 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 numbered 100-199 are non-transfer and are non-degree applicable; they are skill building or remedial courses.

Courses in some subject areas that 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.

*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.*

### Abbreviations for Degree, Non-Degree and Transfer Courses

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

- AA/AS Associate Degree Applicable

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

# Course Descriptions

## Administration of Justice

### AOJ 1 Introduction to Criminology

(3)

*Class Hours:* 54 Lecture

D8

*Advisory:* Successful completion of ENG 1A Composition and Reading or equivalent

AOJ 1 introduces students to the characteristics of the criminal justice system in the United States. Focus is placed on examining crime measurement, theoretical explanations of crime, responses to crime, components of the system, and current challenges to the system. The course examines the evolution of the principles and approaches utilized by the justice system and the evolving forces which have shaped those principals and approaches. Although justice structure and process is examined in a cross cultural context, emphasis is placed on the US justice system, particularly the structure and function of US police, courts, and corrections. Students are introduced to the origins and development of criminal law, legal process, and sentencing and incarceration policies. (AA/AS, CSU, UC)

### AOJ 3 Introduction to Corrections

(3)

*Class Hours:* 54 Lecture

AOJ 3 provides a history of and critical analysis of punishment, the various types of punishment, alternatives to punishment, and the impact of punishment on the criminal justice system, corrections, a critical examination of the types of correctional institutions and the clients housed in each institution, and an examination of contemporary correctional issues. (AA/AS, CSU)

### AOJ 4 Control and Supervision of Inmates

(3)

*Contact Hours:* 54 Lecture

*Advisory(s):* Strongly recommend English 51A (Introduction to Communication Skills) or the equivalent

AOJ 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/AS, CSU)

### AOJ 5 Concepts of Probation and Parole

(3)

*Contact Hours:* 54 Lecture

*Advisory(s):* Strongly recommend ENG 105B (Intermediate Writing) or equivalent

AOJ 5 includes a historical overview of correctional development in its institutions and the community methods of prisoner intake and classification survey of treatment programs community-based correctional programs post-institutional treatment, and examination of corrections as a career.(AA/AS, CSU)

### AOJ 6 Correctional Interviewing and Counseling

(3)

*Class Hours:* 54 Lecture

*Advisory(s):* Successful completion of ENG 101B (Intermediate Reading) and English 105B (Intermediate Writing) or the equivalent.

AOJ 6 is an overview of the techniques in interviewing and counseling available to practitioners in corrections. The student will learn the use of appropriate theories and confidence-building techniques used by correctional employees in client interviews and counseling. This is a course for students planning to enter or already employed within the Correctional Science field. (AA/AS, CSU)

### AOJ 7 Legal Aspects of Corrections

(3)

*Class Hours:* 54 Lecture

*Advisory(s):* Strongly recommended ENG 51A (Introduction to Communication Skills) or the equivalent.

AOJ 7 provides students with an awareness of the historical framework, concepts and precedents that guide correctional practice. Course material will broaden the individual's perspective of the corrections environment, the civil rights of prisoners and responsibilities and liabilities of corrections officials. (AA/AS, CSU)

**AOJ 10 Principles and Procedures of the Criminal Justice System (3)**

*Class Hours: 54 Lecture*

AOJ 10 provides an examination and analysis of due process in criminal proceedings from pre-arrest through trial and appeal utilizing statutory law and state and constitutional law precedents. (AA/AS, CSU)

**AOJ 12 Written Criminal Justice Communications (3)**

*Class Hours: 54 Lecture*

*Advisory(s): Successful completion of Eng 101B and Eng 105B or the equivalent*

AOJ 12 will cover ideas effectively in a simple, clear and logical manner in the various types of criminal justice systems reports, letters, memoranda, directives, and administrative reports. Emphasis is on law enforcement and correctional terminology, organization of information and use of English; practice experience in note taking and report writing using standard law enforcement and correction forms; presentation of testimony in court. (AA/AS, CSU)

**AOJ 15X Occupational Work Experience Education (1-8)**

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

AOJ 15X is supervised employment which is intended to assist students in acquiring desirable work habits, attitudes and career awareness in the field of the student's major. Students may earn up to 8 units per semester for a maximum of 16 total units. Credits are awarded for paid or voluntary work. For every 75 hours of paid work completed within the semester, 1 unit of credit is awarded. For every 60 hours of volunteer work completed within the semester, 1 unit of credit is awarded. Occupational Work Experience credits are counted as electives toward an Associate's Degree at West Hills College Lemoore and are transferable to four year universities (for specific transfer eligibility, please contact a counselor or an advisor).

**AOJ 16 Human and Community Relations in Criminal Justice (3)**

*Class Hours: 54 Lecture*

AOJ 16 examines the complex, dynamic relationship between communities and the justice system in addressing crime and conflict with an emphasis on the challenges and prospects of administering justice within a diverse multicultural population. Topics may include the consensus and conflicting values in cultural, religion, and law. (AA/AS, CSU, UC)

**AOJ 20 Criminal Law (3)**

*Class Hours: 54 Lecture*

*Prerequisite: Successful completion of AOJ 1 Introduction to Criminal Justice or equivalent*

*Advisory(s): Successful completion of ENG 1A Composition & Reading or equivalent*

AOJ 20 offers an analysis of the doctrines of criminal liability in the United States and the classification of crimes against persons, property, morals, and public welfare. Special emphasis is placed on the classification of crime, the general elements of crime, the definitions of common and statutory law, and the nature of acceptable evidence. This course utilizes case law and case studies to introduce students to criminal law. The completion of this course offers a foundation upon which upper-division criminal justice course will build. The course will also include some limited discussion of prosecution and defense decision making, criminal culpability, and defenses to crimes. (AA/AS, CSU, UC)

**AOJ 22 Criminal Evidence (3)**

*Class Hours: 54 Lecture*

AOJ 22 examines categories of evidence and legal rules governing its admission and exclusion in the criminal process. (AA/AS, CSU)

**AOJ 24 Criminal Investigation (3)**

*Class Hours: 54 Lecture*

AOJ 24 addresses the techniques, procedures, and ethical issues in the investigation of crime, including organization of the investigative process, crime scene searches, interviewing and interrogating, surveillance, source of information, utility of evidence, scientific analysis of evidence and the role of the investigator in the trial process. (AA/AS, CSU)

**AOJ 29 Crime & Delinquency****(3)***Class Hours: 54 Lecture**D0**Advisory(s): Successful completion of English 101B (Intermediate Reading) or the equivalent and English 101 A (Intermediate Writing) or the equivalent.*

AOJ 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. (AA/AS, CSU)

**AOJ 32 Juvenile Delinquency****(3)***Class Hours: 54 Lecture**Advisory: Successful completion of ENG 1A Composition & Reading or equivalent*

AOJ 32 is an examination of the origin, development, and organization of the Juvenile Justice System as it evolved in the American Justice System. The course explores the theories that focuses on Juvenile Law, courts and processes, and the constitutional protections extended to juveniles administered in the American Justice System. (AA/AS, CSU)

**AOJ 50A P. C. 832 Arrest Control Module****(3)***Class Hours: 54 Lecture**P/NP Only**Advisory(s): Successful completion of ENG 101B (Intermediate Reading) or the equivalent and/or successful completion of ENG 105B (Intermediate Writing) or the equivalent.*

AOJ 50A is the 40-hour Arrest and Control module of the two-module state certification known as P.C. 832 and meets the requirements set forth by the California Peace Officer Standards for Training (POST) for the Arrest Control Module, only. It is one-half of the first tier of training for individuals desiring to be peace officers. Successful students must pass two examinations: (1) a physical methods of arrest/defensive tactics practical (a pass-fail test where the student must demonstrate to the instructors' satisfaction, the proper methods for approaching a subject to be taken into custody (individual may be of the opposite sex, physically larger and stronger than the student), controlling that individual with voice commands, empty hand control, including a defensive take-down, if necessary, and the proper method for searching and cuffing the individual; AND (2) the P.C. 832 state written exam. The student must pass BOTH exams to pass this component of P.C. 832, known as AOJ 50A. A Department of Justice clearance letter is not required for this component. Certificates issued to successful students are valid for three years from their issuance date. Should the student become employed as a peace officer within this three-year period, however, the certificate freezes and remains valid until he or she leaves that agency and there has been a three-year or greater break in peace officer employment. (AA/AS)

**AOJ 50B P. C. 832 Firearms Module****(.5)***Class Hours: 28 Laboratory**P/NP Only*

P.C. 832 AOJ 50B meets the 24-hour firearms requirement of the two-module P.C. 832 course as certified by the California Commission on Peace Officer Standards for Training (POST). The first three meetings are classroom instruction and the final four involve live fire on the police range. Prior to being admitted to the range students must provide the Program Coordinator with a Department of Justice Clearance Letter stating that they are not of a class of persons prohibited from possessing a concealable firearm and do not have active restraining orders against them. To obtain this, students must have their fingerprints taken (Live Scan) at the local police/sheriff's department and pay a fee for the search and services. This is not required for students sponsored by a law enforcement agency provided the agency is willing to state such on department letterhead. Information on how to fill out the Live Scan request for service form can be obtained from the AOJ Office or the Registration office. No other background checks will suffice for this mandate. If the Clearance Letter is not provided, the student will be dropped. Students must each provide their own firearm, ammunition, holster, utility belt, magazines or speed loaders and the appropriate holders, eye and ear protection, and a handgun cleaning kit made for their firearm type. There will be no sharing of firearms. All firearms and equipment must be approved by the Range Master. Students under 21 must deliver to the Coordinator a letter signed by a parent or guardian meeting the specifications set forth in section 12100 of the California Penal Code, giving their permission for the student to possess a concealable firearm, ammunition, and to participate in this firearms training course. Students under 18 may not take this course. The certificate issued to those passing the course is valid for three years only, unless the student becomes employed as a peace officer. Students are reminded that there is a 10-day waiting period for the delivery of new or used firearms. Questions should be referred to the Administration of Justice Office. DO NOT BRING YOUR FIREARM OR AMMUNITION TO THE CLASSROOM. (AA/AS)



# American Sign Language

## ASL 1 Introduction to American Sign Language: Level 1 (4)

*Class Hours:* 72 Lecture C2

ASL 1 covers the beginning fundamental principles of American Sign Language a visual/gesture language used by Deaf people in the United States and Canada. ASL 1 introduces basic information and cultural/historical background about the deaf community and Deaf culture. This course is recommended for students who encounter Deaf people in their working environment, or who are majoring in American Sign Language/Deaf Studies. ASL 1 is a prerequisite for students who wish to enter an Interpreter Preparation Program. Students are expected to attend outside Deaf events at their own expense. (AA/AS, CSU, UC)

## ASL 2 Intermediate American Sign Language: Level 2 (4)

*Class Hours:* 72 Lecture C2

*Prerequisite:* ASL 1

ASL 2 is designed to introduce students to the second semester of ASL. Students will engage in conversation using ASL at a level expected for intermediate signers. Students will expand conversational skills such as turn-taking, discussion of culturally appropriate topics and leave-taking. Students will also learn how to relate simple experiences and events using ASL. This course is recommended for students who encounter Deaf people in their working environment, or who plan on majoring in American Sing Language/Deaf Studies. Students are expected to attend outside Deaf Events at their own expense. (AA/AS, CSU, UC)

## Art

### ART 2 Two-Dimensional Design (3)

*Class Hours:* 27 Lecture, 81 Laboratory

*Advisory(s):* Successful completion of ENG 51A (Introduction to Communication Skills) or equivalent. is strongly recommended.

ART 2 is an introduction to the concepts, applications, and historical references related to two-dimensional art and composition, including the study of the basic principles and elements of line, shape, texture, value, color, and spatial illusion. Development of a visual vocabulary for creative expression through lecture presentations, studio projects, problem solving, and written assignments. Required for Art Majors.(AA/AS, CSU, UC)

### ART 5A Basic Drawing (3)

*Class Hours:* 27 Lecture, 81 Laboratory C1

*Advisory(s):* Successful completion of English 51A (Introduction to Communication Skills), or equivalent, is strongly recommended.

ART 5A is an introduction to principles, elements, and practices of drawing, employing a wide range of subject matter and drawing media. Focus is on perceptually-based drawing, observational skills, technical abilities, and creative responses to materials and subject matter. (AA/AS, CSU, UC)

### ART 5B Intermediate Drawing (3)

*Class Hours:* 27 Lecture, 81 Lab

*Prerequisite:* Successful completion of ART 5A (Beginning Drawing), or the equivalent.

*Advisory:* Successful completion of English 51A (Introduction to Communication Skills), or equivalent, is strongly recommended. (AA/AS, CSU, UC)

ART 5B is the exploration of artistic concepts, styles, and creative expression related to intermediate-level drawing, focusing on complex subject matter and concepts using a variety of drawing mediums, techniques, and methodologies. Students in this course will build on fundamental drawing skills to develop personalized approaches to content and materials in exercises covering multiple historical and contemporary approaches to drawing. (AA/AS, CSU, UC)

### ART 6A Introduction to 3-D Fundamentals (3)

*Class Hours:* 27 Lecture, 81 Laboratory

*Advisory(s):* ENG 51A or equivalent.

Introduction to the concepts, applications and historical references related to 3-dimensional form in visual art and design. Exploration of the expressive potential ad conceptual possibilities of 3-dimensional forms presented through lecture, slides and video presentations, written assignments and studio projects using a variety of tools, materials and techniques. (AA/AS, CSU, UC)

**ART 7 Figure Drawing****(3)***Class Hours:* 27 Lecture, 81 Laboratory*Prerequisite:* Successful completion of ART 5A (Fundamentals of Drawing) or equivalent.*Advisory(s):* Successful completion of English 51A (Introduction to Communication Skills), or equivalent, is strongly recommended.

ART 7 is an introduction to drawing the human figure from observation using a wide variety of drawing media and techniques. Topics include an introduction to human anatomy and the historical and contemporary roles of figure drawing in the visual arts. Students in this course will learn both descriptive and interpretive approaches to drawing the figure. Students will be required to purchase specific materials for this course. (AA, CSU)

**ART 15A Beginning Painting****(3)***Class Hours:* 27 Lecture, 81 Laboratory

P/NP

*Advisory(s):* Successful completion of English 51A (Introduction to communication skills), or equivalent, is strongly recommended.

ART 15A is an introduction to principles, elements, and practices of painting. Focus on exploration of painting materials, perceptual skills and color theory, paint mixing and technique, as well as creative responses to materials and subject matter. Art 15A offers lecture and studio time to explore the heritage and fundamentals of painting. Included in the course will be a study of how the cultural context during various periods in history has influenced historically significant works of art. Students will be encouraged to understand how the works they create are influenced by the contemporary context, as well as history, and to develop their own theories about how the paintings they create fit into the continuum of history. Advisory: students will be required to purchase their own supplies for this course. (AA, CSU, UC)

**ART 15B Intermediate Painting****(3)***Class Hours:* 27 Lecture, 81 Laboratory

P/NP

*Prerequisite:* Successful completion of Art 15A (Beginning Painting), or the equivalent. *Advisory(s):* Successful completion of English 51A (Introduction to Communication Skills), or equivalent, is strongly recommended.

ART 15B offers additional lecture and studio time to further explore the oil painting medium. Recommended for Art majors. (AA/AS, CSU, UC)

**ART 15C Advanced Painting****(3)***Class Hours:* 27 Lecture, 81 Laboratory

P/NP

*Prerequisite:* Successful completion of Art 15B (Intermediate Painting), or the equivalent.*Advisory(s):* Successful completion of English 51A (Introduction to Communication Skills), or equivalent, is strongly recommended.

ART 15C offers additional lecture and studio time to further explore different concepts of painting. (AA, CSU, UC)

**ART 15D Extended Painting****(3)***Class Hours:* 27 Lecture, 81 Laboratory

P/NP

*Prerequisite:* Successful completion of Art 15C (Advanced Painting), or the equivalent.*Advisory(s):* Successful completion of English 51A (Introduction to Communication Skills), or equivalent, is strongly recommended.

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 through the Middle Ages****(3)***Class Hours:* 54 Lecture

C1, P/NP

*Advisory(s):* Successful completion of English 51A (Introduction to Communication Skills), or equivalent, is strongly recommended.

ART 16A provides an overview of western art and architecture from prehistory through the medieval period. Each of the important civilizations is studied through slides, lectures, class discussion and the textbook. Successful completion of English 51A (Introduction to communication skills), or equivalent, is strongly recommended. (AA/AS, CSU, UC)

**ART 16B Survey of Western Art: Renaissance to the Present****(3)***Class Hours:* 54 Lecture

C1, P/NP

*Advisory(s):* Successful completion of English 51A (Introduction to Communication Skills), or equivalent, is strongly recommended.

ART 16B provides an overview of art and architecture from the Renaissance to the Contemporary period. Each of the important civilizations is studied through slides, lectures, class discussion and the textbook. Successful completion of English 51A (Introduction to communication skills), or equivalent, is strongly recommended. (AA/AS, CSU, UC)

**ART 3 Introduction to 3-Dimensional Fundamentals****(3)***Class Hours: 27 Lecture, 81 Laboratory**Advisory(s): Successful completion of English 51A (Introduction to Communication Skills) or equivalent.*

ART 3 is an introduction to the concepts, applications, and historical references related to three-dimensional design, and spatial composition, including the study of the elements and organizing principles of design as they apply to three-dimensional space and form. Development of a visual vocabulary for creative expression through lecture presentations and use of appropriate materials for non-representational three-dimensional studio projects. (AA/AS, CSU)

**ART 42 Art Appreciation****(3)***Class Hours: 54 Lecture**C1, P/NP**Advisory(s): Successful completion of ENG 51A (Introduction to Communication Skills) or equivalent is strongly recommended*

ART 42 provides a general introduction to art that offers a look at works of art through the study of theory, terminology, themes, design principles, media, techniques, with an introduction to the visual arts across time and diverse cultures. No art background is necessary. Successful completion of English 51A (Introduction to communication skills), or equivalent, is strongly recommended.. (AA/AS, CSU, UC)

## Athletics

**ATHL 5 Fundamentals of Women's Basketball****(1)***Class Hours: 9 Lecture 27 Laboratory*

ATHL 5 is designed to provide instruction and practice in the fundamentals of basketball including dribbling, passing, shooting and rules, etc. The course also includes instruction on how to improve skills necessary for students to participate in recreational basketball as well as prepare your body for basketball activities through weights and conditioning. May be taken three times for credit.

**ATHL 9 Fundamentals of Men's Wrestling****(1)***Class Hours: 9 Lecture 27 Laboratory*

ATHL 9 is designed to provide instruction and practice in the fundamentals of wrestling including takedowns, escapes, reversals, pinning combinations, riding, defensive skills, and knowledge of and interpretation of the official rules of wrestling. (AA/AC, CSU)

**ATHL 10 Fundamentals of Men's Golf****(1)***Class Hours: 9 Lecture 27 Laboratory*

ATHL 10 is the study and analysis of competitive golf. Emphasis on swing mechanics, course management, rules of golf, mental techniques and practice regimens. Designed for students with previous golf experience and/or the desire to coach golf at any level. (AA/AS,CSU)

**ATHL 11 Fundamentals of Women's Golf****(1)***Class Hours: 9 Lecture 27 Laboratory*

ATHL 11 is the study and analysis of competitive golf. Emphasis on swing mechanics, course management, rules of golf, mental techniques and practice regimens. Designed for students with previous golf experience and/or the desire to coach golf at any level. (AA/AS, CSU)

**ATHL 12 Men's Theory of Cross Country****(1)***Class Hours: 9 Lecture 27 Laboratory*

ATHL 12 is the study and analysis of competitive cross country as well as the technique of running. The course is designed for students with previous cross country experience and or the desire to coach cross country at any level. (AA/AS, CSU)

**ATHL 13 Women's Theory of Cross Country****(1)***Class Hours: 9 Lecture 27 Laboratory*

ATHL 13 is the study and analysis of competitive cross country as well as the technique of running. The course is designed for students with previous cross country experience and or the desire to coach cross country at any level. (AA/AS, CSU)

**ATHL 14 Fundamentals of Men's Soccer (1)***Class Hours: 9 Lecture 27 Laboratory*

ATHL 14 is designed to provide instruction and practice in the fundamentals of soccer including dribbling, passing, shooting, defense, etc. The course also includes instruction on how to improve skills necessary for students to participate in recreational of soccer. (AA/AS, CSU)

**ATHL 15 Fundamentals of Women's Soccer (1)***Class Hours: 9 Lecture 27 Laboratory*

ATHL 15 is designed to provide instruction and practice in the fundamentals of soccer including dribbling, passing, shooting, defense, etc. The course also includes instruction on how to improve skills necessary for students to participate in recreational of soccer. (AA/AS, CSU)

**ATHL 25 Women's Intercollegiate Basketball (3)***Class Hours: 175 Laboratory**Prerequisite: Medical approval from licensed physician.*

ATHL 25 is designed to provide competition in basketball at the community college level. May be taken three times for credit. (AA/AS, CSU)

**ATHL 28 Women's Intercollegiate Volleyball (3)***Class Hours: 175 Laboratory**Prerequisite: Medical approval from licensed physician.*

ATHL 28 designed to provide competition in volleyball at the community college level. Intercollegiate volleyball will develop intermediate and advanced techniques and knowledge with an emphasis on the individual as well as team skills involved in the game (AA/AS, CSU).

**ATHL 29 Men's Intercollegiate Wrestling (3)***Class Hours: 175 Laboratory**Prerequisite: Medical approval from licensed physician.*

ATHL 29 Men's Intercollegiate Wrestling will provide student athletes the opportunity to compete on a men's wrestling team at the intercollegiate level. Men's intercollegiate wrestling will provide student athletes an opportunity to develop individual skills in the sport of wrestling as they apply to a competitive one on one situation. Designed primarily for people possessing the desire, ability and skills necessary to compete on the intercollegiate level. (AA/AS, CSU)

**ATHL 30 Men's Intercollegiate Golf (3)***Class Hours: 175 Laboratory**Prerequisite: Medical approval from licensed physician.*

ATHL 30 Men's Intercollegiate Golf will provide student athletes the opportunity to compete on a men's golf team at the Intercollegiate level. Men's Intercollegiate Golf will provide student athletes an opportunity to develop individual skills in the sport of golf as they apply to a competitive one on one situation. Student athletes will learn to master golf shots and strategies against an opponent while developing mental and physical maturity. Student athletes will compete against the college teams in the area. (AA/AS, CSU)

**ATHL 31 Women's Intercollegiate Golf (3)***Class Hours: 175 Laboratory**Prerequisite: Medical approval from licensed physician.*

ATHL 31 Women's Intercollegiate Golf will provide student athletes the opportunity to compete on a women's golf team at the Intercollegiate level. Women's Intercollegiate Golf will provide student athletes an opportunity to develop individual skills in the sport of golf as they apply to a competitive one on one situation. Student athletes will learn to master golf shots and strategies against an opponent while developing mental and physical maturity. Student athletes will compete against the college teams in the area. (AA/AS, CSU)

**ATHL 33 Women's Intercollegiate Cross Country****(3)***Class Hours: 175 Laboratory**Prerequisite: Medical approval from licensed physician.*

ATHL 33 Women's Intercollegiate Cross Country will provide student athletes the opportunity to compete on a women's cross country team at the intercollegiate level. Women's Intercollegiate Cross Country will provide student athletes an opportunity to develop individual skills in a sport of cross country as they apply to a competitive event. Student athlete will learn to master cross country and strategies against an opponent while developing mental and physical maturity. Student will compete against college teams in the area. (AA/AS, CSU)

**ATHL 34 Men's Intercollegiate Soccer****(3)***Class Hours: 175 Laboratory**Prerequisite: Medical approval from licensed physician.*

ATHL 34 Men's Intercollegiate Soccer will provide student athletes the opportunity to compete on a men's soccer team at the intercollegiate level. ATHL 34 will provide student athletes an opportunity to develop individual and team skills through the use of intermediate and advanced techniques and knowledge. Student athletes will learn to master soccer and strategies against an opponent while developing mental and physical maturity. Students will compete against the college teams in the area. (AA/AS, CSU)

**ATHL 35 Women's Intercollegiate Soccer****(3)***Class Hours: 175 Laboratory**Prerequisite: Medical approval from licensed physician.*

ATHL 35 Women's Intercollegiate Soccer will provide student athletes the opportunity to compete on a women's soccer team at the intercollegiate level. ATHL 35 will provide student athletes an opportunity to develop individual and team skills through the use of intermediate and advanced techniques and knowledge. Student athletes will learn to master soccer against an opponent while developing mental and physical maturity. Students will compete against college teams in the area. (AA/AS, CSU)

**ATHL 44 Men's Intercollegiate Cross Country****(3)***Class Hours: 175 Laboratory**Prerequisite: Medical approval from licensed physician.*

ATHL 44 Men's Intercollegiate Cross Country will provide student athletes the opportunity to compete on a men's cross country team at the intercollegiate level. Men's Intercollegiate Cross Country will provide student athletes an opportunity to develop individual skills in a sport of cross country as they apply to a competitive event. Student athlete will learn to master cross country and strategies against an opponent while developing mental and physical maturity. Student will compete against college teams in the area. (AA/AS, CSU)

## Biology

**BIO 10 Fundamentals of Biology****(3)***Class Hours: 36 Lecture, 54 Laboratory**B2**Advisory(s): Successful completion of ENG 51A (Introduction to Communication Skills) or equivalent.*

BIO 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/AS, CSU, UC)

**BIO 11 Biology of Death Valley****(1)***Class Hours: 2 Lecture, 46 Laboratory**P/NP*

BIO 11 is a one-unit Biology field course with a focus on the Trans-Sierra region, specifically the Mojave Desert and Death Valley. Students will observe and analyze the biological, physical, and cultural patterns and process including landforms, weather, geology, fauna and flora, and history of the regions. (AA/AS, CSU)

**BIO 12 Biology of the Grand Canyon****(1)***Class Hours:* 2 Lecture, 46 Laboratory P/NP

BIO 12 is a one-unit Biology field course with a focus on the Colorado Plateau, and the Grand Canyon regions. Students will observe and analyze the biological, physical and cultural patterns, and process including landforms, weather, vegetation, geology, and history of these regions. (AA/AS, CSU)

**BIO 15 Biology for Education****(3)***Class Hours:* 36 Lecture, 54 Laboratory B2, B3, P/NP*Advisory(s):* Successful completion of ENG 51A (Introduction to Communication Skills) or equivalent is strongly recommended.

BIO 15 is required for Liberal Studies students seeking a Multiple Subject Teaching Credential and transferring to the California State University system. The primary objective of this course is to teach biological concepts as they relate to the cell and the organism as a whole. Consideration will be given to the cellular and chemical basis of life, genetics, evolution, and ecology. (AA/AS, CSU, UC)

**BIO 32 Human Anatomy****(4)***Class Hours:* 54 Lecture, 54 Laboratory B2, B3*Prerequisites:* Successful completion of ENG 51A (Introduction to Communication Skills) and Math 63 (Intermediate Algebra).

BIO 32 explores the structural organization of the human body: gross and microscopic structure of the integumentary, skeletal, muscular, nervous, sensory, endocrine, cardiovascular, lymphatic, respiratory, digestive, excretory, and reproductive systems, from cellular to organ system levels of organization. This course is primarily intended for nursing, allied health, kinesiology, and other health related majors. (AA/AS, CSU, UC)

**BIO 35 Human Physiology****(4)***Class Hours:* 54 Lecture, 54 Laboratory B2, B3*Prerequisites:* Successful completion of ENG 51A (Introduction to Communication Skills) and Math 63 (Intermediate Algebra) or equivalent.*Advisory(s):* Successful completion of BIO 32 (Human Anatomy) or equivalent and CHEM 1A (General Chemistry 1) or CHEM 2A (Introductory Chemistry) or equivalent.

BIO 35 is the study of physiological principles, function, integration and homeostasis of the human body at the cellular, tissue, organ, organ system and organism level: integumentary system, bone, skeletal, smooth and cardiac muscles, nervous system, sensory organs, cardiovascular system, lymphatic and immune systems, respiratory system, urinary system, digestive system, endocrine system, and reproductive system. This course is primarily intended for Nursing, Allied Health, Kinesiology, and other health related majors. (AA/AS, CSU, UC)

**BIO 35L Human Physiology Lab****(1)***Class Hours:* 54 Laboratory B3*Prerequisite:* Successful completion of BIO 35 (Human Physiology) or concurrent enrollment in the online section of BIO 35 (Human Physiology).

BIO 35L is a lab component to BIO 35 designed to accommodate students requiring a face-to-face instructional modality for human physiology laboratory. Students will receive a letter grade but no course credit if they have completed or are currently enrolled in the online section of BIO 35. (AA/AS, CSU, UC)

**BIO 38 Microbiology****(4)***Class Hours:* 54 Lecture, 54 Laboratory B2, B3*Prerequisite:* CHEM 1A, CHEM 2A, or equivalent

BIO 38 is a consideration of the morphology, anatomy, physiology and taxonomy of micro-organisms with an emphasis on the methods of isolation, identification and the diseases they cause. (AA/AS, CSU, UC)

# Business

## **BUS 1A Beginning Principles of Accounting**

**(4)***Class Hours:* 72 Lecture*Advisory(s):* Eligibility for English 1A (Composition & Reading) and Math 61 (Elementary Algebra) or equivalent.

BUS 1A is the study of accounting as an information system, examining why it is important and how it is used by investors, creditors, and others to make decisions. The course covers the accounting information system, including recording and reporting of business transactions with a focus on the accounting cycle, the application of generally accepted accounting principles, the financial statements, and statement analysis. Includes issues relating to asset, liability, and equity valuation, revenue and expense recognition, cash flow, internal controls, and ethics. (AA/AS, CSU, UC)

## **BUS 1B Elementary Principles of Accounting**

**(4)***Class Hours:* 72 Lecture*Prerequisite:* Successful completion of BUS 1A (Beginning Principles of Accounting) or the equivalent.

BUS 1B is the study of how managers use accounting information in decision-making, planning, directing operations and controlling. Focuses on cost terms and concepts, cost behavior, cost structure and cost-volume-profit analysis. Includes issues relating to cost systems, cost control, profit planning, and performance analysis in manufacturing and service environments. (AA/AS, CSU, UC)

## **BUS 2 Introductory Keyboarding**

**(3)***Class Hours:* 36 Lecture 54 Laboratory

P/NP

BUS 2 is an introductory keyboarding course which emphasizes operating alphabetic, numeric, and symbol keys by touch. It includes computer keyboarding information. BUS 2 is a prerequisite to BUS 3 (AA/AS)

## **BUS 3 Intermediate Keyboarding**

**(3)***Class Hours:* 36 Lecture 54 Laboratory

P/NP

*Prerequisite:* Successful completion of BUS 2 (Introductory Keyboarding) or the ability to key 25 net words per minute (nwwpm).

BUS 3 provides basic formatting and skill development for employment or personal use. The course builds upon skills learned in BUS 2 and develops additional computer keyboarding skills in the creation of word processing documents. Formatting applications include: business correspondence, reports, and tables. Basic document formatting, grammar, spelling, punctuation, and proofreading are reinforced throughout. Students will use basic features of an office-level word processing program. (AA/AS)

## **BUS 7 Introduction to Entrepreneurship**

**(3)***Class Hours:* 54 lecture*Advisory(s):* Eligibility for Math 61 and Eng 51A

Business 7 is designed to provide students with an introduction to entrepreneurship and addresses basic issues potential entrepreneurs encounter. This course identifies methods for developing an individual's business idea(s), its feasibility, the process of starting a business, how to acquire necessary resources and the key parts of a business plan (development and execution). Students will develop an understanding of legal issues, marketing the business, financing the business, entrepreneurial resources and the complex tasks faced by individuals engaged in entrepreneurial activities. (AA/AS, CSU)

## **BUS 13A Word for Windows I**

**(1.5)***Class Hours:* 18 Lecture, 27 Laboratory (9 weeks)

P/NP

BUS 13A teaches basic features of Word for Windows for the non-office occupations major. The course is designed to equip students with the skills to prepare personal correspondence and reports. This course, along with Word for Windows II, is required for the Office Technology major. (AA/AS, CSU)

## **BUS 13B Word for Windows II**

**(1.5)***Class Hours:* 18 Lecture, 27 Laboratory (9 weeks)

P/NP

BUS 13B teaches the advanced features of Word for Windows. The course is designed for office personnel using Microsoft Word on the job. This course, along with Word for Windows I, is required for the Office Technology major. (AA/AS, CSU)

**BUS 15X Occupational Work Experience Education (1-8)**

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

BUS 15X is supervised employment which is intended to assist students in acquiring desirable work habits, attitudes and career awareness in the field of the student's major. Students may earn up to 8 units per semester for a maximum of 16 total units. Credits are awarded for paid or voluntary work. For every 75 hours of paid work completed within the semester, 1 unit of credit is awarded. For every 60 hours of volunteer work completed within the semester, 1 unit of credit is awarded. Occupational Work Experience credits are counted as electives toward an Associate's Degree at West Hills College Lemoore and are transferable to four year universities (for specific transfer eligibility, please contact a counselor or an advisor).

**BUS 18 Business Law (4)**

*Class Hours:* 72 Lecture

BUS 18, Fundamental legal principles pertaining to business transactions. Introduction to the legal process. Topics include sources of law and ethics, contracts, torts, agency, criminal law, business organizations, and judicial and administrative processes. (AA/AS, CSU, UC)

**BUS 20 Introduction to Business (3)**

*Class Hours:* 54 Lecture

P/NP

BUS 20 is a survey in business providing a multidisciplinary examination of how culture, society, economic systems, legal, international, political, financial institutions, and human behavior interact to affect a business organization's policy and practices within the U.S. and a global society. Demonstrates how these influences impact the primary areas of business including: organizational structure and design; leadership, human resource management, organized labor practices; marketing; organizational communication; technology; entrepreneurship; legal, accounting, financial practices; the stock and securities market; and therefore affect a business' ability to achieve its organizational goals. (AA/AS, CSU, UC)

**BUS 24 Business Mathematics (3)**

*Class Hours:* 54 Lecture

P/NP

*Advisory(s):* Strongly recommended preparation: Successful completion of Math 101(Basic College Mathematics) or equivalent and English 101B (Intermediate Reading) or equivalent.

BUS 24 is a review of the ordinary arithmetical processes and practices. It provides vocational preparation of students for entry-level jobs in business, which requires computational skill on practical business problems. (AA/AS, CSU)

**BUS 28 Business Communication (3)**

*Class Hours:* 54 Lecture

P/NP

BUS 28 applies the principles of ethical and effective communication to the creation of letters, memos, emails, and written and oral reports for a variety of business situations. The course emphasizes planning, organizing, composing, and revising business documents using word processing software for written documents and presentation-graphics software to create and deliver professional-level oral reports. This course is designed for students who already have college-level writing skills. (AA/AS, CSU)

**BUS 32 Small Business Management (3)**

*Class Hours:* 54 Lecture

*Advisory(s):* Successful completion of ENG 51A (Introduction to Communication Skills) or equivalent.

BUS 32 is designed to provide students with a basic understanding of the operation and management of small business in the American economic system so that they may gain information that will enable them to operate a business and/or pursue an interest in business management. (AA/AS, CSU)

**BUS 35 Human Resources Management (3)**

*Class Hours:* 54 Lecture

P/NP

*Advisory(s):* Successful completion of ENG 51A (Introduction to Communication Skills) or equivalent.

BUS 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 preventative aspects of personnel management systems, organizational behavior,



**BUS 39 Quantitative Analysis (3)***Class Hours:* 54 Lecture *B4**Prerequisite(s):* Successful completion Math 63 (Intermediate Algebra) or equivalent

BUS 39 is an introduction to mathematics and quantitative methods for computer information systems and business majors. Students will be introduced to quantitative formulation and solutions of problems in various disciplines, including mathematics of finance, linear programming, and probability. (AA/AS, CSU, UC)

**BUS 50 Employability Skills (1)***Class Hours:* 18 Lecture *P/NP*

BUS 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/AS)

**BUS 52 10 Key Mastery (1)***Class Hours:* 18 Lecture *P/NP*

BUS 52 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 key stroking required for entry-level data positions. Specific activities in data entry will include input fields and dexterity drills and business problem-solving exercises. (AA/AS)

**BUS 55 Bookkeeping (3)***Class Hours:* 54 Lecture *P/NP*

BUS 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/AS)

**BUS 67 Filing & Records Management (2)***Class Hours:* 36 Lecture *P/NP*

BUS 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/AS)

**BUS 74 Computerized Accounting (3)***Class Hours:* 36 Lecture, 54 Laboratory *P/NP**Prerequisite:* Successful completion of Business 1A (Beginning Principles of Accounting) or Business 55 (Elementary Principles of Accounting)

BUS 74 is designed to teach both the accounting and non-accounting students how to use QuickBooks Pro. Quick Books Pro is one of the most popular computerized accounting software packages used by small and medium sized businesses. This course is an introduction to how QuickBooks Pro maintains a general ledger, tracks vendors, customers and inventory activities; processes payroll; records assets, expenses and liabilities; manages budgets and creates reports. (AA/AS)

## Chemistry

**CHEM 1A General Chemistry I (5)***Class Hours:* 54 Lecture, 108 Laboratory *B1, B3**Prerequisite:* Successful completions of MATH 63 (Intermediate Algebra) or MATH 64 (Elementary and Intermediate Algebra) or the equivalent.

CHEM 1A is the first semester of a one-year course in chemistry intended for majors in the natural sciences (chemistry, biochemistry, biology, physics, pre-medicine), mathematics, and engineering. (AA/AS, CSU, UC)

**CHEM 1B General Chemistry II****(5)****Class Hours:** 54 Lecture, 108 Laboratory

B1, B3

**Prerequisite:** Successful completion of CHEM 1A (General Chemistry) or equivalent.

CHEM 1B is a continuation of the study of the principles of chemistry with an emphasis on chemical thermodynamics (H, S, G), kinetics and mechanisms, equilibrium, electrochemistry, spectroscopy, nuclear chemistry, introductory organic and biochemical systems and selected elemental chemistries of metals, non-metals and metalloids. The laboratory includes lecture-matched qualitative and instrumental evaluation of selected species and parameters as well as microprocessor and computerized data gathering, processing and reduction and computer simulations. Appropriate training in chemical safety is provided. (AA/AS, CSU, UC)

*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.*

**CHEM 2A Introductory Chemistry****(4)****Class Hours:** 54 Lecture, 54 Laboratory

B1, B3

**Prerequisite:** Successful completion of MATH 63 (Intermediate Algebra) MATH 64 (Elementary and Intermediate Algebra) or equivalent.

CHEM 2A is a study of the applied principles of chemistry for the allied science and non-science majors. Included are scientific methodology, composition of matter, physical and chemical changes, bonding, nomenclature, chemical periodicity and reactivity, stoichiometry, states of matter, atomic and molecular modeling, chemical energetics, properties and models of solids, liquids, gases, aqueous solution and Redox reactions, pH, reactions of elements/acids/bases/salts and a brief introduction to organic chemistry. Appropriate training in chemical safety is provided. (AA/AS, CSU, UC)

*The Chemistry 2A, 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.*

## Child Development

**CD 2 Teaching in a Diverse Society****(3)****Class Hours:** 54 Lecture**Advisory(s):** Strongly recommended preparation: successful completion of English 51A (Introduction to Communication Skills) or equivalent.

CD 2 will explore the development of social identities in diverse societies including the theoretical and the practical implications. Various classroom strategies will be presented emphasizing culturally and linguistically appropriate anti-bias approaches supporting all children in becoming competent members of a diverse society. Course includes discussions and self-examination related to social identity, stereotypes and bias, social and educational access, media, and schooling.

**CD 3 Observation and Assessment****(3)****Class Hours:** 54 Lecture**Advisory(s):** Strongly recommend preparation: English 51A (Introduction to Communication Skills) or equivalent.

CD 3 provides experiences using observation and assessment strategies to document children's growth and development. Various scientific techniques will be introduced and utilized to benefit the child, the environmental situations, family and teacher interaction and/or successful referrals to other professionals focusing on children. (AA/AS, CSU)

**CD 4 Parenting****(3)****Class Hours:** 54 Lecture

E

**Advisory(s):** Strongly recommended preparation: successful completion of English 51A (Introduction to Communication Skills) or equivalent.

CD 4 offers parents and teachers information for understanding parent-child relationships. Students will explore the use of positive parenting skills, assess socially acceptable family values and learn about child development and how it plays a direct part in parenting the child. (AA/AS, CSU)

**CD 5 Child Development****(3)***Class Hours:* 54 Lecture

D9, E

*Advisory(s):* Strongly recommend preparation: English 51A (Introduction to Communication Skills) or equivalent.

CD 5 is the study of the typical and atypical growth and development of the child from conception life through adolescence, with a 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 and investigative research methodologies. There will be an emphasis on interactions between maturational processes and environmental factors. Students will be involved in observing, interviewing and applying relevant developmental evaluations. (AA/AS, CSU, UC)

**CD 7 Early Intervention****(3)***Class Hours:* 54 Lecture*Advisory(s):* Successful completion of ENG 51A.

CD 7 provides information pertaining to the understanding and the support of infants/toddlers who 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/AS, CSU)

**CD 8 Infant Massage****(.5)***Class Hours:* 9 Lecture*Advisory(s):* Strongly recommended preparation: English 51A (Introduction to Communication Skills) or equivalent.

CD 8 offers information and practical application involving nurturing touch and communication through the use of infant massage techniques. Among the issues to be discussed will be mutual respect, bonding, infant behaviors and infant stress reduction. The course is designed for parents, parents expecting a newborn and caregivers working especially in the early intervention situations. (AA/AS, CSU)

**CD 9 Using Infant Gestures****(.5)***Class Hours:* 9 Lecture

CD 9 offers students and parents information on the use of infant/toddler gestures prior to 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. (AA/AS, CSU)

**CD 10 Child, Family and Society****(3)***Class Hours:* 54 Lecture*Strongly recommended preparation:* English 51A or equivalent.

CD 10 is an examination of the developing child in a societal context focusing on the interrelationship of family, school and community, along with emphasis on historical and socio-cultural factors. The processes of socialization and identity development will be highlighted, showing the importance of respectful, reciprocal relationships that support and empower families. Students are required to accomplish 12 hours of volunteer service in their community. (AA/AS, CSU)

**CD 11 Young Children with Exceptional Needs****(3)***Class Hours:* 54 Lecture*Prerequisite:* The student will provide proof of a negative tuberculosis test.*Advisories:* Strongly recommended preparation: English 51A (Introduction to Communication Skills) or equivalent.

CD 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 inclusive learning in early childhood education programs. Information on federal legislation and attitudes and philosophy will be presented. (AA/AS, CSU)

**CD 12A Principles and Practices of Early Childhood Education (3)***Class Hours: 54 Lecture**Strongly recommended preparation: ENG 51A or equivalent.**Department recommends: CD 12A and CD 12B be taken concurrently.*

CD 12 A includes an examination of theoretical principles of developmental practices as applied to programs, environments, teacher relationships, constructive adult-child interactions, curriculum planning, and teaching strategies supporting the physical, emotional, social and cognitive development of young children. Included in this course is information on the early history of early childhood programs, professional practices promoting advocacy, ethics and professional identity. (AA/AS, CSU)

**CD 12B Principles and Practices of Early Childhood Education Field Work (3)***Class Hours: 18 Lecture, 108 Laboratory**Prerequisite: Successful completion of CD 5 (Child Development), CD 10 (Child, Family and Society), CD 12A (Principles and Practices of Early Childhood Education), and CD 16 (Introduction to Curriculum) or the equivalent.*

CD 12B offers an opportunity to demonstrate developmentally appropriate early childhood teaching competencies under guided supervision. Students will utilize practical classroom experiences to make connections between theory and practice, to develop professional behaviors, and build a comprehensive understanding of children and families. Child centered, play-oriented approaches to teaching, learning, and assessment: and knowledge of curriculum content will be emphasized as student teachers design implement and evaluate their experiences that promote positive development and learning for young children. (AA/AS, CSU)

**CD 14A Administration and Supervision of Children's Programs (3)***Class Hours: 54 Lecture**Advisory(s): Strongly recommended preparation: Successful completion of English 51 A (Introduction to Communication Skills) or equivalent.*

CD 14A is designed for students that have a foundation in child development and the desire to be involved in the administration of children's programs as a director and/or supervisor. The course will focus on state regulations governing child development programs and its application to children's programs. Information pertaining to staffing, educational philosophies, program planning, health, safety and nutrition issues, child abuse reporting, budget development and successful business practices will be addressed. (AA/AS, CSU)

**CD 14B Administration and Supervision of Children's Programs Fieldwork (3)***Class Hours: 36 Lecture, 54 Laboratory**Advisory(s): Strongly recommended preparation: Successful completion of English 51 A (Introduction to Communication Skills) or equivalent.*

CD 14B is a course designed for students that have a firm foundation in child development and have an interest in becoming an administrator of a children's program. This course offers the student an opportunity to design and demonstrate their writing and computer abilities in assigned projects such as personal portfolios, newsletters, parent education presentations, staff in-services, school policy development and other related assignments. Students will be given the opportunity to gain administrative experiences in an appropriate community based children's program. (AA/AS, CSU)

**CD 15 Children's Literature and Language Arts (3)***Class Hours: 54 Lecture**Advisory(s): Strongly recommended preparation: Successful completion of English 51 A (Introduction to Communication Skills) or equivalent.*

CD 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 arts skills for young children are included, as well as multicultural and gender identity information as it pertains to children's literature. (AA/AS, CSU)

**CD 15X Occupational Work Experience Education (1-8)**

Cooperative Work Experience Education (CWEE) develops skills and knowledge by integrating classroom study with planned, supervised work experience. It is based on the principle that well-educated individuals develop most effectively through an

educational plan that incorporates work experience. Through these structured experiences, the students enrich their college studies, which enhance their total development.

Occupational Work Experience is supervised employment which is intended to assist students in acquiring desirable work habits, attitudes and career awareness in the field of the student's major. Students may earn up to 8 units per semester for a maximum of 16 total units. Credits are awarded for paid or voluntary work. For every 75 hours of paid work completed within the semester, 1 unit of credit is awarded. For every 60 hours of volunteer work completed within the semester, 1 unit of credit is awarded. Occupational Work Experience credits are counted as electives toward an Associate's Degree at West Hills College Lemoore and are transferable to four year universities (for specific transfer eligibility, please contact a counselor or an advisor).

### **CD 16 Introduction to Curriculum**

**(3)**

*Class Hours:* 54 Lecture

*Advisory(s):* Strongly recommended preparation: English 51A (Introduction to Communication Skills) or equivalent.

CD 16 presents an overview of knowledge and skills related to providing developmentally appropriate curriculum and environments for young children under the age of 6. Content of course will emphasize information on the role of play and its importance in the learning process of young children and other content areas, including but not limited to, language and literacy, social and emotional learning, sensory learning, the performing arts, math and science. Students will use their observational and assessment skills to evaluate the outcomes of curriculum planning. (AA/AS, CSU)

### **CD 17A Sex Education for Parents and Teachers of Young Children**

**(1)**

*Class Hours:* 18 Lecture

*Advisory(s):* Strongly recommended preparation: English 51A (Introduction to Communication Skills) or equivalent.

CD 17A is designed for teachers and parents of children. This course provides basic sex education, which includes the stages of sexual development from prenatal development through adolescence, useful communication skills for adults when talking to children about sexual development and relationships and the influences of media upon children, as it pertains to sexuality. (AA/AS, CSU)

### **CD 17B Child Abuse Recognition and Prevention**

**(1)**

*Class Hours:* 18 Lecture

*Strongly recommended preparation:* Strongly recommended preparation: English 51A (Introduction to Communication Skills) or equivalent.

CD 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/AS, CSU)

### **CD 17C Single Parenting**

**(1)**

*Class Hours:* 18 Lecture

*Advisory(s):* Strongly recommended preparation: Successful completion of English 51A (Introduction to Communication Skills) or equivalent.

CD 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/AS, CSU)

### **CD 18 Health, Safety and Nutrition**

**(3)**

*Class Hours:* 54 Lecture

*Prerequisite:* Proof of negative tuberculosis test within the past 12 months.

*Advisory(s):* Strongly recommended preparation: English 51A (Introduction to Communication Skills) or equivalent.

CD 18 provides basic information on the laws, regulations, standards, policies and procedures and early childhood curriculum related to child health, safety, and nutrition. The key components that ensure physical health, mental health and safety for both children and staff will be identified along with the importance of collaboration with families and health professionals. There is an emphasis on integrating the concepts into everyday planning and program development for all children. (AA/AS, CSU)

**CD 19 Family Day Care****(2)***Class Hours: 36 Lecture**Advisory(s): Strongly recommended preparation: successful completion of English 51 A (Introduction to Communication Skills) or equivalent.*

CD 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 guidelines for operating a family day care. (AA/AS, CSU)

**CD 20 Behavioral Management in the Early Childhood Classroom****(2)***Class Hours: 36 Lecture**Advisory(s): Strongly recommended preparation: successful completion of ENG 51A (Introduction to Communication Skills) or equivalent.*

CD 20 provides basic information and practice directed towards establishing a child-centered guidance program in the classroom. Conflict resolution and problem-solving behavior of young children are addressed. (AA/AS, CSU)

**CD 21 Infant and Toddler Caregiving****(3)***Class Hours: 54 Lecture**Advisory(s): Strongly recommended preparation: English 51A (Introduction Communication Skills) or equivalent.*

CD 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/AS, CSU)

**CD 22 Supervising Adults Working in Children's Programs****(2)***Class Hours: 36 Lecture (6 weeks)**Advisory(s): Strongly recommended preparation: successful completion of English 51A (Introduction to Communication Skills) or equivalent.*

CD 22 provides information pertaining to the issues and methods of working with staff, adult volunteers, parents, and other professionals working in publicly funded, non-profit and private children's programs. This course is required by the State of California Commission for Teacher Preparation and Licensing of all new master teachers, site supervisors and program directors that are employed in publicly funded children's programs. (AA/AS, CSU)

**CD 23 Domestic Violence Recognition and Prevention****(1)***Class Hours: 18 Lecture (6 weeks)**Strongly recommended preparation: Strongly recommended preparation: English 51A or equivalent.*

CD 23 addresses 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/AS, CSU)

## Computer Information Systems

**CIS 2 Internet Programming HTML/XHTML****(3)***Class Hours: 54 Lecture**P/NP**Advisory(s): Successful completion of English 101B, or equivalent and Math 101, or equivalent.*

This nine week, intensive course helps students develop the skills needed to create and maintain well-organized and well-formed Web pages and sites. Learn the history, power and limitations of basic Web page development through the Web's foundation languages, Hypertext Mark-up Language (HTML) and Extensible Hypertext Markup Language (XHTML) as specified by the official Web standards body. Students learn the keys to building solid Web pages at a RAW level through a series of hands-on exercises. The course is targeted toward Web designers, developers and publications specialists.

This course serves as a tutorial for students who have not coded Web pages before and a review for students who have some HTML coding knowledge and want to build on that knowledge as the foundation for learning XHTML. Upon successful completion of this course, students will have clear understanding and knowledge of Web-standards foundations for coding pages today and into the future.(AA/AS, CSU)

**CIS 2B Internet Programming-CSS****(3)***Class Hours:* 54 Lecture

P/NP

*Advisory(s):* CIS 2, Math 101 and ENG 101B or equivalent

CIS 2B 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 allows for the nesting of key page elements and page designers to achieve a consistent look and feel throughout the web site. CIS 2B is for students wishing to expand their knowledge base for the creation and advanced design of web pages. Knowledge of HTML, uploading of files to the Internet and web browsers is strongly recommended. (AA/AS, CSU)

**CIS 2C Internet Programming Scripting Languages****(3)***Class Hours:* 54 Lecture

P/NP

*Advisory(s):* CIS 2, ENG 105B and Math 101 or equivalent.

CIS 2C is an introductory course in the scripting languages that are used for the creation of web pages. HTML/XHTML documents alone create web pages that are static, but with scripting languages, web pages can be dynamic and interactive. This course teaches students how to incorporate various scripting languages in HTML/XHTML documents. Students will learn the basic syntax for scripting, as well as how to use objects and event handlers to interact with users. Additional topics may include how to respond dynamically to user actions and cross-frame communication. (AA/AS, CSU, UC)

**CIS 2D Internet Programming-Java****(3)***Class Hours:* 54 Lecture

P/NP

*Advisory(s):* CIS 2, ENG 101B and Math 101 or equivalent.

CIS 2D introduces students to the Java programming language. Topics include an in-depth presentation of syntax, control structures, object-oriented concepts, classes, objects, inheritance, etc. Good programming practices will be emphasized, including structures and object-oriented techniques. (Previous knowledge of HTML/XHTML strongly recommended.) (AA/AS, CSU, UC)

**CIS 2E Web Design & Interactive Media****(3)***Class Hours:* 54 Lecture

P/NP

*Advisory(s):* CIS 2, ENG 101B and Math 101 or equivalent.

CIS 2E is designed to teach the mechanics and fundamental design techniques for creating interactive web pages. This course gives the students experience with developing animated web graphics and interactive interfaces, which are developed through the use of industry standard software such as Flash. Interactive design fundamentals such as graphics, text, symbols, the creation of animations and basic interactivity are studied. (AA/AS, CSU)

**CIS 2F Internet Server Side Scripting****(3)***Class Hours:* 54 Lecture

P/NP

*Advisory(s):* CIS2, ENG 101B and MATH 101 or equivalent.

CIS 2F focuses on interactivity in websites, introducing both client-side interactivity (using JavaScript) and server-side interactivity (using PHP). Dynamic generation of web pages from database tables is also covered. Finally, the course examines the maintenance and management of large websites (including CSS and XML) and issues in web security and privacy. (AA/AS, CSU, UC)

**CIS 2G Introduction to E-Commerce****(3)***Class Hours:* 54 Lecture

P/NP

CIS 2G examines the implications of constantly changing technology for business practices and how e-commerce will affect decision support mechanisms. Topics include the global, economic and societal impact of international information/communication infrastructures, business practices which are emerging due to enabling technology, the effective use of technologies to solve business problems and an exploration of recent technological developments and their potential uses in business. Consideration will be given to ethical concerns including privacy issues. (AA/AS, CSU)

**CIS 2H Internet Graphics****(3)***Class Hours:* 54 Lecture

P/NP

*Advisory(s):* ENG 101B and Math 101 or equivalent.

CIS 2H introduces students to the creation and manipulation of digital images through Photoshop retouching and image editing program. The course introduces basic principles of photographic composition and design, with an eye to the capabilities of

digital photography. Participants will explore Photoshop's extensive toolbox and learn the fundamentals of image scanning, transformation and conversion; how to apply filters and make color correction; and how to prepare files for export and printing. With the addition of text, students may construct simple to advanced graphic intended for use on the Web. Frequent critiques reinforce the principles of effective design and foster creativity. (AA/AS, CSU)

### **CIS 3 Web Development**

**(3)**

*Class Hours:* 54 Lecture

*P/NP*

*Advisory(s):* Strongly suggested CIS-16 Internet Programming HTML, English 101B or equivalent, Math 101 or equivalent

CIS 3 is the capstone course for the Web Developer AA degree it emphasizes work on a substantial project. The intent of this course is to provide a capstone experience that integrates the material contained in required courses of the Web Development major. It also provides an opportunity for students to recognize and evaluate the interrelationship of their general education courses with the courses taken for their Web Development major. The Capstone will include discussion about professional and ethical issues related to the discipline of Web Development. Students will also culminate their experiences by taking an in-depth look into the evolution of the emerging discipline of Web Development. This course presents introductions to many of the basic concepts, issues and techniques related to designing, developing and deploying Web sites. During the course, students will learn about Web design, HTML, XHTML, basic JavaScript, Dynamic HTML and Cascading Style Sheets (CSS). (AA/AS, CSU)

### **CIS 5A Information & Communication Technology Essentials**

**(4)**

*Class Hours:* 72 Lecture

CIS 5A provides an introduction to the computer hardware and software skills needed to help meet the growing demand for entry-level Information and Communication Technologies (ICT) professionals. The fundamentals of computer hardware and software as well as advanced concepts, such as security, networking, and the responsibilities of an ICT professional will be introduced. Preparation for CompTIAs A+ certification with specialization in the areas of hardware and operating systems. (AA/AS, CSU, UC)

### **CIS 5B Computer Network Fundamental**

**(3)**

*Class Hours:* 54 Lecture

CIS 5B introduces the architecture, structure, functions, components, and models of the Internet and other computer networks. The principles and structure of IP (Internet Protocol) addressing and the fundamentals of Ethernet concepts, media, and operations are introduced to provide a foundation for further study of computer networks. It uses the OSI (Open Systems Interconnection) and TCP (Transmission Control Protocol) layered models to examine the nature and roles of protocols and services at the application, network, data link, and physical layers. This course prepares students the take the CompTIA Network+ certification exam. (AA/AS, CSU, UC)

### **CIS 5C Routing and Switching Essentials**

**(3)**

*Class Hours:* 54 Lecture

CIS 5C describes the architecture, components, and operations of routers and switches in a small network. Students learn how to configure a router and a switch for basic functionality. By the end of this course, students will be able to configure and troubleshoot routers and switches and resolve common issues with RIPv1, RIPv2, single-area and multi-area OSPF, virtual LANs, and inter-VLAN routing in both IPv4 and IPv6 networks. This course will help prepare students for the CompTIA Network+ certification exam. (AA/AS, CSU, UC)

### **CIS 5D System and Network Administration**

**(3)**

*Class Hours:* 54 Lecture

CIS 5D will provide students with the knowledge and skills required to build, maintain, troubleshoot, and support server hardware and software technologies. Students will be able to identify environmental issues; understand and comply with disaster recovery and physical / software security procedures; become familiar with industry terminology and concepts; understand server roles / specializations and interaction within the overall computing environment. This course will prepare students for the current version of CompTIA Server+ certification exam. (AA/AS, CSU, UC)

### **CIS 5E Introduction to Information System Security**

**(3)**

*Class Hours:* 54 Lecture

CIS 5E course provides the latest security tips and techniques on Internet and computer security best practices. Topics include: important privacy legislation, case studies of infamous hackers, how to develop an effective security system, selection of IT securi-



ty products, firewall benefits and limitations, intruder detection, correct ways to configure your computer, browser settings, virus settings, operating system vulnerabilities, strong password techniques, parasite detection, and encryption techniques. This course maps to CompTIA certification. (AA/AS, CSU, UC)

### **CIS 5H Operating Systems - Linux**

**(3)**

*Class Hours: 54 Lecture*

CIS 5H covers the basics of the UNIX and Linux operating systems, which includes UNIX shell scripting. UNIX and Linux Operating System Fundamentals course begins with a brief history and overview of both UNIX and Linux, and then proceeds to teach the skills required for working on a server running either operating system. Hands-on exercises are used to reinforce key concepts and are completed by logging in on a real server on the internet from work or home. (AA/AS, CSU, UC)

### **CIS 7 Computer Concepts**

**(3)**

*Class Hours: 36 Lecture, 54 Laboratory*

*P/NP*

CIS 7 is an examination of information systems and their role in business. The course focuses on information systems, database management systems, networking, e-commerce, ethics and security, computer systems hardware and software components. The course includes application of these concepts and methods through hands-on projects developing computer-based solutions to business problems. (AA/AS, CSU, UC)

### **CIS 8 Microcomputer Operating Environment**

**(1)**

*Class Hours: 9 Lecture, 27 Laboratory*

*P/NP*

CIS 8 provides an overview of the Windows operating system on microcomputers including interface, using programs, working with disks and files, customizing the desktop, creating shortcuts and changing the way Windows looks and sounds. (AA/AS, CSU)

### **CIS 15X Occupational Work Experience Education (1-8)**

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

Occupational Work Experience is supervised employment which is intended to assist students in acquiring desirable work habits, attitudes and career awareness in the field of the student's major. Students may earn up to 8 units per semester for a maximum of 16 total units. Credits are awarded for paid or voluntary work. For every 75 hours of paid work completed within the semester, 1 unit of credit is awarded. For every 60 hours of volunteer work completed within the semester, 1 unit of credit is awarded. Occupational Work Experience credits are counted as electives toward an Associate's Degree at West Hills College Lemoore and are transferable to four year universities (for specific transfer eligibility, please contact a counselor or an advisor).

### **CIS 19B Database Creation & Management**

**(3)**

*Class Hours: 36 Lecture, 54 Laboratory*

*P/NP*

CIS 19B will teach the students to use a database program on a microcomputer. Students will learn database creation, report generations, updating, editing and form structure and use. (AA/AS, CSU)

### **CIS 21 Desktop Publishing**

**(3)**

*Class Hours: 36 Lecture, 54 Laboratory*

*P/NP*

*Advisory(s): Strongly recommended preparation successful completion of BUS 13A (Word for Windows I) and BUS 13B (Word for Windows II) or the equivalent*

CIS 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/AS, CSU)

### **CIS 34 Introduction To Spreadsheets**

**(3)**

*Class Hours: 54 Lecture, 54 Laboratory*

*Advisory(s): MATH 101 Basic College Mathematics or equivalent.*

CIS 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 spreadsheets design and format, graphs and database

functions. (AA/AS, CSU)

### **CIS 35 Advanced Spreadsheets (3)**

*Class Hours: 54 Lecture, 54 Laboratory*

*Prerequisite: Successful completion of CIS 34 (Introduction to Spreadsheets) or equivalent*

CIS 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/AS, CSU)

### **CIS 42 System Design & Analysis (3)**

*Class Hours: 54 Lecture*

*Prerequisite: Successful completion of CIS 7 (Computer Concepts) or the equivalent.*

CIS 42 presents a systematic methodology for analyzing a business problem or opportunity, determining what role, if any, computer-based technologies can play in addressing the business need, articulating business requirements for the technology solution, specifying alternative approaches to acquiring the technology capabilities needed to address the business requirements, and specifying the requirements for the information systems solution in particular, in-house development, development from third-party providers, or purchased commercial-off-the-shelf packages. (AA/AS, CSU)

### **CIS 80 A+ Certification: Hardware (2)**

*Class Hours: 18 Lecture, 54 Laboratory P/NP*

*Advisory(s): Strongly recommended English 101B (Intermediate Reading) or equivalent*

CIS 80 prepares A+ certification candidates for the CompTIA A+ Certification: Core Hardware exam. Students will learn about PC hardware and system maintenance procedures. Topics include a detailed look at hardware components, power supply, upgrades, networking, maintenance and troubleshooting. In hands-on exercises, students will assign configuration settings, upgrade systems, install printers and monitors, remove and replace components and troubleshoot POST errors. (AA/AS)

### **CIS 80A A+ Certification: Operating Systems (2)**

*Class Hours: 18 Lecture, 54 Laboratory P/NP*

*Advisory (Strongly recommended English 101B (Intermediate Reading) or equivalent*

CIS 80A prepares A+ certification candidates for the CompTIA A+ operating system exam. Students will learn installation procedures, dealing with legacy systems, creating and using emergency boot disks and managing printers and other devices. Other topics include networking, communication protocols, Internet access and troubleshooting. In hands-on exercises, students will install Windows operating systems, manage Windows devices, use the fixed drives utilities, perform backups, manage system files, configure networks, configure Internet access and troubleshoot operating systems errors. (AA/AS)

### **CIS 81A Networking Essentials (3)**

*Class Hours: 27 Lecture, 27 Laboratory P/NP*

*Prerequisite: CIS 8 or equivalent.*

CIS 81A provides the knowledge and training for information system (IS) professionals who need to design, plan, implement and support computer networks or who plan to take the Microsoft Certified Professional exam, Networking Essentials, or the TIA Network+ exam. (AA/AS)

## **Communication**

### **COM 1 Elements of Public Speaking (3)**

*Class Hours: 54 Lecture A1, A3*

*Prerequisite: Successful completion of ENG 51A (Introduction to Communication Skills) or the equivalent.*

COM 1 provides instruction in the theory and techniques of public speaking in a democratic society. Discovery, development and criticism of ideas in public discourse through research, reasoning, organization, composition, presentation, and evaluation of various types of speeches including informative and persuasive speeches. (AA/AS, CSU, UC)

**COM 2 Oral Interpretation of Literature****(3)***Class Hours: 54 Lecture**Prerequisite: Successful completion of COM 1 (Elements of Speech) or the equivalent*

COM 2 provides an introduction to performance studies; analysis, appreciation, and application of theories of interpretive performance of various forms of literature including poetry, prose, and drama (plays, scripts and screenplays). (AA/AS, CSU)

**COM 3 Argumentation and Debate****(3)***Class Hours: 54 Lecture*

A1, A3

*Prerequisite: Successful completion of COM 1 (Elements of Speech) or the equivalent*

COM 3 provides instruction in methods of critical inquiry and advocacy. The course focuses on identifying fallacies in reasoning and language, testing evidence and evidence sources, advancing a reasoned position, and defending and refuting arguments. The course also covers the analysis, presentation, and evaluation of oral and written arguments. (AA/AS, CSU, UC)

**COM 4 Small Group Dynamics and Presentation****(3)***Class Hours: 54 Lecture*

A1

*Prerequisite: Successful completion of ENG 51A (Introduction to Communication Skills) or the equivalent.*

COM 4 provides instruction in the principles of communication in a variety of group contexts. Students will learn theory, application, and evaluation of group communication processes, including problem solving, conflict management, decision making, and leadership. (AA/AS, CSU, UC)

**COM 5 Interpersonal Communication****(3)***Class Hours: 54 Lecture*

E

*Prerequisite: Successful completion of ENG 51A (Introduction to Communication Skills) or the equivalent*

COM 5 provides instruction in the principles of verbal and nonverbal transactions that occur in relationships. Students will study theory and research findings and their application to communication in interpersonal relationships in both personal and professional contexts. (AA/AS, CSU)

## Culinary

**CUL 2 Food and Wine Pairings****(3)***Class Hours: 36 Lecture, 54 Laboratory**Advisory(s): Successful completion of CUL 50 (Safety and Sanitation) or equivalent strongly recommended*

CUL 2 provides students with a clear understanding of the direct and interacting effects of food and wine elements. It presents how these characteristics counteract and complement each other. Students will develop the skills necessary to identify the key elements in food or wine that directly impact matching of food and wine based on contrast or similarities. They will then be able to predict excellent food and wine pairings. (AA/AS)

**CUL 6 Culinary Excursions****(1)***Class Hours: 18 Lecture, 27 Laboratory**Advisory(s): Successful completion of CUL 50 (Safety and Sanitation) or equivalent strongly recommended*

CUL 6 allows students to visit, observe and study various and specific operations of multi-unit and single-unit enterprises in metropolitan and rural areas. They will study in-depth management structures and personnel policies and guidelines. Techniques to analyze management and preparation methods, their benefits and shortcomings will be examined. Students will then be able to create recommendations for operation of a successful and fluid enterprise. (AA/AS)

**CUL 50 Safety And Sanitation****(1)***Class Hours: 18 Lecture*

CUL 50 covers sanitation and safety principles and practices for food service professionals. This course will provide ServSafe certification from the National Restaurant Association, recognized in the state of California. (AA/AS)

**CUL 51 Restaurant Math****(1)***Class Hours: 18 Lecture**Advisory(s): Successful completion of CUL 50 (Safety and Sanitation) or equivalent strongly recommended*

CUL 51 is an arithmetic course for restaurant personnel. Students will be learning and applying basic math skills: addition, subtraction, multiplication, division, fractions and percentages. There will be use of hand-held calculators, gauges, scales and devices for measuring weights and volumes. Currency will be handled and time, distance and temperature will be measured. There will be an emphasis on recognition and use of geometric shapes. (AA/AS)

**CUL 52 Introduction to Commercial Baking:****(3)***Class Hours: 18 Lecture, 108 Laboratory**Advisory(s): Successful completion of CUL 50 (Safety and Sanitation) or equivalent strongly recommended*

CUL 52 covers tools, terms and functions in preparation of baked goods: yeast breads and pastries, cookies, cakes and specialty items. Field trips may be required. (AA/AS)

**CUL 53 Advanced Commercial Baking****(3)***Class Hours: 36 Lecture, 54 Laboratory**Advisory(s): Successful completion of CUL 50 (Safety and Sanitation) or equivalent strongly recommended*

CUL 53 covers formulas used in commercial pastry shops, cake decorations, marzipan and chocolate work, pâte à choux and specialty items. Field trips may be required. (AA/AS)

**CUL 54 Hospitality Laws and Regulations****(2)***Class Hours: 36 Lecture**Advisory(s): Successful completion of CUL 50 (Safety and Sanitation) or equivalent strongly recommended*

CUL 54 is the study of legal issues in relation to commercial food services and lodging operations with a national, state and local scope. Using both the case method and specific statutes, this class introduces students to general concepts including the types of law, the nature of agreements and the judicial system, as well as regulatory agencies and the particular laws they enforce in the hospitality field. (AA/AS)

**CUL 55 Commercial Food Preparation****(3)***Class Hours: 27 Lecture, 81 Laboratory**Advisory(s): Successful completion of CUL 50 (Safety and Sanitation) or equivalent strongly recommended*

CUL 55 is an initial culinary training for chefs. Topics covered include an introduction to safe, sanitary and efficient food production procedures, orientation and training on equipment, hand tools, and foods, as well as application of nutritional concepts. Food inventory management and traditional and computer-aided recipe writing/costing, adapting to professional standards regarding uniforms, dependability, teamwork and quality performance will be emphasized. (AA/AS)

**CUL 56 Garde Mangers****(1)***Class Hours: 9 Lecture, 27 Laboratory**Advisory(s): Successful completion of CUL 50 (Safety and Sanitation) or equivalent strongly recommended*

CUL 56 involves the study of cold food preparation which includes vegetables and fruit carvings, appetizers, hors d'oeuvres, canapes, sauces, salads, force meats, pates, tray presentations, table setups, room setups and food show competition. (AA/AS)

**CUL 57 Beverage Management****(3)***Class Hours: 36 Lecture, 54 Laboratory**Advisory(s): Successful completion of CUL 50 (Safety and Sanitation) or equivalent strongly recommended*

CUL 57 studies all aspects of beverage management including federal, state and local regulations, mixology, background and future of the beverage industry. Students under 21 will do special assignments rather than labs. Field trips may be required. (AA/AS)

**CUL 58 Dining Room Service and Management****(2)***Class Hours: 9 Lecture, 81 Laboratory**Advisory(s): Successful completion of CUL 50 (Safety and Sanitation) or equivalent strongly recommended*

CUL 58 covers the operation of a restaurant, dining and related service support station. Topics covered include how to hire, train, motivate, schedule and assign jobs to a wait staff. Cost controls for labor and supplies will be covered as well as quality assurance and productivity standards. (AA/AS)

**CUL 59 Introduction to Hospitality Careers and Human Relations****(3)***Class Hours: 54 Lecture**Advisory(s): Successful completion of CUL 50 (Safety and Sanitation) or equivalent strongly recommended*

CUL 59 is an introduction to the hospitality industry comprising lodging, food and beverage services and tourism with a focus on career opportunities. Human relations management in the hospitality industry, individual goal-setting, and career planning are emphasized. (AA/AS)

**CUL 60 Nutrition for Chefs****(1)***Class Hours: 18 Lecture**Advisory(s): Successful completion of CUL 50 (Safety and Sanitation) or equivalent strongly recommended*

CUL 60 teaches techniques of healthy cooking for the professional chef. Fresh ingredients, reduced fat and salt, cooking methods and tools, plus shorter cooking times, are brought together to provide satisfying dining with fewer calories, cholesterol and sodium, while retaining nutritional value of the food. (AA/AS)

**CUL 61 Kitchen Management****(3)***Class Hours: 54 Lecture**Advisory(s): Successful completion of CUL 50 (Safety and Sanitation) or equivalent strongly recommended*

CUL 61 develops the skills used to manage a commercial kitchen. Students will write menus and develop recipes, establish portion sizes and recipes costs, and price the menu items. Students will learn to base production plans on sales forecasts, staff kitchen accordingly, establish policies, standards and procedures regarding production. Staff issues, facility/equipment maintenance and kitchen cleanliness will also be emphasized. (AA/AS)

**CUL 64 Restaurant Desserts****(3)***Class Hours: 27 Lecture, 81 Laboratory**Advisory(s): Successful completion of CUL 50 (Safety and Sanitation) or equivalent strongly recommended*

CUL 64 teaches the production and presentation of classical and contemporary restaurants desserts. Students will learn a practical study of the restaurant pastry chef's special vendors, equipment, supplies, foods, process and techniques used to produce a wide variety of desserts. (AA/AS)

**CUL 65 Dining Room Service and Management II****(3)***Class Hours: 27 Lecture, 81 Laboratory**Advisory(s): Successful completion of CUL 50 (Safety and Sanitation) or equivalent strongly recommended*

CUL 65 teaches advanced service techniques, table setting and dining room etiquette.. Emphasis is on elegance, showmanship, developing the fine points of service, understanding wine and food compatibilities, building sales, managing the dining room with reservation systems, proper staffing and hosting. (AA/AS)

**CUL 66 Mixology****(1.5)***Class Hours: 18 Lecture, 27 Laboratory**Advisory(s): Successful completion of CUL 50 (Safety and Sanitation) or equivalent strongly recommended*

CUL 66 teaches students to prepare and serve beverages in an efficient and friendly manner. Attention will be directed to a thorough knowledge of all beverages and the ability to make various drinks accurately and quickly. Emphasis will be placed on the ability to determine the effects of alcoholic beverages on persons and to communicate with several different types of people. (AA/AS)

## Earth Science

### ESCI 2 Introduction to Earth Science

(4)

**Class Hours:** 54 Lecture, 54 Laboratory

B1

**Advisory(s):** Successful completion of ENG 51A (Intermediate Communication Skills) or equivalent

ESCI 2 is a general introductory earth science course. Focus is on the spatial relationships and interrelations of matter, energy, and systems on or near the earth's surface and extraterrestrial space. Class content will focus on geodesy, cartography, hydrology, geology, geomorphology, meteorology, climatology, astronomy, oceanography, soil science, biology, and their integrated patterns of world distribution. Intensive use is made of maps, computer programs and models, and field trips. An additional object of the course is to help prepare students who are planning to teach Earth and Space Sciences in the K-12 classroom. (AA/AS, CSU)

## Economics

### ECON 1A Macroeconomics

(3)

**Class Hours:** 54 Lecture

D2, P/NP

**Prerequisites:** Successful completion of Math 61 (Elementary Algebra) or the equivalent.

**Advisory(s):** Successful completion Math 63 (Intermediate Algebra) or the equivalent.

ECON 1A Macroeconomics is an introductory course focusing on aggregate economic analysis. Topics include: market systems, aggregate measures of economic activity, macroeconomic equilibrium, money and financial institutions, monetary and fiscal policy, international economics, and economic growth. (AA/AS, CSU, UC)

### ECON 1B Microeconomics

(3)

**Class Hours:** 54 Lecture

D2, P/NP

**Prerequisites:** Successful completion Math 61 (Elementary Algebra) or the equivalent.

**Advisory(s):** Successful completion Math 63 (Intermediate Algebra) or the equivalent.

ECON 1B is an introductory course focusing on choices of individual economic decision-makers. Topics include scarcity, specialization and trade, market equilibrium, elasticity, production and cost theory, market structures, factor markets, and market failure. (AA/AS, CSU, UC)

## Education

### EDUC 1 Introduction to Teaching

(3)

**Class Hours:** 54 Lecture

**Advisory(s):** Successful completion of ENG 51A (Introduction to Communication Skills) or the equivalent

EDUC 1 introduces students to the concepts and issues related to teaching diverse learners in today's contemporary schools, Kindergarten through grade 12 (K-12). Topics include teaching as a profession and career, historical and philosophical foundations of the American education system, contemporary educational issues, California's content standards and frameworks, and teacher performance standards. In addition to class time, the course requires a minimum of 45 hours of structured fieldwork in public school elementary classrooms that represent California's diverse student population, and includes cooperation with at least one carefully selected and campus-approved certificated classroom teacher. (AA/AS, CSU, UC)

### EDUC 5 Critical Thinking in the Classroom

(3)

**Class Hours:** 54 Lecture

A3

**Prerequisite:** English 51A (Introduction to Teaching) or equivalent.

**Advisory (s):** Education 1 or equivalent

EDUC 5 is a critical thinking class intended for students who are considering teaching as a profession. Principles and methods of critical thinking such as identifying arguments, developing reasoning skills and identifying common fallacies are blended with applications of these concepts into a K-12 classroom environment. (AA/AS, CSU)

# Emergency Medical Training

## EMT 10 Paramedic I

(12)

**Class Hours:** 216 Lecture

**Prerequisites:** Successful completion of ENG 51A (Intro Communication Skills) or placement into ENG 1A, BIO 32 (Human Anatomy), BIO 35 (Human Physiology), EMT 1 Certification (current), Minimum age 18 years of age, live scan background clearance, health screen clearance, Current BLS Healthcare Provider card throughout the program

**Corequisites:** EMT 11 (Paramedic I Lab), EMT 51 (Advanced Cardiac Life Support)

**Advisories:** Math 63 (Intermediate Algebra)

EMT 10 Paramedic I introduces the student to the roles and responsibilities of the Paramedic within the EMS system, apply basic concepts of development, pathophysiology, pharmacology, patient assessment, medication administration, airway and ventilation concepts, the pulmonary, cardiac, neurological, and endocrine systems to be able to formulate a "field impression" of patient status. (AA/AS)

## EMT 11 Paramedic I Lab

(1.5)

**Class Hours:** 0 Lecture, 81 Laboratory

**Prerequisites:** Successful completion of ENG 51A (Intro Communication Skills) or placement into ENG 1A, BIO 32 (Human Anatomy), BIO 35 (Human Physiology), EMT 1 Certification (current), Minimum age 18 years of age, live scan background clearance, health screen clearance, Current BLS Healthcare Provider card

**Corequisites:** EMT 10 (Paramedic I)

**Advisories:** Math 63 (Intermediate Algebra)

EMT 11 is the corequisite for Paramedic I and occurs in the skills lab or simulation lab. The student will practice and master skills that will allow the student to meet the clinical performance objectives of the program. Competency testing is the focus of this course and will include physical assessment, medication administration, IV skills, and airway maintenance including intubation. (AA/AS)

## EMT 12 Advanced Paramedic II

(11.5)

**Class Hours:** 207 Lecture

**Prerequisites:** EMT 10 (Paramedic I), EMT 11 (Paramedic I Lab), EMT 51 (Advanced Cardiac Life Support), live scan background clearance, health screening

**Corequisites:** EMT 13 (Advanced Paramedic II Lab)

**Advisories:** Math 63 (Intermediate Algebra)

EMT 12 is the application of theory and skills in a wide variety of sick and injured clients in the pre-hospital setting. This course covers care of medical patients, trauma patients, and special populations including obstetrical, pediatric, geriatric and mental health patients. This course is part of a program of study to prepare paramedics as described in California Code of Regulations, Title 22, Division 9, Chapter 4 and lists the required hours and subjects to be covered as set forth by the Department of Transportation curriculum. (AA/AS)

## EMT 13 Advanced Paramedic II Lab

(1.5)

**Class Hours:** 1.5 Laboratory

**Prerequisites:** EMT 10 (Paramedic I), EMT 11 (Paramedic I Lab), EMT 51 (Advanced Cardiac Life Support), EMT 12 (Advanced Paramedic II), live scan background clearance, health screening

**Corequisites:** EMT 12 (Advanced Paramedic II)

**Advisories:** Math 63 (Intermediate Algebra)

EMT 13 is the corequisite for Paramedic II and occurs in the skills lab or simulation lab. The student will practice and master skills that will allow the student to meet the clinical performance objectives of the program. Practice and competency testing is the focus of this course and will include physical assessment, care of the medical patient, special populations' needs, trauma management, communication with EMS base station and medical director, implementing safety precautions for hazardous materials exposure and manage the scene of an emergency. (AA/AS)

**EMT 14 Acute Clinical Lab****(3)***Class Hours: 162 Laboratory**Prerequisites: , EMT 10 (Paramedic I), EMT 11 (Paramedic I Lab), EMT 51 (Advanced Cardiac Life Support), EMT 12 (Advanced Paramedic II), EMT 13 (Advanced Paramedic II Lab), live scan background clearance, health screening*

EMT 14 occurs in the acute care hospital setting in a precepted format. It is the hands-on application of theory and skills in a hospital setting to a wide variety of sick and injured clients. This course is part of a program of study to prepare paramedics as described in California Code of Regulations, Title 22, Division 9, Chapter 4 and lists the required hours and subjects to be covered as set forth by the Department of Transportation curriculum .

**EMT 15 Paramedic Field Experience****(9)***Class Hours: 486 Laboratory**Prerequisites: , EMT 10 (Paramedic I), EMT 11 (Paramedic I Lab), EMT 51 (Advanced Cardiac Life Support), EMT 12 (Advanced Paramedic II), EMT 13 (Advanced Paramedic II Lab), EMT 14 (Acute Clinical Lab), live scan background clearance, health screening*

EMT 15 is the final course in the paramedic program and occurs completely in the field under the direct supervision of a certified pre-arranged paramedic preceptor. It assists the student in developing and refining skills. A wide variety of client activities are taught, including: medical histories, physical examination, client management, triage, trauma care and supportive care of the sick or injured in a field setting. This course is part of a program of study to prepare paramedics as described in California Code of Regulations, Title 22, Division 9, Chapter 4 and lists the required hours and subjects to be covered as set forth by the Department of Transportation curriculum.

**EMT 15X Occupational Work Experience Education****(1-8)***Class Hours: 5\*\* Lecture**\*\*Must work a minimum of 60 hours on-the-job within the semester for volunteer work (to meet state requirements for 1 unit) and a minimum of 75 hours on-the-job with the semester for paid work (to meet state requirements for 1 unit)*

EMT 15X is a cooperative Work Experience Education (CWEE) course which develops skills and knowledge by integrating classroom study with planned, supervised work experience. It is based on the principle that well-educated individuals develop most effectively through an educational plan that incorporates work experience. Through these structured experiences, the students enrich their college studies, which enhance their total development. Occupational Work Experience is supervised employment, which is intended to assist students in acquiring desirable work habits, attitudes and career awareness in the field of the student's major. Students may earn up to 8 units per semester for a maximum of 16 total units. Credits are awarded for paid or voluntary work. For every 75 hours of paid work completed within the semester, 1 unit of credit is awarded. For every 60 hours of volunteer work completed with the semester, 1 unit of credit is awarded. Occupational Work Experience credits are counted as electives toward an Associate's Degree at West Hills College Lemoore, and are transferable to four year universities (for specific transfer eligibility, please contact a counselor or an advisor).

**EMT 50 Emergency Medical Technician****(6.5)***Class Hours: 90 Lecture, 81 Laboratory**P/NP**Prerequisite: Current certification in American Heart Association Basic Life Support for Healthcare Providers (CPR certification).*

EMT 50 prepares the student for certification as a Nationally Registered EMT and subsequent state certification. Instruction includes topics pertaining to emergency medical care in the pre-hospital setting. This is in accordance with the content of an EMT course and shall meet the objectives contained in the U.S. Department of Transportation (DOT) National EMS Education Standards (DOT HS 811 077A, January 2009), California Code of Regulations Title 22 (Social Security) Division 9 (Prehospital Emergency Medical Services) Chapter 2 (Emergency Medical Technician), and Local EMS policies, procedures and protocols. Successful completion of this course will prepare the student for the National Registry of EMT's certification exam. As part of the course, the student requires at least twenty-four (24) hours of supervised instruction on an operational emergency ambulance. This course will occasionally meet at off campus locations and the student will be responsible for arranging his/her own transportation to those locations. Once certified, this will allow the student to work on an ambulance, fire apparatus, or in a hospital emergency department.



**EMT 51 Advanced Cardiac Life Support****(.5)****Class Hours:** 4.5 Lecture 13.5 Lab**Prerequisite:** *Current BLS Healthcare Provider certification.*

This course will provide a review of basic cardiology, pharmacology and EKG interpretation used in Advanced Cardiac Life Support. This course is part of a program of study to prepare paramedics as described in California Code of Regulations, Title 22, Division 9, and Chapter 4 and lists the required hours and subjects to be covered as set forth by the Department of Transportation curriculum, but is open to qualified healthcare providers for ACLS recertification.

**EMT 52 Anatomy and Physiology for EMS****(6)****Class Hours:** 108 Lecture**Advisory(s):** *Successful completion of Math 63 (Intermediate Algebra) or equivalent, successful completion of ENG 1A (Composition and Reading) or equivalent*

EMT 52 is a lecture-based course designed to introduce the pre-paramedic or the pre-EMT (emergency medical technician) student to the structure and function of the human body. At the end of the course, the student should be able to identify cells, tissues, organs, and organ systems along with their respective functions. Successful completion of this course may satisfy the requirement for entrance into West Hills College Lemoore paramedic program. This course is not transferable and does not satisfy the prerequisites for many of the allied health courses.

**EMT 55 Emergency Medical Responder/First Responder****(1.25)****Class Hours:** 18 Lecture, 13.5 Laboratory

P/NP

EMT 55 is designed to enhance the education of any pre-EMT student, firefighter, peace officer, and lifeguard. The title of First Responder is currently transitioning to Emergency Medical Responder. This course exceeds the minimum requirements set by the California Code of Regulations, Title 22, Social Security, Division 9, Pre-hospital Emergency Medical Services and the U.S. Department of Transportation (US DOT) National Emergency Medical Services (EMS) Education Standards (with related Instructional Guidelines) and National Standard Curricula (NSC). This course is also an advisory course for any pre-EMT student and will facilitate a smooth transition into the EMT course (EMT-1). (AA/AS)

**EMT 56 Emergency Medical Technician Refresher****(1.25)****Class Hours:** 18 Lecture 13.5 Laboratory

P/NP

**Prerequisites:** *Current EMT 1 Certification or previous EMT certification in accordance with state regulations, current certification in American Heart Association Basic Life Support for Healthcare Providers (CPR certification), minimum age 18 years of age,*

EMT 56 prepares the student for recertification as a Nationally Registered EMT and subsequent state recertification. Instruction includes topics pertaining to emergency medical care in the pre-hospital setting. This is in accordance with the content of an EMT course and shall meet the objectives contained in the U.S. Department of Transportation (DOT) EMT-Basic Refresher National Standard Curriculum, DOT HS 808 624, September 1996, California Code of Regulations Title 22 (Social Security) Division 9 (Prehospital Emergency Medical Services) Chapter 2 (Emergency Medical Technician), and Local EMS policies, procedures and protocols. Successful completion of this course will prepare the student for the National Registry of EMT's recertification requirement. As part of the course, the student will be able to complete the state required skills verification. Once recertified, this will allow the student to work on an ambulance, fire apparatus, or in a hospital emergency department. (AA/AS)

## Engineering

**ENGR 10 Introduction to Engineering****(1)****Class Hours:** 18 Lecture**Advisory(s):** *Successful completion of MATH 63 (Intermediate Algebra) or the equivalent.*

ENGR 10 is an introduction to the fields of engineering, course of study, major disciplines and career opportunities, resources for engineering students, engineering design and analysis, ethics in engineering, engineering case studies and technical communication skills, individual and group work; oral and written presentations. (AA/AS, CSU, UC)

**ENGR 15 Engineering Computations****(3)***Class Hours:* 36 Lecture, 54 Laboratory*Prerequisite/Co-requisite:* Successful completion or concurrent enrollment in Math 1A Introduction to Calculus or the equivalent

ENGR 15 is an introductory computer programming course for engineers focusing on the C programming language and the UNIX programming environment; operators, standard I/O functions, strings, pointers and arrays, data types and storage classes. (AA/AS, CSU, UC)

**ENGR 20 Engineering Graphics****(3)***Class Hours:* 36 Lecture, 54 Laboratory*Prerequisite:* Successful completion of Math 15 or equivalent.

ENGR 20 is an introduction to graphical communication and design for engineers. The course focuses on engineering design, visualization, sketching, orthographic projection, section views, auxiliary views, formal engineering drawings, descriptive geometry, manufacturing processes, dimensioning and tolerancing; use of Computer Aided Design (CAD) software to support engineering design. (AA/AS, CSU, UC)

**ENGR 25 Electrical Circuits****(3)***Class Hours:* 54 Lecture*Prerequisite:* Successful completion of PHYS 4B (Electricity, Magnetism and Waves) or the equivalent; and successful completion of MATH 1B (Calculus with Applications) or the equivalent

ENGR 25 is the study of fundamental principles of electrical circuits including direct current circuit analysis, AC transient and steady-state circuit analysis, Ohm's law, Kirchoff's laws, nodal methods of circuit analysis, capacitors and inductors, phasors and polyphase circuits. (AA/AS, CSU, UC)

**ENGR 31 Engineering Materials****(3)***Class Hours:* 54 Lecture*Prerequisite:* Successful completion of CHEM 1A (General Chemistry I) or the equivalent; and successful completion of PHYS 4A (Classical Mechanics) or the equivalent

ENGR 31 is the study of the structure of matter and its effect on the mechanical, electrical, magnetic and thermal properties of materials including metals, polymers, ceramics, composites and electronic materials. The structure of matter includes an integrated study of the structure, processing, properties and performance of materials and their implications in the context of engineering materials. (AA/AS, CSU, UC)

**ENGR 35 Vector Statics****(3)***Class Hours:* 54 Lecture*Prerequisite(s):* Physics 4A (Classical Mechanics) or the equivalent*Advisory(s):* MATH2A (Multivariate Calculus).

ENGR 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/AS, CSU, UC)

## English

**ENG 1A Composition & Reading****(3)***Class Hours:* 54 Lecture

A2

*Prerequisite:* Successful completion of English 51A (Introduction to Communication Skills) or the equivalent

English 1A is an introductory course that offers instruction in expository and argumentative writing, appropriate and effective use of language, close reading, cogent thinking, research strategies, information literacy, and documentation. (AA/AS, CSU, UC)

**ENG 1B Literature, Critical Thinking & Writing****(3)***Class Hours:* 54 Lecture

A2, A3, C2

*Prerequisite:* Successful completion of English 1A (Composition and Reading) or the equivalent

ENG 1B introduces representative works from major genres, develops students' close reading and analytical writing skills, and promotes appreciation and critical understanding of the cultural, historical, and aesthetic qualities of literature. (AA/AS, CSU, UC)

**ENG 25 Creative Writing****(3)***Class Hours: 54 Lecture**Prerequisite: Successful completion of ENG 51A (Composition and Reading) or the equivalent.*

ENG 25 provides theory and practice in the writing of different genres, such as poetry, fiction, and creative nonfiction. Through the study and analysis of the works of established and peer writers, students will gain experience in different genres. Students will practice writing in various genres and will be introduced to the workshop method. (AA/AS, CSU, UC)

**ENG 51A Introduction to Communication Skills****(3)***Class Hours: 54 Lecture**Prerequisite: Successful completion of English 100 (Intro to College Reading and Writing) or the equivalent.*

English 51A provides instruction for students who do not make a satisfactory score on an English placement test for English 1A. This course aids students in developing the necessary skills and experiences to make them effective readers, writers and speakers. The course provides practice in reading, in writing essays of 500 words or more and in verbal communication. (AA/AS)

**ENG 89 Supplementary & Adaptive Learning Skills****(.5-1)***Class Hours: 54 Laboratory*

ENG 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. May be repeated as many times as necessary to achieve course objectives. (AA/AS)

**ENG 100 Introduction to College Reading and Writing****(4)***Class Hours: 72 Lecture**P/NP*

ENG 100 is an introduction to the development of college-level reading, writing, and related skills. Students will focus on the connections with reading and writing in an academic setting. This course is preparation for ENG 51A and requires a minimum score on the English Placement Exam.

## English as a Second Language

**ESL 120 Conversation Practice & Everyday English****(1-3)***Class Hours: 18-54 Lecture**P/NP*

ESL 120 is for students whose native language is not English. This course includes listening and speaking practice with an emphasis on developing conversation skills for everyday situations. Students may enroll in 1 unit (6 weeks of study), 2 units (12 weeks of study), or 3 units (18 weeks of study) per semester. (NDA)

**ESL 125 Conversation Practice: Intermediate Level****(1-3)***Class Hours: 18-54 Lecture**P/NP Only*

ESL 125 is for students whose native language is not English but who can already speak basic English. This course continues conversation practice with an emphasis on increasing vocabulary and fluency. Students may enroll in 1 unit (6 weeks of study), 2 units (12 weeks of study), or 3 units (18 weeks of study) per semester. (NDA)

**ESL 130 Reading & Writing: Beginning Level****(1-3)***Class Hours: 18-54 Lecture**P/NP*

ESL 130 is for students whose native language is not English. This course emphasizes beginning reading, basic grammar and sentence writing. Students may enroll in 1 unit (6 weeks of study), 2 units (12 weeks of study), and 3 units (18 weeks of study) per semester. (NDA)

**ESL 135 Reading & Writing: Intermediate Level****(1-3)***Class Hours: 18-54 Lecture**P/NP*

ESL 135 is for students whose native language is not English but who can already read and write basic English. This course focuses on improving reading and writing skills, intermediate grammar and vocabulary development. Student may enroll in 1 unit (6 weeks of study), 2 units (12 weeks of study), or 3 units (18 weeks of study) per semester. (NDA)

## Foreign Language Spanish

### FLSPN 1 Introductory Spanish for Non-Native Speakers (4)

**Class Hours:** 72 Lecture C2, P/NP

**Advisory(s):** Successful completion of ENG 51A (Introduction to Communication Skills) or the equivalent

FLSPN 1 is an introductory course that teaches beginning language acquisition in a cultural context through listening, speaking, reading and writing. The students will interact with authentic language in cultural context. (AA/AS, CSU, UC)

### FLSPN 2 Elementary Spanish for Non-Native Speakers (4)

**Class Hours:** 72 Lecture C2, P/NP

**Prerequisite:** Successful completion of FLSPN 1 (Introductory Spanish for Non-Native Speakers) or one year of high school Spanish or the equivalent.

FLSPN 2 continues to teach language acquisition in a cultural context through listening, speaking, reading and writing at the second semester level. The students will continue to interact with authentic language in cultural context. (AA/AS, CSU, UC)

### FLSPN 3 Intermediate Spanish (4)

**Class Hours:** 72 Lecture C2, P/NP

**Prerequisite:** Successful completion of FLSPN 2 (Elementary Spanish for Non-Native Speakers) or two years of high school Spanish or the equivalent.

FLSPN 3 teaches culture and facilitates language acquisition through listening, speaking, reading and writing. Students will continue to interact with authentic language in context. Content is expanded beyond "survival" needs of the immediate environment in order to express personal meaning and to apply different strategies and techniques to go beyond casual conversation and express opinions, make suggestions on familiar topics, as well as some abstract issues and plans. Students demonstrate an increased awareness of cultural norms, values, and culturally relevant appropriate customs and events. Accuracy becomes quite high for high frequency structures and vocabulary but more complex discourse is still developing and requires a somewhat sympathetic listener or reader. Students will demonstrate the ability to think critically by analyzing linguistic structures and reflecting on and making cross-cultural comparisons. This course should be taught in Spanish. (AA/AS, CSU, UC)

### FLSPN 4 Advanced Spanish (4)

**Class Hours:** 72 Lecture C2, P/NP

**Prerequisite:** Successful completion of FLSPN 3 (Elementary Spanish for Non-Native Speakers) or three years of high school Spanish or the equivalent.

FLSPN 4 continues to expand upon culture and facilitate language acquisition through listening, speaking, reading and writing. Students will interact with more sophisticated authentic language in context. Content continues to expand in order to express more complex ideas in order to express personal meaning and to apply different strategies and techniques to go beyond casual conversation and express opinions, make suggestions on familiar topics, as well as some abstract issues and plans. Students demonstrate an increased awareness of cultural norms, values, and culturally relevant appropriate customs and events. Accuracy becomes quite high for high frequency structures and vocabulary but more complex discourse is still developing and requires a somewhat sympathetic listener or reader. Students will continue to demonstrate the ability to think critically by analyzing linguistic structures and reflecting on and making cross-cultural comparisons. This course should be taught in Spanish. (AA/AS, CSU, UC)

## Geography

### GEOG 1 Physical Geography (4)

**Class Hours:** 54 Lecture, 54 Laboratory B1, B3

**Advisory(s):** Successful completion of MATH 61 (Elementary Algebra) or equivalent

GEOG 1 is a spatial study of the Earth's dynamic physical systems and processes. Topics include: Earth-sun geometry, weather, climate, water, landforms, soil, and the biosphere. Emphasis is on the interrelationships among environmental and human systems and processes and their resulting patterns and distributions. Tools of geographic inquiry are also briefly covered; they may include: maps, remote sensing, Geographic Information Systems (GIS) and Global Positioning Systems (GPS). The laboratory portion of this course is designed to provide supplemental exercises in topics covered in Physical Geography lecture. Lab exercises will include map analysis and interpretation, weather prognostication, landform processes and evolution, tectonics, biogeography, and habitat analysis. (AA/AS, CSU, UC)

**GEOG 2 World Regional Geography (3)***Class Hours: 54 Lecture**Advisory(s): Successful completion of ENG 51A (Introduction to Communications Skills) or equivalent*

GEOG 2 is a survey of the world's cultural regions and nations as interpreted by geographers, including physical, cultural, and economic features. Emphasis on spatial and historical influences on population growth, transportation networks, and natural environments. Identification and importance of the significant features of regions will be identified, categorized, and evaluated. (AA/AS, CSU)

**GEOG 2A World Regional Geography I (3)***Class Hours: 54 Lecture, D5, D6**Advisory(s): Strongly Recommended Preparation: ENG 51B or equivalent*

GEOG 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. (This course is recommended for prospective or current elementary and secondary teachers.) (AA/AS, CSU, UC)

**GEOG 2B World Regional Geography II (3)***Class Hours: 54 Lecture D5, D6**Advisory(s): Strongly Recommended Preparation: ENG 51B or equivalent.*

GEOG 2B is a systematic examination of five major world regions. Special emphasis is given to the basic geographic concepts as they apply to physical, economic and human patterns. Geography 2B covers North Africa and the Middle East, Asia, sub-Saharan Africa, Middle America and the Pacific. (This course is recommended for prospective or current elementary and secondary teachers.) (AA/AS, CSU, UC)

**GEOG 3 Cultural Geography (3)***Class Hours: 54 Lecture C2, D5**Advisory(s): ENG 51A Introduction to Communications Skills*

GEOG 3 is a study of diverse human populations, their cultural origins, diffusion and contemporary spatial expressions. Topics include: demography, languages and religions, urbanization and landscape modification, political units and nationalism, and economic systems and development. (AA/AS, CSU, UC)

**GEOG 4 Introduction to Geographic Information Systems and Techniques, with Lab (4)***Class Hours: 54 Lecture, 54 Laboratory*

GEOG 4 is the study of Geographic Information Systems (GIS) science and its applications to spatial data management. Identification and acquisition of GIS data. Assessment of vector and raster systems, scale, resolution, map projection, coordinate systems, geo referencing and Global Positioning Systems (GPS). Spatial analysis and modeling with GIS. (AA/AS, CSU, UC)

**GEOG 10 Los Angeles Urban Geography Field Course (1)***Class Hours: 2 Lecture, 46 Laboratory P/NP*

GEOG 10 is a one-unit Geography field course with a focus on the problems, physical and cultural patterns of America's second largest urban area. The emphasis is on topics such as the economy, transportation, recreation, the arts, housing, ethnic neighborhoods and other characteristics indigenous to the region. Physical and cultural processes, characteristics and landscapes will be observed and analyzed. (AA/AS, CSU)

**GEOG 11 Death Valley Geography Field Course (1)***Class Hours: 2 Lecture, 46 Laboratory P/NP*

GEOG 11 is a one-unit Geography field course with a focus on the Trans-Sierra region, specifically the Mojave Desert and Death Valley. Students will observe and analyze the physical and cultural patterns and process including landforms, weather, geology, biology, and history of the regions. (AA/AS, CSU)

**GEOG 12 Grand Canyon Geography Field Course (1)***Class Hours: 2 Lecture, 46 Laboratory P/NP*

GEOG 12 is a one-unit Geography field course with a focus on the Colorado Plateau, and the Grand Canyon regions. Students will observe and analyze the physical and cultural patterns and process including landforms, weather, geology, biology, and history of these regions. (AA/AS, CSU)

**GEOG 13 San Francisco Urban Geography Field Course (1)***Class Hours: 2 Lecture, 46 Laboratory P/NP*

GEOG 13 is a one-unit Geography field course with a focus on the problems, physical and cultural patterns of California's second largest urban area, San Francisco. The emphasis is on topics such as the economy, transportation, recreation, the arts, housing, ethnic neighborhoods and other characteristics indigenous to the region. Physical and cultural processes, characteristics and landscapes will be observed and analyzed. (AA/AS, CSU)

**GEOG 16 Regional Field Studies (1 Unit Repeatable) (1)***Class Hours: 3 Lecture, 45 Laboratory P/NP*

GEOG 16 provides the opportunity for students to conduct field studies of the geography of selected regions. Physical and Cultural processes, characteristics and landscapes will be observed and analyzed. Specific content will vary by geographic region. (AA/AS, CSU, UC)

**GEOG 18 Geography of California (3)***Class Hours: 54 Lecture D5**Advisory(s): ENG 51A Introduction to Communication Skills*

GEOG 18 is a thematic approach to the California's issues, processes and topics relevant to geography including climate, landforms, natural vegetation, water resources, cultural landscape, ethnic diversity, urban and agricultural regions, and the economy. This course explores the physical and human landscapes that have evolved as a result of the human-environment interface. (AA/AS, CSU, UC)

**GEOG 59 Geography Field Experience (.5)***Class Hours: 2 Lecture, 46 Laboratory P/NP*

GEOG 59 is a one-half unit Geography field course and is built around a series of three-day field trips. Examples include: Yosemite, Sequoia National Park, Red Rocks State Park, and the Central Coast of California. Students will observe and analyze the physical and cultural patterns and processes including landforms, weather, geology, biology, cultural, and historical regions. (AA/AS)

## Geology

**GEOL 1 Physical Geology with Lab (4)***Class Hours: 54 Lecture, 54 Laboratory B1, B3**Advisory(s): Successful completion of CHEM 2A (General Chemistry) and ENG 51A (Introduction to Communication Skills) or the equivalent*

GEOL 1 is an introduction to the principles of geology with emphasis on Earth processes. This course focuses on the internal structure and origin of the Earth and the processes that change and shape it. The laboratory component focuses on the identification of rocks and minerals, topographic and geologic map exercises demonstrating the work of water, wind, ice and gravity and effects of tectonic activity. (AA/AS, CSU, UC)

**GEOL 3 Historical Geology with Lab (4)***Class Hours: 54 Lecture, 54 Laboratory B1, B3, P/NP**Advisory(s): Successful completion of GEOL 1 (Physical Geology with lab) or PHYSICI 1 (Survey of the Physical Sciences) or the equivalent*

GEOL 3 is an introduction to Earth's history and the life it supports with a laboratory. Subjects include geologic dating, plate tectonics, stratigraphy, fossils, biological evolution, the planet's origin and the processes that have influenced paleogeography during the past 4.6 billion years. (AA/AS, CSU, UC)

## Guidance Studies

**GS 61 Content Area Support (.5-1)***Class Hours: 54 Laboratory*

GS 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.

**GS 102 Guidance Studies Math****(.5-1)***Class Hours: 27-54 Laboratory*

GS 102 is a course designed primarily for students with learning disabilities. This non-transferrable, non-degree applicable course offers both group and individual instruction in the fundamentals of mathematics. Students will work toward individual and group instructional objectives. Students registered in Disabled Students Program and Services may repeat this course as many times as necessary to achieve course objectives.

**GS 103 Guidance Studies Reading and Writing****(1)***Class Hours: 54 Laboratory*

GS 103 is designed primarily for students with learning disabilities. This non-transferrable, no degree-applicable course offers both group and individual instruction in the development of basic reading and written language skills. Students will utilize assistive technology to further enhance the development of English skills. Students registered in Disabled Students Program and Services may repeat this course as many times as necessary to achieve course objectives.

## Health Education

**HE 35 Personal Health & Hygiene****(3)***Class Hours: 54 Lecture**E, P/NP**Advisory(s): Successful completion of ENG 101B or ENG 105B*

HE 35 is a contemporary course which will promote desirable health attitudes and practices. Topics considered will include: mental health and emotional health, stress, nutrition, fitness, sexuality, communicable diseases, cancer, drug and alcohol abuse, death and dying and tobacco use. (AA/AS, CSU, UC)

## Health Science

**HS 5 Medical Terminology****(3)***Class Hours: 54 Lecture*

HS 5 is designed to give students an understanding of terminology used in the medical field. Students will learn to build medial terms by using prefixes, suffixes roots and stems. Emphasis will be placed on proper spelling, pronunciation, and usage of common medical terms and abbreviations. (AA/AS, CSU)

**HS 15X Occupational Work Experience Education****(1-8)**

Cooperative Work Experience Education (CWEE) develops skills and knowledge by integrating classroom study with planned, supervised work experience. It is based on the principle that well-educated individuals develop most effectively through an educational plan that incorporates work experience. Through these structured experiences, the students enrich their college studies, which enhance their total development. Occupational Work Experience is supervised employment which is intended to assist students in acquiring desirable work habits, attitudes and career awareness in the field of the student's major. Students may earn up to 8 units per semester for a maximum of 16 total units. Credits are awarded for paid or voluntary work. For every 75 hours of paid work completed within the semester, 1 unit of credit is awarded. For every 60 hours of volunteer work completed within the semester, 1 unit of credit is awarded. Occupational Work Experience credits are counted as electives toward an Associate's Degree at West Hills College Lemoore and are transferable to four year universities (for specific transfer eligibility, please contact a counselor or an advisor).

**HS 51 Medical Assisting Back Office****(9)***Class Hours: 126 Lecture, 108 Laboratory**Prerequisite: Healthcare provider CPR card, negative TB screening, background clearance may be required by facilities.**Advisory(s): Strongly recommended preparation HS 5 Medical Terminology or the equivalent.**Corequisite: Students will be required to enroll in 1 unit of HS 15X Occupational Work Experience at West Hills College Lemoore.*

HS 51 consists of theory and clinical practice that will enable the student to acquire the skills necessary to function as a medical assistant in the back office of a healthcare provider or in a healthcare clinic. It also requires the student to enroll in at least 1 unit of CWEE courses, course HS 15X. (AA/AS)

**HS 52 Medical Assisting- Administrative****(9)***Class Hours:* 126 Lecture, 108 Laboratory*Prerequisite:* For clinical placement, a healthcare provider CPR card, negative TB screening and background clearance may be required by facilities.*Corequisite:* HS 15X Occupational CWEE 4-8 units

HS 52 consists of theory and clinical practice that will enable the student to build on computer skills and acquire the office skills necessary to function as an administrative medical assistant and/or receptionist in the front office of a healthcare provider or in a healthcare clinic. (AA/AS)

**HS 61 Nurse Assistant Training****(6)***Class Hours:* 63 Lecture, 135 Laboratory*Prerequisite(s):* Students must be at least 17 years of age, physical exam clearance, negative TB screen, and negative criminal background.*Advisory(s):* Successful completion of English 51 A or equivalent.

HS 61 is a class in compliance with the regulations of the California Department of Public Health. This course includes theory content, skills practice and delivery of care to acute patients and long term residents. This course meets on campus for both theory and skills lab and in healthcare facilities. Upon successful completion of the course, the student will be eligible to take the California Certified Nursing Assistant examination. (AA/AS)

**HS 62 Cardiovascular Electrocardiogram (EKG) Monitor Technician****(2.5)***Class Hours:* 36 Lecture, 27 Laboratory*Advisory(s):* Successful completion of HS 5, BIO 32 Human Anatomy.

HS 62 prepares students to function as Cardiovascular (EKG) Monitor Technicians. This course will include important practice and background information on anatomy and physiology of the heart, medical terminology, medical ethics, legal aspects of patient contact and electrocardiography. Additionally, students will practice with equipment and perform hands on labs including introduction to the function and proper use of the EKG machine, the normal anatomy of the chest wall for proper telemetry lead placement, 12-lead placement and other clinical practices. This course will also be offered to healthcare professionals, RN, LVN, PT, EMT, Paramedic and RT for continuing education units and is also available to nursing students to expand their knowledge. (AA/AS)

**HS 90 Medical Mathematics****(2)***Class Hours:* 36 Lecture*Advisory(s):* Math 101 or equivalent, HS 5.

HS 90 focuses on the development of mathematical and analytical skills related to the delivery of drugs and solutions by registered nurses. Topics will include the calculations of oral medications, intravenous medications, intravenous drip rates and injective medications. This course will prepare the student for entry into nursing school. Due to the nature of the course, students will be required to earn at an 80% in order to pass. (AA/AS)

## History

**HIST 4A Western Civilization to 1700****(3)***Class Hours:* 54 Lecture

C2, D6

*Prerequisite(s):* Successful completion of English 51A (Introduction to Communication Skills) or the equivalent.

HIST 4A is a survey of the development of western culture and civilization to the Reformation. (AA/AS, CSU, UC)

**HIST 4B Western Civilization from 1700***Class Hours:* 54 Lecture

C2, D6

*Prerequisite(s):* Successful completion of English 51A (Introduction to Communication Skills) or the equivalent.

HIST 4B is a survey of the development of western culture and civilization from absolutism to the present. (AA/AS, CSU, UC)

**HIST 17A History of the U.S. 1492-1877****(3)***Class Hours:* 54 Lecture

C2, D6

*Prerequisite(s):* Successful completion of English 51A (Introduction to Communication Skills) or the equivalent.

HIST 17A is a historical survey of the European colonization of North America and the United States through Reconstruction. (AA/AS, CSU, UC)



**HIST 17B History of the U.S. 1865-Present****(3)***Class Hours:* 54 Lecture

C2, D6

*Prerequisite:* Successful completion of English 51A (Introduction to Communication Skills) or the equivalent.

HIST 17B is a historical survey of the United States from the end of the Civil War to the present. (AA/AS, CSU, UC)

**HIST 20 World History I****(3)***Class Hours:* 54 Lecture

C2, D6

*Prerequisite(s):* Successful completion of English 51A (Introduction to Communication Skills) or the equivalent.

HIST 20 is a survey of the development of world civilization to 1500. (AA/AS, CSU, UC)

**HIST 21 World History II****(3)***Class Hours:* 54 Lecture

C2, D6

*Prerequisite(s):* Successful completion of English 51A (Introduction to Communication Skills) or the equivalent.

HIST 21 is a survey of the development of world civilization since 1500. (AA/AS, CSU, UC)

**HIST 32 Cultural History of the Chicano****(3)***Class Hours:* 54 Lecture

D3, D6

History 32 will examine the social, political and economic experiences of Mexicans living in the United States beginning with their Pre-Columbian heritage through the Spanish colonial era, the Treaty of Guadalupe-Hidalgo, the Great Depression, World War II and the Civil Rights Movement. Emphasis will be on how these experiences have helped to shape the culture of Chicanos in the modern era. (AA/AS, CSU, UC)

**HIST 34 History of African Americans in the United States****(3)***Class Hours:* 54 Lecture

D3, D6

*Advisory(s):* Successful completion of ENG 1A or equivalent.

HIST 34 covers the experience of African Americans in the United States from the Colonial Period to the present day. Emphasis is placed on the experiences of African people in bondage, contributions of African Americans in industrialization, and the participation of African Americans in the quest for political, social, and economic equality in the United States. (AA/AS, CSU, UC)

**HIST 44 Women's Roles in United States History****(3)***Class Hours:* 54 Lecture

D4, D6

*Advisory(s):* Successful completion of English 51A (Introduction to Communication Skills) or the equivalent.

HIST 44 examines the social, economic and political roles of women in the United States from the Pre-Columbian era through the Colonial period, Victorian period and into the modern era. Contributions of women from various racial and ethnic backgrounds will be discussed. (AA/AS, CSU, UC)

## Hotel Management

**HM 10 Introduction to Hotel Management****(3)***Class Hours:* 54 Lecture*Advisory(s):* Successful completion of CUL 50 (Safety and Sanitation) or equivalent strongly recommended

HM 10 is designed provide an overview of hotel management functions, operational requirements and procedures. This course will provide instruction in the development of the hotel industry, hotel structure, reservation process, forecasting room availability, managing guest services, guest arrival process, room rates, hotel revenue cycle, rooms management technology and property management system interfaces. (AA/AS, CSU)

**HM 11 Hotel Design, Planning, and Development****(3)***Class Hours:* 54 Lecture*Advisory(s):* Successful completion of CUL 50 (Safety and Sanitation) or equivalent strongly recommended

HM 11 provides an overview of the considerations involved in the hotel design, planning and development process. This course will provide instruction in the development of the hotel industry, essential design elements, planning and development criteria, site selection and in-depth analysis of emerging trends within the industry. (AA/AS, CSU)

**HM 12 Hotel and Motel Management and Operations (3)***Class Hours: 54 Lecture**Advisory(s): Successful completion of CUL 50 (Safety and Sanitation) or equivalent strongly recommended*

HM 12 covers a broad range of thinking, research and commentary concerning contemporary issues on the management of modern hotel and motel operations. This course provides an analysis of the hospitality industry, discusses organizational design, general manager duties and responsibilities, front office management procedures, housekeeping and maintenance management procedures, food and beverage division management, marketing policies and techniques, accounting and financial protocols and operational control of the facility as well as human resource management processes within the lodging industry. (AA/AS, CSU)

**HM 61 Front Office Management and Operations (3)***Class Hours: 54 Lecture**Advisory(s): Successful completion of CUL 50 (Safety and Sanitation) or equivalent strongly recommended*

HM 61 is an introductory course in hotel front office management and operational procedures. This course provides instruction in the fundamental duties and responsibilities related to hotel facility management. This course explores key front office functions and related systems and emphasizes detailed tasks including personnel staffing, reservation systems, room rates, registration of guests, accounting for the guest stay, night audit procedures, checkout and collection procedures, safety and security of guest and employees, training relating to guest relations and customer service, budgeting within the rooms department and technology infusion within the industry. (AA/AS)

**HM 63 Housekeeping Management (3)***Class Hours: 54 Lecture**Advisory(s): Successful completion of CUL 50 (Safety and Sanitation) or equivalent strongly recommended*

HM 63 is an introductory course in hotel housekeeping management. This course provides instruction in the administrative, managerial, professional and technical skills and duties related to the executive position. This course explores the three key areas of expertise required of an executive housekeeper: management of resources, administration of assets and knowledge of housekeeping technical operations. The course content will include a historical perspective of the lodging industry, application of management concepts, interdepartmental communication procedures, structural planning of the housekeeping department, staffing requirements, inventory and equipment requirements, housekeeping equipment and supplies, linen management, laundry room management, cleaning functions, human resources management, administrative controls and risk and environmental management. (AA/AS)

**HM 64 Maintenance Management (3)***Class Hours: 54 Lecture**Advisory(s): Successful completion of CUL 50 (Safety and Sanitation) or equivalent strongly recommended*

HM 64 is an introductory course in hotel maintenance management. This course provides instruction in the fundamental duties and responsibilities related to hotel facility management. This course will emphasize management functions: energy management systems, blueprints and computer applications, temperature and quality controls systems, electrical, water and sound systems as well as waste and pollution management of electromechanical systems. (AA/AS)

**HM 65 Conference, Convention and Event Planning (3)***Class Hours: 54 Lecture**Advisory(s): ENG 101B and MATH 101 or equivalent.*

HM 65 provides an overview for designing and producing successful conferences, conventions or special events. This course emphasizes planning development, budgeting tasks, organizational structure, transportation issues, audio-visual assessments, food and beverage requirements, entertainment, staffing and volunteer coordination and legal compliance with health, safety and security regulations. (AA/AS)

**HM 66 Tourism and Convention Marketing and Sales (3)***Class Hours: 54 Lecture**Advisory(s): Successful completion of CUL 50 (Safety and Sanitation) or equivalent strongly recommended*

HM 66 provides an overview for tourism and convention marketing and sales within the lodging industry. This course emphasizes the nature of tourism, psychology of the traveler, strategy, market research, marketing mix, advertising methodologies, sales function and techniques, service requirements, technology infusion and trends within the industry. (AA/AS)

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# Hotel, Restaurant, Casino Management

## HRCM 1 Introduction to Hospitality

**(3)***Class Hours: 54 Lecture**P/NP**Advisory(s): Successful completion of CUL 50 (Safety and Sanitation) or equivalent strongly recommended*

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/AS, CSU)

## HRCM 3 Hospitality Marketing

**(3)***Class Hours: 54 Lecture**P/NP**Advisory(s): Successful completion of CUL 50 (Safety and Sanitation) or equivalent strongly recommended*

HRCM 3 examines the essential skills required to effectively develop and implement a marketing plan to meet the needs and philosophy of the hospitality industry. This course will focus on the role of marketing in strategic planning, marketing environment, market segmentation, targeting and positioning, internal/external marketing, product development, promotions and professional sales. (AA/AS, CSU)

## HRCM 4 Supervision and Leadership in Hospitality

**(3)***Class Hours: 54 Lecture**P/NP**Advisory(s): Successful completion of CUL 50 (Safety and Sanitation) or equivalent strongly recommended*

HRCM 4 examines the roles and responsibilities of managers in the hospitality industry. This course will focus on developing communication strategies, motivational techniques, performance evaluation and review, staffing, training and strategic planning. (AA/AS, CSU)

## HRCM 15X Occupational Work Experience Education

**(1-8)**

Cooperative Work Experience Education (CWEE) develops skills and knowledge by integrating classroom study with planned, supervised work experience. It is based on the principle that well-educated individuals develop most effectively through an educational plan that incorporates work experience. Through these structured experiences, the students enrich their college studies, which enhance their total development. Occupational Work Experience is supervised employment which is intended to assist students in acquiring desirable work habits, attitudes and career awareness in the field of the student's major. Students may earn up to 8 units per semester for a maximum of 16 total units. Credits are awarded for paid or voluntary work. For every 75 hours of paid work completed within the semester, 1 unit of credit is awarded. For every 60 hours of volunteer work completed within the semester, 1 unit of credit is awarded. Occupational Work Experience credits are counted as electives toward an Associate's Degree at West Hills College Lemoore and are transferable to four year universities (for specific transfer eligibility, please contact a counselor or an advisor). (AA/AS, CSU)

## HRCM 62A Career Success and Job Retention Skills

**(.5)***Class Hours: 9 Lecture*

HRCM 62A focuses on the necessary steps to a successful job search, including how to find job sources, how to apply and 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. (AA/AS)

## HRCM 62B Workplace Communication Skills

**(.5)***Class Hours: 9 Lecture*

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 techniques for avoiding barriers, as well as skills in developing effective telephone communications. (AA/AS)

**HRCM 62C Building Confidence and Working With the Public****(.5)***Class Hours: 9 Lecture*

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. (AA/AS)

**HRCM 62D Guest Relations and Customer Service****(.5)***Class Hours: 9 Lecture*

HRCM 62D presents 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, guests/customer satisfaction, guest/customer dissatisfaction, meeting guest/customer needs, guest/customer retention and creating a guest/customer service system. (AA/AS)

**HRCM 67 Orientation to Hospitality Operations****(1)***Class Hours: 9 Lecture 27 Laboratory**Advisory(s): Successful completion of CUL 50 (Safety and Sanitation) or equivalent strongly recommended*

HRCM 67 is an orientation course for the hospitality industry, including a historical perspective on the origins and subsequent development of the hotel and casino industry, development and evolution of Native American gaming, an overview of casino cage operations, food and beverage operations, bingo operations and security operations. This course covers an overview of hotel, restaurant and casino risk management operations, hospitality industry employment opportunities and employee benefits, an overview of guest relations and customer service as well as quality control procedures within the industry. (AA/AS)

## Humanities

**HUM 1 Introduction to Western Culture****(3)***Class Hours: 54 Lecture*

C1, C2

*Advisory(s): Successful completion of ENG 1A (Composition & Reading) or the equivalent.*

HUM 1 introduces students to the cultural values of Western Civilization and surveys art, religion, literature, music, and philosophy with emphasis on representative great works. (AA/AS, CSU, UC)

**HUM 22 Introduction to Comparative Religion****(3)***Class Hours: 54 Lecture*

C2

*Advisory(s): Successful completion of ENG 1A (Composition & Reading) or the equivalent.*

HUM 22 is a historical, developmental and comparative survey of the world's major religious traditions. Special emphasis is given to primal and ancient beliefs, Hinduism, Buddhism, the religions of China and Japan, as well as Judaism, Christianity and Islam. (AA/AS, 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.)*

## Interdisciplinary Studies

**IS 1 College Success****(3)***Class Hours: 54 Lecture*

IS 1 is designed to assist students in obtaining skills and knowledge necessary to reach their education objectives. Topics to be covered include: orientation to college, motivation, memory development, study skills and techniques, introduction to career-life planning, skills for dealing with personal issues that face many college students including self-esteem and an introduction to the use of computers in the educational setting. (AA/AS, CSU, UC)

**IS 2 Career Planning****(1)***Class Hours: 18 Lecture (9 weeks)*

P/NP

*Advisory(s): English 51A*

Career Planning 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 types as they relate to career/life planning. Extensive use of internet resources will be required. (AA/AS, CSU)

**IS 7 Student Leadership Development****(2)***Class Hours: 18 Lecture, 54 Laboratory**P/NP*

IS 7 is a course designed for the development of leadership skills. Students will serve as officers on the Associated Student Body Council, student clubs, and 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. (AA/AS, CSU)

**IS 55 Ensuring Successful Academic Progress****(1)***Class Hours: 18 Lecture, 18 Laboratory**P/NP*

IS 55 provides an overview of the institutional policies and procedures governing students as they relate to academic probation and dismissal. Students will focus on identifying strategies and resources that mitigate the common barriers to student success. This course is designed to empower students to accept responsibility and accountability to stay off academic probation, as well as apply skills and tools to promote educational success. (AA/AS)

## Journalism

**JOURN 1 Introduction to Mass Communication****(3)***Class Hours: 54 Lecture**Advisory(s): Successful completion of ENG 51A (Introduction to Communication Skills) or equivalent*

JOURN 1 is a critical and historical study of American mass media. The course surveys books, newspapers, magazines, television, radio, film, press services, the internet, and the systems of advertising and public relations after reviewing communication theory and journalistic ethics. (AA, CSU)

**JOURN 2A Introduction to News Writing****(3)***Class Hours: 54 Lecture**Advisory(s): Successful completion of ENG 51A (Introduction to Communication Skills) or equivalent.*

JOURN 2A is a course in which students will learn guided reporting and writing of a variety of news stories. Includes the basics of news writing, methods and practices, interviewing, feature writing, legal, and ethical principles. (AA, CSU)

## Kinesiology

**KINES 1 Introduction to Kinesiology****(3)***Class Hours: 54 Lecture**E**Advisory(s): Successful completion of HE 35 Personal Health and Hygiene and BIO 32 Human Anatomy or equivalent.*

KINES 1 is an introduction to the interdisciplinary approach to the study of human movement. An overview of the importance of the sub-disciplines in kinesiology will be discussed along with career opportunities in the areas of teaching, coaching, allied health, and fitness professions. (AA, CSU, UC)

**KINES 2 Introduction to Sport and Exercise Psychology****(3)***Class Hours: 54 Lecture**Advisory(s): Successful completion of English 51A Introduction to Communication Skills or equivalent.*

KINES 2 is the study and application of psychological principles and foundations to sport and exercise across the lifespan and across activity contexts. This course is designed to promote an understanding of the concepts and applied principles of sport and exercise psychology. Findings and principles from the sport and exercise psychology literature will be applied to sport and physical activity participants, ranging from youth sport and community exercise programs to elite and world class performers. (AA/AS, CSU)

**KINES 3 Introduction to Physical Education****(3)***Class Hours: 54 Lecture*

KINES 3 is designed to introduce the student to the personal, social and professional aspect of modern-day physical education. Focus is on history, trends, opportunities, and problems associated with the profession. (AA/AS, CSU)

**KINES 48 First Aid and Safety****(3)***Class Hours: 54 Lecture*

KINES 48 course Involves the theory and detailed demonstration of the first aid care of the injured. The student will learn to assess a victim's condition and incorporate proper treatment. Standard first aid, CPR, and AED certification(s) will be granted upon successful completion of requirements. (CID KIN 101) (AA/AS, CSU, UC)

## Linguistics

**LING 11 Introduction to Linguistics****(3)***Class Hours: 54 Lecture*

C2

*Prerequisite: Successful completion of ENG 51A (Introduction to Communication Skills) or equivalent.*

LING 11 examines the nature, structure, acquisition, and biology of human language; the nature of linguistic diversity; the relationship between linguistic structure; and literacy development. The course also highlights the areas of linguistics most relevant to future elementary and secondary teachers. It is recommended for Liberal Studies Blended majors or for students entering the Multiple Subject or Singular Subject Credential Program. (AA, CSU)

## Maintenance Mechanics

**MM 51 Introduction to Manufacturing****(.5)***Class Hours: 9 Lecture*

MM 51 provides an introduction to careers in manufacturing. Topics include local job market, pay scales and an introduction to basic mechanical skills required throughout the industrial areas. Safety and safe work environment will be stressed. (AA/AS)

**MM 52A Trade Mathematics****(1)***Class Hours: 18 Lecture*

MM 52A presents trade-related math and calculations. Course includes the use of metric system of weights and measures, arithmetic application of integers and fractions, and ruler and caliper readings commonly used in manufacturing trades. (AA/AS)

**MM 52B Computer Fundamentals for Maintenance Mechanics****(.5)***Class Hours: 27 Laboratory*

MM 52B is an introduction to computers, their use and basic use of popular software packages used in the agriculture maintenance mechanic industry. (AA/AS)

**MM 52C Job Preparation****(.5)***Class Hours: 27 Laboratory*

MM 52C guides students in preparing resumes, portfolios and improving employment-seeking skills for careers within the maintenance mechanic industry. (AA/AS)

**MM 52D Technical Report Writing****(.5)***Class Hours: 27 Laboratory*

MM 52D covers the basics of technical report writing as applied to the maintenance industry. Students will identify and write various types of reports, analyze data, and record information that are associated with production work. (AA/AS)

**MM 53A Fluid Power Fundamentals****(.5)***Class Hours: 9 Lecture*

MM 53A provides the learner with knowledge and working skills needed in the areas of fundamentals of fluid power, physics principles pertaining to fluid power, various differences in hydraulics and pneumatics and characteristics of liquids and gases. This course will particularly focus on the origins of the fluid power industry. (AA/AS)

**MM 53B Pneumatic Fundamentals****(.5)***Class Hours: 27 Laboratory*

MM 53B covers theory and application in the operation, service and function of pneumatic systems. The design and application of systems in agricultural and production environments will be covered. (AA/AS)

**MM 53C Hydraulics Fundamentals****(.5)***Class Hours: 27 Laboratory*

MM 53C covers theory and application in the operation, service and function of hydraulics systems. The design and application of systems in agricultural and production environments will be covered. (AA/AS)

**MM 54A Power Transmission****(.5)***Class Hours: 9 Lecture*

MM 54A is the study and application of power transmission. Topics to be covered will be chains, belts, gear trains and augers. (AA/AS)

**MM 54B Welding Fundamentals****(.5)***Class Hours: 27 Laboratory*

MM 54B covers basic metallurgy and properties of metals, oxyacetylene welding and cutting processes, arc welding and safety within the work environment. (AA/AS)

**MM 54C Electric Fundamentals****(.5)***Class Hours: 27 Laboratory*

MM 54C introduces the basics of electric fundamentals, AC circuitry, and an introduction to motor controls and programmable logic controller concepts. (AA/AS)

## Mathematics

**MATH 1A Introduction to Calculus****(5)***Class Hours: 90 Lecture*

B4

*Prerequisite: Successful completion of MATH 15 (Precalculus) or the equivalent.*

MATH 1A is an introduction to differential calculus of elementary function (including trigonometric, exponential and logarithmic). The course covers limits, continuity, derivatives, basic integrals, the fundamental theorem and applications. (AA/AS, CSU, UC)

**MATH 1B Calculus with Applications****(5)***Class Hours: 90 Lecture*

B4

*Prerequisite: Successful completion of MATH 1A (Introduction to Calculus) or the equivalent.*

MATH 1B is an introduction to integral calculus. The course covers techniques of integration, applications of integration, improper integrals, polar coordinates, and infinite series. (AA/AS, CSU, UC)

**MATH 2A Multivariate Calculus****(4)***Class Hours: 72 Lecture*

B4

*Prerequisite: Successful completion of MATH 1B (Calculus with Applications) or the equivalent.*

MATH 2A is the study of vector-valued functions, the calculus of functions of more than one variable, partial derivatives, multiple integration, Green's theorem, and Stoke's theorem. (AA/AS, CSU, UC)

**MATH 2B Differential Equations****(4)***Class Hours: 72 Lecture*

B4

*Prerequisite: Successful completion of MATH 2A (Multivariate Calculus) or the equivalent.*

Mathematics 2B is the study of ordinary differential equations and their applications in science and engineering. It covers the theoretical aspect of existence of solutions and analytical techniques for obtaining solutions, including series solutions, Laplace transformations and linear systems. (AA/AS, CSU, UC)

*(Please note: This course is offered infrequently. Check the two-year schedule.)*

**MATH 3A Linear Algebra I****(4)***Class Hours: 72 Lecture**Co-Prerequisite: MATH 1B, Calculus with Applications*

MATH 3A is an introduction to the techniques and theory needed to solve systems of linear equations. Solution techniques cover row reduction, Gaussian elimination and matrix algebra. Vector space theory includes linear transformations, determinants,

eigenvalues and eigenvectors, inner-products and orthogonality. Students will also study selected applications of linear algebra. (AA/AS, CSU, UC)

### **MATH 10A Structure & Concepts in Mathematics I (3)**

*Class Hours:* 54 Lecture

B4

*Prerequisite:* Successful completion of MATH 63 (Intermediate Algebra) or MATH 64 (Elementary and Intermediate Algebra) or the equivalent.

MATH 10A is designed for prospective elementary school teachers. This course focuses on the development of quantitative reasoning skills through in-depth, integrated explorations of topics in mathematics, including real number systems and subsystems. Emphasis is on comprehension and analysis of mathematical concepts and applications of logical reasoning. (AA/AS, CSU, UC)

### **MATH 10B Structure & Concepts in Mathematics II (3)**

*Class Hours:* 54 Lecture

*Prerequisite:* Successful completion of MATH 10A (Structure & Concepts in Mathematics I) or the equivalent

Math 10B is designed for prospective elementary school teachers. The course covers counting methods, elementary probability and statistics. Topics from geometry include polygons, congruence and similarity, measurement, geometric transformations, coordinate geometry and selected applications. (AA/AS, CSU)

### **MATH 15 Precalculus (5)**

*Class Hours:* 90 Lecture

B4

*Prerequisite:* MATH 63, MATH 64 or equivalent.

MATH 15 is an intensive course covering those topics traditionally found in the separate courses of trigonometry and college algebra. This course will include in-depth analysis and application of linear, quadratic, polynomial, rational, exponential, logarithmic, trigonometric functions and their graphs, systems of equations and analytic geometry. (AA/AS, CSU, UC)

### **MATH 25 Introduction to Statistics (4)**

*Class Hours:* 72 Lecture

B4

*Prerequisite:* Successful completion of MATH 63 or MATH 64 (Intermediate Algebra) or the equivalent.

MATH 25 is an introduction to the use of probability techniques, hypothesis testing, and predictive techniques to facilitate decision-making. Topics include descriptive statistics; probability and sampling distributions; statistical inference; correlation and linear regression; analysis of variance, chi-square and tests; and application of technology for statistical analysis including the interpretation of the relevance of the statistical findings. Applications using data from disciplines including business, social sciences, psychology, life science, health science, and education. (AA/AS, CSU, UC)

### **MATH 45 Contemporary Math (3)**

*Class Hours:* 3 Lecture

*Prerequisite:* Successful completion of MATH 63 or MATH 64 (Intermediate Algebra) or the equivalent

Math 45 is a college level liberal arts mathematics course surveying a collection of topics including but not restricted to management science, social choice, statistics, and growth and symmetry. (AA/AS, CSU)

### **MATH 61 Elementary Algebra (5)**

*Class Hours:* 90 Lecture

P/NP

*Prerequisite(s):* Successful completion of MATH 101 (Basic College Mathematics) or the equivalent.

MATH 61 is the first course in a two semester sequential elementary and indeterminate algebra program. Topics for elementary algebra include arithmetic review, solving linear equations and inequalities in one variable, graphing linear equations and inequalities in two variables, solving linear systems, operations with polynomials, solving equations by factoring, operations with rational expressions, and function notation. (AA/AS)



**MATH 63 Intermediate Algebra****(5)***Class Hours:* 90 Lecture

P/NP

*Prerequisite:* MATH 61 or equivalent.

MATH 63 is the second course in a two semester sequential elementary and intermediate algebra program. Topics for intermediate algebra include factoring, solving quadratic, rational and radical equations, inequalities, integer and rational exponents, graphing conics, functions, scientific notation and applications. (AA/AS)

**MATH 64 Elementary and Intermediate Algebra****(5)***Class Hours:* 90 Lecture

P/NP

*Prerequisite:* Successful completion of MATH 101 (Basic College Math) or equivalent.

MATH 64 covers of elementary and intermediate algebra in one semester, eliminating the repetitiveness of the traditional two-semester sequence. This course is designed for students who either have had some previous exposure to elementary algebra or have a facility or learning math. This course satisfies the intermediate algebra prerequisite for any transfer level math course. (AA/AS)

**MATH 100 Pre-Algebra****(3)***Class Hours:* 54 Lecture*Prerequisite(s):* Appropriate placement exam score or the equivalent.*Advisory(s):* Successful completion of ENG 100 (Introduction to College Reading and Writing) or the equivalent.

MATH 100 is a pre-algebra course designed to prepare students for MATH 61 (Elementary Algebra). Topics will include the basics and applications of rates, ratios, proportions, percentages (including simple and compounded interest examples), conversions between Imperial and Metric systems, beginning statistics, geometry, simplifying algebraic expressions, solving linear equations in one variable.

## Music

**MUS 17A Beginning Guitar****(1)***Class Hours:* 54 Laboratory

P/NP

MUS 17A is class study of beginning guitar. The acoustic folk and classical-style guitar will be studied. (Students interested in electrical guitar can readily make the transfer after acquiring the basics in the 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/AS, CSU, UC)

**MUS 17B Elementary Guitar****(1)***Class Hours:* 54 Laboratory

P/NP

*Prerequisite:* MUS 17A or teacher evaluation.

MUS 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/AS, CSU, UC)

**MUS 17C Intermediate Guitar****(1)***Class Hours:* 54 Laboratory

P/NP

*Prerequisite:* MUS 17B or teacher evaluation.

MUS 17C is the 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/AS, CSU, UC)

**MUS 17D Advanced Guitar****(1)***Class Hours:* 54 Laboratory

P/NP

*Prerequisite:* MUS 17C or teacher evaluation.

MUS 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/AS, CSU, UC)

**MUS 42 Music Appreciation****(3)***Class Hours: 54 Lecture**C1, P/NP*

MUS 42 is designed to develop a student's aesthetic sensitivity for music of various cultures. It will cover western and non-western music history from major periods. Topics studied include but are not limited to elements of music, basic musical forms, music periods, styles, and the role of music and musicians in the western world. (AA/AS, CSU, UC)

**Non-Credit****NC 100 General Supervised Tutoring****(0)***Class Hours: 108 (max) Laboratory by arrangement*

NC 100 includes one to one and/or small group tutoring in a primary course in which students have difficulties. Students may utilize general face to face or online tutoring with a peer. In addition, walk in tutoring with an instructor is available through the English Lab or the Nursing program and/or online tutoring. Students who wish to be tutored should be referred by an instructor and/or counselor. Students will be tutored by trained tutors who receive a B or better in the primary courses. The tutoring sessions are supervised by an instructor, but services are set-up with the Tutor Coordinator. (NDA)

**NC 140A Community Living Skills****(0)***Class Hours: 270 (max) Laboratory by arrangement.*

NC 140A is designed to provide adults with moderate to severe intellectual disabilities the opportunity to develop personal, social, and behavioral skills through a comprehensive program for the purpose of achieving a more normalized lifestyle in the home and community environments. (NDA)

**NC 140B Community Living Skills****(0)***Class Hours: 540 (max) Laboratory by arrangement.*

NC 140B is designed to provide adults with mild to moderate intellectual disabilities the opportunity to develop personal, vocational, social, and behavioral skills through a comprehensive program for the purpose of achieving a more normalized lifestyle in the home, work, and community environments. (NDA)

**NC 141 Production Occupation Work Skills****(0)***Class Hours: 540 Laboratory*

NC 141 provides paid work opportunities to individuals with a variety of disabilities. The class is intended for those individuals who lack competitive job skills due to a disability but who are capable both vocationally and socially of performing work. These individuals receive direct supervision and pay is based on individual productivity. (NDA)

**NC 142 Service Occupation Work Skills****(0)***Class Hours: 540 Laboratory*

NC 142 provides work opportunities to individuals with a variety of disabilities. The program is intended for those individuals who lack competitive job skills at the time of placement due to disability but who are capable both vocationally and socially of performing work with work crews. These crews receive job coaching and follow along support. Pay is based on individual productivity. (NDA)

**NC 160 GED Preparation Program****(0)***Class Hours: 162 (max) Laboratory by arrangement.*

NC 160 is designed to provide instruction to assist students in reviewing the basic skills needed to pass each of the five General education Diploma tests: Reading, Writing, Mathematics, Science and Social Studies. The GED is equivalent to a high school diploma. (NDA)

**WKFSK 143 Work Force Skills - Locating Information****(0)***Class Hours: 90 Laboratory*

WKFSK 143 develops skills in using information presented in workplace graphics such as memos, tables, charts and graphs. Examples and situation focus on applying this ability in real-world situations. The course uses computer software with a variety of interactive exercises so that the learner can practice each concept. Using this information, the student will become more effective

at understanding instructions presented by supervisors, presenting instructions to others and seeing the overall meaning of graphics documents. (NDA)

## Nursing

### **NURS 1 Foundations of Nursing**

**(2)**

*Class Hours:* 36 Lecture

*Prerequisite(s):* Minimum GPA 2, acceptance into the ADN program, successful completion of prerequisites or the equivalent, BIO 32 (Human Anatomy), BIO 35 (Human Physiology), BIO 38 (Microbiology), ENG 1A (Composition and Reading)

NURS 1 is the introduction module of Foundations of Nursing. The student is introduced to the role of a student nurse, curriculum organizing framework and the roles of a Registered Nurse. The concept of wellness and self-care is defined and the student is asked to define a wellness life style. The body's reaction to stress and the link between stress and illness is identified. Environmental stressors are also discussed. (AA/AS, CSU)

### **NURS 1L Foundations of Nursing Lab**

**(2)**

*Class Hours:* 108 Laboratory

*Prerequisite(s):* Minimum GPA 2.5, acceptance into the ADN program, successful completion of prerequisites or equivalent, BIO 32 Human Anatomy, BIO 35 Human Physiology, BIO 38 Microbiology, ENG 1A Composition and Reading

NURS 1L is the corequisite clinical portion of NURS 1-Foundtions of Nursing. The majority of this class will occur in the skills lab setting having the students learn basic nursing care and assessment skills. Once the student has met basic competence, she/he will attend clinical rotations at designated health care facilities under the supervision of a BRN approved instructor. Physical assessment and the ability to distinguish wellness from illness is the focus of this course. (AA/AS, CSU)

### **NURS 2 Medical Surgical Nursing I**

**(2)**

*Class Hours:* 36 Lecture

*Prerequisite(s):* Minimum GPA 2.5, Acceptance into the ADN program, successful completion of prerequisites or the equivalent, BIO 32 Human Anatomy, BIO 35 Human Physiology, BIO 38 Microbiology, ENG 1A Composition and Reading

NURS 2 introduces the first year nursing student to concepts and practices as they relate to the adult and geriatric patient in the Medical Surgical environment. Through utilization of the nursing process, the student will begin to recognize alterations in functioning or illness and formulate age-appropriate nursing interventions. Selected psychomotor skills associated with the basic needs and medication administration will be studied and practiced. (AA/AS, CSU)

### **NURS 2L Medical Surgical Nursing I Lab**

**(2)**

*Class Hours:* 108 Laboratory

*Prerequisite(s):* Minimum GPA 2.5, Acceptance into the ADN program, successful completion of prerequisites or the equivalent, BIO 32 Human Anatomy, BIO 35 Human Physiology, BIO 38 Microbiology, ENG 1A Composition and Reading

NURS 2L is the corequisite clinical portion of NURS 2 -Medical Surgical Nursing I. The majority of this course will occur in health-care facilities. Once the student has met basic competence in required skills, they will attend clinical rotations at designated health care facilities under the supervision of a BRN approved instructor. Physical assessment, medical administration, the ability to distinguish wellness from illness and basic nursing interventions utilizing the nursing process is the focus of this course. Basic critical thinking skills will be developed during this course. (AA/AS, CSU)

### **NURS 3 Basic Pharmacology**

**(3)**

*Class Hours:* 54 Lecture

*Advisory(s):* Successful completion of prerequisites or the equivalent, HS 5 Medical Terminology, BIO 32 Human Anatomy, BIO 35 Human Physiology, MATH 101 Basic College Mathematics, ENG 51A Introduction to Communication Skills

NURS 3 is designed to provide a foundation for basic pharmacological nursing using the nursing process, which serves as a framework for building concepts and principles of pharmacology and drug administration. Legal and ethical issues, nursing responsibilities and considerations, patient teaching, and participation associated with medication administration are discussed. Students wishing to use this course toward a healthcare degree must obtain a 77% or above. Transferable: CSU, private college. (AA/AS, CSU)

**NURS 4 Medical Surgical Nursing II****(2.5)***Class Hours:* 45 Lecture*Prerequisite(s):* Successful completion of prerequisites or the equivalent, NURS 1 Foundations of Nursing, NURS 1L Foundations of Nursing Lab, NURS 2 Introduction to Medical-Surgical Nursing I, NURS 2L Introduction to Medical-Surgical Nursing I Lab, NURS 3 Basic Pharmacology*Corequisite(s):* NURS 4L-Medical Surgical Nursing II Lab

NURS 4 is the introduction to concepts and practices as they relate to the non-critical young adult through geriatric adult in the medical surgical environment. Through utilization of the nursing process, the student will begin to recognize alterations in functioning or illness and formulate age-appropriate nursing interventions. Selected psychomotor skills associated with the basic needs and medication administration will be studied and practiced in the co-requisite course (AA/AS, CSU)

**NURS 4L Medical Surgical Nursing II Lab****(2.5)***Class Hours:* 135 Laboratory*Prerequisite(s):* Successful completion of prerequisites or the equivalent, NURS 1 Foundations of Nursing, NURS 1L Foundations of Nursing Lab, NURS 2 Introduction to Medical-Surgical Nursing I, NURS 2L Introduction to Medical-Surgical Nursing I Lab, NURS 3 Basic Pharmacology*Corequisite(s):* NURS 4-Medical Surgical Nursing II

NURS 4L utilizes the nursing process, the student will begin to recognize alterations in functioning or illness and formulate age-appropriate nursing interventions in a clinical setting. Selected psychomotor skills associated with the basic needs client needs, medication and intravenous fluid will be studied and practiced. (AA/AS, CSU)

**NURS 5 Obstetrics-Maternity Nursing****(2)***Class Hours:* 36 Lecture*Prerequisite(s):* Minimum GPA 2.5, Acceptance into the ADN program, successful completion of prerequisites or the equivalent; BIO 32 Human Anatomy, BIO 35 Human Physiology, BIO 38 Microbiology, ENG 1A Composition and Reading, NURS 1 Foundations of Nursing, NURS 1L Foundations of Nursing Lab, NURS 2 Medical Surgical Nursing I, NURS 2 L Medical Surgical Nursing I Lab, NURS 3 Pharmacology, NURS 4 Medical Surgical Nursing II, NURS 4 L Medical Surgical Nursing II Lab, Health and Safety Requirements

NURS 5 focuses on integration and application of the nursing process as it relates to the nursing care of the obstetrical patient and her family. Emphasis is on the concepts and skills related to family centered care. Clinical experiences will provide opportunities for students to participate in therapeutic activities in a variety of obstetrical settings. (AA/AS, CSU)

**NURS 5L Obstetrics-Maternity Nursing Lab****(1.5)***Class Hours:* 81 Laboratory*Prerequisite(s):* Minimum GPA 2.5, acceptance into the ADN program, successful completion of prerequisites or the equivalent, BIO 32 Human Anatomy, BIO 35 Human Physiology, BIO 38 Microbiology, ENG 1A Composition and Reading, NURS 1 Foundations of Nursing, NURS 1L Foundations of Nursing Lab, NURS 2 Medical Surgical Nursing I, NURS 2 L Medical Surgical Nursing I Lab, NURS 3 Pharmacology, NURS 4 Medical Surgical Nursing II, NURS 4 L Medical Surgical Nursing II Lab, Health and Safety Requirements

NURS 5L focuses on integration and application of the nursing process as it relates to the nursing care of the obstetrical patient and her family. Emphasis is on the application of concepts and skills related to family centered care. Clinical experiences will provide opportunities for students to participate in therapeutic activities in a variety of obstetrical settings. (AA/AS, CSU)

**NURS 6 Advanced Pharmacology****(2.5)***Class Hours:* 45 Lecture*Prerequisite(s):* Successful completion of prerequisites or the equivalent; , NURS 1 Foundations of Nursing, NURS 1L Foundations of Nursing Lab, NURS 2 Introduction to Medical-Surgical Nursing I, NURS 2L Introduction to Medical-Surgical Nursing I Lab, NURS 3 Basic Pharmacology*Corequisite(s):* NURS 14B Pharmacology and Obstetrical Learning Lab

NURS 6 is the development of the theoretical and technical knowledge base necessary in meeting advanced pharmacology needs of the client in a variety of settings. Professional issues and concepts for nursing practice related to intravenous therapy are presented including techniques of intravenous therapy and intravenous drug administration. The student will put the theory of Advanced Pharmacology into practice in the clinical setting in all clinical nursing courses.. (AA/AS, CSU)

**NURS 7 Medical-Surgical Nursing III****(2.5)****Class Hours:** 45 Lecture

**Prerequisite(s):** Successful completion of prerequisites or the equivalent, NURS 1 (Foundations of Nursing), NURS 1L (Foundations of Nursing Lab), NURS 2 (Medical Surgical Nursing I), NURS 2L (Medical Surgical Nursing I Lab), NURS 3 (Basic Pharmacology), NURS 4 (Medical Surgical Nursing II), NURS 4L (Medical Surgical Nursing II Lab), NURS 5 (Obstetrics-Maternity Nursing), NURS 5L (Obstetrics-Maternity Nursing Lab), NURS 6 (Advanced Pharmacology), or LVN license and acceptance in the LVN to RN Bridge class, NURS 14A (Foundations Learning Lab), NURS 14B (Pharmacology/Obstetrical Learning Lab)

**Corequisite(s):** Concurrent enrollment in NURS 7L (Medical-Surgical Nursing III)

NURS 7 will synthesize and correlate nursing knowledge and skills in providing care to multiple patients who have complex, multi-system illnesses. Focus will be for the students to predict patient needs and priorities, and evaluate outcomes on care. Associated psychomotor skills will be integrated and practiced in the co-requisite lab course. (AA/AS, CSU)

**NURS 7L Medical-Surgical Nursing III Lab****(1.5)****Class Hours:** 81 Laboratory

**Prerequisite(s):** Successful completion of prerequisites or the equivalent, NURS 1 (Foundations of Nursing), NURS 1L (Foundations of Nursing Lab), NURS 2 (Medical Surgical Nursing I), NURS 2L (Medical Surgical Nursing I Lab), NURS 3 (Basic Pharmacology), NURS 4 (Medical Surgical Nursing II), NURS 4L (Medical Surgical Nursing II Lab), NURS 5 (Obstetrics -Maternity Nursing), NURS 5L (Obstetrics- Maternity Nursing Lab), NURS 6 (Advanced Pharmacology), or LVN license and acceptance in the LVN-RN Bridge class, NURS 14A (Foundations Learning Lab), NURS 14B (Pharmacology/Obstetrical Learning Lab)

**Corequisite(s):** Concurrent enrollment in NURS 7 (Medical-Surgical Nursing III)

NURS 7L students synthesize and correlate nursing knowledge and skills by providing care to multiple patients who have complex, multi-system illness in a hospital setting. Focus will be for the students to predict patient needs and priorities and evaluate outcomes of care. Associated psychomotor skills will be integrated and practiced. (AA/AS, CSU)

**NURS 8 Mental Health-Psychiatric Nursing****(1.5)****Class Hours:** 27 Lecture

**Prerequisite(s):** Successful completion of prerequisites or the equivalent, NURS 1 (Foundations of Nursing), NURS 1L (Foundations of Nursing Lab), NURS 2 (Medical Surgical Nursing I), NURS 2L (Medical Surgical Nursing I Lab), NURS 3 (Basic Pharmacology), NURS 4 (Medical Surgical Nursing II), NURS 4L (Medical Surgical Nursing II Lab), NURS 5 (Obstetrics-Maternity Nursing), NURS 5L (Obstetrics-Maternity Nursing Lab), NURS 6 (Advanced Pharmacology), or LVN license and acceptance in the LVN-RN Bridge class, NURS 14A (Foundations Learning Lab), NURS 14B (Pharmacology/Obstetrical Learning Lab)

**Corequisite(s):** Concurrent enrollment in NURS 8L (Psychiatric Mental Health Nursing Lab)

NURS 8 provides an introduction to Mental Health-Psychiatric Nursing using the nursing process to promote psychosocial integrity within the context of the health illness continuum across the life span. Emphasis is on therapeutic interactions and communications, medications, bio-psychosocial rehabilitation and therapeutic use of self. (AA/AS, CSU)

**NURS 8L Mental Health-Psychiatric Nursing Lab****(1.5)****Class Hours:** 81 Laboratory

**Prerequisite(s):** Successful completion of prerequisites or the equivalent, NURS 1 (Foundations of Nursing), NURS 1L (Foundations of Nursing Lab), NURS 2 (Medical Surgical Nursing I), NURS 2L (Medical Surgical Nursing I Lab), NURS 3 (Basic Pharmacology), NURS 4 (Medical Surgical Nursing II), NURS 4L (Medical Surgical Nursing II Lab), NURS 5 (Obstetrics-Maternity Nursing), NURS 5L (Obstetrics-Maternity Nursing Lab), NURS 6 (Advanced Pharmacology), or LVN license and acceptance in the LVN-RN Bridge class, NURS 14A (Foundations Learning Lab), NURS 14B (Pharmacology/Obstetrical Learning Lab)

**Corequisite(s):** Concurrent enrollment in NURS 8 (Mental Health-Psychiatric Nursing)

NURS 8L is the co-requisite clinical portion of NURS 8- Mental Health-Psychiatric Nursing. The majority of this course will occur in healthcare facilities, under the supervision of the BRN approved instructor. The clinical rotation will be at Coalinga State Hospital. Providing care to psychiatric client will be the focus of this clinical rotation. It builds on skills developed in the first year of the nursing program and incorporates knowledge and skills as they relate to the adult with Mental Health and Psychiatric issues. Through utilization of the nursing process, the student will recognize alterations in functioning or illness and formulate age-appropriate nursing interventions. Psychomotor skills associated with moderately complex needs, and medication administration, including intravenous therapy will be studied and practiced. The impact of multiple nursing diagnoses on patient outcomes will be introduced. (AA/AS, CSU)

**NURS 9 Pediatric Nursing****(1.5)****Class Hours:** 27 Lecture

**Prerequisite(s):** Successful completion of prerequisites or the equivalent, NURS 1 (Foundations of Nursing), NURS 1L (Foundations of Nursing Lab), NURS 2 (Medical Surgical Nursing I), NURS 2L (Medical Surgical Nursing I Lab), NURS 3 (Basic Pharmacology), NURS 4 (Medical Surgical Nursing II), NURS 4L (Medical Surgical Nursing II Lab), NURS 5 (Obstetrics-Maternity Nursing), NURS 5L (Obstetrics-Maternity Nursing Lab), NURS 6 (Advanced Pharmacology), or LVN license and acceptance in the LVN to RN Bridge class, NURS 14A (Foundations Learning Lab), NURS 14B (Pharmacology/Obstetrical Learning Lab)

**Corequisite(s):** Concurrent enrollment in NURS 9L (Pediatric Nursing Lab)

NURS 9 focuses on integration and application of the nursing process as it relates to the nursing care of children and their families. Emphasis is on the concepts and skills related to age-appropriate family centered care. Clinical experiences will provide opportunities for students to participate in therapeutic activities in a variety of pediatric settings. (AA/AS, CSU)

**NURS 9L Pediatric Nursing Lab****(2)****Class Hours:** 108 Laboratory

**Prerequisite(s):** Successful completion of prerequisites or the equivalent; NURS 1 (Foundations of Nursing), NURS 1L (Foundations of Nursing Lab), NURS 2 (Medical Surgical Nursing I), NURS 2L (Medical Surgical Nursing I Lab), NURS 3 (Basic Pharmacology), NURS 4 (Medical Surgical Nursing II), NURS 4L (Medical Surgical Nursing II Lab), NURS 5 (Obstetrics-Maternity Nursing), NURS 5L (Obstetrics-Maternity Nursing Lab), NURS 6 (Advanced Pharmacology), or LVN license and acceptance in the LVN to RN Bridge class, NURS 14A (Foundations Learning Lab), NURS 14B (Pharmacology/Obstetrical Learning Lab)

**Corequisite(s):** Concurrent enrollment in NURS 9 (Pediatric Nursing)

NURS 9L is the co-requisite clinical portion of NURS 9 Pediatric Nursing. The majority of this course will occur in healthcare facilities, under the supervision of the BRN approved instructor. The clinical rotation will be primarily at Children's Hospital Central California and at approved pediatric learning experience sites (pediatric school nursing, pediatric specialty clinics, pediatric physician practices, etc.) The focus of the clinical rotation will be to provide care to the pediatric patient and family within the acute care setting. The student will apply skills from the first year of the nursing program to the specific developmental needs of the medical-surgical pediatric patient. Utilizing the nursing process, the student will recognize alterations in functioning or illness and formulate age-appropriate nursing interventions. Psychomotor skills associated with moderately complex needs, and medication administration, including intravenous therapy will be studied and practiced. (AA/AS, CSU)

**NURS 10 Medical-Surgical Nursing IV****(2.5)****Class Hours:** 45 Lecture

**Prerequisite(s):** Minimum GPA 2.5, acceptance into the ADN program, successful completion of prerequisites or the equivalent: , BIO 32 (Human Anatomy), BIO 35 (Human Physiology), BIO 38 (Microbiology), ENG 1A (Composition and Reading), NURS 1(Foundations of Nursing), NURS 1L (Foundations of Nursing Lab), NURS 2 (Medical Surgical Nursing I), NURS 2L (Medical Surgical Nursing I Lab), NURS 3 (Basic Pharmacology), NURS 4 (Medical Surgical Nursing II), NURS 4L (Medical Surgical Nursing II Lab), NURS 5 (Obstetrics-Maternity Nursing), NURS 5L (Obstetrics-Maternity Nursing Lab), NURS 6 (Advanced Pharmacology), NURS 7 (Medical-Surgical Nursing III), NURS 7L (Medical-Surgical Nursing III Lab), NURS 8 (Mental Health-Psychiatric Nursing), NURS 8L (Mental Health-Psychiatric Nursing Lab), NURS 9 (Pediatric Nursing), NURS 9L (Pediatric Nursing Lab), NURS 14A (Foundations Learning Lab), NURS 14B (Pharmacology/Obstetrical Learning Lab), NURS 14C (Specialty Nursing Learning Lab), LVN to RN Bridge Students: NURS 12 (Role Transition) and NURS 12L (Role Transition Lab), LVN license, Health and Safety Requirements

NURS 10 focuses on advanced application of the nursing process in the care of critically ill adult and geriatric patients. The student will organize and discriminate data to establish priorities of care. Correlated clinical experiences emphasize refinement of clinical decision making, psychomotor skills and management of patient care in professional nursing practice. (AA/AS, CSU)

**NURS 10L Medical-Surgical Nursing IV****(4.5)****Class Hours:** 243 Laboratory

**Prerequisite(s):** Minimum GPA 2.5, Acceptance into the ADN program, successful completion of prerequisites or the equivalent, BIO 32 (Human Anatomy), BIO 35 (Human Physiology), BIO 38 (Microbiology), ENG 1A (Composition and Reading), NURS 1 (Foundations of Nursing), NURS 1L (Foundations of Nursing Lab), NURS 2 (Medical Surgical Nursing I), NURS 2L (Medical Surgical Nursing I Lab), NURS 3 (Basic Pharmacology), NURS 4 (Medical Surgical Nursing II), NURS 4L (Medical Surgical Nursing II Lab), NURS 5 (Obstetrics-Maternity Nursing), NURS 5L (Obstetrics-Maternity Nursing Lab), NURS 6 (Advanced Pharmacology), NURS 7 (Medical-Surgical Nursing III), NURS 7L (Medical-Surgical Nursing III Lab), NURS 8 (Mental Health-Psychiatric Nursing), NURS 8L (Mental Health-Psychiatric Nursing Lab), NURS 9 (Pediatric Nursing), NURS 9L (Pediatric Nursing Lab), NURS 14A (Foundations Learning Lab), NURS 14B (Pharmacology/Obstetrical Learning Lab), NURS 14C (Specialty Nursing Learning Lab), LVN to RN Bridge Students: NURS 12 (Role Transition) and NURS 12L (Role Transition Lab), LVN license, health and safety Requirements

NURS 10L focuses on advanced application of the nursing process in the care of critically ill adult and geriatric patients. The student will organize and discriminate data to establish priorities of care. Correlated clinical experiences emphasize refinement of clinical decision making, psychomotor skills and management of patient care in professional nursing practices. (AA/AS, CSU)

**NURS 11 Gerontology Community Nursing Lab****(1)****Class Hours:** 18 Lecture

**Prerequisite(s):** Minimum GPA 2.5, Acceptance into the ADN program, successful completion of prerequisites or the equivalent, BIO 32 (Human Anatomy), BIO 35 (Human Physiology), BIO 38 (Microbiology), ENG 1A (Composition and Reading), NURS 1 (Foundations of Nursing), NURS 1L (Foundations of Nursing Lab), NURS 2 (Medical Surgical Nursing I), NURS 2L (Medical Surgical Nursing I Lab), NURS 3 (Basic Pharmacology), NURS 4 (Medical Surgical Nursing II), NURS 4L (Medical Surgical Nursing II Lab), NURS 5 (Obstetrics-Maternity Nursing), NURS 5L (Obstetrics-Maternity Nursing Lab), NURS 6 (Advanced Pharmacology), NURS 7 (Medical-Surgical Nursing III), NURS 7L (Medical-Surgical Nursing III Lab), NURS 8 (Mental Health-Psychiatric Nursing), NURS 8L (Mental Health-Psychiatric Nursing Lab), NURS 9 (Pediatric Nursing), NURS 9L (Pediatric Nursing Lab), NURS 14A (Foundations Learning Lab), NURS 14B (Pharmacology/Obstetrical Learning Lab), NURS 14C (Specialty Nursing Learning Lab), LVN to RN Bridge Students: NURS 12 (Role Transition) and NURS 12L (Role Transition Lab), LVN license, Health and Safety Requirements

NURS 11 builds on previous medical-surgical knowledge and skills in applying the nursing process focusing on the older adult living in the community. Throughout the course gerontological nursing theory is incorporated. Emphasis will be on lifestyle and physical changes that occur with aging, the process of initiating health referrals for the older adult and the outcome criteria for evaluating the aging individual's response to teaching and learning. The student will also explore interventions to increase the older adult's functional abilities. This course emphasizes the professional role of the nurse in assisting older adults in locating and utilizing appropriate community resources. Skills will be fostered in the area of management, quality assessment and the nurse as a change agent. Value systems, self-analysis and health care team collaboration related to interacting with the gerontological population will be explored along with personal professional developmental issues. (AA/AS, CSU)

**NURS 11L Gerontology Community Nursing Lab****(1)****Class Hours:** 54 Laboratory

**Prerequisite(s):** Minimum GPA 2.5, Acceptance into the LVN-AND program, Successful completion of prerequisites or the equivalent, BIO 32 (Human Anatomy), BIO 35 (Human Physiology), BIO 38 (Microbiology), ENG 1A (Composition and Reading), NURS 1 (Foundations of Nursing), NURS 1L (Foundations of Nursing Lab), NURS 2 (Medical Surgical Nursing I), NURS 2L (Medical Surgical Nursing I Lab), NURS 3 (Basic Pharmacology), NURS 4 (Medical Surgical Nursing II), NURS 4L (Medical Surgical Nursing II Lab), NURS 5 (Obstetrics-Maternity Nursing), NURS 5L (Obstetrics-Maternity Nursing Lab), NURS 6 (Advanced Pharmacology), NURS 7 (Medical-Surgical Nursing III), NURS 7L (Medical-Surgical Nursing III Lab), NURS 8 (Mental Health-Psychiatric Nursing), NURS 8L (Mental Health-Psychiatric Nursing Lab), NURS 9 (Pediatric Nursing), NURS 9L (Pediatric Nursing Lab), NURS 14A (Foundations Learning Lab), NURS 14B (Pharmacology/Obstetrical Learning Lab), NURS 14C (Specialty Nursing Learning Lab), LVN to RN Bridge Students: NURS 12 (Role Transition) and NURS 12L (Role Transition Lab), LVN license, Health and Safety Requirements

NURS 11L builds on previous medical- surgical knowledge and skills in applying the nursing process focusing on the older adult living in the community. Throughout the course gerontological nursing theory is incorporated. Emphasis will be on lifestyle and physical changes that occur with aging, the process of initiating health referrals for the older adult and the outcome criteria for evaluating the aging individual's response to teaching and learning. The student will also explore interventions to increase the older adult's functional abilities. This course emphasizes the professional role of the nurse in assisting older adults in locating and utilizing appropriate community resources. Skills will be fostered in the area of management, quality assessment and the nurse as a change agent in a healthcare or community setting. Value systems, self-analysis and health care team collaboration related to

interacting with the gerontological population will be explored along with personal professional developmental issues. (AA/AS, CSU)

### **NURS 12 Role Transition**

(2)

**Class Hours:** 36 Lecture

**Prerequisite(s):** Valid California LVN license, Minimum GPA 2.5, acceptance into the LVN-ADN Bridge program, successful completion of prerequisites or the equivalent, BIO 32 (Human Anatomy), BIO 35 (Human Physiology), BIO 38 (Microbiology), ENG 1A (Composition & Reading),

NURS 12 focuses on the theory and application of concepts of physical assessment, the nursing process, critical thinking and the relationship of homeostatic mechanisms to fluids and electrolytes and nursing competencies in the professional roles of clinician, teacher, leader and advocate. It is designed to serve as a bridge for the experienced Licensed Vocational Nurse (LVN) to transition into the role of ADN student. (AA/AS, CSU)

### **NURS 12L Role Transition Lab**

(1)

**Class Hours:** 54 Laboratory

**Prerequisite(s):** Valid California LVN license, Minimum GPA 2.5, acceptance into the LVN-ADN Bridge program, successful completion of prerequisites or the equivalent, BIO 32 (Human Anatomy), BIO 35 (Human Physiology), BIO 38 (Microbiology), ENG 1A (Composition & Reading)

NURS 12L is the clinical corequisite for Role Transition which focuses on the application of concepts of physical assessment, the nursing process, critical thinking, and the relationship of homeostatic mechanisms to fluids and electrolytes and nursing competencies in the professional roles of clinician, teacher, leader and advocate in a healthcare setting. It is designed to serve as a bridge for the LVN to transition into the role of ADN student. (AA/AS, CSU)

### **NURS 13 Leadership**

(2)

**Class Hours:** 36 Lecture

**Prerequisite(s):** Minimum GPA 2.5, acceptance into the ADN program, successful completion of prerequisites or the equivalent, BIO 32 (Human Anatomy), BIO 35 (Human Physiology), BIO 38 (Microbiology), ENG 1A (Composition and Reading), NURS 1 (Foundations of Nursing), NURS 1L (Foundations of Nursing Lab), NURS 2 (Medical Surgical Nursing I), NURS 2L (Medical Surgical Nursing I Lab), NURS 3 (Basic Pharmacology), NURS 4 (Medical Surgical Nursing II), NURS 4L (Medical Surgical Nursing II Lab), NURS 5 (Obstetrics-Maternity Nursing), NURS 5L (Obstetrics-Maternity Nursing Lab), NURS 6 (Advanced Pharmacology), NURS 7 (Medical-Surgical Nursing III), NURS 7L (Medical-Surgical Nursing III Lab), NURS 8 (Mental Health-Psychiatric Nursing), NURS 8L (Mental Health-Psychiatric Nursing Lab), NURS 9 (Pediatric Nursing), NURS 9L (Pediatric Nursing), NURS 14A (Foundations Learning Lab), NURS 14B (Pharmacology/Obstetrical Learning Lab), LVN to RN Bridge Students: NURS 12 (Role Transition) and NURS 12L (Role Transition Lab), LVN license, Health and Safety Requirements

NURS 13 consists of managerial issues, responsibilities and leadership styles for the new registered nurse graduate, including organizational, communication, professional, legal and ethical issues and perspectives. It is designed to prepare the student nurse to successfully make the transition to professional nursing practice and meet the challenges faced in today's changing health-care environment. (AA/AS, CSU)

### **NURS 14A Foundations Learning Lab**

(2)

**Class Hours:** 18 Lecture, 54 Laboratory

**Corequisite:** Current enrollment in the fourth semester of the Associate Degree Nursing Program

NURS 14A is an on-going tutorial theory/laboratory practice and remediation course that allows mastery of concepts and nursing skills necessary for providing safe client care in foundations of nursing. It provides instructional guidance to assist students to refine newly acquired skills and develop the competency level expected of entry level nurses. Multimedia, computer assisted instructional materials and high fidelity simulation will be utilized to support the specific semester learning objectives and subject matter. (AA/AS, CSU)

### **NURS 14B Pharmacology/Obstetrical Learning Lab**

(2)

**Class Hours:** 18 Lecture, 54 Laboratory

**Corequisite:** Current enrollment in the second or summer semester of the ADN program.

NURS 14 B is an on-going theory/laboratory practice and remediation course that allows mastery of concepts in principles and practice of pharmacology and nursing skills necessary for providing safe medication administration and safe client care in maternal/newborn nursing. It provides instructional guidance to assist students to refine newly acquired skills and develop the



competency level expected of entry level nurses. Multimedia and computer assisted instructional materials with high fidelity simulation will be utilized to support the specific semester learning objectives and subject matter. (AA/AS, CSU)

### **NURS 14C Specialty Nursing Learning Lab**

**(2)**

*Class Hours:* 18 Lecture, 54 Laboratory

*Corequisite:* Current enrollment in the third semester of the ADN program.

NURS 14C is an on-going theory/laboratory practice and remediation course that allows mastery of concepts and nursing skills necessary for providing safe client care in the specialty areas of Pediatrics, Mental Health and Intermediate Medical Surgical Nursing. It provides instructional guidance to assist students to refine newly acquired skills and develop the competency level expected of entry level nurses. Multimedia, computer assisted instructional materials and high fidelity simulation will be utilized to support the specific semester learning objectives and subject matter. (AA/AS, CSU)

### **NURS 14D Advanced Nursing Learning Lab**

**(2)**

*Class Hours:* 18 Lecture, 54 Laboratory

*Corequisite:* Current enrollment in the fourth semester of the ADN program.

NURS 14D is an on-going theory/laboratory practice and remediation course that allows mastery of concepts and nursing skills necessary for providing safe client care in the specialty areas of Advanced Medical-Surgical Nursing/Critical Care, Leadership and Community Geriatric Nursing. It provides instructional guidance to assist students to refine acquired skills learned in the previous three semesters and develop the competency level expected of entry level nurses. Multimedia, computer assisted instructional materials and complex high fidelity simulation will be utilized to support the specific semester learning objectives and subject matter. (AA/AS, CSU)

### **NURS 15X Occupational Work Experience Education**

**(1-8)**

NURS 15X Cooperative Work Experience Education (CWEE) develops skills and knowledge by integrating classroom study with planned, supervised work experience. It is based on the principle that well-educated individuals develop most effectively through an educational plan that incorporates work experience. Through these structured experiences, the students enrich their college studies, which enhance their total development.

Occupational Work Experience is supervised employment which is intended to assist students in acquiring desirable work habits, attitudes and career awareness in the field of the student's major. Students may earn up to 8 units per semester for a maximum of 16 total units. Credits are awarded for paid or voluntary work. For every 75 hours of paid work completed within the semester, 1 unit of credit is awarded. For every 60 hours of volunteer work completed within the semester, 1 unit of credit is awarded. Occupational Work Experience credits are counted as electives toward an Associate's Degree at West Hills College Lemoore and are transferable to four year universities (for specific transfer eligibility, please contact a counselor or an advisor). (AA/AS, CSU)

### **NURS 51 Introduction to Nursing**

**(2)**

*Class Hours:* 36 Lecture

*Prerequisite:* BIO 32, BIO 35, BIO 38, ENG 1A or equivalent.

*Advisory(s):* CHEM 2A, NUT 1, PSYCH 1, SOC 1, COM 1, MATH 63 or equivalent.

NURS 51 is designed to prepare the pre-nursing student for admission into a nursing program. Topics include: infection control, medical terminology, math, the nursing process, concept mapping, professionalism and communication, the role of the registered nurse, cultural diversity and future health care trends. (AA/AS)

## **Nutrition**

### **NUT 1 Basic Nutrition**

**(3)**

*Class Hours:* 54 Lecture

E

*Advisory(s):* Successful completion of ENG 51A or equivalent (Introduction to Communication Skills).

NUT 1 is an introductory course emphasizing the basic nutrient needs of the human body and the body's use of these nutrients. Concepts of nutrition and diet planning are applied to specific life situations. (AA/AS, CSU, UC)

# Performing Arts

## PA 1 Introduction to Theater (3)

*Class Hours:* 54 Lecture

C1

*Advisory(s):* ENG 51A or equivalent.

PA 1 is a survey of major dramatic forms and works for theatre. Areas to be covered include the purpose of theatre, 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 theatre and contemporary trends. Lectures will be combined with play reading and viewing of videotaped scenes. (AA/AS, CSU, UC)

## PA 3 Film Appreciation (3)

*Class Hours:* 54 Lecture

C1, P/NP

*Advisory(s):* Successful completion of English 51A (Introduction to Communication Skills) of the equivalent

PA 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/AS, CSU, UC)

## PA 4 Beginning Dance (1)

*Class Hours:* 9 Lecture, 27 Laboratory

PA 4 is a course in which students will learn the elements of dance: space, time, and energy. They will be introduced to basic techniques of classical ballet, modern dance, jazz, and Latin dance. Emphasis is placed on the creative process of dance. Students will work toward a performance for school or community audiences. (AA/AS, CSU)

## PA 8 Intermediate Dance (1)

*Class Hours:* 9 Lecture, 27 Laboratory

*Prerequisites:* Successful completion of PA 4 (Beginning Dance) of the equivalent

PA 8 is a reinforcement of the fundamentals of dance techniques with emphasis on placement and alignment of the body and other preparatory work necessary for the establishment of a sound technical foundation. This course provides further development of knowledge, skills, abilities and appreciation through daily practice, vocabulary, and history of dance. Students at this level must be competent at the beginning level and ready to perform longer and more complex movement sequences. Students will work toward a performance for school or community audiences. (AA/AS, CSU)

## PA 14 Fundamentals of Acting (3)

*Class Hours:* 54 Lecture

PA 14 is designed to introduce the novice actor to the theater. With emphasis on personal and artistic growth in a supportive environment, the student will learn proper methods of warming up and basic vocal, physical, emotional, and psychological characterizations. The student will develop confidence on stage by performing in short scenes and by learning techniques of auditioning, including monologues, prepared scripts and cold readings. This course will also include theater games and a backstage tour of the West Hills College theater facility. (AA/AS, CSU)

## PA 42A Film and Video Production (3)

*Class Hours:* 54 Lecture

*Advisory(s):* Successful completion of ENG 51A (Introduction to Communication Skills) of the equivalent

PA 42A is an introduction to camera operation for Film and Video Production. It will combine classroom lecture with Electronic News Gathering (ENG), and Electronic Field Production (EFP). This course requires each student to complete several short video projects and related assignments designed to help develop the skills needed to produce high quality video productions. The emphasis of the course is on field production and camera techniques. (AA/AS, CSU)

# Philosophy

## PHIL 1 Introduction to Philosophy (3)

*Class Hours:* 54 Lecture C2

*Prerequisite:* Successful completion of ENG 51A (Introduction to Communication Skills) or the equivalent Distance Education Delivery.

PHIL 1 introduces philosophical ideas and methods concerning knowledge, reality and values. Expected topics will include the sources and limits of knowledge, and the nature of reality. Other topics that may be examined from a philosophical perspective include the nature of the self, truth, ethics, religion, science, language, beauty and art, political theory, or mind. (AA/AS, CSU, UC)

## PHIL 2 Introduction to Logic (3)

*Class Hours:* 54 Lecture A3

*Prerequisites:* Successful completion of English 1A or equivalent

Philosophy 2 is a critical thinking course in the study of the basic concepts and methods of logic, the development of skills in deductive and inductive reasoning and informal logic relevant to evaluating argument presented in everyday context. (AA/AS, CSU, UC)

## PHIL 3 Ethics (3)

*Class Hours:* 54 Lecture C2

*Prerequisite:* Successful completion of English 51A (Introduction to Communication Skills) or equivalent.

Philosophy 3 is a study of classical and contemporary ethics which aims at a clearer understanding of the motivations and approaches to moral decision-making as well as aiding students in their efforts to clarify their own values. (AA/AS, CSU, UC)

# Physical Education

## Activity Courses

### PE 2 Archery (1)

*Class Hours:* 9 Lecture, 27 Laboratory P/NP

PE 2 is designed to provide students with an opportunity to develop the basic skills of the sport of archery. (AA/AS, CSU, UC)

### PE 3 Badminton (1)

*Class Hours:* 9 Lecture, 27 Laboratory

PE 3 Badminton is designed to provide students an opportunity to learn basic skills and knowledge of badminton (AA/AS, CSU, UC)

### PE 6 Body Conditioning (1)

*Class Hours:* 54 Laboratory (9 weeks)

PE 6 will expose the students to stretching, jump rope, lifting, running and various other skills while working toward optimum physical conditioning. (AA/AS, CSU, UC)

### PE 7 Aerobics (.5-1)

*Class Hours:* 54 Laboratory P/NP

PE 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. (AA/AS, CSU, UC)

### PE 8 Intermediate Aerobic Interval Training (.5-1)

*Class Hours:* 54 Laboratory P/NP

PE 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 muscle strength. Students will experience changes in body composition, cardiovascular endurance and muscle strength while aiding in the prevention of injury and osteoporosis. (AA/AS, CSU, UC)

**PE 11 Golf (1)***Class Hours: 9 Lecture, 27 Laboratory P/NP*

PE 11 is designed to provide instruction and practice in the fundamentals of golf, including the swing, use of clubs, strategy, rules, and etiquette. (AA/AS, CSU, UC)

**PE 16 Jogging & Power Walking****(.5-1)***Class Hours: 54 Laboratory P/NP*

PE 16 involves planning, instruction and participation in a progressive program of jogging and power walking as applied to enjoyment, health, and fitness. (AA/AS, CSU, UC)

**PE 18 Bowling****(1)***Class Hours: 9 Lecture, 27 Laboratory P/NP*

PE 18 will provide instruction in the rules, techniques and strategies of bowling. (Note: Students will be required to pay bowling fees.) (AA/AS, CSU, UC)

**PE 19 Adaptive Physical Education****(.5-1)***Class Hours: 54 Laboratory P/NP**Prerequisite: Student must have a disability verified by a DSPS counselor or DSPS administrator.*

PE 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. (AA/AS, CSU, UC)

**PE 21 Fitness Laboratory****(.5-1)***Class Hours: 54 Laboratory P/NP*

PE 21 is designed to emphasize proper techniques of stretching and warm-up prior to lifting and proper use of all lifting stations. (AA/AS, CSU, UC)

**PE 23 Weight Training****(.5-1)***Class Hours: 54 Laboratory P/NP*

PE 23 is designed for physical conditioning, with emphasis on power, strength, endurance and cardiovascular fitness. (AA/AS, CSU, UC)

**PE 24 Circuit Training****(1)***Class Hours: 54 Laboratory*

PE 24 is designed an activity class involving a series of weight training stations. The weight trainer performs an exercise and rapidly moves to the next station with little or no rest. (AA/AS, CSU)

**PE 25A Introductory Soccer****(1)***Class Hours: 9 Lecture, 27 Laboratory*

PE 25A is designed to teach basic running, throwing and passing skills and provide team competition. This will also give students knowledge and practice in the offensive and defensive strategies involved in the game of soccer. (AA/AS, CSU, UC)

**PE 25B Intermediate Soccer****(1)***Class Hours: 9 Lecture, 27 Laboratory*

PE 25B is designed to teach intermediate skills, strategy and team play. (AA/AS, CSU, UC)

**Non-activity Courses***Lecture courses do not meet the physical education activity requirement for graduation.***PE 29 Introduction to Sport and Exercise Psychology****(3)***Class Hours: 54 Lecture D9, E**Strongly Recommended Preparation: Successful completion of ENG 51A or equivalent.*

PE 29 is the study and application of psychological principles and foundations to sport and exercise across the lifespan activity contexts. This course is designed to promote and understanding of the concepts and applied principles of sport and exercise psy-

chology. Findings and principles from the sport and exercises psychology literature will be applied to sport and physical activity participants, ranging from youth sport and community exercise programs to elite and world class performers. (AA/AS, CSU)

### **PE 32 Fundamentals of Basketball (1)**

*Class Hours: 9 Lecture, 27 Laboratory*

PE 32 is designed to provide instruction and practice in the fundamentals of basketball including dribbling, passing, shooting and rules, etc. The course also includes instruction on how to improve skills necessary for students to participate in recreational basketball. May be taken three times for credit. (AA/AS, CSU, UC)

### **PE 40 Introduction to Physical Education (3)**

*Class Hours: 54 Lecture*

PE 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/AS, CSU, UC)

### **PE 44 Fundamentals of Wrestling (1)**

*Class Hours: 9 Lecture, 27 Laboratory P/NP*

PE 44 is designed to provide instruction and practice in the fundamentals of wrestling: including takedowns, escapes, reversals, pinning combinations, riding, defensive skills and knowledge of and interpretation of the official rules of wrestling. (AA/AS, CSU, UC)

### **PE 45 Coaching Team Sports (3)**

*Class Hours: 54 Lecture*

*Advisory(s): ENG 51A or equivalent*

PE 45 is designed for students interested in coaching team sports. This course will emphasize the components of team concepts and the organizational skills needed to implement and conduct a team sport program. (AA/AS, CSU)

### **PE 46A Theory of Golf (1)**

*Class Hours: 9 Lecture, 27 Laboratory*

PE 46A is the study and analysis of competitive golf. Emphasis on swing mechanics, course management, rules of golf, mental technique's and practice regiments. Designed for students with previous golf experience and/or the desire to coach golf at any level. (AA/AS, CSU, UC)

### **PE 46B Theory of Cross Country (1)**

*Class Hours: 9 Lecture, 27 Laboratory*

PE 46B is the study and analysis of competitive country. Emphasis on technique of running. Designed for students with previous cross country experience and/or the desire to coach cross country at any level. (AA/AS, CSU, UC)

### **PE 47 Fundamentals of Soccer (1)**

*Class Hours: 9 Lecture, 27 Laboratory*

PE 47 is designed to provide instruction and practice in the fundamentals of soccer including dribbling passing, defense etc. The course also includes instruction on how to improve skills necessary for students to participate in recreational of soccer. May be taken three times for credit. (AA/AS, CSU, UC)

## **Physical Science**

### **PHYSICI 1 Survey of the Physical Sciences (4)**

*Class Hours: 54 Lecture, 54 Laboratory B1, B3*

*Advisory(s): Successful completion of Math 101 Basic College Mathematics and English 105B Elementary Writing or equivalent.*

PHYSICI 1 is a general study of physical principles that operate throughout the universe. Topics include the study of force, motion, energy, electricity, waves, light, and structure of the atom, interaction of matter, study of the earth, planets 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/AS, CSU, UC)

**PHYSICI 2 Chemistry and Physics for Educators****(4)***Total hours: 54 Lecture, 54 Laboratory**Prerequisites: Successful completion of MATH 61 (Elementary Algebra) or equivalent.*

PHYSICI 2 is designed to prepare students to teach chemistry and physics at K-12 grade levels with emphasis on meeting California Public School Standards. This course is part of the natural science series for students planning to transfer to a four-year liberal studies program. Topics include physical and chemical properties of matter, motion, energy, electricity, light, atomic structure and bonding, and chemical reactions. (AA/AS, CSU)

## Physics

**PHYSICS 2A Mechanics and Thermodynamics****(4)***Class Hours: 54 Lecture, 54 Laboratory* *B1, B3**Prerequisite: Successful completion of MATH 63 (Intermediate Algebra) or equivalent*

PHYSICS 2A is the algebra-based 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/AS, CSU, UC)

**PHYSICS 2B Electricity, Magnetism, Optics, and Modern Physics****(4)***Class Hours: 54 Lecture, 54 Laboratory* *B1, B3**Prerequisite: Successful completion of PHYSICS 2A (Mechanics and Thermodynamics)*

PHYSICS 2B is the algebra-based study of electricity, magnetism, electromagnetism, electric circuits, wave phenomena, geometrical and physical optics, special relativity and a survey of atomic, nuclear and particle physics. (AA/AS, CSU, UC)

**PHYSICS 4A Classical Mechanics****(4)***Class Hours: 54 Lecture, 54 Laboratory* *B1, B3**Corequisite: Concurrent enrollment in MATH 1B (Calculus with Application)*

PHYSICS 4A is the calculus-based 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/AS, CSU, UC)

**PHYSICS 4B Electricity, Magnetism and Waves****(4)***Class Hours: 54 Lecture, 54 Laboratory* *B1, B3**Prerequisite: Successful completion of PHYSICS 4A (Classical Mechanics)**Corequisite: Concurrent enrollment in MATH 2A (Multivariate Calculus)*

PHYSICS 4B is the calculus-based 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/AS, CSU, UC)

**PHYSICS 4C Thermodynamics, Optics & Modern Physics****(4)***Class Hours: 54 Lecture, 54 Laboratory* *B1, B3**Prerequisite: Successful completion of PHYS 4B (Electricity, Magnetism and Waves)*

Physics 4C is the calculus-based 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, theory of special relativity, failures of classical physics, an introduction to quantum physics and a survey of atomic, nuclear and particle physics. (AA/AS, CSU, UC)

## Political Science

### **POLSCI 1 American Government (3)**

*Class Hours:* 54 Lecture D8

*Advisory(s):* Strongly Recommended preparation ENG 51A (Introduction to Communication Skills) or equivalent.

POLSCI 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 the US-3: California state and local government portion of the US History, Constitution and American Ideals requirement for the CSU system. (AA/AS, CSU, UC)

### **POLSCI 2 Comparative Government (3)**

*Class Hours:* 54 Lecture D8

*Prerequisite:* Successful completion of ENG 51A Introduction to Communication Skills or the equivalent

Political Science 2 is comparative analysis of other countries political systems. The course will examine the other history, political institutions, processes and policies of other countries and emphasis on contemporary problems. (AA/AS, CSU, UC)

### **POLSCI 4 Introduction to International Relations (3)**

*Class Hours:* 54 Lecture D8

*Advisory(s):* Successful completion of ENG 51A (Introduction to Communication Skills) or the equivalent

POLSCI 4 will study how national, international, transnational and sub-national actors interact with each other. Students analyze theories of international relations, balance of power, and basic concepts of politics around the world. (AA/AS, CSU, UC)

## Psychology

### **PSYCH 1 Introductory Psychology (3)**

*Class Hours:* 54 Lecture D9, E

*Prerequisite:* Successful completion of ENG 51A (Introduction to Communication Skills) or the equivalent.

PSYCH 1 is the scientific study of behavior and mental processes. The content focuses on the exploration of major psychological theories and concepts, methods, and research findings in psychology. Topics include the biological bases of behavior, perception, cognition and consciousness, learning, memory, emotion, motivation, development, personality, social psychology, psychological disorders and therapeutic approaches, and applied psychology. (AA/AS, CSU, UC)

### **PSYCH 2 Abnormal Psychology (3)**

*Class Hours:* 54 Lecture D9, E

*Prerequisite:* Successful completion of ENG 51A (Introduction to Communication Skills) or the equivalent

PSYCH 2 introduces the scientific study of psychopathology and atypical behaviors, broadly defined. Students investigate abnormal behavior from a variety of perspectives including biological, psychological, and sociocultural approaches. An integrative survey of theory and research in abnormal behavior, and intervention and prevention strategies for psychological disorders are also introduced. (AA/AS, CSU, UC)

### **PSYCH 3 Developmental Psychology (3)**

*Class Hours:* 54 Lecture D9, E

*Prerequisite:* Successful completion of ENG 51A (Introduction to Communication Skills) or the equivalent

PSYCH 3 provides an overview, from a psychological perspective, of human development from conception through death, including biological and environmental influences. Theories and research of physical, cognitive, personality, and social development are examined, as well as attention to developmental problems. (AA/AS, CSU, UC)

### **PSYCH 4 Personal Psychology (3)**

*Class Hours:* 54 Lecture E

*Prerequisite:* Successful completion of ENG 51A (Introduction to Communication Skills) or the equivalent

PSYCH 4 is designed with an applied focus for students interested in how psychology is used in everyday life and is related to other social sciences. The course surveys different psychological perspectives and theoretical foundations and how these are

applied across a person's life taking into account the influence of factors such as culture, gender, ethnicity, historical cohort, and socio-economic status. A broad understanding of how scientists, clinicians, and practitioners study and apply psychology is emphasized. (AA/AS, CSU)

### **PSYCH 5 Biological Psychology (3)**

**Class Hours:** 54 Lecture

D9

**Prerequisite:** Successful completion of PSYCH 1 General Psychology or the equivalent

PSYCH 5 introduces the scientific study of the biological bases of behavior and its fundamental role in the neurosciences. Physiological, hormonal, and neurochemical mechanisms, and brain-behavior relationships underlying the psychological phenomena of sensation, perception, regulatory processes, emotion, learning, memory, and psychological disorders will be addressed. The course also notes historical scientific contributions and current research principles for studying brain-behavior relationships and mental processes. Ethical standards for human and animal research are discussed in the context of both invasive and non-invasive experimental research. (AA/AS, CSU, UC)

### **PSYCH 6 Research Methods in Psychology (3)**

**Class Hours:** 54 Lecture

**Prerequisites:** Successful completion of PSYCH 1 (General Psychology) or the equivalent and MATH 25 (Elementary Statistics) or the equivalent.

PSYCH 6 surveys various psychological research methods with an emphasis on research design, experimental procedures, descriptive methods, instrumentation, and the collection, analysis, interpretation, and reporting of research data. Research design and methodology will be examined through a review of research in a variety of the sub-disciplines of psychology. (AA/AS, CSU, UC)

### **PSYCH 29 Introduction to Sport and Exercise Psychology (3)**

**Class Hours:** 54 Lecture

D9, E

**Advisory(s):** Successful completion of ENG 51A Introduction to Communication Skills or equivalent.

PSYCH 29 is the study and application of psychological principles and foundations to sport and exercise across the lifespan activity contests. This course is designed to promote and understanding of the concepts and applied principles of sport and exercise psychology. Findings and principles from the sport and exercises psychology literature will be applied to sport and physical activity participants, ranging from youth sport and community exercise programs to elite and world class performers. (AA/AS, CSU)

*This course may be taken for either PE 29 or PSYCH 29 credit but not for both.*

## **Restaurant Management**

### **RM 10 Introduction to Food Service Operations (3)**

**Class Hours:** 54 Lecture

**Advisory(s):** Successful completion of CUL 50 (Safety and Sanitation) or equivalent strongly recommended

RM 10 is designed to provide an overview of the basic principles and fundamentals relating to food service operations. This course will provide instruction in the history of food service operations from ancient to modern times, types of food service operations, food safety, menu planning, purchasing, receiving and inventory control, production and distribution systems, facility planning, marketing and human resource management. (AA/AS, CSU)

### **RM 11 Food and Beverage Service (3)**

**Class Hours:** 54 Lecture

**Advisory(s):** Successful completion of CUL 50 (Safety and Sanitation) or equivalent strongly recommended

RM 11 is designed to identify the crucial elements involved in the successful operations of a food and beverage service and their inter-relationships. This course will provide instruction in the management of marketing, operation, cost and design control, facilities and equipment requirements and product selection. This course will also place special emphasis on staff training and development, motivation and legal regulations for beverage sales. (AA/AS, CSU)



**RM 12 Food & Beverage Cost Control****(3)***Class Hours: 54 Lecture**Advisory(s): Successful completion of CUL 50 (Safety and Sanitation) or equivalent strongly recommended*

RM 12 is designed to provide the basic skills required to understand and utilize cost control systems. This course provides instruction in managing income and expenses associated with food and beverage operations. It provides an overview of managing the cost of food, beverage, labor and other expenses as well as determining sales volume and analyzing trends to improve the overall income control system. (AA/AS, CSU)

**RM 61 Culinary Theory and Fundamentals****(3)***Class Hours: 36 Lecture, 18 Laboratory**Advisory(s): Successful completion of CUL 50 (Safety and Sanitation) or equivalent strongly recommended*

RM 61 is an introductory course in the culinary arts. This course emphasizes the origins of professional food preparation, terminology, tools and equipment, safety and sanitation requirements for ServSafe certification, basic food preparation and cooking fundamentals, principles and techniques. (AA/AS)

**RM 63 Culinary Concepts****(3)***Class Hours: 36 Lecture, 54 Laboratory**Advisory(s): Successful completion of CUL 50 (Safety and Sanitation) or equivalent strongly recommended*

RM 63 is an overview of food history, nutrition and classical culinary concepts. This course provides instruction in the history of foodstuff and the development of mankind, principles of nutrition in food preparation and classical French culinary techniques, processes and methods. Special emphasis is placed on classical French cooking theories, the principles of Escoffier, classical French sauces, stocks, flavoring/seasoning techniques and soups. The course covers meat, poultry, fish and shellfish cooking techniques as well as vegetable, potatoes and other starch preparation and cooking techniques. (AA/AS)

**RM 64 Cuisines of the World****(3)***Class Hours: 36 Lecture, 54 Laboratory**Advisory(s): Successful completion of CUL 50 (Safety and Sanitation) or equivalent strongly recommended*

RM 64 emphasizes the principles, procedures and techniques of food preparation associated with traditional cuisines of the America's, Europe and Asia. This course will provide instruction in selecting and preparing traditional cuisine from America, Europe and Asia, equipment requirements, storage, herbs and spices, sauces and entrée preparation techniques. (AA/AS)

**RM 65 Catering and Beverage Services****(3)***Class Hours: 54 Lecture**Advisory(s): Successful completion of CUL 50 (Safety and Sanitation) or equivalent strongly recommended*

RM 65 emphasizes basic catering and beverage service concepts, principles and procedures in relation to providing quality products and services. This course focuses on historical banqueting, trends within the catering and beverage service industries, styles of catering operations, catering menu program and design, catering procedures and techniques, tools and equipment for catering and beverage service operations, staffing requirement, purchasing, receiving and storage procedures and regulations governing catering and beverage service operations. (AA/AS)

**RM 66 Event Planning and Special Event Tourism****(3)***Class Hours: 54 Lecture**Advisory(s): Successful completion of CUL 50 (Safety and Sanitation) or equivalent strongly recommended*

RM 66 is a comprehensive study of event planning and special event tourism. This course provides instruction in the stages of successful event development, scheduling and organizational elements, catering, marketing, legal requirements and risk management as well as instruction in the history of tourism, motivation for tourism and tourism as it applies to special event venues. (AA/AS)

## Social Work

**SW 15X Occupational Work Experience Education****(1-8)**

Cooperative Work Experience Education (CWEE) develops skills and knowledge by integrating classroom study with planned, supervised work experience. It is based on the principle that well-educated individuals develop most effectively through an

educational plan that incorporates work experience. Through these structured experiences, the students enrich their college studies, which enhance their total development.

Occupational Work Experience is supervised employment which is intended to assist students in acquiring desirable work habits, attitudes and career awareness in the field of the student's major. Students may earn up to 8 units per semester for a maximum of 16 total units. Credits are awarded for paid or voluntary work. For every 75 hours of paid work completed within the semester, 1 unit of credit is awarded. For every 60 hours of volunteer work completed within the semester, 1 unit of credit is awarded. Occupational Work Experience credits are counted as electives toward an Associate's Degree at West Hills College Lemoore and are transferable to four year universities (for specific transfer eligibility, please contact a counselor or an advisor).

### **SW 20 Introduction to Social Welfare (3)**

*Class Hours:* 54 Lecture

D7

*Advisory(s):* Successful completion of English 51A (Introduction to Communication Skills) or the equivalent.

SW 20 provides the student with an introduction to Social Welfare institutions, policies and the social work profession. Emphasis is on history, knowledge base, value systems and specific fields of practice. (AA/AS, CSU, UC)

### **SW 21 Eligibility and Case Management (3)**

*Class Hours:* 54 Lecture

*Advisory(s):* Successful completion of English 51A (Introduction to Communication Skills) or the equivalent.

SW 21 focuses on the function, role, and responsibilities of the human services worker within the fields of criminology, psychology, sociology, and social work. Students will be exposed to practical applications, model approaches, and techniques utilized within the field. (AA, CSU)

### **SW 22 Individual and Group Support (3)**

*Class Hours:* 54 Lecture

*Advisory(s):* Successful completion of English 51A (Introduction to Communication Skills) or the equivalent.

SW 22 is an overview of basic support models, including psychoanalytic, behavioral, cognitive and humanistic counseling approaches. This course will introduce students to the major theories of counseling (psychoanalytic, Adlerian, existential, person-centered, Gestalt, reality, behavior, cognitive-behavior, family systems, feminist and, postmodern approaches). Students will explore contemporary issues that influence the human services profession. Including ethics, assessment and working with individuals from diverse communities. Students will examine contextual factors that can impact the counseling process (e.g., gender, social status, culture, ethnicity/race and sexual orientation) and explore psychological mechanisms that promote positive change in people's lives. Includes a personal counseling experience emphasizing active listening and non-judgmental feedback delivery. (AA, CSU)

### **SW 23 Substance Abuse Counseling (3)**

*Class Hours:* 54 Lecture

*Advisory(s):* Successful completion of English 51A (Introduction to Communication Skills) or the equivalent.

SW 23 explores intervention and treatment of the chemically dependent and of family members, community resources, and laboratory skills development. The course will address substance abuse etiology, assessment, diagnosis, and treatment planning. Special counseling issues and concerns will be covered related to various aspects of substance abuse counseling. (AA, CSU)

## **Sociology**

### **SOC 1 Introduction to Sociology (3)**

*Class Hours:* 54 Lecture

D0

*Advisory(s):* Successful completion of English 51A (Introduction to Communication Skills) or the equivalent.

SOC 1 is an introduction to the sociological concepts and theoretical perspectives of sociology and their application to the fundamental problems of social life. The course includes an overview of sociological explanations, methods, and findings in social structure, group dynamics, socialization, social stratification culture, social change, and global dynamics. (AA/AS, CSU, UC)

**SOC 2 Critical Thinking and Social Problems****(3)***Class Hours:* 54 Lecture

A3, D0

*Prerequisite:* Successful completion of English 51A (Introduction to Communication Skills) or the equivalent.

SOC 2 explores major social problems experienced by society, with an exploration of the role of power in defining social problems, causes and consequences, theoretical perspectives, proposed solutions, and methods of interventions. The course focuses on the application of critical thinking skills to strengthen critical analysis and heighten social awareness. (AA/AS, CSU, UC)

**SOC 3 Marriage and Family****(3)***Class Hours:* 54 Lecture

D0, D4, E, P/NP

*Advisory(s):* Successful completion of English 51A (Introduction to Communication Skills) or the equivalent.

SOC 3 explores diversity in family dynamics including historical and recent changes. Topics focus on socio-cultural and economic forces shaping the family, love, mate selection, sexuality, communication patterns, parenthood, and dissolution. Students will learn how paired relationships work in contemporary mass society, why they succeed, and why they sometimes fail. (AA/AS, CSU, UC)

**SOC 5 Cultural Sociology****(3)***Class Hours:* 54 Lecture

D0

*Advisory(s):* Successful completion of English 51A (Introduction to Communication Skills) or the equivalent.

SOC 5 surveys multiple dimensions of diversity and social stratification in the United States, including race, ethnicity, age, class, physical ability, religion, gender and sexuality. This course promotes cultural awareness aimed at building cultural intelligence. Attitudes and competencies emphasize theoretical perspectives, cultural change, and future trends in diversity. (AA/AS, CSU, UC)

**SOC 6 Drugs and Society****(3)***Class Hours:* 54 Lecture*Advisory(s):* Successful completion of English 51A (Introduction to Communication Skills) or the equivalent.

SOC 6 explores drugs in modern society. The course will address drugs as a social problem including drug effects, trends, regulations, prevention, and treatment. Drug issues and concerns related to use, abuse, dependence, crime, violence, and public policy will be explored. (AA/AS, CSU, UC)

**SOC 7 Sociology of Mental Health****(3)***Class Hours:* 54 Lecture*Advisory(s):* Successful completion of English 51A (Introduction to Communication Skills) or the equivalent.

SOC 7 examines the perception and response to mental illness, the way mental health services have evolved, and the way different populations are included and excluded from service delivery. The course will address a range of topics on mental health, mental disorders, and the delivery of mental health services in American society. (AA/AS, CSU)

**SOC 10 Sociological Practice****(3)***Class Hours:* 54 Lecture*Advisory(s):* Successful completion of English 51A (Introduction to Communication Skills) or the equivalent.

SOC 10 examines sociological practice and its tools in understanding intervention in, and/or enhancement of human social life. Students will learn about applied and clinical sociology as multidisciplinary, humanistic fields that assess and reduce problems through analysis and intervention. Students will be exposed to critical assessments of beliefs, policies, and practices with an eye toward improving the situations through civic engagement and change. (AA/AS, CSU)

## Work Experience

**WE 15XX General Work Experience (1-6)**

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

General Work Experience is supervised employment which is intended to assist students in acquiring desirable work habits, attitudes and career awareness. The work experience need not be related to the student's educational goals. Students may earn up

to six (6) units per semester for a maximum of sixteen (16) total units. Credits are awarded for paid or volunteer work. For every seventy-five (75) hours of paid work completed within the semester, one (1) unit is awarded. For every sixty (60) hours of volunteer work completed within the semester, one (1) unit of credit is awarded. General Work Experience credits are counted as electives toward an Associate's Degree at West Hills College Lemoore and are transferable to four year universities (for specific transfer eligibility, please contact a counselor or an advisor). General Work Experience may not be a payable class under VA benefits.



# Faculty & Staff

Abela, Brian.....Chemistry 2005 B.S., University of California, Davis M.S., University of California, Riverside	Gibson, Bob.....Math 1977 B.S., Cal Poly, San Luis Obispo M.S., California State University, Fresno
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B.S. California State University, Fullerton
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B.A., Ed.D., California State University, Fresno  
M.L.I.S, San Jose State University
- Paden, Monte..... CIS, Business, Economics 1997  
A.S., College of the Sequoias  
B.S., California State University, Fresno  
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B.A., M.A., California State University, Fresno
- Picchi, Andrea .....Physical Education 2012  
A.A., Irvine Valley College  
B.A., Whittier College  
M.A., National University  
M.S., Azusa Pacific University
- Preston, James..... Dean of Educational Services 2000  
B.A., University of California, Santa Barbara  
M.A., Fresno Pacific University
- Quilici, Teresa ..... Counselor 2015  
A.A., College of the Sequoias  
B.A., M.S., California State University, Fresno
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B.S., California State University, Fresno  
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- Rai, Rupinder ..... Counselor 2008  
B.S., M.S., California State University, Fresno
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B.F.A., San Jose State University
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A.A., West Hills College  
B.A., Fresno Pacific College
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B.A., Fresno Pacific University  
M.A., California State University, Fresno
- Ruble, Jody.....Dean of Student Services 2004  
B.S., California State University, Fresno  
M.A., Mennonite Brethren Biblical Seminary
- Sheffield, Kim ..... English 2008  
A.A., College of the Sequoias  
B.A., M.A., California State University, Fresno
- Shehorn, Jacqueline ..... English 1997  
B.A., University of California, Irvine  
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- Simon, Giselle..... Director of Special Grants-Career Pathways 2007  
B.S., M.S.W., California State University, Fresno
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B.S., M.S., California State University, Fresno
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B.S., M.A., San Jose State University
- Thomas, Jay .....Math 2015  
B.S., Cal Poly, San Luis Obispo  
M.A., Chapman University
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B.S., Fresno Pacific University  
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Upward Bound Math/Science 2000  
A.A., West Hills College  
B.A., Fresno Pacific University  
M.A., Cal Poly, San Luis Obispo
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B.S., University of Science & Technology of China  
M.S., University of Missouri  
Ph.D., Purdue University

# Index

- A** \_\_\_\_\_
- Abbreviations for Degree, Non-Degree, and Transfer Courses 117
  - Academic Dismissal 18
  - Academic Freedom 7
  - Academic Probation 17
    - Veterans 32
  - Academic Regulations 13
  - Academic Renewal Policy and Procedures 19
  - Accreditation 7
  - Adding/Dropping a Class 13
  - Administration v
  - Administrative Provisions for Changes or Waivers 26
  - Admission
    - General Information 9
    - International Students 23
    - Procedure 9
  - Affirmative Action 26
  - AOJ-Administration of Justice
    - Courses 119
    - Degrees 49,55,56
  - Art
    - Courses 122
    - Degree 49,58
  - ASL-American Sign Language
    - Courses 122
  - Associate Degree
    - Additional 48
    - Arts 45
    - Programs Offered 49
    - Requirements 45
    - Science 47
  - Athletics 37
  - Attendance 14
  - Auditing Courses 23
- B** \_\_\_\_\_
- BIO-Biology
    - Courses 126
    - Degree 49,59
  - BUS-Business
    - Courses 128
  - Business Administration
    - Degree 49,63
  - Business Office Technologies
    - Degree/Certificates 49,65
- C** \_\_\_\_\_
- Calendar vi
  - Cal Grant
    - B Program (State) 33
    - C Program (State) 34
  - California State University (CSU)
    - General Ed Requirements 51
    - Transfer to 54
  - CalWORKs 30
  - CARE-Cooperative Agencies
    - Resources for Education 30
  - Career Center 31
  - Career Program. *See* ajor
  - Catalog Rights 19
  - CD-Child Development
    - Certificate 49,69
    - Courses 131
    - Degree 67
    - Permit 68
  - Certificate
    - Programs 48
  - Challenge of a Limitation on Enrollment. *See* imitation on Enrollment
  - CHEM-Chemistry
    - Courses 130
    - Degree 49,67
  - Child Development 49
  - CIS-Computer Information Systems
    - Courses 135
    - Degree & Certificate 49,74
  - Class Cancellations 14
  - Class Hours 117
  - Classification of Students 10
  - CLEP (College Level Examination Program) 22
  - Code of Conduct 25
  - College Units to High School 22
  - College Work Study (Federal and State) 34
  - COM-Communication Courses 139
  - Commencement Exercises 44
  - Community Service Option 17
  - Competencies 47
  - Compliance Statement 8
  - Corequisite 117
    - Challenge 16
    - Policy 15
  - Counseling 29
  - Course Information
    - General 117
    - Numbering 117
    - Subject 117
  - Course Repetition 16,17
  - Credit for Military Schools 22
  - CUL-Culinary Courses 140
  - CWEE-Cooperative Work Experience Education 39
- D** \_\_\_\_\_
- Deans List 17
  - Direct Student Loan Program 34
  - Discrimination 27
  - Distance Learning 40
  - Drug Abuse Policy 26
  - Duty to Grant 43
- E** \_\_\_\_\_
- EALS-Educational Access & Learning Support 31
  - ECON-Economics Courses 143
  - EDUC-Education Courses 143
  - Electives 47
  - Eligibility Requirements 9
  - Email 26
  - Emergency Student Loan Program 34,35,36
  - EMT-Emergency Medical Training Course 144
  - ENG-English Courses 147
  - ENGR-Engineering
    - Courses 146
    - Degrees 49,79
  - EOPS-Extended Opportunity Program and Services 30



**E (cont.)**

ESL-English as a Second Language  
Courses 148  
Examinations 14

**F**

Faculty & Staff 183  
Family Day Care Certificate 49,71  
Family Educational Rights and  
Privacy Act of 1974 26  
Fees 9  
Field Trips 27  
Financial Aid 32  
FLSPN-Foreign Language Spanish  
Courses 149  
Food Service 37  
FSEOG 34

**G**

General Education Requirements 43,  
45  
General Work Experience 39  
GEOG-Geography  
Courses 149  
Degree 49,80  
GEOL-Geology  
Courses 151  
Degree 49,83  
GPA-Grade Point Average 15  
Grade Changes 15  
Grade Point Average (GPA) 47  
Graduation Requirements 43  
Grants 33  
GS-Guidance Studies Course 151  
Guiding Principles 7. *See* Principles

**H**

Health Science 49  
HE-Health Education Course 152  
Helpdesk 9  
HIST-History Courses 153  
History of WHCCD 7  
HM-Hotel Management Courses 154  
Honors 17  
HRCM-Hotel, Restaurant and Casino  
Management  
Courses 156  
Degrees/Certificates 49,85

HS-Health Science  
Courses 152  
Degree, General 84

**HUM-Humanities**

Courses 157  
Hybrid 41

**I**

IGETC-Intersegmental General  
Education Transfer Curriculum  
53

Instructional Goals 39

Instructional Services 39

International Students Admission.  
*See* Admission/International  
Students

IS-Interdisciplinary Studies Courses  
157

**J**

Job Placement 34

**K**

KINES-Kinesiology  
Course 158  
Degree 49,90

**L**

Learning Resource Center 40  
Liberal Arts Degrees  
Art & Humanities 49  
Communication 49  
Elementary Teacher Preparation 49,95  
Math & Science 49,93  
Social Science 49,94

Library 40

Limitation on Enrollment 16

LING-Linguistics Course 159

Local Degree Graduation  
Requirements 45

**M**

Major 45. *See* Associate Degree Major  
Major Requirements 45  
Materials Fees 10  
MATH-Mathematics  
Courses 160  
Degree 49,97  
Matriculation 29  
Military 11

Military Program 32

Mission Statement 7

MM-Maintenance Mechanics Courses  
159

MUS-Music Courses 162

**N**

NC/WKFSK-Non-Credit Courses 163

Non-Resident/International Student  
Tuition 9

Non-Traditional Credit 21

NURS-Nursing  
Courses 164  
Degree/Certificates 49,98

NUT-Nutrition Course 170

**O**

Occupational Work Experience 39

Off Campus Meetings 27

Online Courses 41

Open Enrollment 117

**P**

PA-Performing Arts Courses 171

Pass/No Pass Classes 13

Pell Grants 33

PE-Physical Education  
Activity Courses 172  
Non-activity Courses 173

Petition to Graduate 43

PHIL-Philosophy Courses 172

PHYSICI-Physical Science Courses 174

PHYSICS-Physics  
Courses 175  
Degree 49

Placement Test 10  
Advanced 22  
Exemption 10

POLSCI-Political Science Courses 176

Prerequisite 15

Presidents Citation 17

Presidents Message iv

Programs of Study 55

Progress Probation 17

PSYCH-Psychology  
Courses 176  
Degree 49,110

---

**R** 

---

Refund 10  
Refunds/Repayments 32  
Registration 9  
Remedial Coursework Limit Policy 13  
Repayment Policy 33  
Residence Eligibility 11  
RM-Restaurant Management Courses  
177

**S** 

---

Scholarships 35  
Servicemembers Opportunity  
Colleges 21  
Sexual Harassment Policy 27  
Short-term Classes 10  
SOC-Sociology Courses 179  
Special Programs 21  
Sterile Processing Certificate 49,113  
Student Educational Plan 29  
Student Fees 9  
Student Government Association  
(SGA) 37  
Student Grievance Procedure 27  
Student Life 37  
Student Services 29  
Student Study-Load Regulations 13  
SW-Social Work Courses 178

**T** 

---

Transcript 19  
Transfer Center 31  
Transfer Information 51  
Tutorial Services 32

**U** 

---

University of California (UC) 54  
Upper Division Coursework 23

**V** 

---

Veterans 31  
Videoconference 41  
Vision Statement 7

**W** 

---

Web-Enhanced 41  
WE-Work Experience Courses 180  
Withdrawal 19





