

West Hills College Lemoore Catalog

2017-2018

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WEST HILLS COLLEGE
LEMOORE

West Hills College Lemoore

Catalog

2017-2018



WEST HILLS COLLEGE
LEMOORE

Once you **go here,**
you can **go anywhere**™

About This Catalog

Every effort has been made to assure the accuracy of the information in this catalog. Students are advised, however, that such information is subject to change without notice and that the Board of Trustees of the West Hills Community College District and the Chancellor of West Hills College Community College District reserve the right to add or delete classes and to add, amend, or repeal rules, resolutions or policies within the administrative area of such officer, including registration dates and information. Courses listed herein may not be offered as a result of staff reductions, low enrollments, changes to program offerings, or state legislation and/or financial considerations. All classes are offered subject to sufficient enrollment to justify them economically. In those cases in which classes must be canceled for lack of enrollment, every attempt will be made to reschedule students to meet their needs. It is the policy of the West Hills Community College District that unless specially exempted by statute, every course section or class, the average daily attendance of which is to be reported for State funding, wherever offered and maintained by the District, shall be fully open to enrollment and participation by any person who has been admitted to the College and who meets such prerequisites as may be established pursuant to Education Code Title V section 58100. This catalog is being distributed by the most cost-effective method available for West Hills College Lemoore to meet an obligation to inform citizens about its courses and programs.

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West Hills College Lemoore

President's Message



Thank you for choosing West Hills College Lemoore (WHCL), and welcome to the 2017-18 academic year. The WHCL Catalog is your guide to navigating college policies and procedures, to accessing support services, and to understanding your rights and responsibilities as a student at WHCL.

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

We have new and exciting initiatives underway including our Open Educational Resources (OER), which will eliminate or considerably reduce the cost of textbooks through the use of free/low-cost online materials. We are redesigning our curriculum in an effort to accelerate your time to completion with co-requisite classes and personalized pathways to success. We are developing real-time online counseling, with video chat features, launching a new mobile app, and revamping our website to include a mobile responsive design. It is an exciting time at WHCL, and we are glad you are here to experience these changes.

We are relentless in our pursuit of student success, and we promise to do all we can to help you achieve your dreams. Please feel free to contact me if there is anything I can do to help you. I look forward to seeing you around campus and in the new Golden Eagle Student Union.

Best wishes for a successful year,

A handwritten signature in black ink that reads "Kristin Clark". The signature is written in a cursive style and is followed by a horizontal line.

Dr. Kristin Clark

President, West Hills College Lemoore

West Hills College Lemoore

559-925-3000

559-924-8065 (TTY)

www.westhillscollge.com

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Dr. Linda Thomas, Vice Chancellor

Instructional Calendar 2017-2018

2017 Summer Session

May 30 – August 8, 2017 Instruction Begins/Ends
 July 4 Independence Day Observed

2017 Fall Semester

August 9 W Professional Dev Day, No Classes
 August 10 Th Professional Dev Day, No Classes
 August 11 F Instruction Begins
 September 4 M Labor Day, No Classes
 October 13 F Last Day to Petition to Graduate
 October 16 M Second 9-week Classes Begin
 October 27 F Flex Day, No Classes
 November 10 F Veteran's Day Observed, No Classes
 November 13 M Last Day to Withdraw with a W
 November 23-24 Th-F Thanksgiving, No Classes
 December 11-15 M-F Finals Week
 December 15 F End of Fall Semester
 Total Instructional Days: 87

2018 Spring Semester

January 10 W Professional Dev Day, No Classes
 January 11 Th Professional Dev Day, No Classes
 January 12 F Instruction Begins
 January 15 M Martin Luther King Day, No Classes
 February 9 F Lincoln's Day Observed, No Classes
 February 19 M Washington's Day Observed, No Classes
 March 16 F Last Day to Petition to Graduate
 March 19 M Second 9-week Classes Begin
 March 26–30 M-F Spring Recess
 April 6 F Flex Day, No Classes
 April 20 F Last Day to Withdraw with a W
 May 21-25 M-F Finals Week
 May 24 Th Coalinga Commencement
 May 25 F Lemoore Commencement
 May 25 F End of Spring Semester
 Total Instructional Days: 88

General Information

History

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

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

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

Accreditation

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

Mission Statement

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

Vision Statement

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

Institutional Student Learning Outcomes (ISLOs)

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

Communication Competency

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

Analytical Inquiry

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

Information Competency

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

Quantitative Reasoning

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

Ethical Reasoning

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

Ability to Engage Diverse Perspectives

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

Personal, Academic, and Career Development

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

Academic Freedom

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

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

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

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

The West Hills Community College District seeks to develop in its students a sense of thoughtful independence. To do so, students and faculty must be free within the classroom and through scholarly research, creative activity, and community service to explore the widest possible range of viewpoints. The District specifically endorses the following portion of the American Council on Education's Statement on Academic Rights and Responsibilities:

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

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

Compliance Statement

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

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

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

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

The coordinator for Title IX, Section 504/ADA is Ken Stoppenbrink, Vice Chancellor of Business Services/Human Resources. Inquiries regarding the equal opportunity policies, the filing of grievances or grievance procedures covering discrimination complaints may be directed to: Ken Stoppenbrink, Vice Chancellor, Business Services/Human Resources, West Hills College District, 9800 Cody Street, Coalinga, CA 93210, (559) 934-2160.

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

West Hills College is an Equal Opportunity Employer.

Declaracion de Cumplimiento

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

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

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

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

El Coordinador de Título IX, sección 504/ADA es Ken Stoppenbrink, Vice Canciller de negocios servicios y recursos humanos. Las consultas sobre las políticas de igualdad de oportunidades, la presentación de reclamaciones o procedimientos para quejas sobre quejas de discriminación puede ser dirigida a: Ken Stoppenbrink, Vice Canciller, negocios servicios y recursos humanos, Distrito Universidad West Hills, 9800 Cody Street, Coalinga, CA 93210, (559) 934-2160.

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

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

Admissions

Help Desk Services

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

Eligibility Requirements

Admission to West Hills College Lemoore requires one of the following:

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

Eligibility for Dual Enrollment Admission Definitions:

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

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

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

Specially admitted students released from their high school to attend full-time must pay the enrollment fee and all other appropriate fees as assessed. However, full-time special admit students may qualify for the Board of Governors Fee Waiver program.

Admission Procedure

Students must apply using our online application available at www.westhillscollge.com/lemoore or by visiting the Student Union on campus.

Orientation

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

Placement Tests

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 Student Union at (559) 925-3000 or the Lemoore Naval Air Station Center at (559)925-3350.

Placement Testing Exemption Policy

The following students are exempt from placement testing:

- 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.
- 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.

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.

Documents Required (Transcripts)

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

Student Correspondence

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

Registration and Course Schedule

Registration is the formal process of securing a seat in and arranging courses desired by the student into a program of classes. Semester class schedules are available online via the student portal, myWestHills. <http://www.westhillscollege.com/portal/portal.asp>

Reg365

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

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

Registration Holds

All student obligations must be met before a student’s record is considered clear for registration. Outstanding holds prevent registration for classes, the ability to obtain enrollment verifications, grades, academic transcripts, degrees, and other services offered by the college.

Enrollment Priorities

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

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

- First-time students shall be defined as students with no district courses recorded on their academic record, and who have not previously been awarded priority registration.
 - Potential graduating seniors and first time students are required to complete orientation, assessment, and an education plan.
-

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

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

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

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

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

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

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

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

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

Appeal of Loss of Enrollment Priority

Students may appeal the loss of enrollment priority when the loss is due to extenuating circumstances.

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

Late Registration

Students may add full-term course sections through the first week of the semester. When seats are available, students may add a full-term course section in the second week of a semester class with the instructor's approval.

Wait Lists

When seats are not available prior to the start of the term, students may add themselves to a course section waitlist. If seats become available, the first eligible student is informed of and offered a seat in the class via your myWHCCD.edu email address.

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

Auditing Courses

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

Adding or Dropping a Class

Students may change their schedule by adding or dropping full-semester classes through the first week of instruction using the MyWestHills portal without instructor permission as long as prerequisites have been met for the desired course addition.

- Full Term (18 week) courses — A course may be dropped during the first three weeks of instruction without a notation appearing on the academic record. A grade of W will be assigned from the fourth week through the end of the 13th week. If the student remains enrolled in a class through the beginning of the 14th week, a letter grade other than W will be assigned. ***It is the student's responsibility to drop a class in which he/she no longer wishes to be enrolled.***
- Short-term (less than 18 week) courses - A course may be dropped prior to the first 20% of instruction without a notation appearing on the academic record. A grade of W will be assigned to any drops from the 20% point and before the 75% point of Instruction. If the student remains enrolled in a class from the 75% point on, a letter grade other than W will be assigned. ***It is the student's responsibility to drop a class in which he/she no longer wishes to be enrolled.***

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

Class Cancellations

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

Tuition and Fees

Student Fees

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

Resident Enrollment Fees

California residents (per unit)\$46

Non-Resident Fees and Tuition

Enrollment fees (per unit)\$46

Tuition (per unit)\$234

Capital outlay (per unit) \$82

Total cost per unit for non-resident students' academic year.....\$362

Fee Waivers

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

Audit Fee

Class audit fee (per unit) \$15

Credit by Exam

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

Other Fees or Costs

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

Parking No charge

Transcripts

First two (request in person) No charge

All Electronic requests.....\$5 each

Rush processing\$10 each

Books & Supplies

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

Materials Fees

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

Payment

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

Refunds

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

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

Enrollment fee refunds for semester classes (18 weeks)

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

Short-term classes

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

Military Services

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

- Tuition Assistance
- My Career Advancement Account (MyCAA) Scholarship
- Veteran Educational Benefits (Chapter 31 Vocational Rehab. and Chapter 33 Post 9/11).
- Cal Vet Fee Wavier

For more information on these and other services, call:

Military Service Members and Spouses (559) 925-3350

Veterans and Dependents (559) 925-3215

Residence Eligibility**Determining Residency for Tuition Purposes**

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

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

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

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

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

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

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

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

Residency Exceptions

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

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

Classification of Students

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

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

Student Study-Load Regulations

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

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

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

Remedial Coursework Limit Policy

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

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

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

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

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

Pass/No Pass Classes

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

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

Attendance

Students are expected to attend all sessions of each class in which they are enrolled. Students who do not attend the first class meeting may be dropped by the instructor as a no-show. Excessive absences may result in the student being dropped from his/her class. If unusual circumstances prevent the student from attending, he/she should notify the college. However, the decision to retain a student in class is the decision of the instructor.

To assure no grade penalty for the course, the student should go online and drop themselves from the course. Students are responsible for 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 cumulative grade point average. Scholastic standing is determined by dividing accumulated grade points by the number of units attempted. In addition, a GPA of 2.0 must be maintained within the major.

Grade Changes

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

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

Prerequisite/Corequisite Policy

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

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

Prerequisite/Corequisite Challenge Procedure

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

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

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

Limitation on Enrollment

Enrollment may be subject to limitations based on reasons of:

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

Challenge of a Limitation on Enrollment

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

Grounds for Challenging a Limitation on Enrollment

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

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

Procedures for Challenging a Limitation on Enrollment

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

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

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

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

Course Repetition Under Special Circumstances

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

Honors

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

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

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

Academic Probation

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

Notification of Academic and Progress Probation

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

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

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

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

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

Academic Dismissal and Procedures

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

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

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

Dismissal Notification

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

Appeal of Dismissal

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

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

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

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

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

After Fall Dismissals

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.
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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:

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

Continuous enrollment is defined as being officially enrolled in one primary term per academic year regardless of the number of units completed. Also, a student is considered to be in attendance even if he/she registered and totally withdrew from the school during the semester/term as long as the official transcript so indicates. Active military duty 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.
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- 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 (SOC-2), West Hills College Lemoore acts in accordance with SOC principles and criteria. Our dedication ensures the following:

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

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

Advanced Placement Examinations

West Hills College Lemoore will grant unit credit to those students who participate in the Advanced Placement Examinations offered by The College 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

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

- West Hills College Lemoore will award equivalent college course credit for Military Service Schools as recommended by the ACE Directory.
- A maximum of twenty seven (27) semester units of elective degree credit may be awarded for those service schools that the ACE Directory recommends for specific lower division credit, but for which West Hills College Lemoore does not offer a specific equivalent.
- In addition, 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.
- West Hills College Lemoore Request for Evaluation of Military Record must be an official military transcript (JST).
- All units granted by West Hills College Lemoore will be placed officially on the current transcript of the student. (See also section on Veterans for additional information).
- 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 Union.
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Credit for Articulated High School Courses

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

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

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

The student may, optionally, request and complete credit by examination from the college for these articulated courses. If the student successfully completes the credit by exam, the course completion information is posted to the student's transcript along with a notation of credit by examination.

Transfer of College Units to High School

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

Transfer Credits Accepted from other Institutions

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

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

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

Acceptance of Upper Division Coursework

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

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

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

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

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

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

Check Your Student Email

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

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

Harassment on the basis of sex is a violation of Section 703 of Title VII of the 1964 Civil Rights Act, which is enforced by the Equal Employment Opportunity Commission. Sexual harassment is included among legal prohibitions against discrimination. Title IX of the Education Amendments of 1972 also establishes sexual harassment as

discriminatory and unlawful. The college Title IX Coordinator is Vice President of Student Services, Sylvia Dorsey Robinson. More information regarding Title IX and be found at <http://www.westhillscollege.com/lemoore/about/campus-safety/index.asp> for more information.

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

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

Student Grievance Procedure

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

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

West Hills College Lemoore counseling programs include the following:

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

Matriculation

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

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

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

On the student's part, the agreement includes:

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

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.

Disabled Students Programs and Services (DSP&S)

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

- Individual, academic 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 DSPS Program at 925-3331.

Transfer Center

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

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

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.

The Workplace Internship Network (WIN) Center

The Workplace Internship Network (WIN) Center supports the West Hills College Lemoore mission of preparing students for careers. The WIN Center provides a variety of 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 WIN Center at 925-3307.

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.westhillscollge.com/lemoore/students/student_programs/active_military/index.asp

Student Financial Assistance

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

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

Information can be obtained from the Financial Aid Office, at 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 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://fsaid.ed.gov/npas/index.htm>

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

Pell Grants (Federal)

Federal Pell Grants are available only to undergraduate students who have not received a bachelor's degree. This grant must be applied for by students before consideration of any other grant aid program can be made. The Pell Grant amount is determined by a formula that considers the student's enrollment status and expected family contribution. For the 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.

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 primarily terms (fall and spring), may lose their fee waiver. In addition, if the cumulative number of units completed is less than 50 percent in two consecutive terms (fall and spring), students may also lose the fee waiver. Students will be notified within 30 days of the end of each term of their status and that a second term of probation will result in a loss of the 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

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.

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.

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.

Students can opt in to purchase a \$10 student activity benefit fee each semester. The fee provides the student to free entry to athletic events, access to the fitness center during open hours, discounts in the community and other benefits. Student can select the fee by clicking the appropriate box during registration. Students who opt into the fee receive a card indicating so. The fee goes toward funding student leadership training, and student activities provided by the Associated Student Body.

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

Student Organizations

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.

Student Athlete Advisory Committee (SAAC) — Board of students who bind together to advocate for the betterment of the student athlete program. Originally formed as a committee of the captains of the various athletic teams on campus, but is now open to all students and athletes. Contact: Chris Hawken (christopherhawken@whccd.edu)

Educators Rising — State chartered, student-run branch of TEAM Teach; work toward the development of future educators. Contact: Shannon Turmon (shannonturmon@whccd.edu)

Cru Christian Club — Nationally chartered, non-denominational Christian ministry. Contact: Bruce Harwell (bruceharwell@whccd.edu)

Students Promoting Learning Art Appreciation Techniques (SPLAAT) — Promotes art appreciation and student creativity through art on campus. Contact: Kristen Kennedy (kristenkennedy@whccd.edu)

Drama Club — Promotes the appreciation of theatrical performance art. Contact: David Brooks (davidbrooks@whccd.edu)

Mission Possible Awareness Club (MPAC) — Raises awareness of issues related to special student needs on campus. Contact: Lataria Hall (latariahall@whccd.edu)

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

Go Green — Raises campus awareness of environmental issues. Contact: Bob Hall (bobhall@whccd.edu)

Eagle Pantry — Nationally chartered food recovery program to fight student food insecurity. Contact: Dr. Vera Kennedy (verakennedy@whccd.edu)

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 Vel's Diner, located in the Student Union, Monday through Thursday, 7:00 a.m. to 7:00 p.m. and Friday, 7:00 a.m.-5:00 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
- Emergency Medical Training- EMT 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 Work Experience Courses

The student must:

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

Library/Learning Resource Center

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

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

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

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

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.westhillscollge.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.westhillscollge.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.

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.

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

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

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

Petition for Graduation

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

General Education Requirements: Philosophy Statement

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

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

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

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

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

Courses that fulfill general education requirements:

1. Require reading, writing, computation and critical thinking.
2. Improve students' abilities to:
 - 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 a 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 communicate clearly and effectively, both orally and in writing; to use mathematics; to understand the modes of inquiry of the major disciplines; to be aware of other cultures and times; to consider ethical issues; and to develop the capacity for self-understanding. In addition, the student shall acquire sufficient depth in a field of knowledge to contribute to life time interest.

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

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

Specific Career Program or Major

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

This associate degree program requires:

1. at least 18 semester units in general education courses as listed on page [56](#) of this catalog,
2. a major area of study, with no grade lower than a "C",
3. elective units to complete 60 units and
4. overall grade point average of at least 2.0.
5. Of the required units, at least 12 semester units must be completed in residence at West Hills College Lemoore.

Associate Degrees for Transfer

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

Local Degree Graduation Requirements

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

I. Major Requirements

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

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

II. General Education Requirements

Area A. Language and Rationality

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

- 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

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
- 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.

- Health Education 35*

* The following students may be granted credit for Health Education 35 upon petition:

Any student who has completed more than one year of military service

Any student who is a licensed vocational nurse, registered nurse, psychiatric technician or licensed cosmetologist who has not previously received credit in health education.

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

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**

** 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**

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

B. Mathematics

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

V. Grade Point Average

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

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

Associate of Science Degree Requirements

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

Additional Associate Degree

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

1. Completing all requirements for the additional 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.

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

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

Certificate requirements include:

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

Transfer Information

General Information

This section includes the specific requirements for transfer to four-year colleges and universities. West Hills College Lemoore offers lower-division transfer courses to meet the requirements for most baccalaureate majors. Students should consult a counselor or advisor to be certain they enroll in courses to meet the freshman and sophomore level requirements of the college or university of their choice. Many of the transfer students from West Hills College Lemoore plan to enter either the California State University (CSU) system or the University of California (UC) system. Students are encouraged to consult the catalog of the college or university to which they intend to transfer. Admission requirements, as well as major and general education requirements, vary from institution to institution and students must assume the responsibility for selecting the courses that will permit them to achieve their educational objectives.

California State University System General Education Requirements

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

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

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

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

Area A: 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. A1. Oral Communication

Communication 1, 3, 4

2. A2. Written Communication

English 1A, 1B

3. A3. 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. B1. Physical Science

Chemistry 1A, 1B, 2A
Earth Science 2
Geography 1
Geology 1, 3
Physical Science 1, 2
Physics 2A, 2B, 4A, 4B, 4C

2. B2. Life Science

Biology 10, 15, 32, 35, 38

3. B3. Laboratory Activity

Biology 15, 32, 35, 35L, 38
Chemistry 1A, 1B, 2A
Geography 1
Geology 1, 3
Physical Science 1, 2
Physics 2A, 2B, 4A, 4B, 4C

4. B4. 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. C1. Arts

Art 5A, 16A, 16B, 42
Humanities 1
Music 42
Performing Arts 1, 3, 14

2. C2. Humanities

American Sign Language 1, 2
English 1B
Foreign Language Spanish 1, 2, 3, 4
Geography 2, 3
History 4A, 4B, 17A, 17B, 20, 21
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, 21

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 2, 2A, 2B, 3, 18

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

Political Science 1, 2, 4

Psychology 1, 2, 3, 5, 6

Sociology 1, 2, 7

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

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.

Certificate and Associate Degree Programs Offered

Administration of Justice	ADT	Hospitality, Restaurant & Casino Management	AA
Administration of Justice - Corrections	AA	HRCM - Culinary: Chef Apprentice	COA
Administration of Justice - Law Enforcement	AA	HRCM - Culinary: Culinary & Baking Arts	LC
Art - Studio Arts	ADT	HRCM - Culinary: Pastry & Baking Arts	LC
Biology	AS	HRCM - HM: Hotel Management	COA
Business Administration	AS/ADT	HRCM - HM: Hotel Skills	LC
Business Bookkeeping	COA	HRCM - RM: Restaurant Management	COA
Business Management	AS/COA	HRCM - RM: Restaurant Skills	LC
Business Management – Retail	COA	HRCM - RM: Dining Room Service & Management	LC
Business – Entrepreneurship	LC	HRCM - RM: Bartender & Beverage Management	LC
Business Office Technologies	AA	HRCM - RM: Mixologist	LC
Child Development - Early Childhood Education	ADT	Human Services	LC
Child Development	AA/COA	Human Services - Eligibility Worker	LC
Child Development – Assistant	LC	Human Services - Mental Health Aide	LC
Child Development - Associate Teacher	LC	Human Services - Social Work Assistant	LC
Communication Studies	ADT	Human Services - Substance Abuse Specialist	LC
Computer Information Systems	AA/AS	Human Services - Youth Worker	LC
CIS - Introduction to Programming	COA	Kinesiology	AA/ADT
CIS - Networking Fundamentals	COA	Liberal Arts - Art & Humanities	AA
CIS - Active Scripting	LC	Liberal Arts - Elementary Teacher Preparation	AA
CIS - Web Business Management	LC	Liberal Arts - Math & Science	AA
CIS - Web Designer	LC	Liberal Arts - Social Science	AA
Elementary Teacher Education	ADT	Mathematics	ADT
EMT – Paramedic	AS/COA	Nursing	AS
Engineering	AS	Nursing - LVN to RN	AS/COA
Geography	AA/ADT	Physics	ADT
Geology	AA/AS/ADT	Political Science	ADT
Health Science	AS	Psychology	AA/ADT
		Sociology	ADT

AA=Associate of Arts AS= Associate of Science ADT=Associate Degree for Transfer

COA=Certificate of Achievement LC=Local Certificate

All degrees and Certificates of Achievement (COA) are noted on the student transcript and a degree or COA awarded.

Local Certificates (LC) are NOT noted on the student transcript; however, a certificate is issued to the student.

Programs of Study

Administration of Justice AS-T

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.

Program Student Learning Outcomes

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

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

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

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

Required Core Courses

Course #	Title	Units
AOJ 1	Introduction to Criminal Justice.....	3
AOJ 20	Criminal Law	3
<i>List A: Choose any two of the following courses</i>		
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
<i>List B: Choose any two of the following courses</i>		
MATH 25	Introduction to Statistics.....	4
PSYCH 1	General Psychology	3
SOC 1	Introduction to Sociology	3
Total.....		18 - 19
CSU-GE or IGETC requirements		34 - 39
Electives (must be transferable to CSU).....		2-8
Total.....		60

Entry in to transfer level English & math required to follow recommended sequence - see counselor for alternative planning

SEMESTER 1		SEMESTER 2		SEMESTER 3		SEMESTER 4	
COM 1, 4.....	3	AOJ 20.....	3	AOJ List A.....	3	AOJ List A.....	3
ENG 1A	3	SOC 2	3	HIST 17A, B.....	3	Area C1, 2.....	3
IS 1	3	Area B2.....	4	BIO 10	3	POLSCI 1	3
AOJ 1	3	PSYCH 1, SOC 1	3	Area C2.....	3	PSYCH 2.....	3
MATH 25	4	Area C1	3	Elective 1-49.....	3	Elective 1-49.....	1
16		16		15		13	

Administration of Justice - Correctional Science AA

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

Program Student Learning Outcomes

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

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

Associate Degree Requirements:

- Complete a minimum of 18.0 semester units in a major or area of emphasis
- Complete Local General Education and District requirements
- Complete elective units for total of 60.0 degree applicable semester units
- Complete all required courses for the major or area of emphasis, English, and math with a "C" or better
- Obtain an overall minimum grade point average of 2.0

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

Course #	Title	Units
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
Elective	AOJ 5, 16, 24, 29, 32, 15X	3
Total.		21

Administration of Justice - Law Enforcement AA

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

Program Student Learning Outcomes

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

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

Associate Degree Requirements:

- Complete a minimum of 18.0 semester units in a major or area of emphasis
- Complete Local General Education and District requirements
- Complete elective units for total of 60.0 degree applicable semester units
- Complete all required courses for the major or area of emphasis, English, and math with a "C" or better
- Obtain an overall minimum grade point average of 2.0

Course #	Title	Units
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
Elective	AOJ 5, 16, 24, 29, 32, 15X.....	3
	Total.....	21

Art - Studio Arts AA-T

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

Program Student Learning Outcomes

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

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

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

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

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
<i>Choose 3 units from the following:</i>		
ART 5B	Intermediate Drawing.....	3
ART 7	Figure Drawing.....	3
Total.....		24
CSU-GE-B or IGETC requirements (allowing double counting).....		37-39
CSU Transferable Electives.....		3-5
Total.....		60

Entry in to transfer level English & math required to follow recommended sequence - see counselor for alternative planning

SEMESTER 1	SEMESTER 2	Semester 3	SEMESTER 4
ART 2 3	ART 3..... 3	ART 5A 3	ART 5B or 7 3
ART 16A 3	ART 16B 3	ART 20A 3	ART 15A 3
ENG 1A 3	HIST 17A, B..... 3	Area A3..... 3	Area C2..... 3
IS 1 3	Area B1 4	Area B2..... 3	Area D..... 3
COM 1/4..... 3	MATH 25 4	POLSC 1 3	Area E 3
15	17	15	15

Biology AS

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

Program Student Learning Outcomes

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

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

Associate Degree Requirements:

- Complete a minimum of 18.0 semester units in a major or area of emphasis
- Complete Local General Education and District requirements
- Complete elective units for total of 60.0 degree applicable semester units
- Complete all required courses for the major or area of emphasis, English, and math with a "C" or better
- Obtain an overall minimum grade point average of 2.0

Required courses: 12 units from the following:

Course #	Title	Units
BIO 32	Human Anatomy.....	4
BIO 35	Human Physiology.....	4
BIO 38	Microbiology.....	4
<i>Plus at least 8 units from the courses listed below:</i>		
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
Total.....		20

Business Administration AS-T

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

Program Student Learning Outcomes

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

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

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

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

Required courses:

Course #	Title	Units
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
Total.....		28
IGETC/CSU-GE Breadth (allowing double counting)		37-39
Electives as needed.....		2-4
Total.....		60

Entry in to transfer level English & math required to follow recommended sequence - see counselor for alternative planning

SEMESTER 1		SEMESTER 2		SEMESTER 3		SEMESTER 4	
ENG 1A.....	3	ENG 1B or SOC 2.....	3	BUS 1A.....	4	BUS 1B.....	4
MATH 25.....	4	CIS 7.....	3	BUS 18.....	4	BUS 39.....	3
ECON 1A.....	3	ECON 1B.....	3	Area B1.....	4	Area B2.....	3
HE 35.....	3	Area C2.....	3	COM 1/4.....	3	HIST 17A/B.....	3
Area C1.....	3	POLSCI 1.....	3			Elective 1-49.....	1
16		15		15		14	

Business Administration AS

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

Program Student Learning Outcomes

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

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

Associate Degree Requirements:

- Complete a minimum of 18.0 semester units in a major or area of emphasis
- Complete Local General Education and District requirements
- Complete elective units for total of 60.0 degree applicable semester units
- Complete all required courses for the major or area of emphasis, English, and math with a “C” or better
- Obtain an overall minimum grade point average of 2.0

Course #	Title	Units
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
	Total.....	21

Business Bookkeeping Certificate of Achievement

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

Program Student Learning Outcomes

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

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

Core Courses

Course #	Title	Units
BUS 13A/B	Word for Windows I & II.	3
BUS 55	Elementary Accounting	3
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
Total.		24

[Click here or see website for Gainful Employment information.](#)

Business Management AS and Certificate of Achievement

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

Program Student Learning Outcomes

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

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

Associate Degree Requirements:

- Complete a minimum of 18.0 semester units in a major or area of emphasis
- Complete Local General Education and District requirements
- Complete elective units for total of 60.0 degree applicable semester units
- Complete all required courses for the major or area of emphasis, English, and math with a “C” or better
- Obtain an overall minimum grade point average of 2.0

Course #	Title	Units
BUS 1A	Beginning Principles of Accounting.....	4
BUS 1B	Elementary Principles of Accounting.....	4
BUS 13A/B	Word for Windows I & II.....	3
BUS 18	Business Law.....	4
BUS 20	Introduction to Business.....	3
BUS 24	Business Mathematics.....	3
BUS 28	Business Communication.....	3
BUS 32	Small Business Management.....	3
BUS 35	Human Resources Management.....	3
CIS 7	Computer Concepts.....	3
CIS 34	Introduction to Spreadsheets.....	3
	Total.....	36

[Click here or see website for Gainful Employment information..](#)

Business Management - Retail Certificate of Achievement

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

Program Student Learning Outcomes

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

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

Course #	Title	Units
BUS 1A or BUS 55	Beginning Principles of Accounting..... <i>Elementary Accounting</i>	3-4
BUS 18	Business Law.....	4
BUS 20	Introduction to Business.....	3
BUS 28	Business Communication.....	3
BUS 32	Small Business Management.....	3
BUS 35	Human Resources Management.....	3
CIS 7	Computer Concepts.....	3
Electives	BUS 13A/B, CIS 8, 42, ECON 1A/B, OR PHIL 3.....	3
	Total.....	25-26

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Business Entrepreneurship Local Certificate

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

Course #	Title	Units
BUS 7	Introduction to Entrepreneurship.....	3
BUS 32	Small Business Management.....	3
CIS 2G	Introduction to E-Commerce.....	3
	Total.....	9

Business Office Technologies AA

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

Program Student Learning Outcomes

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

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

Associate Degree Requirements:

- Complete a minimum of 18.0 semester units in a major or area of emphasis
- Complete Local General Education and District requirements
- Complete elective units for total of 60.0 degree applicable semester units
- Complete all required courses for the major or area of emphasis, English, and math with a “C” or better
- Obtain an overall minimum grade point average of 2.0

Course #	Title	Units
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	BUS 1A, 15X, 18, 24, 35, 55, CIS 7, 19B.....	3
	Total.....	29

Child Development - Early Childhood Education AS-T

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

Program Student Learning Outcomes

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

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

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

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

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
	Total	24
	IGETC/CSU-GE Breadth	37-39
	Electives as Needed	0-2
	Total	60

Entry in to transfer level English & math required to follow recommended sequence - see counselor for alternative planning

SEMESTER 1	SEMESTER 2	SEMESTER 3	SEMESTER 4
CD 18..... 3	CD 5..... 3	CD 2..... 3	CD 3..... 3
COM 1/4..... 3	CD 10..... 3	CD 12A..... 3	CD 12B..... 3
ENG 1A..... 3	CD 16..... 3	Area A3..... 3	Area B1..... 3
Area C1..... 3	MATH 25..... 4	Area B2..... 4	Area C1/2..... 3
Area E..... 3	POLSC1..... 3	Area C2..... 3	HIST 17A/B..... 3
15	16	16	15

Child Development AA and Certificate of Achievement

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

Program Student Learning Outcomes

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

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

Associate Degree Requirements:

- Complete a minimum of 18.0 semester units in a major or area of emphasis
- Complete Local General Education and District requirements
- Complete elective units for total of 60.0 degree applicable semester units
- Complete all required courses for the major or area of emphasis, English, and math with a "C" or better
- Obtain an overall minimum grade point average of 2.0

Course #	Title	Units
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
	Total	30

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

[Click here or see website for Gainful Employment information.](#)

Child Development Permits - Local Certificates

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

Child Development Assistant Teacher Local Certificate

(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
	Total.....	6

Child Development Associate Teacher Local Certificate

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	Select from Assistant Teacher Course List	3
	Total.....	12

Communication Studies AA-T

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

Program Student Learning Outcomes

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

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

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

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

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
Total.....		18

CSU-GE-B or IGETC requirements (allowing double counting) 37-39

CSU Transferable Electives 9-15

Total..... 60

Entry in to transfer level English & math required to follow recommended sequence - see counselor for alternative planning

SEMESTER 1	SEMESTER 2	SEMESTER 3	SEMESTER 4
COM 1 3	COM 5..... 3	COM 3 3	COM 2..... 3
ENG 1A 3	MATH 25 4	COM 4..... 3	Area B1 4
IS 1 3	HIST 17A/B..... 3	Area B2..... 3	Elective 1-49..... 7
Area C1..... 3	PSYCH 1/SOC 1 3	Area C1/2..... 3
POLSCI 1 3	Area C2..... 3	Elective 1-49..... 3
15	16	15	14

Computer Information Systems AA and AS

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

Program Student Learning Outcomes

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

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

Associate Degree Requirements:

- Complete a minimum of 18.0 semester units in a major or area of emphasis
- Complete Local General Education and District requirements
- Complete elective units for total of 60.0 degree applicable semester units
- Complete all required courses for the major or area of emphasis, English, and math with a "C" or better
- Obtain an overall minimum grade point average of 2.0

Course #	Title	Units
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
	Total.	18

CIS - Introduction to Programming Certificate of Achievement

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

Course #	Title	Units
CIS 2	Internet Programming HTML/XHTML.....	3
CIS 2B	Internet Programming CSS.....	3
CIS 2C	Internet Programming JavaScript.....	3
CIS 2D	JAVA Programming.....	3
CIS 2F	Server Side Scripting.....	3
WE 15XX	General or Occupational Work Experience.....	1-3
or CIS 15XX	Occupational Work Experience Education.....	1-3
Total.....		16-18

CIS - Networking Fundamentals Certificate of Achievement

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

Course #	Title	Units
CIS 5A	Information and Communication Technology Essentials.....	4
CIS 5B	Computer Network Fundamentals.....	3
CIS 5C	Routing and Switching Essentials.....	3
CIS 5D	System and Network Administration.....	3
CIS 42	System Analysis and Design.....	3
WE 15XX	General or Occupational Work Experience.....	1-3
or CIS 15XX	Occupational Work Experience Education.....	1-3
Total.....		17-19

Web Developer Local Certificates

Active Scripting Local Certificate

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

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

Web Business Management Local Certificate

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

Course#	Title	Units
BUS 32	Small Business Management	3
CIS 2G	Introduction to E-Commerce	3
	Total.....	6

Web Designer Local Certificate

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

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

Elementary Teacher Education AA-T

The Associate in Arts in Elementary Teacher Education for Transfer degree is designed to provide the opportunity to achieve an associate degree in the student's area of specialization. Upon completion of the degree requirement, students will begin preparation for careers such as teaching, operating a 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.

Program Learning Outcomes

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

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

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

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

see next page for Required core courses:

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
PHYSCI 2	Chemistry and Physics for Educators.....	4
POLSCI 1	American Government	3
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
	Total.....	56
CSU Transferable Electives		5
	Total	60

Entry in to transfer level English & math required to follow recommended sequence - see counselor for alternative planning

SEMESTER 1		SEMESTER 2		SEMESTER 3		SEMESTER 4	
ENG 1A.....	3	EDUC 5/SOC 2.....	3	ART/MUS 42, PA 1.....	3	ENG 1B	3
MATH 10A.....	3	MATH 10B	3	PHYSCI 2.....	4	GEOG 2	3
EDUC 1.....	3	COM 1.....	3	HIST 20.....	3	LING 11.....	3
CIS 7.....	3	HIST 17A.....	3	POLSCI 1	3	BIO 15.....	3
IS 1.....	3	ESCI 2	4	CD 5.....	3	Elective 1-49.....	1
	15		16		16		13

EMT - Paramedic AS and Certificate of Achievement

The Paramedic Program is a comprehensive lecture, lab and field training program to produce competent, entry level paramedics to serve in career and volunteer positions in the Central San Joaquin Valley. Our Paramedic Program meets and exceeds regulations in the California Code of Regulations Title 22, Division 9, Chapter 4. This program meets all the objectives of the United States Department of Transportation's 1998 Emergency Medical Technician-Paramedic National Standard Curriculum as well as the 2009 National Emergency Medical Services Education Standards for Paramedics. Graduates will earn a Certificate of Achievement and be eligible to sit for certification by the National Registry of Emergency Medical Technicians. This program also meets the major requirements for an Associate Degree in EMT-Paramedic when required GE courses are completed.

Program Learning Student Outcomes

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

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

Associate Degree Requirements:

- Complete a minimum of 18.0 semester units in a major or area of emphasis
- Complete Local General Education and District requirements - SPECIFIC TO PARAMEDIC PROGRAM
 - † Area D - PSYCH 1, 2, SOC 1, or 2
 - † HE 35 waiver, IF APPLICABLE
- Complete elective units for total of 60.0 degree applicable semester units
- Complete all required courses for the major or area of emphasis, English, and math with a "C" or better
- Obtain an overall minimum grade point average of 2.0

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>
	Total.....	14

Second Semester

EMT 12	Advanced Paramedic II	11.5
EMT 13	Advanced Paramedic II Lab	<u>1.5</u>
	Total	13

Third Semester

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

[Click here or see website for Gainful Employment information.](#)

Engineering AS

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

Program Student Learning Outcomes

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

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

Associate Degree Requirements:

- Complete a minimum of 18.0 semester units in a major or area of emphasis
- Complete Local General Education and District requirements
- Complete elective units for total of 60.0 degree applicable semester units
- Complete all required courses for the major or area of emphasis, English, and math with a "C" or better
- Obtain an overall minimum grade point average of 2.0

Course #	Title	Units
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
Total		47

Geography AA-T

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

Program Student Learning Outcomes

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

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

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

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

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 of 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
Total.....		19

CSU-GE-B or IGETC requirements (allowing double counting)	37-39
CSU Transferable Electives	12-14
Total	60

Entry in to transfer level English & math required to follow recommended sequence - see counselor for alternative planning

SEMESTER 1	SEMESTER 2	SEMESTER 3	SEMESTER 4
COM 1/4..... 3	Area A3..... 3	GEOL 1..... 4	GEOG 2..... 3
ENG 1A..... 3	GEOG 1..... 4	HIST 17A/B..... 3	GEOG 10 or 11..... 1
IS 1..... 3	GEOG 18..... 3	Area B2..... 3	POLSCI 1..... 3
GEOG 3..... 3	Area C1..... 3	GEOG 12 or 13..... 1	Area E..... 3
MATH 25..... 4	Elective 1-49..... 3	Area C1..... 3	Elective 1-49..... 4
16	16	14	14

Geography AA

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

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

Program Student Learning Outcomes

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

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

Associate Degree Requirements:

- Complete a minimum of 18.0 semester units in a major or area of emphasis
- Complete Local General Education and District requirements
- Complete elective units for total of 60.0 degree applicable semester units
- Complete all required courses for the major or area of emphasis, English, and math with a “C” or better
- Obtain an overall minimum grade point average of 2.0

Course #	Title	Units
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
	Total	22-24

Geology AS-T

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

Program Student Learning Outcomes

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

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

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

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

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
Total		28
CSU-GE-B or IGETC requirements (allowing double counting)		37-39
CSU Transferable Electives		0-2
Total		60

Entry in to transfer level English & math required to follow recommended sequence - see counselor for alternative planning. Recommended completion of MATH 15 prior to starting program pathway.

SEMESTER 1		SEMESTER 2		SEMESTER 3		SEMESTER 4	
GEOL 1	4	GEOL 3	4	CHEM 1A	5	CHEM 1B	5
ENG 1A	3	MATH 1B	5	POLSCI 1	3	HIST 17A/B	3
COM 1 /4	3	ENG 1B	3	Area C1	3	Area D	3
MATH 1A	5	Area E	3	Area C2	3	Area C1/2	3
	15		15	BIO 10	3		14
					17		

Geology AA and AS

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.

Program Student Learning Outcomes

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

- evaluate the structure of the Earth's interior, including physical and chemical forces, and the data that support this understanding.
- evaluate the various methods for determining geologic time scale.
- demonstrate proficiency in calculations to interpret chemical systems
- 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

Associate Degree Requirements:

- Complete a minimum of 18.0 semester units in a major or area of emphasis
- Complete Local General Education and District requirements
- Complete elective units for total of 60.0 degree applicable semester units
- Complete all required courses for the major or area of emphasis, English, and math with a "C" or better
- Obtain an overall minimum grade point average of 2.0

Course #	Title	Units
GEOL 1	Physical Geology	4
GEOL 3	Historical Geology.....	4
<i>Choose from 10 Units of the following courses:</i>		
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
Total.....		18

Health Science AS

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

Program Student Learning Outcomes

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

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

Associate Degree Requirements:

- Complete a minimum of 18.0 semester units in a major or area of emphasis
- Complete Local General Education and District requirements
- Complete elective units for total of 60.0 degree applicable semester units
- Complete all required courses for the major or area of emphasis, English, and math with a "C" or better
- Obtain an overall minimum grade point average of 2.0

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

Hotel, Restaurant and Casino Management (HRCM) AA

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

Program Student Learning Outcomes

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

- give examples of the correct processes and procedures to manage food service operations based on the guidelines and policies of safety and for safe food systems.
- apply knowledge and demonstrate proficient ability to handle and operate production kitchen tools and equipment with ease and safety.
- learn through evaluation to judge the quality in completed food preparation fundamentals, methods, and techniques based on their time efficiency, adequacy, value, procedures, esthetics, structure, and taste.
- identify parts, relationships, and organizational principals to the production of cuisine or the relation to.
- recognize specific terms, concepts, and formulas to calculate measurements and conversions.

Associate Degree Requirements:

- Complete a minimum of 18.0 semester units in a major or area of emphasis
- Complete Local General Education and District requirements
- Complete 60.0 degree applicable semester units
- Complete all required courses for the major or area of emphasis, English, and math with a "C" or better
- Obtain an overall minimum grade point average of 2.0

Course #	Title	Units
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 10	Introduction to Food Services Operations.....	3
RM 11	Food and Beverage Service.....	3
RM 12	Food and Beverage Cost Control.....	3
HRCM 1	Introduction to Hospitality.....	3
HRCM 3	Hospitality Marketing.....	3
HRCM 4	Supervision and Leadership in Hospitality.....	3
HRCM 5	Hospitality Accounting.....	3
HRCM 15XX	Occupational Work Experience.....	3
Electives	CIS 7.....	3
	Total.....	39

Culinary Options: Chef Apprentice Certificate of Achievement

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

Program Student Learning Outcomes

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

- generalize the essential skills required to support the performance of positions within the culinary kitchen, and restaurant management
- investigate and analyze customer service, and legal topics within the restaurant industry
- review, recognize, and convert any standardized recipe
- develop basic principles of nutrition, dietetics, and food and beverage composition
- recognize and demonstrate the requirements for proper sanitation in the foodservice industry.

Course #	Title	Units
CUL 6	Culinary Excursions	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	3
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	6.5
	Total.	35.5

[Click here or see website for Gainful Employment information.](#)

Culinary and Baking Arts Local Certificate

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

Pastry and Baking Arts Local Certificate

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

Hotel Options: Hotel Management Certificate of Achievement

This industry specific program is intended to prepare the student to work in the unique environment of a hospitality organization. Combining general hospitality course with industry specific classes, the student will be prepared for an entry-level position or advancement within the company to an entry-level supervisory position in addition to acquiring skill that is utilized in hotel, restaurant, or casino organizations.

Course #	Title	Units
HRCM 67	Orientation to Hospitality Operations.....	1
HRCM 62A-D	Guest Relations & Customer Service	2
HM 64	Maintenance Management.....	3
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
Electives	HM 65, 66, HRCM 15XX	3
Total.....		21

[Click here or see website for Gainful Employment information.](#)

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
ElectiveS	HM 65, 66, HRCM 15XX	3
Total.....		9

Restaurant Options: Restaurant Management Certificate of Achievement

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

Course #	Title	Units
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 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
Electives	HM 65, 66, HRCM 15XX	3
Total.....		27

[Click here or see website for Gainful Employment information.](#)

Restaurant Skills Local Certificate

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
ElectiveS	HM 65, 66, HRCM 15XX	3
Total.....		15

Dining Room Service and Management Local Certificate

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

Bartender and Beverage Management Local Certificate

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

Mixologist Local Certificate

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

Human Services Local Certificates

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 Local 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.....	<u>1-2</u>
Total.....		16-17

Eligibility Worker Local 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.....	<u>2</u>
Total.....		16

Mental Health Aide Local 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.....	<u>3</u>
Total.....		17

Social Work Assistant Local 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
Total.....		16

Substance Abuse Specialist Local 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
Total.....		17

Youth Worker Local 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
Total.....		15

Kinesiology AA-T

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

Program Student Learning Outcomes

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

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

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

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

Core Courses

Course #	Title	Units
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, 11, 16, 23, 25A	
<i>Choose 8-9 Units from below:</i>		
MATH 25	Introduction to Statistics	4
PHYS 2A	Mechanics & Thermodynamics	4
	Total.....	22
	CSU-GE-B or IGETC requirements (allowing double counting)	37-39
	CSU Transferable Electives	0-1
	Total.....	60

Entry in to transfer level English & math required to follow recommended sequence - see counselor for alternative planning

SEMESTER 1	SEMESTER 2	SEMESTER 3	SEMESTER 4
KINES 1..... 3	BIO 35..... 4	PHYSICS 2A..... 4	Area C1/2..... 3
ENG 1A..... 3	MATH 25..... 4	POLSCI 1..... 3	HIST 17A/B..... 3
COM 1/4..... 3	ENG 1B..... 3	Area C1..... 3	Area D..... 3
BIO 32..... 4	Area E..... 3	Area C2..... 3	PE 25A..... 1
PE 2 or 11..... 1	PE 16 or 23..... 1	Elective 1-49..... 3	Elective 1-49..... 5
14	15	16	15

Kinesiology AA

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

Program Student Learning Outcomes

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

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

Associate Degree Requirements:

- Complete a minimum of 18.0 semester units in a major or area of emphasis
- Complete Local General Education and District requirements
- Complete elective units for total of 60.0 degree applicable semester units
- Complete all required courses for the major or area of emphasis, English, and math with a “C” or better
- Obtain an overall minimum grade point average of 2.0

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

Liberal Arts Emphasis in Arts and Humanities AA

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

Program Student Learning Outcomes

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

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

Required Coursework:

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

Arts:

Course #	Title	Units
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 Emphasis in Elementary Teacher Preparation AA

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

Program Student Learning Outcomes

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

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

Required Coursework

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

Course #Title	Units
ENG 1A	Composition and Reading3
COM 1	Elements of Public Speaking.....3
EDUC 1	Introduction to Teaching3
*EDUC 5	Critical Thinking in the Classroom3
or ENG 1B	<i>Literature, Critical Thinking and Writing</i>
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>
or ART 42	<i>Art Appreciation</i>
or MUS 42	<i>Music Appreciation</i>
POLSCI 1	American Government3
HUM 1	Introduction to Western Culture3
*MATH 10A	Structure & Concepts in Mathematics.....3-4
or Math 25	<i>Introduction to Statistics</i>
*BIO 15	Biology for Education3
or BIO 10	<i>Fundamentals of Biology</i>
*HIST 17A	History of the U.S. 1492-18773
or HIST 17B	<i>History of the US 1865-Present</i>
*PHYSICI 2	Chemistry and Physics for Educators.....4
or GEOG 1	<i>Physical Geography</i>
	Total..... 24-26

Liberal Arts Emphasis in Math and Science AA

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

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

Program Student Learning Outcomes

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

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

Required Coursework

Choose 18 units from the following: (at least 1 course must be from mathematics course (MATH) and 1 course must be from science courses (BIO, CHEM, GEOL, GEOG, PHYSICI, 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 PHYSICS 2A or PHYSICS 4A, either PHYSICS 2B or PHYSICS 4B

Liberal Arts Emphasis in Social Science AA

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

Program Student Learning Outcomes

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

- recognize the various types of academic sources used within the Social Science discipline, including primary and secondary sources.
- analyze the legitimacy and validity of the various academic sources used within the Social Science discipline, including discerning facts from opinions, biases, the validity of data collection, and public opinion polls.

Required Coursework

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

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

Mathematics AS-T

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

Program Student Learning Outcomes

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

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

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

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

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

MATH 2B	Differential Equations.....	4
MATH 3A	Linear Algebra	4

List B

MATH 2B	Differential Equations.....	4
MATH 3A	Linear Algebra	4
MATH 25	Introduction to Statistics.....	4
PHYSICS 4A	Classical Mechanics	4
Total.....		22

CSU-GE or IGETC requirements (allowing double counting)	34-39
Electives (must be transferable to CSU).....	0-4
Total.....	60

Entry in to transfer level English & math required to follow recommended sequence - see counselor for alternative planning.

Recommend completion of MATH 15 prior to starting sequence.

SEMESTER 1		SEMESTER 2		SEMESTER 3		SEMESTER 4	
MATH 1A*	5	MATH 1B*.....	5	MATH 2A	4	MATH 2B	4
ENGL 1A.....	3	ENG 1B	3	Area B2.....	3	Area C1/2.....	3
COM 1/4.....	3	PHYS 4A	4	Area C2.....	3	POLSCI 1	3
Area E	3	MATH 3A.....	4	HIST 17A/B.....	3	Area D.....	3
Area C1.....	3		PHYS 4B	4	PHYS 4C.....	4
17		16		17		17	

Nursing AS (ADN)

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

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

Associate Degree Requirements:

- complete a minimum of 18.0 semester units in a major or area of emphasis
- complete local general education and district requirements - specific to nursing program
 - † Area B - CHEM 2A
 - † Area D - PSYCH 1 and SOC 1 or 2
 - † HE 35 waiver, if applicable
 - † Other: COM 1, 3, or 4 and NUT 1
- complete elective units for total of 60.0 degree applicable semester units
- complete all required courses for the major or area of emphasis, English, and math with a "C" or better
- obtain an overall minimum grade point average of 2.0

Program Prerequisites

BIO 32 (Human Anatomy) or equivalent, BIO 35 (Human Physiology) or equivalent, BIO 38 (Microbiology) or equivalent, ENG 1A (Composition and Reading) or equivalent

Courses	Title	Units
NURS 1	Foundations of Nursing	2.0
NURS 1L	Foundations of Nursing Lab (corequisite)	2.0
NURS 2	Medical Surgical Nursing I	2.0
NURS 2L	Medical Surgical Nursing I Lab (corequisite)	2.0
NURS 3	Basic Pharmacology (corequisite)	3.0
NURS 4	Medical Surgical Nursing II	2.5
NURS 4L	Medical Surgical Nursing II Lab (corequisite)	2.5
NURS 5	Obstetrics-Maternity Nursing	2.0
NURS 5L	Obstetrics-Maternity Nursing Lab (corequisite)	1.5
NURS 6	Advanced Pharmacology (corequisite)	2.5
NURS 7	Medical-Surgical Nursing III	2.5
NURS 7L	Medical-Surgical Nursing III Lab (corequisite)	1.5
NURS 8	Mental Health – Psychiatric Nursing	1.5
NURS 8L	Mental Health – Psychiatric Nursing Lab (corequisite)	1.5
NURS 9	Pediatric Nursing	1.5
NURS 9L	Pediatric Nursing Lab (corequisite)	2.0
NURS 10	Medical-Surgical Nursing IV	2.5
NURS 10L	Medical-Surgical Nursing IV Lab (corequisite) (Includes Preceptorship and Community Health)	4.5
NURS 11	Gerontology – Community Nursing	1.0
NURS 11L	Gerontology – Community Nursing Lab (corequisite)	1.0
NURS 14A	Foundations Learning Lab	2.0
NURS 14B	Pharmacology/Obstetrical Learning Lab	2.0
NURS 14C	Specialty Nursing Learning Lab	2.0
NURS 14D	Advanced Nursing Learning Lab	2.0
Total		49.5

Licensed Vocational Nurse to Registered Nurse AS

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

The mission of the Licensed Vocational Nurse (LVN) to Associate of Science Degree in Nursing (ADN) bridge program is to prepare LVNs as entry-level registered nurses to provide care across the health/illness continuum and as members within the profession. The program respects the individuality of students and recognizes that each student has different educational, experiential, cultural, spiritual, socio-economic backgrounds, and a unique support system. The aim of the curriculum is to provide a positive, innovative learning model that fosters the development of critical thinking and problem solving skills so that the nursing graduate is equipped to deliver care to a diverse population in a variety of healthcare settings. Nursing graduates will collaborate with members of the health care team, effectively communicate, become politically aware, and committed to lifelong learning.

Associate Degree Requirements:

- complete a minimum of 18.0 semester units in a major or area of emphasis
- complete local general education and district requirements - specific to nursing program
 - † Area B - CHEM 2A
 - † Area D - PSYCH 1 and SOC 1 or 2
 - † HE 35 waiver, if applicable
 - † Other: COM 1, 3, or 4 and NUT 1
- complete elective units for total of 60.0 degree applicable semester units
- complete all required courses for the major or area of emphasis, English, and math with a "C" or better
- obtain an overall minimum grade point average of 2.0

Program Prerequisites:

- BIO 32 Human Anatomy
- BIO 35 Human Physiology
- BIO 38 Microbiology
- ENG 1A Composition and Reading
- Valid LVN license
- Acceptance into the ADN Program with a minimum 2.5 GPA
- No less than C grade for Anatomy, Physiology, Microbiology and English 1A
- No more than one repetition for the above classes

Course	Title	Units
NURS 6	Advanced Pharmacology (co-requisite)	2.5
NURS 12	Role Transition	2.0
NURS 12L	Role Transitions Lab (co-requisite)	2.0
NURS 14B	Pharmacology/Obstetrical Learning Lab	2.0
NURS 7	Medical-Surgical Nursing III	2.5
NURS 7L	Medical-Surgical Nursing III Lab (co-requisite)	1.5
NURS 8	Mental Health – Psychiatric Nursing	1.5
NURS 8L	Mental Health – Psychiatric Nursing Lab (co-requisite)	1.5
NURS 14C	Specialty Nursing Learning Lab	2.0
NURS 10	Medical-Surgical Nursing IV	2.5
NURS 10L	Medical-Surgical Nursing IV Lab (co-requisite) (Includes Preceptorship and Community Health)	4.5
NURS 11	Gerontology – Community Nursing	1.0
NURS 11L	Gerontology – Community Nursing Lab (co-requisite)	1.0
NURS 14D	Advanced Nursing Learning Lab	<u>2.0</u>
Total		27.5

Licensed Vocational Nurse to Registered Nurse Certificate of Achievement

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

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

Program Prerequisites:

- Current possession of valid California Licensed Vocational Nurse
- Biology 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.....	2.5
NURS 12	Role Transition	2
NURS 12L	Role Transition Lab	1
NURS 14B	Pharmacology Learning Lab.....	2

Third Semester: 18 weeks

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 14C	Specialty Nursing Learning Lab.....	2

Fourth Semester: 18 weeks

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
NURS 14D	Advanced Nursing Learning Lab.....	2
Total Program (excluding 8.0 units of prerequisites)		29.5

Political Science AA-T

The Associate in Arts in Political Science for Transfer degree is designed to provide the opportunity to achieve an associate degree in the student’s area of specialization. The Associate in Arts in Political Science for Transfer degree is designed to prepare students for a seamless transfer into the CSU system to complete a baccalaureate degree in Political Science or similar major. While a baccalaureate degree is recommended preparation for those considering professional careers in this field, the completion of this program will demonstrate commitment to the field, and provide comprehensive preparation for upper division work. Upon completion of the Associate in Arts in Political Science for Transfer degree requirements, students will begin preparation for careers such as teaching, law, local, state, and federal government, and group advocacy.

Program Student Learning Outcomes

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

- demonstrate the ability to research and write papers or essays without bias
- demonstrate an understanding of what is the purpose of government.
- demonstrate an understanding of how governments interact with each other.
- identify between the different ideologies within the united states and around the world.
- identify the different types of governments around the world.

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

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

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
<i>Choose two courses below, 6 units</i>		<u>6</u>
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	
Total.....		19
CSU-GE-B or IGETC requirements (allowing double counting)		37-39
CSU Transferable Electives		<u>14-19</u>
Total.....		60

Entry in to transfer level English & math required to follow recommended sequence - see counselor for alternative planning

SEMESTER 1		SEMESTER 2		SEMESTER 3		SEMESTER 4	
COM 14	3	POLSCI 4	3	POLSCI 2	3	Elective #1-49	14
ENG 1A	3	Area A3	3	HIST 17A/B	3		
Area C1	3	Area B1	4	Area B2	3		
POLSCI 1	3	Area C2	3	POLSCI MAJOR	3		
MATH 25	4	Area E	3	Area C1/2	3		
16		16		15			

Psychology AA-T

The Associate in Arts Degree in Psychology for Transfer (AA-T) allows students to begin preparation for careers in social services, business, and government. The degree serves as a launching point for careers in human services, journalism, politics, public relations, business, and public administration.

Program Student Learning Outcomes

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

- identify various research methods used to study behavior and mental process.
- identify the basic structures of the brain and nervous system.
- apply psychological concepts and theories to everyday situations.
- identify and apply behavior modification techniques.
- identify the major components in a case study and how to use case studies as references when writing a research paper.

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

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

Required Core Courses:

Course #	Title	Units
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
Total.....		22
CSU-GE or IGETC requirements (allowing double counting)		32-39
Electives (must be transferable to CSU).....		<u>3-12</u>
Total.....		60

Entry in to transfer level English & math required to follow recommended sequence - see counselor for alternative planning

SEMESTER 1	SEMESTER 2	SEMESTER 3	SEMESTER 4
COM ¼..... 3	PSYCH 2..... 3	PSYCH 3..... 3	PSYCH 5..... 3
PSYCH 1..... 3	PSYCH 6..... 3	PSYCH 4..... 3	POLSCI 1..... 3
IS 1..... 3	Area B2..... 3	SOC 2..... 3	Area C1/2..... 3
ENG 1A..... 3	Area C1..... 3	Area B1..... 4	Elective 1-49..... 4
MATH 25..... 4	HIST 17A/B..... 3	Area C2..... 3
16	15	16	13

Psychology AA

The Psychology Associate Degree program is designed to provide entry-level skills and knowledge for the student transferring to a four-year institution with a major in psychology. The psychology major requires 18 units in psychology and related fields. Psychology is the scientific study of behavior and mental processes. Course work in this program will provide a better understanding of human behavior in the areas of biological psychology, life-span development, states of consciousness, learning, memory, intelligence, personality, abnormal behavior, therapy and social psychology. The psychology major prepares students for four-year programs with emphasis in psychology, counseling, child development, educational psychology, education, social work, sociology, human services and nursing.

Program Student Learning Outcomes

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

- identify various research methods used to study behavior and mental process.
- identify the basic structures of the brain and nervous system.
- apply psychological concepts and theories to everyday situations.
- identify and apply behavior modification techniques.
- identify the major components in a case study and how to use case studies as references when writing a research paper.

Associate Degree Requirements:

- Complete a minimum of 18.0 semester units in a major or area of emphasis
- Complete Local General Education and District requirements
- Complete elective units for total of 60.0 degree applicable semester units
- Complete all required courses for the major or area of emphasis, English, and math with a “C” or better
- Obtain an overall minimum grade point average of 2.0

Course #	Title	Units
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	BIO 32, 35, CIS 7, MATH 25, PSYCH 8, SOC 1, 2	3-4
Total		18-19

SEMESTER 1		SEMESTER 2		SEMESTER 3		SEMESTER 4	
COM ¼	3	SOC 2	3	SOC 6, 7, or 10	3	SOC 5	3
ENG 1A	3	SOC 3	3	HIST 17A/B	3	Area C1/2	3
IS 1	3	Area B1	4	Area B2	3	POLSCI 1	3
SOC 1	3	Area C1	3	Area C2	3	Elective #1-49	4
MATH 25	4	Elective 1-49	3	Elective 1-49	3		
16		16		15		14	

Sociology AA-T

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.

Program Student Learning Outcomes

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

- apply and demonstrate sociological literacy underscoring the centrality of race, class, and gender in society including multicultural, cross-cultural, and cross-national content in sociological analysis.
- apply and demonstrate higher order critical thinking skills using major concepts and theoretical perspectives in sociological analysis through written and oral communication.
- apply and demonstrate an empirical base of sociology across several methodologies, posing sociological questions, developing theoretical explanations, and using primary and secondary data as supporting evidence.

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

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

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
Total.....		19

IGETC/CSU-GE Breadth	37-39
Electives as needed.....	13-14
Total.....	60

Entry in to transfer level English & math required to follow recommended sequence - see counselor for alternative planning

SEMESTER 1		SEMESTER 2		SEMESTER 3		SEMESTER 4	
COM 1/4.....	3	SOC 2	3	SOC 6, 7, or 10	3	SOC 5	3
ENG 1A.....	3	SOC 3	3	HIST 17A/B.....	3	AREA C1/2.....	3
IS 1	3	AREA B1	4	AREA B2	3	POLSCI 1	3
SOC 1	3	AREA C1	3	AREA C2.....	3	ELECTIVE #1-49	4
MATH 25	4	ELECTIVE 1-49	3	ELECTIVE 1-49	3		
16		16		15		13	

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. (C-ID AJ 110) (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. (C-ID AJ 200) (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. (C-ID AJ 124) (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. (C-ID AJ 140) (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. (C-ID ARTS 100) (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 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. (C-ID ARTS 110) (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.

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. (C-ID ARTS 205) (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. (C-ID ARTS 200) (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. Students will be required to purchase their own supplies for this course. (C-ID ARTS 210) (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. (C-ID ARTH 110) (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. (C-ID ARTH 120) (AA/AS, CSU, UC)

ART 20A Introduction to Digital Art**(3)***Class Hours: 27 Lecture, 81 Laboratory**Advisory(s): Successful completion of English 51A (Introduction to Communication Skills), or equivalent, is strongly recommended.*

ART 20A is an introduction to fundamental concepts, practices, and theories of digital art production. Topics include integration of traditional design, color, and compositional principles with contemporary digital tools. Students will be required to purchase their own materials for this class.

ART 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. (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. (C-ID BIOL 110B) (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. (G-ID ACCT 110) (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. (G-ID ACCT 120) (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 (nwpm).*

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. (C-ID BUS 125) (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. (C-ID BUS 110) (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, leadership and supervision and related topics. (AA/AS, CSU)

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. (C-ID MATH 130) (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. (C-ID CHEM 101) (AA/AS, CSU, UC)

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. (C-ID ECE 230) (AA, CSU)

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. (C-ID CDEV 100) (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 12A 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. (C-ID ECE 130) (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 51 A (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. (C-ID ECE 220) (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 CompTIA A+ certification with specialization in the areas of hardware and operating systems. (AA/AS, CSU, UC)

CIS 5B Computer Network Fundamentals**(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 to 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 security products, firewall benefits and limitations, intruder detection, correct ways to configure your computer, browser settings, virus settings, operating system vulnerabilities, strong password techniques, parasite detection, and encryption techniques. This course maps to CompTIA certification. (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. (C-ID BUS 140) (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)

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. (C-ID COMM 110) (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). (C-ID COMM 170) (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. (C-ID COMM 120) (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. (C-ID COMM 140) (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. (C-ID COMM 130) (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: 9 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*

CUL 61 Kitchen Management students, will develop skills used to manage a commercial kitchen along with an online aspect that will accredit students in receiving their CA Food Handlers' Card, Food Managers certification through Prometric and AHLEI Gold Star as a Certified Guest Service Professional. Students will learn to base production plans on sales forecasts, staff kitchen accordingly, and establish polices, standards, and procedures. Students will develop the skills to manage staff issues, facility/equipment maintenance and kitchen cleanliness, along with the basic concepts from the uniform system of accounts for restaurants relation to kitchen operations and kitchen layouts. (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. (C-ID ECON 202) (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. (C-ID ECON 201) (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. (C-ID EDUC 200) (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**Co-requisite: 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. (C-ID ENGL 100) (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. (C-ID ENGL 120) (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 100 Introduction to College Reading and Writing**(4)***Class Hours:* 72 Lecture

ESL 100 is an introduction to the development of college-level reading, writing, and related skills with an emphasis in English language comprehension. Students will focus on the connections with reading writing, and speaking English in an academic setting. This course requires a minimum score on the English Placement Exam, and it is the equivalent of ENG 100 as preparation for ENG 51A. (NDA)

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. (C-ID SPAN 100) (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. (C-ID SPAN 110) (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. (C-ID SPAN 200) (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. (C-ID SPAN 210) (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, land-form processes and evolution, tectonics, biogeography, and habitat analysis. (C-ID GEOG 115) (AA/AS, CSU, UC)

GEOG 2 World Regional Geography (3)

Class Hours: 54 Lecture C2, D3

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.) (C-ID GEOG 125) (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. (C-ID GEOG 120) (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. (C-ID GEOG 155) (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. (C-ID GEOG 160) (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. (C-ID GEOG 160) (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. (C-ID GEOG 160) (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. (C-ID GEOG 160) (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. (C-ID GEOG 140) (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. (C-ID GEOL 101) (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 PHYSCI 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. (C-ID GEOL 111) (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 health-care 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. (C-ID HIST 170) (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. (C-ID HIST 180) (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. (C-ID HIST 130) (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. (C-ID HIST 140) (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. (C-ID HIST 150) (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. (C-ID HIST 160) (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 prospective 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)

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. (C-ID KIN 100) (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. (C-ID MATH 210) (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. (C-ID MATH 220) (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. (C-ID MATH 230) (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. (C-ID MATH 240) (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. (C-ID MATH 250) (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. (C-ID MATH 12) (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. (C-ID MATH 110) (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. (C-ID MUS 100) (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-Foundations of Nursing. The majority of this class will occur in the skills lab setting having the students learn basic nursing care and assessment skills. Once the student has met basic competence, 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 healthcare facilities. Once the student has met basic competence in required skills, they will attend clinical rotations at designated health care facilities under the supervision of 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 health-care 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 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)

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

PHYSI 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.

PHYSI 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)

PHYSI 2 Chemistry and Physics for Educators (4)

Total hours: 54 Lecture, 54 Laboratory

Prerequisites: Successful completion of MATH 61 (Elementary Algebra) or equivalent.

PHYSI 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. (C-ID PHYS 105) (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. (C-ID PHYS 110) (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. (C-ID PHYS 205) (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. (C-ID POLS 110) (AA/AS, CSU, UC)

POLSCI 2 Comparative Government**(3)***Class Hours:* 54 Lecture

D8

Prerequisite: Successful completion of E NG 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. (C-ID POLS 130) (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. (C-ID POLS 140) (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. (C-ID PSY 110) (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. (C-ID PSY 120) (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. (C-ID PSY 180) (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. (C-ID PSY 115) (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. (C-ID PSY 150) (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. (C-ID PSY 200) (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. (C-ID SOCI 110) (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. (C-ID SOCI 115) (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. (C-ID SOCI 130) (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. (C-ID SOCI 150) (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 and Administration

- Abela, Brian.....Chemistry 2005
B.S., University of California, Davis
M.S., University of California, Riverside
- Babb, Amy.....Work Experience 2017
BA, CSU Fresno
- Babb, David.....Biology 2003
B.A., California State University, Fresno
M.S., University of Maryland
- Birrell, Jameson.....Mathematics 2005
A.S., Reedley College
B.A., M.A., California State University, Fresno
- Burgos, Leonel.....Counselor 2016
B.A., M.S., California State University, Fresno
- Chamberlain, Mike.....Mathematics 2017
B.A., California State University, Fresno
M.B.A, Craig School of Business at Fresno State
M.A., California State University, Fresno
- Clark, Kristin.....President 2016
B.A., University of Phoenix
M.A., Pepperdine University
Ed.D., University of Pennsylvania
- Costa, Kris.....Dean of Career Technical Education (CTE) 2017
B.S., M.S., Cal Poly, San Luis Obispo
- Daniels, Neomi.....English 1999
B.A., M.F.A., California State University, Fresno
- Davis, Terry.....Administration of Justice 1997
B.A., M.A., California State University, Fresno
- Denney, Wendy.....EOPS Counselor 2015
B.A., M.S., California State University, Fresno
- Dolata, Cynthia.....Nursing 2008
B.S., State University of New York, Buffalo
M.S., CSU Dominguez Hills
- Dorsey-Robinson, Sylvia...Vice President of Student Services 2006
B.S., M.S., Old Dominion University
- Ennes, Marty.....Communication 1999
B.A., M.A., Western Washington University
- Fortune, Allen.....Psychology, Physical Education 2010
B.A., Fresno Pacific University
M.S. Capella University
- Ganter, Frieda.....Math 1999
B.S., University of Massachusetts
Ph.D., University of North Carolina
- Gejeian, David.....English, Journalism 2015
A.A., Reedley College
B.S., M.F.A., California State University, Fresno
- Gillette, Jasara.....Health, 2017
BA, San Diego State University
MA, National University
- Gonzales, Tiffani.....Counselor 2007
B.A., M.A., California State University, Fresno
- Gonzalez, Mariadelaluz.....Counselor 2008
B.A., M.S., California State University, Fresno
- Hall, Bob.....Geography 1997
B.A., University of Northern Colorado
M.A., University of Texas, Austin
- Hall, Lataria.....Director of DSPS 2006
B.A., M.S., California State University, Fresno
Ed.D., Northcentral University
- Harris, Clifton.....Biology 2005
B.A., Stanford University
M.D., Washington University
- Hawken, Chris.....Associate Dean of Athletics/
Athletic Director 2016
B.H., P.G.C.E., University of London, Borough Road College
M.A., University of California, Berkeley
M.B.A., Columbia Southern University
- Hendrickson, Marta.....Counselor 1995
B.A., Concordia College
M.A., University of San Francisco
- Howard, Libra.....English 1999
A.A., Porterville College
B.A., M.F.A., California State University, Fresno
- Jackson, Shawn.....Math 2001
B.A., M.A., California State University, Fresno
- Kennedy, Vera.....Sociology 2007
B.S., M.A., California State University, Fresno
E.D.D, Argosy University
- Kron, Brian.....Business, CIS, Economics 1999
B.S., M.B.A., California State University, Fresno
- Leon, Ana.....Child Development 2015
A.A, West Hills Community College
B. A., M.A., Fresno Pacific University
- Lomeli, Nestor.....Director of Upward Bound Classic 2015
B.A., California State University, Fresno
- Lopez, Derek.....Counselor 2015
B.A., M.S., California State University, Fresno
- Mahaffey, Geri.....Nursing Instructor 2012
B.S., M.S., Grand Canyon University
- Neer, Dave.....Physical Education, Biology, Psychology 2005
B.A., Southern Illinois University, Carbondale
M.A., California State University, Fresno

- Oxford, Ron.....Librarian 2005
B.A., Ed.D., California State University, Fresno
M.L.I.S., San Jose State University
- Paden, Monte..... CIS, Business, Economics 1997
A.S., College of the Sequoias
B.S., California State University, Fresno
M.B.A., University of Phoenix
- Paredes, Rene..... History 2001
B.A., M.A., California State University, Fresno
- Picchi, Andrea Physical Education 2012
A.A., Irvine Valley College
B.A., Whittier College
M.A., National University
M.S., Azusa Pacific University
- Preston, James... Vice President of Educational Services 2000
B.A., University of California, Santa Barbara
M.A., Fresno Pacific University
- Quilici, Teresa..... Counselor 2015
A.A., College of the Sequoias
B.A., M.S., California State University, Fresno
- Ragsdale, Rodney Physical Education 2005
B.S., California State University, Fresno
M.A., National University
- Rai, Rupinder Counselor 2008
B.S., M.S., California State University, Fresno
- Raia, Christian..... Culinary Arts 2006
B.F.A., San Jose State University
- Rengh, David-Michael CIS, Business 1989
A.A., West Hills College
B.A., Fresno Pacific College
- Reynosa, Monica..Coordinator of Special Grants, Equity 2017
B.A., University of California, Santa Cruz
M.A., University of Oklahoma, Norman
- Rogers, Joel..... Kinesiology, Biology 2006
B.A., Fresno Pacific University
M.A., California State University, Fresno
- 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
M.A., California State University, Fresno
- Simon, Giselle....Director of Special Grants-Career Pathways 2007
B.S., M.S.W., California State University, Fresno
- Sterling, Kurt Biology 2005
B.S., M.S., California State University, Fresno
- Soria, Deborah..... Director of Financial Aid 2011
B.S., M.A., San Jose State University
- Sulcer, Hilliary Nursing, 2017
BS, Nursing
MS, Nursing
- Thomas, Jay Math 2015
B.S., Cal Poly, San Luis Obispo
M.A., Chapman University
- Tidwell, Amber GED, 2017
B.S., Troy University
M.F.A., CSU Fresno
M.DIV., New Orleans Baptist Theological
- Turmon, Shannon..... Title V Activity Specialist/
Instructional Designer 2015
B.S., Fresno Pacific University
M.S., California State University, Fresno
- Van Horn, Stuart.....Chancellor 2017
B.S., University of Great Falls
M.A., Azusa Pacific University
Ed.D., University of Phoenix
- Villarreal, Oscar Director of After School Program/
Upward Bound Math/Science 2000
A.A., West Hills College
B.A., Fresno Pacific University
M.A., Cal Poly, San Luis Obispo
- Warner, Sue..... Dean of Educational Services 2017
B.A., M.A., California State University, Sacramento
- Zhao, Jiaxin..... Engineering, Physics 2011
B.S., University of Science & Technology of China
M.S., University of Missouri
Ph.D., Purdue University

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