

# Programs of Study

AA = Associate in Arts Degree and AS= Associate in Science Degree (4 semesters, 60+ units)  
 AD-T = Associate Degree for Transfer (California State University system, 60 units)  
 C = Certificate of Achievement and LC = Local Certificate (1-3 semesters, short-term training)

The 2019-2020 catalog requires a revision and addition. The following programs should be added or revised:

Administration of Justice. . . . .	AS-T
Child and Adolescent Development. . . . .	AA-T
Early Childhood Education. . . . .	AS-T
Heating Ventilation and Air Conditioning. . . . .	C
Political Science. . . . .	AA-T
Psychology. . . . .	AA/AA-T
Transfer Studies - CSU GE Breadth. . . . .	C
Truck Driving. . . . .	C

# Administration of Justice

## Administration of Justice AS-T Degree

The Associate in Science in Administration of Justice for Transfer degree provides introductory and journey level course work in Administration of Justice for local, state, federal, and private enterprise levels. Student development is enhanced with philosophical, statutory, practical, and tactical experience. Students will be prepared to work in a variety of fields, including public law enforcements agencies such as municipal police, probation officers, county deputy sheriffs, correctional officers, game wardens, state parks and private security.

The Associate in Science Transfer degree is intended for students who plan to complete a bachelor’s degree in Criminal Justice or a related field of study in the California State University System. Students will be prepared to study in the following areas; Administration of Justice, Law Enforcement, Correctional Administration, Social Science, and Pre-Law. Students completing this degree are guaranteed admission to the CSU system, but not to a particular campus or major. Students transferring to a CSU campus that accepts this degree will be required to complete no more than 60 units after transfer to earn a bachelor’s degree.

Program student learning outcomes

- Students will be able to explain the legal process of the criminal justice system
- Students will be able to demonstrate a working knowledge of how statutory and case laws at the federal, state, and local levels affect the criminal justice system
- Students will be able to write correct documents used in the criminal justice system using proper format and citations. This includes reports, memos, and legal briefs.

This program is intended for students planning to transfer to a California State University. Students must fulfill the following requirements to qualify for an associate degree for transfer:

- Complete CSU GE Breadth or IGETC
- Complete the major units as presented below
- Complete electives to reach a total of 60 transferable units
- Earn a grade of C or better in each major course
- Maintain a minimum cumulative G.P.A. of 2.00
- Complete the English, Critical Thinking, Communication, and Math requirements with a C or better

*This program has 50 percent or more of the major courses available via distance education/online*

<i>Course #</i>	<i>Title</i>	<i>Units</i>
<b>Required Core Courses</b>		
AOJ-001.....	Introduction to Criminal Justice.....	3
AOJ-020.....	Criminal Law.....	3
<b>Plus 6 units from below</b>		
AOJ-003.....	Introduction to Corrections.....	3
AOJ-010.....	Principles & Proced of Criminal Justice.....	3
AOJ-016.....	Human and Community Relations in Criminal Justice.....	3
AOJ-022.....	Criminal Evidence.....	3
AOJ-024.....	Criminal Investigation.....	3
AOJ-032.....	Juvenile Delinquency.....	3
<b>Plus 6-7 units from below</b>		
PSYCH-001..	Introductory Psychology.....	3
SOC-001.....	Introduction to Sociology.....	3
MATH-025..	Introduction to Statistics.....	4
	Total.....	18-19
	CSU GE Breadth or IGETC.....	41-42
	.....	
	<b>Total .....</b>	<b>60</b>

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# Child and Adolescent Development

## Child and Adolescent Development AA-T

The Associate in Arts in Child and Adolescent Development for transfer degree is designed to provide students a seamless transfer to the California state university system. The degree is designed to prepare students for baccalaureate degree in Child Development. The West Hills College Child Development Program offers a comprehensive background in the field of child adolescent growth and development. Program emphasis includes information directed at working with culturally diverse families, working with children ages 10 – 18 years in an elementary school setting, and creating and teaching developmentally appropriate environments for adolescence. Students will be offered information and skills for future employment in primary and secondary school systems. This program is intended for students planning to transfer to a California State University to pursue elementary teaching, social services, and counseling

Students must fulfill the following requirements to qualify for an associate degree for transfer

- Completion of 60 semester units or 90 quarter units of degree-applicable courses,
- Minimum overall grade point average of 2.0,
- Minimum grade of “C” (or “P”) for each course in the major, and
- Completion of IGETC and/or CSU GE-Breadth.

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

- identify and contrast current adolescent development theoretical information and investigative methodologies, as it applies to the development of adolescents;
  - examine ways in which developmental domains are continuous, sequential and inter related;
  - demonstrate knowledge of the physical, social, emotional and cognitive development of adolescents, both typical and atypical, major developmental stages;
  - investigate and explain sources of developmental change and reasons for disturbances in the developmental process;
  - identify the current research findings, as it applies to adolescent development;
  - examine and explain how bias can influence the research process;
  - demonstrate objective techniques and skills when observing, interviewing, describing and evaluating behavior in adolescents, cultures and backgrounds and their caregivers;
  - examine and evaluate the role of family in facilitating adolescent development;
  - examine and evaluate the role of teachers and other professionals in facilitating adolescent development;
  - identify and describe risk factors that impact families and adolescent at each major developmental stage;
  - describe and explain biological and environmental factors influencing the development of Adolescents.
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<i>Course #</i>	<i>Title</i>	<i>Units</i>
<b>Required Core Courses</b>		
CD-005.....	Child Development.....	3
PSYCH-001..	Introductory Psychology.....	3
MATH-025..	Introduction to Statistics.....	4
<b>Select 3 Courses (9 Units)</b>		
BIO-010.....	Fundamentals of Biology.....	3
or BIO-015..	Biology for Education.....	3
CD-002.....	Teaching in a Diverse Society.....	3
CD-010.....	Child, Family and Society.....	3
CD-012A...	Principles and Practices of ECE.....	3
PSYCH-003..	Developmental Psychology.....	3
SOC-001.....	Introduction to Sociology.....	3
SOC-003.....	Marriage and Family Relations.....	3
	Total Major Units.....	19
	Units to be double-counted as General Education.....	12-18
	CSU GE Breadth or IGETC Units.....	37-39
	Transferable Elective Units.....	14-20
	<b>Total</b> .....	<b>60</b>

# Early Childhood Education

## Early Childhood Education AS-T

The Associate in Science in Child development for Transfer Degree is designed to provide students a seamless transfer to the California State University system. The degree is designed to prepare students for a baccalaureate degree in Early Childhood Education or similar major.

The West Hills College 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 education/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.

- Upon completion of the early childhood education program, the student will be able to:
- Integrate child development concepts into their daily practices with young children.
- Implement developmentally appropriate teaching practices with young children.
- Integrate knowledge of operating a successful child care program.
- Apply administrative principles, including budgeting, conflict resolution and health and safety issues.
- Apply early intervention strategies while working with infants, toddlers and young children.
- Implement various early intervention techniques while working with infants, toddlers, young children and their families.

This program is intended for students planning to transfer to a California State University. Students must fulfill the following requirements to qualify for an associate degree for transfer:

- Complete CSU GE Breadth or IGETC pattern
- Complete the major course requirements as specified in the catalog with a C or better
- Complete electives to reach a total of 60 transferable units
- Maintain a grade point average of 2.0 overall
- Complete the English, Critical Thinking, Communication, and Math requirements with a C or better

***This program has 50 percent or more of the major courses available via distance education/online***

<i>Course #</i>	<i>Title</i>	<i>Units</i>
<b>Required Core Courses</b>		
CD-002. . . . .	Teaching in a Diverse Society. . . . .	3
CD-003. . . . .	Child Study and Assessment. . . . .	3
CD-005. . . . .	Child Development. . . . .	3
CD-010. . . . .	The Child, Family & Society. . . . .	3
CD-012A. . . . .	Principles and Practices of Early Childhood Education. . . . .	3
CD 012B . . . . .	Principles and Practices of Ece Field Wo Early Childhood Practicum-Field Exp . . . . .	3
CD-016. . . . .	Introduction to Curriculum. . . . .	3
CD-018. . . . .	Health, Safety, and Nutrition. . . . .	3
	Total. . . . .	24
	Units to be double-counted as General Education. . . . .	3
	CSU GE Breadth or IGETC units. . . . .	39
	Transferable Elective Units. . . . .	3
	<b>Total</b> . . . . .	<b>60</b>

# Heating Ventilation and Air Conditioning

## Heating Ventilation and Air Conditioning - Certificate of Achievement

The Heating, Ventilation, and Air Conditioning program is a Certificate of Achievement program designed to prepare students for a career in Heating, Ventilation, and Air Conditioning. Program performance standards for certification will be in accordance with those set forth by the National Center for Construction and Research (NCCER). Career opportunities for graduates include employment with commercial heating and air conditioning contractors, residential mechanical contractors, parts and equipment distributors, large commercial and industrial facility maintenance departments, hospitals, custom design and new construction markets

Upon completion of the heating ventilation and air conditioning program, the student will be able to:

- Explain the basic principles of heating, ventilation, air conditioning and refrigeration.
- Perform various tests such as, leak test refrigerant circuits, electrical current and voltage, and environmental conditions in order to diagnose system problems.
- Describe the service and repair of a refrigerant metering devices, electronically commuted motors (ECMs) or other HVAC systems.
- Identify the types, uses, and installation methods of fasteners.
- Identify and describe the operation of various energy recycling and reclamation systems and equipment.

<i>Course #</i>	<i>Title</i>	<i>Units</i>
<b>Required Core Courses</b>		
IMT-060. . . .	Industrial Core. . . . .	3
HVAC-060. . .	Heating, Ventilation, and Air Conditioning Level I. . . . .	3
HVAC-061. . .	Heating, Ventilation, and Air Conditioning Level II. . . . .	4
HVAC-062. . .	Heating, Ventilation, and Air Conditioning Level III. . . . .	4
HVAC-063. . .	Heating, Ventilation, and Air Conditioning Level IV. . . . .	4
	<b>Total . . . . .</b>	<b>18</b>

### Occupational/Career Outlook

The median salary for heating ventilation air conditioning (HVAC) mechanics/installers is \$47,610 (nationally) and \$55,140 (California). Additional career and employment information may be obtained through:

- O\*Net, [onetonline.org](http://onetonline.org)
- Labor Market, California Employment Development Department, [www.labormarketinfo.edd.ca.gov](http://www.labormarketinfo.edd.ca.gov)

# Political Science

## Political Science AA-T Degree

The Associate in Arts for Transfer in Political Science is designed to provide the transfer student with the opportunity to take lower division courses that could be applied to a political science major at a four year university. Politics is the struggle of who gets what, when and how. A broad spectrum of groups fight for their interests locally, nationally or globally. Political Science looks at the interaction between the individual or group and the government such as local and state governments creating a budget to national governments combating terrorism abroad.

The student who majors in Political Science will become more aware of current events and how those events impact their daily lives. As a Political Science major students may become more politically active and more civic responsible. An AA-T in Political Science would be a stepping stone to many other career fields such as teaching, law, local, state and federal government work and group advocacy.

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

- Evaluate and summarize research material without involving their own political beliefs or bias.
- State different types of governments and explain their historical developments and political processes within a given country.
- Identify different political theories and apply those theories to contemporary issues
- Differentiate between different theories.

This program is intended for students planning to transfer to a California State University. Students must fulfill the following requirements to qualify for an associate degree for transfer:

- Complete CSU GE Breadth or IGETC pattern
- Complete the major course requirements as specified in the catalog with a C or better
- Complete electives to reach a total of 60 transferable units
- Maintain a grade point average of 2.0 overall
- Complete the English, Critical Thinking, Communication, and Math requirements with a C or better

***This program has 50 percent or more of the major courses available via distance education/online***

<i>Course #</i>	<i>Title</i>	<i>Units</i>
<b>Required Core Courses</b>		
POLSCI-001.	American Government. ....	3
<b>Select Three Courses (9 units):</b>		
POLSCI-002.	Comparative Government. ....	3
POLSCI-004.	Introduction to International Relations. ....	3
POLSCI-005.	Introduction to Political Theory. ....	3
POLSCI-010.	Modern Politics. ....	3
MATH-025..	Introduction to Statistics. ....	4
<b>Select Two Courses (6 units):</b>		

Any courses not selected above, any CSU transferable political science courses, and/or other courses that are articulated as lower division preparation for the political science major at a CSU, or any CSU transferable introductory course in the social sciences.

<i>Course #</i>	<i>Title</i>	<i>Units</i>
AOJ-001.....	Introduction to Criminal Justice.....	3
AOJ-029.....	Criminology.....	3
CD-005.....	Child Development.....	3
ECON-001A.	Macroeconomics.....	3
ECON-001B.	Microeconomics.....	3
GEOG-002...	World Regional Geography.....	3
GEOG-003...	Cultural Geography.....	3
GEOG-018...	Geography of California.....	3
HIST-004A..	Western Europe to 1700.....	3
HIST-004B..	Western Europe from 1700.....	3
HIST-017A..	History of the United States 1492-1877.....	3
HIST-017B..	History of the United States 1865-Present.....	3
PE-029.....	Introduction to Sport and Exercise Psychology.....	3
POLSCI-020.	Judicial and Legal Reasoning.....	3
PSYCH-001..	Introductory Psychology.....	3
PSYCH-002..	Abnormal Psychology.....	3
PSYCH-003..	Developmental Psychology.....	3
PSYCH-005..	Biological Psychology.....	3
SOC-001.....	Introduction to Sociology.....	3
SOC-002.....	Critical Thinking and Social Problems.....	3
SOC-003.....	Marriage and Family Relations.....	3
SW-020.....	Introduction to Social Welfare.....	3
	<b>Total.....</b>	<b>18-19</b>
	Units to be double-counted as General Education.....	6-18
	CSU GE Breadth or IGETC Units.....	39
	Transferable Elective Units.....	8-21
	<b>Total .....</b>	<b>8-21</b>

*\*\*PSYCH 29 and PE 29 are cross-listed as the same class*



# Psychology

## Psychology AA-T Degree

The AA-T in Psychology 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 19 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.

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

- Differentiate between scientifically derived knowledge versus pseudoscience within the field of psychology.
- Compare and contrast the major theoretical perspectives in psychology.
- Define basic psychological terminology regarding behavior, cognition, and emotion, and be able to express it clearly when writing or speaking about psychology.
- Evaluate psychological data, use the scientific method, draw reasonable conclusions, and apply these to personal, community, and scientific problems.
- Employ psychological principles that lay the foundation for life-long personal growth and development of interpersonal and social skills.
- Demonstrate appropriate interpersonal and social skills in interactions with a diverse population using principles of equity, justice, and inclusion.

This program is intended for students planning to transfer to a California State University. Students must fulfill the following requirements to qualify for an associate degree for transfer:

- Complete CSU GE Breadth or IGETC pattern
- Complete the major course requirements as specified in the catalog with a C or better
- Complete electives to reach a total of 60 transferable units
- Maintain a grade point average of 2.0 overall
- Complete the English, Critical Thinking, Communication, and Math requirements with a C or better

*This program has 50 percent or more of the major courses available via distance education/online*

<i>Course #</i>	<i>Title</i>	<i>Units</i>
<b>Required Courses (16 units)</b>		
PSYCH-001.	Introductory Psychology .....	3
PSYCH-005.	Biological Psychology.....	3
PYSCH-006.	Research Methods in Psychology.....	3
MATH-025.	Introduction to Statistics.....	4
BIO-010.	Fundamentals of Biology.....	3
<b>Select One Course (3 units):</b>		
PSYCH-002.	Abnormal Psychology.....	3
PSYCH-003.	Developmental Psychology.....	3
PSYCH-004.	Personal Psychology.....	3
PSYCH-029.	Introduction to Sport and Exercise Psychology.....	3
	Total.....	19
	Units to be double-counted as General Education.....	12-15
	CSU Breadth or IGETC Units.....	39
	Transferable Elective Units.....	14-17
	<b>Total</b> .....	<b>60</b>

*\*\*PSYCH 29 and PE 29 are cross-listed as the same class*

## Psychology AA Degree

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.

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

- Identify different research methods.
- Identify different perspectives in psychology.
- Identify different theories on personality development.

Students must fulfill the following requirements to qualify for an associate degree:

- Complete the Associate Degree requirements
- Complete major course requirements as specified in the catalog with a C or better
- Complete electives to reach a total of 60 degree applicable units
- Maintain a grade point average of 2.00 overall
- Complete the English and math competency requirements with a C or better

<i>Course #</i>	<i>Title</i>	<i>Units</i>
<b>Required Core Courses</b>		
PSYCH-001..	General Psychology.....	3
PSYCH-002..	Abnormal Psychology.....	3
PSYCH-003..	Developmental Psychology.....	3
PSYCH-004..	Personal Psychology.....	3
PSYCH-005..	Biological Psychology.....	3
	Electives taken from list below.....	3
	<b>Total .....</b>	<b>18</b>

Recommended Electives: BIO 32, 35; CIS 7; MATH 25; PSYCH 8; SOC 1, 2

## Transfer Studies - CSU GE Breadth

### Transfer Studies - CSU GE Breadth, Certificate of Achievement

Completion of the California State University System General Education Requirements satisfies the requirements of the Certificate of Achievement in Transfer Studies (CSU).#In addition to completing the courses for the Certificate of Achievement, the student is responsible for completing major preparation and/or elective credits to complete the **60 units required for admission** for all CSU campuses.#Students can use [www.assist.org](http://www.assist.org) to review major preparation courses and are advised to see a counselor for educational planning for successful admission to the university of their choice.

\* Students who were eligible to be admitted to a CSU campus out of high school can waive some of these requirements.  
#PLEASE see a counselor for information on your eligibility

<i>Course #</i>	<i>Title</i>	<i>Units</i>
<b>Required Core Courses</b>		
Area A1.....	Oral Communication.....	3
Area A2.....	Written Communication.....	3
Area A3.....	Critical Thinking.....	3
Area B1.....	Physical Science.....	3-5
Area B2.....	Life Science.....	3-4
Area B3.....	Laboratory Activity.....	
Area B4.....	Mathematics/Quantitative Reasoning.....	3-5
Area C1.....	Arts.....	3
Area C2.....	Humanities.....	3-4
Area C1/C2..	Arts or Humanities.....	3-4
Area D.....	Social Sciences.....	9
Area E.....	Lifelong Understanding & Self-Development.....	3
	<b>Total .....</b>	<b>39-46</b>

# Truck Driving

## Truck Driving - Certificate of Achievement

The Truck Driving program is a Certificate of Achievement program designed to prepare students for a career as a professional driver. Using modern equipment, the certificate offers instruction and training in forklifts, straight trucks, tractor trailer combinations, including doubles and loaded trucks. Students log approximately 2,000 to 2,500 miles behind the wheel prior to graduation.

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

- Demonstrate safe operation of commercial vehicles as evidence by driving techniques, explanation of state laws and load securement and coupling.
- Prepare related documentation required of a truck driver including trip planning, weight requirements, electronic logs, and communications related to job.
- Perform a State required pre-trip inspection
- Demonstrate driving skills in shifting, backing, and proper road skills in a variety of vehicles and situations.

<i>Course #</i>	<i>Title</i>	<i>Units</i>
<b>Required Core Courses</b>		
DT 050 . . . . .	State Laws and Federal Regulations . . . . .	3
DT 052 . . . . .	Safe Operation Fundamentals . . . . .	2
DT 053 . . . . .	Fork Lift Operations . . . . .	1
DT 055 . . . . .	Trip Planning and Budgeting . . . . .	3
DT 057 . . . . .	Job Prep Skills . . . . .	1
DT 058 . . . . .	Operations of Commercial Vehicles I . . . . .	3
DT 059 . . . . .	Operations of Commercial Vehicles II . . . . .	3
<b>Pick 1 of the following courses:</b>		
HVYEQUI-060	Level I Heavy Equipment Operations. . . . .	5
CRPSCI-045.	California Pest Control Laws and Regulations. . . . .	2
CRPSCI-046.	Integrated Pest Management. . . . .	3
IMT-060. . . . .	Industrial Core. . . . .	3
WT-070. . . . .	Introduction to Certified Welding. . . . .	3
WT-071. . . . .	Beginning SMAW. . . . .	2.5
WT-072. . . . .	Advanced SMAW. . . . .	3
WT-074. . . . .	GMAW and FCAW: Plate. . . . .	3
WT-075. . . . .	SMAW Pipe Welding. . . . .	2
	<b>Total . . . . .</b>	<b>18-21</b>

## Occupational/Career Outlook

The median salary for Heavy and Tractor-Trailer Truck Drivers is \$43,680 (nationally) and \$45,790 (California). A commercial driver's license is generally required for Heavy and Tractor-Trailer Truck Drivers. Additional career and employment information may be obtained through:

- O\*Net, [ononline.org](http://ononline.org)
- Labor Market, California Employment Development Department, [www.labormarketinfo.edd.ca.gov](http://www.labormarketinfo.edd.ca.gov)