

**West Hills College Coalinga**

# Catalog

**2019**



**WEST HILLS COLLEGE  
COALINGA**



**West Hills College Coalinga**

# **Catalog**

**2019 - 2020**



**WEST HILLS COLLEGE  
COALINGA**

## About This Catalog

### About This Catalog

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

### Media Release

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

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## President's Message

### Welcome to West Hills College Coalinga!



On behalf of the faculty, staff and administration it is my pleasure to welcome you to West Hills College Coalinga (WHCC). WHCC is an accredited, comprehensive community college that has been serving the educational needs of the west side of the San Joaquin Valley for more than 80 years. WHCC is more than a collection of buildings. It is a diverse community of educators and learners where there is a place for everyone. At WHCC there is a place for you.

WHCC is a Hispanic Serving Institution (HSI). We nurture student creativity and development through a wide range of programs and services that facilitate student success. At WHCC we strive to transform the lives of our students and the communities that we serve. At WHCC you can expand your horizons. We offer a variety of athletic and campus life activities. Students enjoy state of the art classrooms; a bright, inviting library, and student residence halls. At WHCC you can get to know your professors. You can meet people from across the United States and around the world.

The heart of WHCC is a team of professional staff, faculty, and administrators who innovate and collaborate to provide you a high quality educational experience. We work closely with industry partners to develop job training programs and clear pathways to employment. We provide a solid foundation in the sciences, mathematics, and general education with clear pathways to complete a degree, certificate and/or transfer to a college or university where you can earn a Bachelors of Arts or Bachelor of Science degree. WHCC has received grants from the U.S. Department of Education and the National Science Foundation. We have a vested interest in increasing the number of under-represented students in science and technology based careers.

The information in this catalog is designed to assist you with your educational goals and includes important information on academic policies, course offerings, and support services. We encourage you to familiarize yourself with this information and please do not hesitate to approach any one of our friendly faculty, staff, or administrators with any questions that you may have. In addition, please make sure that you see a counselor to develop your educational plan. This is not optional. We want you to reach your full potential and we are committed to partnering with you to guide you down your path to success. WHCC specializes in assisting people who have started right where you are and supporting them to achieve their goals. Our job is to help each student succeed.

Thank you for choosing WHCC. This is your community college and you are always welcome here!

A handwritten signature in black ink that reads "Brenda Thames". The signature is written in a cursive, flowing style.

Brenda Thames  
President  
West Hills College Coalinga

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# Mission, Vision, Goals, Institutional Learning Outcomes & Accreditation

## Vision Statement

West Hills College Coalinga is committed to a relentless pursuit of student success.

## Mission Statement

West Hills College Coalinga offers associates degrees, transfer degrees, career and technical certificate programs and is committed to inspiring all learners by providing dynamic and high quality academic programs and services, including those offered through distance education. The college fosters its students' ability to think, communicate, effectively reason and develop compassion through learning, connection, and service.

## Goals

1. Improve success, retention and persistence of all students by improving transfer rates and the number of certificate and degree awarded.
2. Increase enrollment by recruiting students locally and internationally via responding directly to the current and projected demographic and global economic trends
3. Support and strengthen Career Technical Programs through research and sustained interaction with the business community.
4. Develop new and strengthen existing external collaborative relationships and partnerships.
5. Advance a learning college culture that promotes a passion for learning, builds leadership and civic engagement across all stakeholder groups.
6. Provide new and expanded opportunities for faculty and staff development which support an atmosphere of excellence in academics and student support services.

## Institutional Learning Outcomes (ILOs)

### Communication Competency- Written and Oral Communication

- Students will demonstrate effective communication skills in reading, writing, listening, speaking and communicating in different formats.
- Students will develop and present cogent, coherent and substantially error-free writing for communication to general and specialized audiences.
- Students will demonstrate effective interactive communication through discussion, i.e., by listening actively and responding constructively and through structured oral presentations to general and specialized audiences.
- Students will negotiate with peers an action plan for a practical task and communicate the results of the negotiation either orally or in writing.

### Analytical Inquiry- Critical Thinking and Problem-Solving Skills

- Students will demonstrate the ability to collect information in response to a question or problem# analyze and draw valid conclusions from statements, images, data, and other forms of evidence# and assess the implications and consequences of conclusions.
- Students will identify and frame a problem or question in selected areas of study and distinguish among elements of ideas, concepts, theories or practical approaches to the problem or question.

### Quantitative Reasoning- Mathematical and Scientific Reasoning

- Students will be able to: analyze, estimate, use, and evaluate quantitative information using words, data, graphs, and symbols# and apply the scientific method to questions regarding observable natural, physical and social phenomena.
- Students will present accurate interpretations of quantitative information on political, economic, health-related or technological topics and explain how both calculations and symbolic operations are used in those offerings.
- Students will create and explain graphs or other visual depictions of trends, relationships or changes in status.



**Information Competency- Technology and Media Literacy**

- Students will be able to locate, evaluate, synthesize and use multiple forms of information, data, media, and technology.
- Students will identify, categorize, evaluate and cite 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.

**Ethical Reasoning**

- Students will describe the ethical issues present in prominent problems in politics, economics, health care, technology or the arts and show 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 demonstrate knowledge of significant social, cultural, environmental and aesthetic perspectives.
- Students will describe how knowledge from different cultural perspectives might affect interpretations of prominent problems in politics, society, the arts and global relations.
- Students will describe, explain and evaluate the sources of his/her own perspective on selected issues in culture, society, politics, the arts or global relations and compare that perspective with other views.

**Personal, Academic, and Career Development**

- Students will assess their own knowledge, skills, and abilities, set personal, educational, and career goals, work independently and in group settings, and identify lifestyle choices that promote self-reliance, financial literacy, and physical, mental and social health.

**Accreditation**

West Hills College Coalinga is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, 10 Commercial Boulevard, Suite 204, Novato, CA 94949, 415.506.0234, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education. This is an institutional accrediting body recognized by the Council on Postsecondary Accreditation and the U.S. Department of Education. It is listed in the Directory of the Western Association of Schools and Colleges and in the Accredited Institutions of Postsecondary Organizations, 1990-91, a publication of the American Council on Education.

West Hills College Coalinga is a member of the California Association of Community and Junior Colleges and the American Association of Community and Junior Colleges. The college is approved by the United States Immigration and Naturalization Service to accept international students.

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# Administrators

## West Hills Community College District

### Board of Trustees

**President** — Mark McKean

**Vice President** — Jeff Levinson

**Clerk** — Nina Oxborrow

Steve Cantu

Bobby Lee

Salvador Raygoza

Martin Maldonado

### Administration

**Chancellor** — Stuart Van Horn

**Deputy Chancellor of Business Services** — Richard Storti

**Vice Chancellor of Educational Services & Workforce Development** — Kelly Cooper

## West Hills College Coalinga

### Administration

**President** — Brenda Thames

**Vice President of Student Service** — Vacant

**Vice President of Educational Services** — Sam Aunai

**Dean of Career & Technical Education** — Vacant

**Dean of Student Services** — Javier Cazares

**Interim Associate Dean of Athletics** — Staci Mosher

### North District Center

**Associate Dean** — Bertha Felix-Mata

### Academic Senate

**President** — Jeff Wanderer

**Vice President** — Jim Grant

**Secretary** — Brandy Wilds

**Arts/Letters** — Jim Grant

**Career & Technical Education** — Anna-Lisa Little

**Allied Health** — Hector Dam-Mikkelsen

**Science/Technology/Engineering/Math** — Scott Wilson

**Kinesiology/Social Science** — Kevin Wilds

**Student Services Faculty** — Matt Magnuson

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# Instructional Calendar

## West Hills Community College District

### 2019-2020

#### 2019 Summer Session

|                         |                           |
|-------------------------|---------------------------|
| May 28 – August 2, 2019 | Instruction Begins/Ends   |
| July 4                  | Independence Day Observed |

#### 2019 Fall Semester

|                |      |                                    |
|----------------|------|------------------------------------|
| August 7       | W    | Professional Dev Day, No Classes   |
| August 8       | Th   | Professional Dev Day, No Classes   |
| August 9       | F    | Instruction Begins                 |
| September 2    | M    | Labor Day, No Classes              |
| October 11     | F    | Last Day to Petition to Graduate   |
| October 14     | M    | Second 9-week Classes Begin        |
| October 25     | F    | Flex Day, No Classes               |
| November 8     | F    | Last Day to Withdraw with a W      |
| November 11    | M    | Veteran's Day Observed, No Classes |
| November 28-29 | Th-F | Thanksgiving, No Classes           |
| December 9-13  | M-F  | Finals Week                        |
| December 13    | F    | End of Fall Semester               |

Total Instructional Days: 87

#### 2020 Spring Semester

|                    |     |                                       |
|--------------------|-----|---------------------------------------|
| January 8          | W   | Professional Dev Day, No Classes      |
| January 9          | Th  | Professional Dev Day, No Classes      |
| January 10         | F   | Instruction Begins                    |
| January 20         | M   | Martin Luther King Day, No Classes    |
| February 7         | F   | Lincoln's Day Observed, No Classes    |
| February 17        | M   | Washington's Day Observed, No Classes |
| March 13           | F   | Last Day to Petition to Graduate      |
| March 16           | M   | Second 9-week Classes Begin           |
| March 27           | F   | Flex Day, No Classes                  |
| April 6 – April 10 | M-F | Spring Recess                         |
| April 17           | F   | Last Day to Withdraw with a W         |
| May 18-22          | M-F | Finals Week                           |
| May 21             | Th  | Coalinga Commencement                 |
| May 22             | F   | Lemoore Commencement                  |
| May 22             | F   | End of Spring Semester                |

Total Instructional Days: 88

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## 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 opened the North District Center in the city of Firebaugh in 1971. Today the North District Center is part of West Hills College Coalinga.

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 12, 2002, when the 555 College Avenue campus of West Hills College Lemoore opened. A generous donation of land from Robert and Mardell Pedersen and Lionel and Lola Simas made the campus possible.

In 2004 West Hills College became a multi-college district with two colleges: West Hills College Coalinga and West Hills College Lemoore, and a center, North District Center in Firebaugh.

### Academic Freedom

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

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

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

West Hills College Coalinga 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, those with physical or educational disabilities, the senior citizen, and the re-entry student;
5. Educational opportunities and learning experiences for all residents of the college district;
6. General education in those areas that is 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 that will develop in students a sense of pride in themselves, their community, their nation, and West Hills College Coalinga.

### **Compliance Statement**

West Hills College Coalinga 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 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 Richard Storti, Deputy Chancellor. Inquiries regarding the equal opportunity policies, the filing of grievances or grievance procedures covering discrimination complaints may be directed to: Richard Storti, Deputy Chancellor, 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 orientación sexual), discapacidad o edad en cualquiera de sus pólizas, 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).

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Esta pólizas 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. West Hills College Coalinga 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 Richard Storti, Deputy Canciller. 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: Richard Storti, Deputy Canciller, Distrito 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.

West hills College Coalinga es un empleador de igualdad de oportunidades.

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# Admissions

## Eligibility Requirements

Admission to West Hills College Coalinga 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.
  - 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.
  - Students may be admitted as a special part-time or full-time student (dual enrollment) if:
    - the class is open to the general public or the class is offered during the normal school day at the student's high school campus; and
    - the student is currently enrolled in grade 11 or 12 (Junior or Senior year). Exceptions may be made for some special programs and course work. For additional information regarding exceptions please contact the Registrar at [admissionscoalinga@whccd.edu](mailto:admissionscoalinga@whccd.edu).

*See Board Policy 5010 & Administrative Procedure 5010\*\**

## Eligibility for Dual Enrollment Admission Definitions:

- Advanced scholastic or vocational work is identified as college-level, degree-applicable course work.
- 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.
- 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 Coalinga fulltime, and is enrolled in 12.0 units or more.

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 a Fee Waiver program.

*Administrative Procedure 5011*

- 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.

*See Administrative Procedure 5011\*\**

## Admission Procedure

Students who are enrolling at West Hills College Coalinga for the first time must apply for admission, either online or in person.

**Online:** Visit the West Hills College website: <https://www.westhillscollge.com/coalinga/>

**In Person:** Complete an online application at the Office of Admissions and Records, West Hills Coalinga, 300 Cherry Lane, Coalinga, CA 93210

**Telephone/Email:** (559) 934-2300 / [admissionscoalinga@whccd.edu](mailto:admissionscoalinga@whccd.edu)

## International Student Admission

West Hills College Coalinga is authorized under federal law to enroll non-immigrant alien students. International students applying for admission and subsequent student visas must meet special admission requirements. The office of International Students serves the needs of prospective degree-seeking international students. The program is here to assist in education planning for a two-year Associate of Arts, or Associate Degree for Transfer. For specific admission requirements and procedures, inquiries should be made to the Director of International Students. (See Resource page for contact information.)

Application deadlines are as follows: July 15 for fall semester courses and November 15 for spring semester courses.

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

- Be a graduate of an educational institution comparable to U.S. high schools. or be at least 18 years of age;
- Submit a letter of financial responsibility from a correspondent sponsor, from the student's home country or a sponsor in the US. A bank statement must provide evidence that the student will meet all of his/her financial obligations while studying in the U.S.A.;
- Be able to use the English language with a degree of proficiency that will enable the student to profit from instruction;
- Give a reasonable guarantee that the student will not become a public charge, either for health or financial reasons; (Proof of health insurance will be required upon registration);
- Submit a complete academic record of previous secondary and college or university schooling. The academic record(s) must be an English translation;
- Enroll in a minimum of fifteen (15) semester units at West Hills College Coalinga. The student will be allowed five (5) semesters to complete his/her objectives;

## Tuition and Fees

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

### Resident Enrollment Fees

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

### Non-resident fees and tuition:

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

Tuition (per unit) ..... \$265

Total cost per unit for non-resident students' academic year ..... \$311

### International student fees and tuition:

(Refer to International Student Admission section for additional information on fees and expenses.)

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

Tuition (per unit) ..... \$265

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

Total cost per unit for international students ..... \$311

Non-refundable processing fee (per semester) ..... \$100

### United States health insurance coverage is required (per semester)

Fall 2019 Semester: ..... \$507.50

Spring 2020 Semester: ..... \$710.50

### Audit Fee

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

### Credit by Exam

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

### Residence Hall and Meal Plans

Residence hall ..... \$1,560 per semester

Meal plans ..... \$2,343 per semester

Housing Fees (cable/internet/computer lab and game room usage) ..... \$78.00 per semester

*Pricing subject to change, visit <https://westhillscollge.com/coalinga/student-life/housing/> for more information.*

## Transcripts

|                       |           |
|-----------------------|-----------|
| First two .....       | No charge |
| More than two .....   | \$5 each  |
| Rush processing ..... | \$10 each |

## Books & Supplies

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

*For additional information please see Board Policy 4042\*\* - Open Educational Resources/Administrative Procedure 4042\*\* - Open Educational Resources*

## Materials Fees

Select 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.

## Residency

### 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

- 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.
- 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.

## Payment

Payment may be submitted online through [myWestHills](#). Click Student Financial Information, Make a Payment. You may also make a payment at student services.

## 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, Request Refund, 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

## Tuition and Fees - International Students

- **Tuition:** International students are required to pay non-resident tuition fees during their entire attendance even though they may have lived in the State of California for one year or more.
- **Payment of Fees:** Payment for all fees, including tuition and on campus room and board (Residence Hall Fees) is due upon registration, including a non-refundable application fee of \$50 US Dollars, which is required to process an application.
- **Housing:** International Students admitted to West Hills College Coalinga maybe guaranteed a place in the residence halls, upon availability. Students living on campus will have access to three meals Monday – Friday and two meals on both Saturday and Sunday.
- **Registration and Payment:** New students will register for classes on the third day of International Student Orientation program. Payment for all fees, including tuition, on campus room and board (Residence Hall Fees) are due upon registration. You may use a Visa/ MasterCard credit card, a personal check (from a U.S. bank), a Money Order, Wire Transfer or traveler's checks (in U.S. dollars).

The chart below may vary according to what accommodations the student elects, costs of books and the amount each student requires for living expenses. Tuition and fees are subject to change:

### 2019-2020 Fees and Related Expenses - International Students

International Students Expenses: 24 units annually, 12 units per semester\*

|                             |          |
|-----------------------------|----------|
| Cost of Tuition/Fees .....  | *\$7,664 |
| Housing and Food Plan ..... | \$7,977  |



|                              |                 |
|------------------------------|-----------------|
| Insurance, Books, Misc ..... | \$3,480         |
| <b>TOTAL .....</b>           | <b>\$19,121</b> |

*\*Per unit charge includes enrollment fees, and tuition*

### **International fees and tuition:**

|  |          |
|--|----------|
| Enrollment fees (per unit) .....                                   | \$46     |
| Tuition (per unit) .....   | \$265    |
| Total cost per unit for international students .....               | \$311    |
| Non-refundable processing fee (per semester) .....                 | \$100    |
| United States health insurance coverage is required (per semester) |          |
| Fall 2019 Semester 8/1/19-12/31/19: .....                          | \$507.50 |
| Spring/Summer 2020 Semester 1/1/20-7/31/20: .....                  | \$710.50 |
| Annual 8/1/2019-07/31/2020: .....                                  | \$1218   |

From the time you apply to the time you graduate, college staff is here to help you with any questions you may have. The International Students Program and the Office of Student Services are committed to your success here at WHC Coalinga! (See Resource page for contact information.)

### **International Student Services include:**

- Counseling and advising services specific to your degree program
- Airport pick-up free to all international students in our program
- Field trips to San Francisco, Yosemite, and local cultural events
- Learning Center and Free Tutoring available
- Athletics
- Transfer Center
- Conversational English program with local community members

<https://www.westhillscollge.com/coalinga/admissions/international-students/> for an application and information packet or email [internationalstudent@whccd.edu](mailto:internationalstudent@whccd.edu) or phone (559) 934-2432.

## **Military Related Students**

West Hills College Coalinga provides assistance to Service Members, Spouses of Service Members, Veterans, and Dependents of Veterans. Additional financial options include:

### **Service Members**

- Tuition Assistance

### **Veteran Educational Benefits**

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

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

## Documents Required (Transcripts)

Students must present transcripts to the Office of Admissions and Records as soon as possible after they apply to West Hills College Coalinga. Electronic official versions of the transcripts may be sent to [transcripts@whccd.edu](mailto:transcripts@whccd.edu). Students will then be asked to complete and submit a request for an evaluation.

Students should begin the transcript verification process well before registration begins. Delays in processing transcript evaluations will affect a student's ability to enroll in target courses. Specific information regarding procedures, timelines, and transcript evaluation notification is available by visiting the Office of Admissions and Records, emailing [admissionscoalinga@whccd.edu](mailto:admissionscoalinga@whccd.edu) or calling (559) 934-2300.

## Student Correspondence

All West Hills College Coalinga students are provided with an email account which will be the official mode of correspondence. This email account is assigned once a student applies and activates their [MyWestHills](#) username and password. It is important that you to check your email often, as information we send will often be time-sensitive and important to your academic success. For assistance, direct your email questions to the Helpdesk at [helpdesk@whccd.edu](mailto:helpdesk@whccd.edu) or by calling (559) 934-2239.

## Academic Credit Accepted

West Hills College accepts credit for degree-applicable courses completed at regionally-accredited colleges and universities. Once official transcripts are received, an evaluation is completed to determine which of those degree-applicable courses with grades of D or higher may be accepted for use toward an educational goal at West Hills. Exceptions may be made for certain populations of students (ex: athletes, veterans and military benefit seekers, nursing students) where licensing or other mandates are in place requiring use of all coursework completed. Grade points are excluded from all transfer work accepted by West Hills.

In accepting transfer credits to fulfill degree requirements, West Hills certifies that the expected learning outcomes for transferred courses are comparable to the learning outcomes of its own courses.

## Servicemember's Opportunity College

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

Servicemembers Opportunity Colleges (SOC) was created in 1972 to provide educational opportunities to servicemembers who, because they frequently moved from place to place, had trouble completing college degrees. SOC functions in cooperation with 15 higher education associations, the Department of Defense, and Active and Reserve Components of the Military Services to expand and improve voluntary postsecondary education opportunities for servicemembers worldwide.

## Orientation

Orientation is required for all new students and provides you with the tools and skills to navigate your first semester at West Hills College Coalinga. Orientation can be completed online through the [myWestHills](#) student portal. Students are exempt from orientation if they have attended and/or participated in orientation at another college.

## English and Math Placement

Research shows that a high school grade point average is the strongest predictor of performance in college-level coursework. Students will receive a placement using high school records instead of our traditional assessment tests. Use the following link to find out where you place for math and English: <https://www.westhillscollge.com/academics/placement-guide/>

For students who graduated from a US high school within 10 years, your high school information will be used to place you into a transfer level course. Depending on your high school GPA, you may be required to take a co-requisite support course in addition to transfer level math and English. West Hills will base your math and English placement on your high school GPA (unweighted, through 11th or 12th grade) and your high school math coursework.

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If you do not know your high school GPA or coursework, please contact Student Services at (559) 934-2300 (Coalinga) or (559) 934-2977 (North District Center) for more information.

## Counseling

All students should consult with their assigned counselor to develop a Student Educational Plan. Counselors are committed to assisting students to make thoughtful, independent decisions in their vocational and educational goals. Whether you wish to take one course, earn a certificate or an associate degree, and/or transfer to a four-year college or university, counselors are available to help identify and plan your academic and career goals.

West Hills College Coalinga counseling services 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, when personal, family, or other social concerns impact the student's ability to be successful academically.

All students should consult a counselor to develop or update their Student Educational Plan when they:

- Plan to pursue a certificate, associate degree or transfer program; or
- Need to change or correct their major and/or educational goal

## Registration and Course Schedule

In conformity with the provisions of Title 5 of the California Administrative Code, West Hills College Coalinga affirms a policy of open enrollment. Unless specifically exempted by statute, every course, course section, or class, wherever offered and maintained by the District, for which average daily attendance is reported for state aid, is fully open to enrollment and participation by any person admitted to the college who meets the stated course prerequisites.

Course schedules are available online at <https://www.westhillscollge.com/schedule>. Class registration is completed by the student through their [myWestHills](#) portal.

## Enrollment Priorities

West Hills College Coalinga will provide 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. Students shall be 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 will have the following registration priority, in the order listed below:

- Students who are eligible as a member of the armed forces or a veteran, foster youth or former foster youth, eligible and receiving services through CalWORKs, Disabled Student Programs and Services (DSPS) or Extended Opportunity Programs and Services (EOPS), Central Valley Promise (CVP) Recipients
- Members of the West Hills College President's Scholars Program
- Student Support Services (SSS, TRIO, Upward Bound) students; continuing students with at least 45 completed or in progress units; and potential graduating high school seniors
- Continuing students with between 30 and 44.9 completed or in progress units
- Continuing students with between 15 and 29.9 completed or in progress units
- Continuing students with less than 14.9 completed or in progress units, all other eligible first-time students

For the purposes of priority registration, 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 shall be required to have completed orientation, assessment, and an education plan.

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

Registration priority can 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 Executive Vice President or or designee. 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 Dean of Student Services, or designee.

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

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

### Appeal of Loss of Enrollment Priority

Students may appeal to have their Registration Priority reinstated under the following conditions:

- Student has a disability and applied for reasonable accommodations, but did not receive services in a timely manner.
- Student has made significant academic improvement where they meet the minimum grade point average and/or progress standard to be removed from academic or progress probation.
- Student has experienced extenuating circumstances (verified cases of accident, illnesses or other circumstances beyond the student's control; changes in a student's economic circumstances may be considered for California College Promise Grant (CCPG) eligibility).
- Student has completed 100 associate degree units however, is pursuing a high unit major. Appeals for Loss of Registration Priority may be submitted to the Office of Admissions and Records. Questions can be directed by calling (559) 934-2300 or by emailing: [admissionscoalinga@whccd.edu](mailto:admissionscoalinga@whccd.edu).

### Adding Classes and Late Registration

When seats are available, students may add a course section in the second week of a semester class with the instructor's approval.

### 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 during the first week using myWestHills without instructor permission as long as prerequisites have been met for the desired course. Administrative Procedure 5075\*\* Students may change their schedule during the first week using myWestHills without instructor permission as long as prerequisites have been met for the desired course.

**Important note or 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.

## Class Cancellations

Courses listed in the schedule 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.

## Student Financial Aid

West Hills College Coalinga 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 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.

Start here [www.fafsa.ed.gov](http://www.fafsa.ed.gov) by filing your free application for federal student aid or <https://dream.csac.ca.gov/> for AB40 students. See Board Policy/Administrative Procedure 5130\*\*

You can reach the financial aid office at (559) 934-2310 or <https://westhillscollege.com/coalinga/admissions/financial-aid/>

## Student Financial Aid Refunds/Repayments

When a student withdraws, drops out, or is expelled on or after the first day of class of a payment period, the institution will determine whether the student received an overpayment of financial aid funds for non-institutional expenses. The overpayment is the difference between the amount of financial aid 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. Federal Workstudy and Federal Student Loans are not included in the calculation for overpayment.

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

- Outstanding balances of any FFELP, or Federal Direct Student Loans;
- Federal Pell Grant Program;
- Federal SEOG
- State Grants

A student who owes a repayment is ineligible for further Federal Title IV assistance until the repayment is made. This information will be reported to the national student aid database and will be reflected on future student aid reports until paid.

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

- A hold is placed, preventing registration and release of student records.
- A written request for repayment is mailed to the student.
- The overpayment is submitted for state tax offset.
- The overpayment may be referred to the Department of Education for collection.

## Federal Programs

**Pell Grants** — Federal Pell Grants are financial awards to help undergraduates pay for their college education. For many students, these grants provide a foundation of financial aid to which aid from other federal and nonfederal sources may be added. Unlike loans, grants do not have to be repaid. Fill out the application at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The maximum Pell Grant for 2019/20 is \$6,195 based on full-time enrollment (12 units).

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**FSEOG** — The Federal Supplemental Educational Opportunity Grant (FSEOG) program is available to qualified undergraduate students with the greatest financial need and does not have to be repaid. Priority is given to Pell Grant recipients. All undergraduate students who apply for financial aid are automatically considered for FSEOG. The maximum FSEOG for 2019/20 is \$400 based on at least half-time enrollment (6 units).

**Work-Study** — The Federal Work-Study Program (FWSP) provides jobs for eligible students with an opportunity to earn money to help pay educational expenses. The hourly pay is at least the current minimum wage. The total FWSP award depends on the student's need, the amount of money the college has for the program, and the amount of aid awarded from other programs. West Hills College Coalinga students may work up to 19 hours per week with a schedule that does not conflict with their courses.

**Direct Loans** — Federal Direct Loans are low interest rate loans are made by the Department of Education. A student may borrow up to the annual limit determined by class standing each school year. Repayment begins six months after the borrower ceases to be enrolled at least 6 units.

**PLUS Loans** — PLUS Loans for Parents are loans for parents of dependent students, they may apply for a Direct PLUS Loan to help pay their child's education expenses as long as certain eligibility requirements are met. Contact the financial aid office at (559) 934-2310

## State Programs

**PROMISE GRANT** — California College Promise Grant (CCPG) waives the enrollment fee required by the State of California. 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 CCPG Application by meeting the specified Income criteria, or being a current recipient or dependent of TANF/CalWORKs, SSI/SSP or General Assistance, or have a dependent's fee waiver from the Veteran's Affairs Department, or Congressional Medal of Honor or 9-11 dependent, or dependent of a deceased law enforcement /fire suppression personnel killed in the line of duty. The CCPG covers an academic year beginning with summer term and eligibility continues for the fall and spring terms as long as academic progress is maintained. CCPG Applications are available in the Financial Aid Office.

### Maintaining California College Promise Grant (CCPG) Fee Waiver Eligibility:

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

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

- Improving GPA or course completion
- Successful appeal under extenuating circumstances
- Successful appeal based on significant academic improvement
- Non-attendance for two consecutive primary terms (Fall/Spring semesters, or Spring/Fall)

The appeals processed for extenuating circumstances includes:

- Verified accidents, illness or other circumstances beyond your control
- Changes in economic situation
- Evidence of inability to obtain essential support services
- Special consideration factors for CalWORKs, EOPS, DSPS and student veterans
- Disability accommodations not received in a timely manner

*For more on the appeal process, or to obtain an appeal form, please contact the Student Services Office at (559) 934-2300.*

**Cal Grant B Program** — Cal Grants B awards are available through the California Student Aid Commission (CSAC) to students who file a FAFSA or Dream application by March 2nd for the Entitlement award. An additional deadline of September 2nd for continuing community college students wanting to be considered for the 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 eligibility requirements. Competitive awards are offered on a competitive basis to those students who did not receive entitlements and are not guaranteed. Student need to register for at least 15 units per semester or 30 units per year and follow Ed Plan to ensure graduation within 2 years



from WHCCD and stay on track to graduate within 4 years once requirements met and transferred. Note: Cal Grant awards are limited to 4 academic years, except student five year undergraduate programs or a teacher prep program. The maximum grant is \$1672.00 based on full-time enrollment per academic year. Further information is available at <http://www.csac.ca.gov> or you may contact the financial aid office (559) 934-2310.

**Cal Grant C Program** — Cal Grant C awards are available for students enrolled in an occupational or vocational course of study, grants are based on the student's need and cover the cost of fees, books, supplies, tools, and special clothing. The maximum grant is \$1094.00 based on full-time enrollment per academic year.

**Full-Time Student Success Grant (FTSSG)** — Full-Time Student Success Grants are 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 \$1000.00 annually

**California Community College Completion Grant (SSCG)** maybe available for Calgrant B & C recipients who are enrolled in at least 12 units may receive up to \$1298/annually and those that enroll in at least 15 units may be eligible a grant up to \$4000/annually. Student must meet and maintain Satisfactory Academic Progress and follow their edplan to remain eligible. For additional information and requirements please contact the Financial Aid Office (559) 934-2310.

**Chafee Grant — Chafee Grant** — Youth who are or were in foster care may qualify for up to \$5,000 a year for college. To qualify, students must attend college at least half-time and their course of study must be at least one year long. To apply, students must submit both the FAFSA or Dream Act Application and the California Chafee Grant Application, which is available online at [www.csac.ca.gov](http://www.csac.ca.gov)

## Scholarships

A number of scholarships are available for West Hills College Coalinga students including those attending both full and part time. Additional scholarship information, applications, deadlines, and details are available online at <http://www.westhillscollge.com/district/foundation/scholarships/coalinga-scholarships.php>

*\*\*See Administrative Procedures and Board Policies at <https://westhillscollge.com/district/administration/board-of-trustees/policies-and-procedures.php>*

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# Academics

## Academic Records and Grades

An academic record is your official record of all work completed and attempted. Students must supply copies of their high school and previous college academic records to West Hills College Coalinga upon admission. These academic records become the property of WHCC and cannot be forwarded to other institutions.

## Transcript Requests

Two academic records are furnished free upon request via [myWestHills](#). Additional academic records can be ordered online. Students also have the option to request “rush” academic records via walk up service. Please call 559-934-2000 for additional information on this service.

## Classification of Students

**Freshmen** — Students who have completed fewer than 30 semester units.

**Sophomores** — Students who have completed 30 or more semester units, but who have not yet been awarded an associate degree or higher degree.

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

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

**Special admit** — Student currently attending a K-12 school or under 18 years of age and who desires to enroll for college credit.

## Honors

**President’s Citation** — A student will receive the President’s Citation when twelve units or more are completed with a G.P.A. of 4.0 in one semester.

**Dean’s List** — A student’s name will be placed on the Dean’s List for the semester when the student completes twelve units or more achieves a G.P.A. of 3.0 or above receives no grade below C

*Note: PE activity classes and P/NP classes are not considered in computing G.P.A. for eligibility for the Dean’s List and President’s Citation. Incomplete grades or credit-by-examination classes are not computed for eligibility.*

## Grading Standards

Pursuant to Administrative Procedure 5075\*\* of Title 5, the grading practices of West Hills College Coalinga shall be as follows:

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

**P (Pass)** — at least satisfactory-units awarded; not counted in grade point average

**NP (No Pass)** — less than satisfactory or failing-units not counted in grade point averages

**I (Incomplete)** — shall not be used in calculating units attempted nor for grade point averages

**IP (In Progress)** — a student may receive an IP grade when the class extends beyond the normal end of the semester. An appropriate evaluation grade shall be assigned when all course work has been completed within the following college semester

**RD (Report Delayed)** — shall be assigned only by the Associate Vice Chancellor of Information and Academic Services/Registrar and will not be used in calculating grade point averages

**W (Withdrawal)** — shall not be used in calculating grade point averages

**MW (Military Withdrawal)** — requires copy of military orders for processing

**EW (Excused Withdrawal)**— An EW is acceptable when a student withdraws from a course(s) due to reasons beyond their control.

## Guide to Grades

### Pass/No Pass (P/NP) Option

- P indicates grade of C or better.
- P is not included in computing the student's GPA.
- P/NP grading, when it is a grading option, must be declared during the first 22% of the class (by the end of week 4 in an 18 week class)
- P/NP is an option on select courses only as noted in the catalog.
- Students must select the P/NP option with their instructor by week four of a semester length class, this is prorated for short term classes.
- P/NP grades are not eligible for change to a letter grade.
- P/NP is not recommended for students planning to transfer to a university.

### In Progress (IP)

Instructors have the option to assign an In Progress (IP) Grade to students 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.

### Incomplete Grade (I)

In the case of unforeseeable emergency and justifiable reasons discussed with the instructor prior to the end of the term an incomplete (I) grade may be entered in the student's record.

Requirements for removal of the (I) grade are provided by the instructor on the Notice of Incomplete Grade which is mailed to the student. This includes any projects, assignments, papers, or exams the student must complete.

- Students may be granted no more than 12 months' time in which to complete the coursework.
- To be eligible for an (I), a student must have completed at least 75% of the coursework required.
- A final grade is assigned when the conditions have been completed and evaluated by the instructor, or when the time limit for completing the work has passed.
- Students are not allowed to re-enroll in the class in which (I) grade was issued.

### Withdrawal (W) Notation

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

### Military Withdrawal (MW)

Military withdrawal occurs when a student who is a member of an active or reserve United States military service receives orders requiring a withdrawal from courses. Upon verification of such orders, a withdrawal symbol may be assigned at any time after the period established by the Governing Board of West Hills Community College District during which no notation is made for withdrawals. The withdrawal symbol so assigned will be MW. Military withdrawals are not counted in progress probation and dismissal calculations. In all cases, verification of orders compelling a student to withdraw from courses must be filed in the Office of Admissions and Records before the MW symbol will be assigned.

### Excused Withdrawal (EW)

An EW is acceptable when a student withdraws from a course(s) due to reasons beyond their control, which include but are not limited to, the following:

- Job transfer outside the geographical region;
  - Illness in the family where the student is the primary caregiver;
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- An incarcerated student in a California State Prison or County Jail is released from custody or involuntarily transferred before the end of the term (In the case of an incarcerated student, an excused withdrawal cannot be applied if the failure to complete the course(s) was the result of a student's behavioral violation or if the student requested and was granted a mid-semester transfer);
- The student is the subject of an immigration action;
- Death of an immediate family member;
- Chronic or acute illness;
- Verifiable accidents; or
- Natural disasters directly affecting the student.

Verifiable documentation can include, but is not limited to a note from a doctor stating the student is not currently able to complete the work due to illness, employment verification of a new job, a booking report, police report of an accident, or any other documentation that proves the student's completion of a course is impractical. The Chancellor's Office defines impractical as impossible due to reasons beyond the student's control. The determination shall be made by the local college's admissions and records office.

A student may request to use an EW for only one course or all courses in a term depending on the reason for the request. It is possible a student, based on an illness for example, is not able to participate in an in-person course but is able to continue with online courses. Colleges should use individual case facts to determine the continuity of some courses and not others

## **Grade Point Average (GPA)**

To graduate from West Hills College Coalinga, a student must attain a minimum 2.0, or C, cumulative grade point average. GPA is determined by dividing grade points by the number of units attempted. A minimum GPA of 2.0 must be maintained within the major courses.

## **Grade Changes**

The grade issued by the instructor is final in absence of mistake, fraud, bad faith, or incompetence Per Administrative Policy Section 4231\*\* and California Administrative Code, Title 5. The following policies apply to changes of grades except for changes of Incomplete (I) and Withdrawal (W) grades.

- All course grades are final when filed by the instructor at the end of the term and they become part of the student's academic record or permanent record.
- A change of grade may not be based on acceptance of additional work or re-examination beyond the specified course requirements.
- A request for a grade change may be initiated by the student affected through an appeal 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 completed and sent to the Office of Instruction. 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 VP of Educational Services, and then supplied to the Registrar for posting.

## **Course Information**

### **Open Enrollment**

West Hills College Coalinga policy fully opens to enrollment and participation every course and section, the average daily attendance of which is reported for state aid, wherever offered and maintained by the District 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 unless specifically exempted by statute.

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## 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 in the course description section of the catalog. A lecture class requires 18 academic hours, (50 minutes = 1 academic hour) for each unit conferred. Laboratory classes require 54 academic hours for each unit conferred.

**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.

**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.

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 Coalinga *prerequisite policy* in the Academic Regulations portion of this catalog.

## Class Hours

The number of class hours required is indicated in the course description. The schedule of classes will indicate which periods of the day and which days of the week the class is scheduled to meet.

*Tip - Expect to spend two hours outside of class as preparation for each hour of lecture.*

## Course Classification

Courses are classified by subject as they exist at West Hills College Coalinga. All courses within an area usually count toward a major in that area. Other institutions may classify their courses differently. Transfer students should consult the catalog of the four-year college to which they intend to transfer for its classification of identical or comparable courses.

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

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

**Courses Numbered 100-201** — are non-transfer and are non-degree applicable; they are skill building or remedial.

## Abbreviations for Degree, Non-Degree, and Transfer Courses

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

**AA** — Associate Degree

**CSU** — Transferable to California State University System

**UC** — Transferable to University of California System

**NDA** — Non-Degree Applicable

## Distance Learning

West Hills College Coalinga is committed to meeting the student needs of the five counties that it serves. An emphasis has been placed on distance 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. West Hills College Coalinga offers online courses that can be completed from any location with an internet connection. We also offer video conference courses that allow students on multiple campuses to participate in class together.

## **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.

## **Distance Education Formats**

**Online** - All course activities take place online,

**Modified Online** - Courses activities are online and students do not have to come to any college facility. Instructors may arrange proctored test, and conduct orientations and/or face-to-face class meetings.

**Hybrid** - Face to face class time is scheduled along with a distance education activity or instructor-designated site for any reason (testing, orientation, labs, field experience, etc.).

**Web Enhanced** - Face to face course that requires the student to access the Internet and/or MyCourses as part of the course work. Seat time may note be replaced with online activities.

*\*\*See Administrative Procedures and Board Policies at <https://westhillscollege.com/district/administration/board-of-trustees/policies-and-procedures.php>*

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# Student Services

## Support Programs

- CalWORKs** — Provides support services to students receiving cash aid from any county welfare agency. CalWORKs offers academic and vocational planning, priority registration, childcare assistance, employment opportunities through work study, and referrals to on and off campus resources. For more information, contact [559.934.2496](tel:559.934.2496).
- CARE** — Cooperative Agencies Resources for Education is a supplemental component of EOPS that provides support services and activities for welfare-dependent, single head of household students. For more information, contact [559.934.2300](tel:559.934.2300) in Coalinga or [559.934.2980](tel:559.934.2980) in NDC.
- DSPS** — Disabled Students Programs and Services, WHCC is committed to providing equal access to education for Persons with disabilities. The DSPS office provides services to those persons with physical, learning, and psychological disabilities including: 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; and alternative media. Our learning skills program provides individual and small group instruction for students with learning disabilities in a high-tech lab setting. For more information, please contact [559.934.2344](tel:559.934.2344).
- EOPS** — Extended Opportunity Program & Services is designed to help low income and educationally disadvantaged students gain access to and successfully complete a program of higher education. Services include counseling, priority registration, textbook and financial assistance. For more information, contact [559.934.2762](tel:559.934.2762) in Coalinga or [559.934.2980](tel:559.934.2980) in NDC.
- Foster Youth Alliance** — West Hills College Coalinga is committed to helping students from the foster care system with the academic and financial support and resources needed to succeed in college. There is a dedicated counselor and support staff available. For more information call [559.934.2300](tel:559.934.2300).
- MESA** — The MESA Center provides multiple levels of support to students who are interested or pursuing Science, Technology, Engineering, Agricultural Science, Mathematics and Medicine (STEAMM) majors or careers. The MESA Center serves as a place where student can be tutored and mentored, study, and get information on internships (jobs), conferences and opportunities in general. The MESA program provides opportunities for MESA and ASEM students to attend conferences, field trips, events and professional development workshops. MESA is more than just a program, it is your community. Please stop by room G4 on the Coalinga Campus, NDC Room 8 on Tuesdays, or contact us at [559.934.2322](tel:559.934.2322).
- Student Equity Program** — WHC Coalinga Student Equity program was created to address gaps in achievement for students with the greatest needs. Through this program the college ensures that regardless of background, students are supported with the resources and services needed to achieve their educational outcomes including transportation, school-related materials and textbooks. Find out if you qualify for the Student Equity Program by call [559.934.2176](tel:559.934.2176).
- SSS (Student Support Services) TRiO** — SSS Program is federally funded and designed to retain and transfer students to four year colleges. Eligibility requirements include low income, first generation college students, and students with disabilities. Include: academic, career, and personal counseling, priority registration, educational planning, college, community, and social service referrals, and much more. Details are available at [559.934.2356](tel:559.934.2356).
- Transfer Center** — Provides resources for students who are interested in learning more about the California State University System (CSU), University of California System (UC), private, and out-of-state colleges and universities. Services include access to college catalogs, articulation agreements, contact with university representatives, applications assistance, transfer planning, workshops, and tours to four year universities. For more information, call [559.934.2300](tel:559.934.2300) for Coalinga or [559.934.2980](tel:559.934.2980) for NDC.
- Tutoring** — Located in the Rodney B. Fitch Library/Learning Resource Center, the West Hills College Coalinga Tutorial Center provides individualized and group tutoring for students who need additional academic assistance outside the classroom. Students have the option of receiving help on a walk-in basis or scheduling appointments to fit their needs. The tutoring center encourages students with high grades to apply to become part of our certified tutoring team. For more information or to arrange an appointment, call [559.934.2402](tel:559.934.2402).
- UpGrade** — Is a series of supplemental instruction sessions designed for student success. The material covered in each session is specific to the class and the instructor who teaches it. UpGrade sessions are free to all students and UpGrade leaders tailor each session to fit student needs. These services are available in the Library/Learning Resource Center.
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**Upward Bound Program** — Is another TRiO program specifically offered to high school students in Coalinga, Mendota, and Tranquillity. Eligible students include those who are low income, potential first generation college students, demonstrate an academic need, and individuals with disabilities. The focus of Upward Bound is to provide encouragement, preparation and support high school students attending college after high school. For more information, please contact program staff at [559.934.2356](tel:559.934.2356).

**Veterans** — Provides certifications of enrollment and progress for eligible 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. For more information, contact [559.934.2324](tel:559.934.2324).

**Workforce Connection** — WHC Coalinga and the North District Center in Firebaugh has a Workforce Connection office on campus to serve to mobilize and integrate all private and public partners to effectively education, train and place individuals with the necessary resources and skills to fulfill employer needs. Call them at [559.934.2908](tel:559.934.2908).

## Library

The Rodney B. Fitch Library/Learning Resource Center provides a variety of resources and support services to the college community. In addition to the growing collection of books, magazines and newspapers, videos, and electronic research databases, the library also includes special collections of ESL materials, children's literature, textbook and graphic novels. The library staff is available to assist with research questions, give class orientations, and help in the location of materials and use of the library. Intra-library loan provides access to material from the North District Center and Lemoore campus libraries.

During the fall and spring semesters the library is open from:

- 7:30 a.m. - 8:00 p.m. Monday - Thursday
- 7:30 a.m. - 4:00 p.m. Friday

Summer hours may vary. Many library resources are available 24 hours a day, seven days a week on the library's Web site at <https://www.westhillscollge.com/coalinga/academics/library/>. For further information check the Web site or call [559.934.2420](tel:559.934.2420).

## North District Center Library

The library at the North District Center offers a full range of academic library service. This branch of the West Hills College library provides an area for students to read, browse, and to check out books, videos, and laptop. Other available services include: tutoring, class orientations and textbook checkout. Intra-library loan provides access to material from the Coalinga and Lemoore campus libraries.

The library at the North District Center is open Monday to Friday from 8:00 a.m. to 5:00 p.m. For more information call [559.934.2976](tel:559.934.2976).

## Apprenticeship

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

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## Student Life

### ASB

ASB (Associated Student Body) is the official student organization of West Hills College Coalinga and all students are encouraged to join. ASB council members are elected and appointed student officers who serve as the voice of students to the college administration. The council works to improve the relationship between the student and the college through open communications with the student population and college staff, representation on college committees, and activities designed to enhance the collegiate experience. The council meets weekly and all students are encouraged to attend.

For only \$7.50 per semester an ASB card entitles students to reduced or free admission to home games, ASB events, and club events. Call [559.934.2373](tel:559.934.2373) for more information, or take a look at the website at: [www.westhillscollege.com/coalinga/student-life/clubs-and-organizations/associated-student-body/](http://www.westhillscollege.com/coalinga/student-life/clubs-and-organizations/associated-student-body/)

### Bookstore

The Follett Bookstore makes available course textbooks and class supplies. The store also carries t-shirts, art supplies, snacks, and more. The bookstore is available online at [www.bkstr.com/westhillscolingastore/home](http://www.bkstr.com/westhillscolingastore/home)

### Open Educational Resources (OER)

Some course books are available free or at low cost using Open Educational Resources (OER) electronic options. For courses using OER, please check the schedule of classes for availability. ISBN numbers are identified by course to allow students the option of purchasing textbooks at alternative locations.

### Off Campus Meetings and Field Trips

#### Student transportation

Some 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 student enrolled in the class. Although college staff may assist in coordinating transportation and/or may recommend travel time, routes, caravan, etc., these recommendations are not mandatory. WHCC is in no way responsible nor does West Hills College Coalinga 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 Coalinga 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.

### Parking

No permit is required for on campus parking. You must park in a marked space. Vehicles in a red zone or handicapped spot are subject to California law. Off campus parking — the college is next to a residential neighborhood, please remember that parking across driveways is a violation of California Vehicle Code 22500e and your car could be towed.

### Smoking

**Smoke Free Campus** — Board of Trustee adopted Administrative Procedure 3570\*\* - Use of smoking and smokeless tobacco is prohibited in all district owned, occupied or leased buildings and prohibited within 20 feet of a main exit, entrance, or operable window of all district owned, occupied or leased buildings and in areas so designated.

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## Student Lounge

Memorable and valuable college experiences expand beyond classroom instruction. To this end, the student lounge is designed as social and study space where students can spend their free time on campus. Located next to the bookstore the lounge features video game systems, tables, and comfy furniture.

## Student Organizations

Clubs and organizations offer students the opportunity to participate in areas of specific interest. Check your email and campus bulletin boards for club events and information.

## Falcon Athletics

West Hills College Coalinga is a participating member of men's intercollegiate football, baseball, and basketball and women's intercollegiate volleyball and softball. Athletics are open to all full-time students who meet eligibility criteria. West Hills College Coalinga is also home to the nationally ranked West Hills College Rodeo Team for men and women. See all we have to offer at [www.westhillsfalcons.com](http://www.westhillsfalcons.com)

### Baseball

The program plays in the Central Valley Conference, one of the best conferences in the nation. The Falcon baseball program focuses on the development of the whole person: academically, socially, and athletically. An extensive Academic Excellence, Progress, and Performance Program (AEP3) aids and prepares Falcon baseball players to thrive in the classroom, while intensity, effort, discipline, and enthusiasm are guiding principles to achieve excellence and growth on the field and in the community

### Basketball

The basketball team also plays in the Central Valley Conference, one of the highest rated conferences in California and the team boasts one of the top graduation rates in the state. The WHCC Falcons are known for their fast action and exciting finishes.

### Football

The team focuses on player success through self-discipline on the field and in the classroom. The team recently joined the Northern California Football Association and already has a number of athletes recognized for performance as Golden Gate All Conference players.

### Rodeo

The rodeo team has been, for over a quarter of a century, a top NIRA program regularly earning team and individual championships at the regional and national level. Alumni have gone on to the professional ranks of the PRCA and the PBR, qualifying for the finals while crediting West Hills for their successes.

### Softball

Softball offers players a college experience where you will be appreciated and treated with respect. If transferring to a university program is your goal, WHCC is the smart choice. With helpful, supportive, and caring coaches and faculty dedicated to academic success, WHCC is a perfect fit for those looking to compete at the next level.

### Volleyball

Volleyball provides the perfect blend of athletics and academics in a safe environment that is dedicated to the student athlete. The coaches bring a wealth of experience ranging from high school to Division I to national and international competition. In addition to the great volleyball experience, players will get a great education.

## Wellness Center and Fitness Lab

The new Wellness Center houses a fitness center, athletic offices, and the athletic trainer treatment center. The fitness lab is available to students taking strength and conditioning classes and to those who purchase a fitness lab pass. Contact the athletic department at [559.934.2452](tel:559.934.2452) for more information.

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## Residence Halls

West Hills College Coalinga offers students campus living in its 119 bed Gordon Hall for men and the 50 bed Ivans Hall for women. Residence halls include high speed wireless internet and the opportunity to make friendships that will last a lifetime. Many international students and athletes choose to live on campus creating a diverse and inclusive campus community. Additional information is available on the college website [www.westhillscollge.com/coalinga/student-life/housing/](http://www.westhillscollge.com/coalinga/student-life/housing/) or by calling 559.934.2373.

## Campus Dining

West Hills College Coalinga Students and the community can enjoy a variety of nutritious and delicious meals in the WHCC Café. The well trained and friendly staff works diligently to prepare hearty and nutritious meals for students, staff and the community. West Hills College Coalinga Food Services also caters to campus and community events. Additional information can be found by contacting the Café at 559.934.2365 and at the website [www.westhillscollge.com/coalinga/student-life/cafe/](http://www.westhillscollge.com/coalinga/student-life/cafe/)

*\*\*See Administrative Procedures and Board Policies at <https://westhillscollge.com/district/administration/board-of-trustees/policies-and-procedures.php>*

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# Student Rights & Responsibilities

## Code of Conduct

West Hills College Coalinga is committed to maintaining an environment that encourages and supports student success. To ensure that students have opportunity for achievement, a code of conduct has been adopted by the Board of Trustees as Board Policy 5500 - Standards of Student Conduct. <https://www.westhillscollege.com/district/administration/board-of-trustees/documents/5500standardssofconduct.pdf>

The following conduct shall constitute good cause for discipline including, but not limited to, the removal, suspension or expulsion of a student:

1. Causing, attempting to cause, or threatening to cause physical injury to another person.
  2. Open contempt for any safety rules and regulations.
  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 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, 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. Committing sexual harassment as defined by law or by district policies and procedures.
  11. Engaging in harassing or discriminatory behavior based on race, sex (i.e., gender), religion, age, national origin, disability, or any other status protected by law.
  12. 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.
  13. Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, college personnel.
  14. Cheating, plagiarism (including plagiarism in a student publication), 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.
  15. Dishonesty, forgery, alteration or misuse of college documents, records or identification; or knowingly furnishing false information to the district.
  16. Unauthorized entry upon or use of college or district facilities.
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17. Lewd, indecent or obscene conduct on district-owned or controlled property, or at district sponsored or supervised functions.
18. 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.
19. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
20. Violation of published WHCCD policies, rules or regulations, including those concerning student organization and the use of college facilities or the time, place and manner of public expression or distribution of materials.
21. Violation of federal, state or local law on WHCCD premises or at WHCCD sponsored or supervised activities.
22. 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.
23. 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.
24. Theft or other abuse of phones, electronic devices or computer time, including but not limited to:
  1. Unauthorized entry into a WHCCD system file to use, read, or change the contents or for any other purpose.
  2. Unauthorized or illegal transfer or downloading of files
  3. Unauthorized use of another individual's identification and password.
  4. Unauthorized use of electronic devices in the classroom including, but not limited to, head phones, cellular phones, and pagers.
  5. Use of computing facilities to interfere with the work of another student, faculty member, or WHCCD staff member.
  6. Use of computing facilities to download or view material deemed to be lewd, indecent and/or obscene matter that is not education related.
  7. Use of computing facilities to send obscene or abusive threatening messages.
  8. Use of computing facilities to interfere with normal operation of WHCCD computing systems.
25. Abuse of the Standards of Student Conduct including, but not limited to:
  1. Failure to obey the summons of a Student Conduct Hearing Panel or WHCCD official.
  2. Falsification, distortion, or misrepresentation of information.
  3. Disruption or interference with the orderly conduct of a judicial proceeding or Student Conduct Hearing Panel.
  4. Institution of a judicial proceeding or Student Conduct Hearing Panel knowingly without cause.
  5. Attempting to discourage an individual's proper participation in, or use of, the WHCCD judicial system.
  6. Attempting to influence the impartiality of a member of a judicial body prior to and/or during the course of the judicial proceeding or Student Conduct Hearing Panel.
  7. Failure to comply with the sanctions imposed under the Student Code of Conduct and/or Education Code.
  8. Influencing or attempting to influence another person or commit an abuse of the judicial system

## **Drug Abuse Policy**

For the protection of other students at West Hills College Coalinga and in compliance with Section 10603 of the California Education Code, the Executive Vice President 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.

## **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 Executive Vice President is the Section 504 Coordinator. The Director of Human Resources/Affirmative Action Officer is the Title IX Coordinator and the ADA Coordinator.

## **Sexual Harassment Policy**

WHC Coalinga/North District Center is committed to eliminating all forms of unlawful discrimination and sexual harassment. Title IX of the Education Amendments of 1972 protects people from discrimination based on sex in education programs or activities which receive Federal financial assistance. Title IX states that:

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”

The underlying intent of Title IX is to eliminate any form of discrimination based on gender that may interfere with a student’s physical well-being, emotional well-being, and academic performance. Colleges and universities receiving federal funds bear an affirmative duty to ensure that no student (male or female) is deprived of an educational opportunity or benefit due to such discrimination.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

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

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

If you feel you have been the victim of sexual misconduct, know your rights. Contact the Title IX Compliance office at [559.934.2324](tel:559.934.2324).

A copy of the district’s sexual harassment policy and procedures may be obtained from the district’s Human Resources Office, 9900 Cody Street, Coalinga, CA 93210 or via the website at [www.westhillscollge.com](http://www.westhillscollge.com)

## **The Clery Act and SaVE Act**

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f)) is a federal law that requires colleges and universities across the United States to disclose information about crime on and around their campuses. On October 20, 2014 the US Department of Education published regulations which amended the Jeanne Clery Act and gave additional rights to campus victims of sexual assault, domestic violence, dating violence and stalking. The Campus Sexual Violence Elimination (SaVE) Act represents these rights. For more information about WHC Coalinga’s crime statistics, contact our Title IX Compliance Officer at [559.934.2176](tel:559.934.2176), or visit our website at [www.westhillscollge.com/coalinga/student-life/campus-safety/crime-statistics.php](http://www.westhillscollge.com/coalinga/student-life/campus-safety/crime-statistics.php)

## 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 grievance procedure. The grievance form may be obtained by any student from student services staff during office hours or via the website at [www.westhillscollge.com/district/administration/board-of-trustees/documents/ap5530studentsrightsandgrievances.pdf](http://www.westhillscollge.com/district/administration/board-of-trustees/documents/ap5530studentsrightsandgrievances.pdf)

Most complaints, grievances or disciplinary matters should be resolved at the campus level. This is the quickest and most successful way of resolving issues involving a California Community College (CCC). You are encouraged to work through the WHCC complaint process first before escalating issues to any of the following resources. Issues that are not resolved at the campus level may be presented:

- To the Accrediting Commission for Community and Junior Colleges (ACCJC) at <http://www.accjc.org/complaint-process> if your complaint is associated with the institution's compliance with academic program quality and accrediting standards. ACCJC is the agency that accredits the academic programs of the California Community Colleges.
- To the CCC Chancellor's Office by completing the web form below if your complaint does not concern CCC's compliance with academic program quality and accrediting standards.

If your complaint involves unlawful discrimination, to the Chancellor's Office website at <https://www.cccco.edu/About-Us/Contact>

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# Special Programs Military Services

## Military Program

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

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

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

## 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 Coalinga 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 Coalinga 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.
- Students must submit an official Request for Evaluation of Military Record and provide official military transcript.
- All units granted by West Hills College Coalinga will be placed officially on the current transcript of the student.
- 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.

*Special Note: Units from the official military transcript are non-transferrable.*

## Veterans Resource Services

Our Military Services team understand the unique challenges veterans face, and we arm students with the support and resources needed to meet their personal and academic goals. We are privileged to welcome veterans, reservists, military personnel and their families to our College community. We value your service, and we are here to help ease your transition from the military to college life. West Hills College is approved for training of veterans, dependents of deceased and disabled veterans under applicable federal and state laws administered by the Veterans' Administration and the State Department of Veterans' Affairs.

## Veteran Education and Vocational Programs

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

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

### Tuition and Fees for Veterans

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

### Residency for Veterans

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

### Financial Aid for Veterans

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

### Registration for Veterans

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

### Attendance Standards for Veterans Using Educational Benefits

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

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

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

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

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

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

### Prior Credit for Veterans

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

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## Academic Counseling for Veterans

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

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

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

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

Students are required to report any changes in classes, units, address, phone number or program to West Hills College Coalinga Veteran’s Services staff or by contacting the VA Certifying official at [559-934-2324](tel:559-934-2324).

## Probation and Disqualification for Veterans

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

## Veterans Upward Bound (VUB)

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

### Services

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

### Eligibility

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

For more information on these and other services, call: [559-925-3345](tel:559-925-3345)

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# Academic Regulations

## Attendance

Students are expected to attend classes regularly. Failure to attend can affect performance, which may be taken into consideration by instructors when assigning grades. An instructor may drop students who fail to attend the first meeting of any class for which they have officially enrolled unless prior arrangements have been made with the instructor. Instructors may also drop a student from a class when the student is excessively absent. However, it is always the student's responsibility to officially withdraw from classes. In no case should students presume they have been dropped by the instructor.

No person may attend or participate in a class without being officially enrolled.

## Student Study-Load Regulations

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

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

## Remedial Coursework Limit Policy

West Hills College Coalinga offers remedial coursework through pre-collegiate basic skills courses in reading, writing, learning skills, study skills, mathematics, and English as a Second Language. These courses are designated as non-degree applicable credit courses 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 Coalinga. 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 exempted 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 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 Associate Dean of Student Services, or their designee. Students must file a petition with their counselor specifying the additional course(s) in which the student may enroll.

## 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 not able to attend the final exam date. Failure to do so may result in a substandard grade.

## Prerequisite/Corequisite Policy

West Hills College Coalinga aims to guide students into courses in which they will have the greatest chance for academic success. WHCC requires students to successfully complete prerequisites as pre-enrollment preparation. Successful completion is defined as a grade of C or better for the minimum prerequisite requirement. It is the student's responsibility to be certain that he or she has met the necessary prerequisite(s) for any course taken. The student will be dropped from

any class where the prerequisite has not been met or an appeal to challenge the prerequisite is not on file in student services.

Whether or not a prerequisite is specifically stated, the instructional staff of West Hills College Coalinga 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.

Corequisites require that the student enroll in both courses in the same term, or have successfully completed one of the courses. Corequisite courses serve to ensure that students are engaged in all related coursework determined to support successful completion.

The student will find courses that have prerequisites, corequisites, or advisories listed as strongly recommended preparation in their descriptions. Definitions follow:

**Prerequisite** — a condition of enrollment that a student is required to meet in order to demonstrate current readiness for enrollment in a course or educational program.

**Corequisite** — a condition of enrollment consisting of a course or courses that a student is required to simultaneously take with another course or courses.

**Advisory** — a condition of enrollment that a student is advised, but not required, to meet before or concurrent with enrollment in a course or educational program.

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

- Courses for which specific prerequisites or corequisites have been established.
- Sequential course work in a degree program.
- Courses in which an equivalent prerequisite or corequisite exists at a four-year transfer college or university.

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

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

Any prerequisite or 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:

- The prerequisite or corequisite at another institution has been met, but academic records are not on file within student services;
- Knowledge or ability to succeed in the course without the prerequisite or corequisite;
- The course that provides the prerequisite or corequisite is not readily available;
- Belief that the prerequisite or corequisite is discriminatory or being applied in that manner;
- On the grounds that it was established in violation of regulations or in violation of the District approved processes.

There are deadlines in which the prerequisite or 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, or
- In cases of intercollegiate competition, honors courses, or public performance courses, allocation of available seats to those students judged most qualified and providing such courses are not core requirements for a major or a general education requirement for which there is no other course available; or
- 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 Coalinga shall allow the

student to enroll in the course. West Hills College Coalinga 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**

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

### **Course Repetition**

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

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

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

If a student who has already completed a course with a grade of D, F, W, or NP wishes to repeat the course, he/she may be permitted to do so. In these cases only, the student may repeat the course for which a D, F, or NP grade was issued, up to twice. A maximum of three attempts per course is allowed. The best of the grades will be used in the cumulative grade point computation. All grades will be recorded on the academic record, but units will be granted for only one attempt. The student should be aware that other colleges or universities may not treat a repeated course in the same manner. If a student wishes to repeat the course more than one time, the student must petition the VP of Student Services.

### **Course Repetition under Special Circumstances**

WHCC may permit students to repeat courses for which substandard grades were not recorded. Repetition of such courses shall be permitted only upon petition of the student and with written permission of the VP 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, ensuring 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.

### **Academic Standing**

Students maintaining minimum GPA of 2.0, with less than one-third of the enrolled units with the grade of W, I, or NP, are considered students in good standing.

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## Academic Probation

Notification of Academic and Progress Probation per Administrative Procedure 4250\*\*

- Each student shall be notified of his/her academic difficulty and the availability of college support services.
- Notification will consist, at a minimum, of the following:
  - 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 enrolled.
  - When the percentage of a student's recorded entries of "W," "I," "NC," "EW" 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

### Probationary Notice

Per Administrative Procedure 4250\*\* all probation notices will be sent to the student's West Hills Community College District provided email account.

1. The notice to the student will cover, at a minimum, the significance of being on probation and description of the services available.
2. 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

### Standards for Dismissal

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%).

Per Administrative Procedure 4255\*\*

### Dismissal Notification

Per Administrative Procedure 4255\*\* 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.

### Academic Dismissal

*Per Administrative Procedure 4255\*\** 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 a counselor 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 Student Services Learning Area Committee with recommendations made to the Vice President of Student Services (VPSS) for final decision.

1. The student will be continued on probation until the college VPSS decides on the student's appeal.
  2. The decision of the college VPSS will be communicated to the student in writing within ten (10) days of receipt of the student's appeal.
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3. The student may appeal the decision of the college VPSS 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.

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

In consideration of whether to grant or deny an appeal for dismissal, the VPSS 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.

*Per Administrative Procedure 4255\*\**

### **Readmission after Dismissal**

In considering whether or not students may be re-admitted after a dismissal and two semesters absence, the following criteria will be considered:

- Documented extenuating circumstances (considered during appeal).
- Marked improvement between the semesters on which disqualification was based.
- Semesters on which disqualification was based were atypical of past academic performance.
- Formal or informal educational experiences since completion of semesters on which disqualification was based.
- Improved GPA as a result of grade changes, fulfillment of incomplete courses, or academic renewal.

*Per Administrative Procedure 4255\*\**

### **Withdrawal from College**

Any student leaving West Hills College Coalinga at any time after registration must formally withdraw from all coursework. Any student who discontinues work without formal withdrawal does so at the risk of having registration privileges revoked and holds placed on their academic record. Students also run the risk of receiving a final of "F" in currently enrolled coursework. All books and equipment belonging to the college must be returned or purchased from the college.

### **Catalog Rights**

A student must fulfill degree requirements as stipulated in the WHCC 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 Coalinga, or
- The catalog in effect at the time the student is graduated from West Hills College Coalinga.

Continuous enrollment is defined as being officially enrolled in at least one primary term (Fall and/or Spring), regardless of the number of units completed. A student is considered to be in attendance if s/he received a letter grade or notation during one of the primary terms. Active military duty will maintain a student's continuous attendance status providing the student returns at the first registration for fall/spring semester following release.

### **Academic Renewal Policy and Procedures**

Per Administrative Procedure 4240\*\* academic renewal is a process by which students may have unsatisfactory grades removed from the grade point average calculation. The Academic Renewal Policy and Procedures agency shall be the Curriculum Academic Review Committee. The Curriculum Academic Review Committee will use multiple methods

of assessment to determine eligibility for academic renewal and retain the right to reject any request determined by the committee to be without merit.

Grades of D, F, and NP, 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, F, NP) course work at West Hills College Coalinga may be alleviated. However, courses which are required for a degree or certificate which has been granted may not be alleviated if the degree or certificate would not have been awarded without those courses.

In the absence of serious extenuating circumstances, which may justify special consideration, the following three options shall be used to determine if a request for grade alleviation will be reviewed by the Curriculum Academic Review Committee:

1. Since completion of the work to be alleviated, the student must have completed the minimum number of 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
2. The Curriculum Academic Review Committee will use the information obtained from the student's academic record as one of the multiple measures of assessment.
  - At least three years must have elapsed since the course work to be disregarded was recorded.
  - The student petitions in writing to the Curriculum Academic Review Committee stating the reasons for requesting academic renewal.
  - The student states in the petition the specific courses to be considered under the academic renewal policy.
  - The students must provide copies of academic records from all institutions relevant to the petition.

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

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

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

### **Credit by Examination Policy**

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

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

## Advanced Placement Examinations

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

- Students must submit their requests and have their official copy of The College Board test scores forwarded to the West Hills College Coalinga 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:

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- West Hills College Coalinga 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 Coalinga does not offer a specific equivalent.
- In addition, three (3) semester units for Health Education 35 will be awarded. A petition for HE 35 must be completed.
- West Hills College Coalinga Request for Evaluation of Military Record must be an official military Joint Services Transcript (JST).
- All units granted by West Hills College Coalinga will be placed officially on the current transcript of the student. (See also section on Veterans for additional information).
- Grades and grade points will not be assigned to college credits granted through military experience.
- An evaluation of all the student's prior credits (military, transfer, exams) in relation to the students declared major should be applied for before or completion of two semesters.

*Special Note: Units from the official military transcript are non-transferrable.*

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

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

### **International Baccalaureate**

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

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

### **Credit by Portfolio Assessment**

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

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

## **Transfer of Upper Division Coursework**

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

- The course must have been completed at a regionally accredited college or university.
- The course must be deemed comparable to a West Hills College Coalinga 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 Coalinga major requirement, an associate degree general education requirement, or a prerequisite.
- Students will still need 60 lower division transfer units to be eligible for admission to a CSU or UC.
- Grades earned will be calculated in the same manner as those transferred from another college or university.

## **Directed Studies**

Some specialized course work may be completed through a contract with the instructor. These contracts are usually designated as Directed Study Courses. The current numbering is Directed Study 49 or 99.

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

## **Auditing Courses**

Students may audit West Hills College Coalinga courses by paying a \$15.00 per unit fee. Enrollment record for the course does not appear on the student academic record and students must designate audit status by the second week of the semester for an 18 week course or the first week for a 9 week course. No student auditing a course shall be permitted to change his or her enrollment in that course to receive credit for the course. Priority in class enrollment shall be given to students desiring to take the course for credit toward a degree or certificate. Students must have the instructor’s permission to audit the class and notify the Office of Admissions and Records at [applycoalinga@whccd.edu](mailto:applycoalinga@whccd.edu) and or 5559.934.2324.

## **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.

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

Students are responsible for meeting in full the requirements for graduation set forth in the college catalog. The West Hills College Coalinga 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 Coalinga graduation policy or procedure should put their request in writing to the VP of Educational Services.

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

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

If a student does not wish any or all directory information released without his/her consent, he/she must inform the Admissions and Records Office in writing within ten (10) days after classes begin. Forms are available in student services. To inspect, review, or challenge any of their educational records, students must make such a request in writing to the VP of Student Services.

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 VP of Student Services.

*See Administrative Procedures and Board Policies at <https://westhillscollge.com/district/administration/board-of-trustees/policies-and-procedures.php>*

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# Graduation Requirements

## Duty to Grant

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

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

- The Associate in Arts for Transfer (AAT) degree;
- The Associate in Science for Transfer (AST) degree;
- The Associate in Arts degree;
- The Associate in Science degree; and
- Certificates of Achievement..

## Petition to Graduate

It is the student's responsibility to file a Petition to Graduate no later than the eighth week of the semester in which he or she plans to complete the requirements of the certificate or degree program. The Petition to Graduate form is available in the counseling offices in Coalinga and Firebaugh. If using outside coursework, official academic records of college or equivalent work must be on file in the Admissions and Records Office at the time the petition to graduate is filed. Petitions to graduate are evaluated after grades are posted for the semester.

Students who have completed or enrolled in courses that meet the final requirements toward a certificate or degree must see a counselor. Students are advised to meet with a counselor two semesters before graduation to review their Student Educational Plan and complete an evaluation of their units to petition to graduate.

## Commencement Exercises

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

## General Education Requirements: Philosophy Statement

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

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

- transfer to and function successfully in a baccalaureate degree granting institution or;
- enter the work force as a competent, productive citizen and;
- live a richer, more rewarding life.

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

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

Courses that fulfill general education requirements must:

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

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

**Area A** — Language and Rationality

**Area B** — Natural Sciences

**Area C** — Humanities

**Area D** — Social Science

**Area E** — Local District Requirements\*

*\* Please note, Area E is not required for AA-T and AS-T degrees.*

The awarding of an associate degree symbolizes a successful attempt on the part of West Hills College Coalinga to lead students through learning experiences designed to develop certain capabilities and insights. Among these are the ability to think and to communicate clearly and effectively, both orally and in writing, to use mathematics; to understand the modes of inquiry of the major disciplines, to be aware of other cultures and times, to achieve insights gained through experience in thinking about ethical problems, and to develop the capacity for self-understanding. In addition, the student shall acquire sufficient depth in a field of knowledge to contribute to lifetime interest.

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

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

## **Specific Career Program or Major**

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

This associate degree program requires:

- at least 18 semester units in general education courses;
  - a major area of study, with no grade lower than a C, and a grade point average of at least 2.0;
  - elective units to complete 60 units;
  - overall grade point average of at least 2.0. Of the required units, at least 12 semester units must be completed in residence at West Hills College Coalinga.
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## Associate Degree Requirements

### I. Major Requirements

At least 18 semester units of study taken in a single discipline or related disciplines.

### II. General Education Requirements

#### Area A. Language and Rationality (6 units)

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

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

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

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

- \_\_\_\_ Biology 010, 015, 032, 035, 038
- \_\_\_\_ Chemistry 001A, 001B, 002A
- \_\_\_\_ Crop Science 001, 002
- \_\_\_\_ Earth Science 002
- \_\_\_\_ Geography 001
- \_\_\_\_ Geology 001, 003
- \_\_\_\_ Physical Science 001, 002
- \_\_\_\_ Psychiatric Technician 052/052L
- \_\_\_\_ Soil Science 021
- \_\_\_\_ Vocational Nursing and Psychiatric Technician 051/051L

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

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

- \_\_\_\_ Art 002, 003 005A, 013A, 015A, 016A, 016B, 042
  - \_\_\_\_ American Sign Language 001, 002
  - \_\_\_\_ Communication 002
  - \_\_\_\_ English 001B, 002, 025
  - \_\_\_\_ Spanish 001, 002, 003, 004, 011, 012, 051, 052, 053, 054
  - \_\_\_\_ Geography 002, 003
  - \_\_\_\_ History 004A, 004B, 020
  - \_\_\_\_ Humanities 001, 022
  - \_\_\_\_ Linguistics 011
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- \_\_\_ Music 042
- \_\_\_ Performing Arts 001, 003, 014
- \_\_\_ Philosophy 001, 002, 003
- \_\_\_ Political Science 005

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

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

- \_\_\_ Administration of Justice 001, 029
- \_\_\_ Agriculture Business 040
- \_\_\_ Business 020
- \_\_\_ Child Development 002, 005, 006, 010
- \_\_\_ Economics 001A, 001B
- \_\_\_ Geography 002, 003, 018
- \_\_\_ History 004A, 004B, 017A, 017B, 020, 032, 044
- \_\_\_ Kinesiology 002
- \_\_\_ Physical Education 029
- \_\_\_ Political Science 001, 002, 004, 005, 010, 020
- \_\_\_ Psychology 001, 002, 003, 004, 005, 006, 029
- \_\_\_ Social Work 020
- \_\_\_ Sociology 001, 002, 003
- \_\_\_ Vocational Nursing and Psychiatric Technician 060, 070

### **Area E. Local District Requirements (3 Units)**

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

- \_\_\_ Child Development 004, 005, 006, 018
- \_\_\_ Communication 005
- \_\_\_ Health Education 035
- \_\_\_ Interdisciplinary Studies 001
- \_\_\_ Kinesiology 002
- \_\_\_ Nutrition 001
- \_\_\_ Psychology 001, 002, 003, 004, 029
- \_\_\_ Sociology 003

### **III. Electives**

Elective courses must be completed to reach the total of 60 units required for an associate degree.

### **IV. Competencies**

Reading and Writing

- \_\_\_ Completion of English 001A with a grade of C or higher, or
- \_\_\_ Transferring to West Hills College Coalinga from another accredited college with a C grade or higher in a course equivalent to English 001A.

Mathematics

- \_\_\_ Completion of Mathematics 063 with a grade of C or higher, or
- \_\_\_ Transferring to West Hills College Coalinga from another accredited college with a C grade or higher in a course equivalent to Mathematics 063.

## V. Maintain a grade point average of 2.0 overall

## VI. Maintain a 2.0 grade point within the major, with all grades of C or higher.

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

### **Associate Degree for Transfer Requirements (AA-T, AS-T)**

The Associate in Arts (AA-T) and Associate in Science (AS-T) for Transfer Degrees are intended for students who plan to complete a bachelor's degree in an approved field of study in the California State University (CSU) system. Students completing the AA-T or AS-T 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. Student must complete 60.0 transferable units which include fulfilling the CSU General Education (CSUGE) or Intersegmental General Education Transfer Curriculum (IGETC) pattern, all listed major course requirements with a C or better and earn a minimum grade point average of 2.0.

### **Additional Associate Degree**

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

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

### **Certificate of Achievement Programs**

Certificate of achievement 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 and are approved at the state level. The advice and recommendations of several lay advisory councils and information obtained in occupational surveys were utilized in the development of these programs. Certificates of achievement require 18 units or more of degree-applicable credit coursework as defined in the college catalog, grades of C or higher, and a minimum of 12 semester units completed from West Hills College.

The courses required for a certificate of achievement are found in the college catalog under that major. Certificates of achievement are noted on the academic record of record.

### **Local Certificate Programs**

- Local certificate programs are designed to prepare students to be job ready by satisfying industry needs of local employers. Local certificates are not noted on the academic record of record.

# Transfer Information

## General Information

West Hills College Coalinga offers lower-division transfer courses to meet the general education requirements for transfer to the California State University (CSU) and University of California (UC), as well as most major preparation for some of the most popular baccalaureate degree programs. Preparing students to transfer to four-year universities is one of the primary missions at West Hills College Coalinga. There are multiple ways for students to transfer depending on their individual goals. Your counselor will work with you to establish an appropriate transfer path that's right for you. Since requirements may vary from institution to institution, it is critical that students explore potential majors and transfer universities early. Please visit the Counseling office located in the Student Services building on the Coalinga campus and the North District Center in Firebaugh, online: <https://www.westhillscollge.com/coalinga/resources/transfer-center/> or by calling (559) 934-2300 (Coalinga), (559) 934-2957 (North District Center).

The Associate Degree for Transfer program is a joint effort of the California Community Colleges and the CSU that makes it easier for students to transfer between the two systems. Students who complete a new AA-T or AS-T degree will be guaranteed admission to the CSU system with the opportunity to complete an associate and bachelor's degrees in only 120 units if admitted into a similar degree program. Students will be given a special GPA advantage when applying to CSU impacted campuses or majors, enter with junior standing, and will need only 60 more semester units to complete a bachelor's degree. Visit [www.adegreewithaguarantee.com](http://www.adegreewithaguarantee.com) for more information.

Six UC campuses offer guaranteed admission to California community college students that meet specific requirements through participation in the Transfer Admission Guarantee (TAG) program. TAG applicants receive early review of your academic records, early admission notification and specific guidance about major preparation and general education coursework. Students can transfer to UC campuses that do not offer the TAG program. Visit [admission.universityofcalifornia.edu/transfer](http://admission.universityofcalifornia.edu/transfer) for more information.

## California State University

### CSU General Education – Breadth Requirements

The CSU GE-Breadth Requirements is a lower division 39 semester unit pattern with specified courses in the areas of: English Language Communication and Critical Thinking, Scientific Inquiry and Quantitative Reasoning, Arts and Humanities, Social Sciences, and Lifelong Learning and Self-Development. The following West Hills College Coalinga courses meet the CSU-GE Breadth requirements:

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

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

##### A1. Oral Communication

Communication 001, 003, 004

##### A2. Written Communication

English 001A, 001B

##### A3. Critical Thinking

Communication 003

Education 005

English 001B, 003

Philosophy 002

Sociology 002

#### Area B. Scientific Inquiry and Quantitative Reasoning (3 courses, 9 units)

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

**B1. Physical Science**

Chemistry 001A, 001B, 002A  
Crop Science 002  
Geography 001  
Geology 001, 003  
Physical Science 001  
Soil Science 021

**B2. Life Science**

Biology 010, 015, 032, 035, 038

**B3. Laboratory Activity**

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

**B4. Mathematics/Quantitative Reasoning**

Mathematics 001A, 001B, 002A, 002B, 010A, 015, 016, 025, 045

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

At least 1 course in Arts and 1 from Humanities.

**C1. Arts**

Art 005A, 013A, 016A, 016B, 042  
Communication 002  
Humanities 001  
Music 042  
Performing Arts 001, 003

**C2. Humanities**

English 001B, 002  
Foreign Language Spanish 001, 002, 003, 004, 011, 012  
American Sign Language 001, 002  
Geography 003  
History 004A, 004B, 017A, 017B  
Humanities 001, 022  
Linguistics 011  
Philosophy 001, 003  
Political Science 005

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

Courses must be from at least 2 disciplines.

**D0. Sociology and Criminology**

Administration of Justice 029  
Sociology 001, 002, 003

**D1. Anthropology and Archeology none available****D2. Economics**

Agriculture Business 040  
Economics 001A, 001B

**D3. Ethnic Studies**

History 032

**D4. Gender Studies**

History 044  
Sociology 003

**D5. Geography**

Geography 002, 003, 018

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**D6. History**

Geography 002

History 004A, 004B, 017A\*, 017B\*, 032, 044\*

*\*US History, Constitution, and American Ideals are satisfied by completing History 017A, 017B, or 044 and Political Science 001.*

**D7. Interdisciplinary Social or Behavioral Science**

Social Work 020

**D8. Political Science, Government and Legal Institutions**

Administration of Justice 001

Political Science 001\*, 002, 004, 005, 010, 020

**D9. Psychology**

Child Development 005, 006, 010

Physical Education 029

Psychology 001, 002, 003, 005, 006, 029

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

Child Development 004, 005, 006, 018

Communication 005

Health Education 035

Nutrition 001

Physical Education 029

Psychology 001, 002, 003, 004, 029

Sociology 003

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

The IGETC pattern requires completion of a minimum of 37 semester units of lower division work with a C grade or better in each course (C- is not allowed). Specific subject areas of IGETC includes: English Communication, Mathematical Concepts and Quantitative Reasoning, Arts and Humanities, Social and Behavior Sciences, and Physical and Biological Sciences. IGETC is accepted by both CSU and UC, with minor differences, so it is a good option if you are undecided about the system to which you will transfer.

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

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

English 001A

**1B. Critical Thinking - English Composition**

English 001B, 003

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

Communication 001

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

Mathematics 001A, 001B, 002A, 002B, 015, 016, 025

**Area 3. Arts and Humanities (3 courses, 9 semester units)**

At least 1 course from the Arts and 1 from Humanities.

**3A. Arts**

Art 016A, 016B, 042

Music 042



**3B. Humanities**

English 002  
Foreign Language Spanish 003, 004  
Geography 003  
History 004A, 004B  
Humanities 001, 022  
Philosophy 001, 003  
Political Science 005

**Area 4. Social and Behavior Sciences (3 courses, 9 semester units)**

Courses must be from at least two disciplines.

**4A. Anthropology and Archaeology****4B. Child Development**

Child Development 005, 006

**4C. Economics**

Agriculture Business 040  
Economics 001A, 001B

**4D. Ethnic Studies**

History 032, 044

**4E. Gender Studies**

History 044

**4F. Geography**

Geography 002, 003, 018

**4G. History**

History 004A, 004B, 017A, 017B, 032, 044

**4H. Interdisciplinary, Social and Behavioral Sciences**

Social Work 020

**4I. Political Science, Government and Legal Institutions**

Political Science 001, 002, 004, 005, 010, 020

**4J. Psychology**

Psychology 001, 002, 003, 005, 006

**4K. Sociology and Criminology**

Sociology 001, 002, 003

**Area 5. Physical and Biological Sciences (2 courses, 7-9 semester units)**

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

**5A. Physical Sciences**

Chemistry 001A, 001B, 002A  
Geography 001  
Geology 001, 003  
Physical Sciences 001  
Soil Science 021

**5B. Biological Sciences**

Biology 010, 015, 032, 035, 038

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

Proficiency equivalent to two years of high school study in the same language (see counselor for additional ways to meet this requirement) or the following:

Foreign Language Spanish 002, 003, 004, 012  
American Sign Language 002

**ASSIST (Articulation System Stimulating Interinstitutional Student Transfer)**

ASSIST is an online student-transfer information system that shows how course credits earned at one public California college or university can be applied when transferred to another. ASSIST is the official repository of articulation for California's public colleges and universities and provides the most accurate and up-to-date information about student transfer in California. Visit [www.assist.org](http://www.assist.org) for more information.

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## Programs of Study

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

|  |         |
|--|---------|
| Administration of Justice. . . . .   | AS-T    |
| Administration of Justice - Correctional Science. . . . .  | AS/AA   |
| Agriculture Plant Science. . . . .   | AS-T    |
| Agriculture Science Technology. . . . .  | AS/C/LC |
| Art. . . . .   | AA-T    |
| Biology. . . . .   | AS      |
| Business. . . . .  |         |
| Business - Administration. . . . .   | AS-T    |
| Business - Bookkeeping. . . . .  | AS/AA/C |
| Business - Management. . . . .   | AS/AA/C |
| Business - Retail Business Management. . . . .   | AS/AA/C |
| Child Development. . . . .   |         |
| Child Development - Administrative. . . . .  | LC      |
| Child Development - Assistant Teacher. . . . .   | LC      |
| Child Development - Associate Teacher. . . . .   | LC      |
| Child Development - School-Age. . . . .  | LC      |
| Child Development - Teacher. . . . .   | C       |
| Communication Studies. . . . .   | AA-T    |
| Computer Information Systems (CIS) - Microcomputer Applications Specialist. . . . .                              | AS/AA/C |
| Early Childhood Education. . . . .   | AS-T    |
| English as a Second Language. . . . .  | LC      |
| Geography. . . . .   | AA-T    |
| Geology. . . . .   | AS-T    |
| Health Science (General). . . . .  | AS      |
| Heavy Equipment Operation. . . . .   | C       |
| Humanities. . . . .  | AA      |
| Integrated Pest Management. . . . .  | C       |
| Irrigation Engineering Technology. . . . .   | C       |
| Kinesiology. . . . .   | AA      |
| Liberal Arts - Area of Emphasis for Arts and Humanities. . . . .   | AA      |
| Liberal Arts - Area of Emphasis for English and Communication. . . . .   | AA      |
| Liberal Arts - Area of Emphasis for Math and Science. . . . .  | AA      |
| Liberal Arts for Social and Behavioral Science. . . . .  | AA      |
| Liberal Studies - Elementary Education. . . . .  | AA      |
| Mathematics. . . . .   | AS-T    |
| Performing Arts. . . . .   | LC      |
| Political Science. . . . .   | AA-T    |
| Psychiatric Technician. . . . .  | AS/C    |
| Psychology. . . . .  | AA/AA-T |
| Social Work. . . . .   | LC      |
| Transfer Studies – Full Intersegmental General Education Transfer (IGETC) Curriculum Certification: UC. . . . .  | C       |
| Transfer Studies – Full Intersegmental General Education Transfer Curriculum (IGETC) Certification: CSU. . . . . | C       |
| Welding Technology. . . . .  | 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

| <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 & Proceed of Criminal Justice . . . . . | 3            |
| AOJ 016 . . . .                  | Human & Commu Relations in Crim 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 Breath or IGETC. . . . .                    | 41-42        |
|                                  | .....  |              |
|                                  | <b>Total</b> . . . . .                             | <b>60</b>    |

# Administration of Justice - Correctional Science

## Correctional Science AS or AA Degree

The Administration of Justice Correctional Science degree is designed to provide the student with option of emphasizing their program of study in the correctional science field. This program provides introductory and journey level course work in corrections for local, state, federal and private levels of correctional enterprise levels. This program enhances student development with philosophical, statutory, and practical background necessary to successfully compete in a technologically advance competitive, and rewarding career field. The following have been recognized as core course requirements by the Commission on Correctional Peace Officers Standards and Training (STC) for all new apprentices (entry-level) hired with the Department of Corrections and Department of Youth Authority after July 1, 1995.

Upon completion of the program the student will be able to meet the following objectives:

- The students will be able to write correct documents used in corrections using proper format and citations. This includes reports, memos, and legal briefs.
- The students will be able to explain the basic rights afforded persons who are under the authority of the correctional system.
- The student will be able to track the appeals process of a convicted offender through the state and federal court system.
- The students will be able to explain the requirements and responsibilities of those who are employed in the correctional system.

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

- Complete the Associate Degree requirements
- Complete a minimum of 18 additional units from the major list below
- Complete electives to reach a total of 60 degree applicable 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 and math proficiency requirements with a C or better

| <i>Course #</i>                                   | <i>Title</i>                                       | <i>Units</i> |
|---|--|--------------|
| <b>Required Core Courses</b>                      |  |              |
| AOJ 003 . . . .                                   | Introduction to Corrections . . . . .              | 3            |
| AOJ 004 . . . .                                   | Control & Supervision Inmates . . . . .            | 3            |
| AOJ 006 . . . .                                   | Correctional Interviewing and Counseling . . . . . | 3            |
| AOJ 007 . . . .                                   | Legal Aspects of Corrections . . . . .             | 3            |
| AOJ 012 . . . .                                   | Written Criminal Justice Communications . . . . .  | 3            |
| AOJ 020 . . . .                                   | Criminal Law . . . . .                             | 3            |
| <b>Plus 3 units from the courses listed below</b> |  |              |
| AOJ 016 . . . .                                   | Human & Commu Relations in Crim Justice . . . . .  | 3            |
| AOJ 024 . . . .                                   | Criminal Investigation . . . . .                   | 3            |
| AOJ 029 . . . .                                   | Criminology . . . . .                              | 3            |
| AOJ 032 . . . .                                   | Juvenile Delinquency . . . . .                     | 3            |
|   | <b>Total . . . . .</b>                             | <b>21</b>    |

## Agriculture Plant Science

### Agriculture Plant Science AS-T Degree

The Associate in Science in Agriculture Plant Science 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 Plant Science or similar major.

This program provides knowledge of the general principles of agricultural production including soil fertility and irrigation management, tractor operation, pest control and planting, growing, harvesting and marketing of crops.

This program includes coursework required for entry-level positions and foundational knowledge required for careers as pest control advisors, certified crop advisors, farm managers, irrigation consultants, fertilizer sales, and agricultural research technician. A baccalaureate degree in Plant Science will prepare students for various careers in viticulture, horticulture and agronomy.

In order to complete the AS-T in Agriculture Plant Science students must met the following requirements:

- Complete 60 semester units or 90 quarter units that are eligible for transfer to a California State University and include requirements for the CSU General Education Breadth or the Intersegmental General Education Transfer Curriculum;
- Complete a minimum of 18 semester or 27 quarter units in the major or area of emphasis with a grade of "C" or better in all required courses;
- Earn a minimum grade point average of 2.0.

The goals for the Associate in Science in Agriculture Plant Science for Transfer Degree are:

- The Associate in Science in Agriculture Plant Science 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 Plant Science or a similar major.
- Identify the major plant vegetative and reproductive structures and explain plant growth and reproduction processes including respiration, photosynthesis, transpiration, growth, fertilization and fruit formation.
- Integrate and apply basic plant and soil science principles to achieve sustainable plant growth and yield under diverse environmental conditions.
- Explain historical, present and future challenges associated with local and global food production systems.
- Apply scientific reasoning and critical thinking skills to address practical challenges in agricultural production systems.

| <i>Course #</i>                                       | <i>Title</i>                              | <i>Units</i> |
|---|---|--------------|
| <b>Required Core Courses</b>                          |   |              |
| SLSCI 021 ..  | Introduction to Soil Science .....        | 4            |
| CHEM 002A   | Introductory Chemistry .....              | 4            |
| MATH 025 ..   | Introduction to Statistics .....          | 4            |
| AG 014 .....  | Tractor Operations .....                  | 3            |
| CRPSCI 001 .  | Introduction to Plant Science .....       | 3            |
| Or CRPSCI 002 .....                                   | Plant Science Theory .....                | 3            |
| AGBUS 040 .   | Introductory Agricultural Economics ..... | 3            |
| Or ECON 001B .....                                    | Microeconomics .....                      | 3            |
| Total Major Units .....                               |   | 21           |
| Units to Be Double-Counted as General Education ..... |   | 11           |
| CSU GE Breadth or IGETC Units .....                   |   | 37-39        |
| Transferrable Elective Units .....                    |   | 19-21        |
| <b>Total Units Required for AS-T Degree .....</b>     |   | <b>60</b>    |



## **Agriculture Science Technology**

### **Agriculture Science Technology AS Degree**

The Agriculture Science Technology Degree prepares students to work with global positioning satellite (GPS) systems, geographic information system (GIS) software, automatic tractor guidance systems, variable rate chemical input applicators, surveying equipment, and related computer software. Students will learn in hands-on, real-world applications. Completing the certificate qualifies the student to enter the professional job market in the public sector as well as the agriculture industry. Units for the Precision Agriculture Certificate apply to the Associates Science Degree in Agriculture.

Upon completion of the program the student will be able to meet the following objectives:

- Students will demonstrate their ability to use agricultural technology.
- Students will understand agronomic fundamentals (soil, plant, water relationships)
- Students will demonstrate their ability to physically map using GPS and digitize field boundaries to create maps in GIS
- Students will demonstrate job readiness skills needed to obtain employment upon graduation

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>                                |   |              |
| AG 015X...  | Occupational Work Experience .....            | 1 - 8        |
| AGBUS 015.  | Computer Application to Agriculture .....     | 3            |
| SLSCI 021 ..  | Introduction to Soil Science .....            | 4            |
| CRPSCI 001.   | Introduction to Plant Science .....           | 3            |
| or CRPSCI 002.....  | Plant Science Theory .....                    | 3            |
| <b>Plus at least 15 units from the courses listed below</b> |   |              |
| AG 011 .....  | Agriculture Sales and Communication .....     | 3            |
| AG 014.....   | Tractor Operations .....                      | 3            |
| AGBUS 040.  | Introductory Agricultural Economics .....     | 3            |
| AET 010.....  | Surveying .....                               | 3            |
| AET 015.....  | CAD for Agriculture .....                     | 2            |
| AET 021.....  | AG-Irrigation Management .....                | 3            |
| AET 022.....  | Irrigation Evaluation/Design Principles ..... | 4            |
| AET 023.....  | Advanced Irrigation Design .....              | 3            |
| AET 024.....  | Drip & Micro Irrigation Design & MGMT. ....   | 3            |
| CRPSCI 006.   | Introduction to Precision Agriculture .....   | 3            |
| CRPSCI 008.   | Applications of Geospatial Technology .....   | 3            |
| CRPSCI 017.   | Control and Sensor Systems in Ag .....        | 3            |
| CRPSCI 018.   | Precision Ag Software .....                   | 3            |
| CRPSCI 019.   | California Water .....                        | 3            |
| CRPSCI 021.   | Orchard Production .....                      | 3            |
| CRPSCI 023.   | Row Crop Production .....                     | 3            |
| CRPSCI 032.   | Weeds and Poisonous Plants .....              | 3            |
| CRPSCI 036.   | Fertilizers and Soil Amendments .....         | 3            |
| CRPSCI 044.   | Economic Entomology .....                     | 3            |
| CRPSCI 045.   | Ca Pest Control Laws & Regulations .....      | 2            |
| IMT 060.....  | Industrial Core .....                         | 3            |
| IMT 061.....  | Industrial Maintenance Mechanic Level I ..... | 3            |
| IMT 062.....  | Industrial Maint. Mechanic Level II .....     | 4            |
| WT 070.....   | Introduction to Certified Welding .....       | 2.5          |
|   | <b>Total .....</b>                            | <b>26</b>    |

### **Precision Agriculture Certificate of Achievement**

Completion of the 26 units listed above fulfills the requirements for the Precision Agriculture Certificate of Achievement.

For Gainful Employment information please visit:

<https://www.westhillscollge.com/coalinga/degrees-and-certificates/gainful-employment/precision-agriculture.php>

### **Agriculture Science Technology Local Certificate**

Program student learning outcomes:

- Students will demonstrate their ability to use agricultural technology.
- Students will understand agronomic fundamentals (soil, plant, water relationships).
- Students will demonstrate their ability to physically map using GPS and digitize field boundaries to create maps in GIS.

| <i>Course #</i>              | <i>Title</i>                                | <i>Units</i> |
|------------------------------|---|--------------|
| <b>Required Core Courses</b> |   |              |
| AGBUS 015.                   | Computer Application to Agriculture .....   | 3            |
| CRPSCI 001.                  | Introduction to Plant Science .....         | 3            |
| CRPSCI 006.                  | Introduction to Precision Agriculture ..... | 3            |
| CRPSCI 007.                  | Advanced Precision Agriculture .....        | 3            |
| CRPSCI 019.                  | California Water .....                      | 3            |
|                              | <b>Total .....</b>                          | <b>15</b>    |

## Art

### Studio Arts AA-T Degree

The Associate in Art in Studio Arts 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 Studio Arts or similar major.

The Art program is dedicated to providing the highest quality of lower division art courses for students who are majoring in art as well as all students who want to explore visual artistic expression through the creation of art and the study of art history. The Art program offers a complete selection of lower division courses in the Fine Arts. Students planning to continue their studies at a four-year college typically include courses in Art History, Design, Drawing and other studio art courses. This provides students with a richer understanding of their world and themselves. Students in the art program work with experienced instructors who assist them in the development of a sound artistic foundation.

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

- Create a visually balanced artwork using the art elements and design principles
- Produce sustained and developed artworks for inclusion in an artistic portfolio
- Create artworks demonstrating proficiency with basic color theory and color mixing
- Write a personal and individual critique and artist statement describing her/his series of artworks
- Understand visual art concepts and terminology relating to art history and art disciplines, media, materials, and techniques
- Analyze, critique, and respond orally and in writing to a variety of artistic movements throughout European and Non-European history.

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 and transfer to a CSU.

- 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
- A maximum of 6 units may be double counted

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| <i>Course #</i>              | <i>Title</i>   | <i>Units</i> |
|------------------------------|--|--------------|
| <b>Required Core Courses</b> |  |              |
| ART 002 . . . .              | Two-Dimensional Design . . . . .                         | 3            |
| ART 003 . . . .              | Three Dimensional Design Fundamentals . . . . .          | 3            |
| ART 005A ..                  | Basic Drawing . . . . .                                  | 3            |
| ART 005B ..                  | Intermediate Drawing . . . . .                           | 3            |
| ART 013A ..                  | Beginning Ceramics . . . . .                             | 3            |
| ART 015A ..                  | Beginning Painting . . . . .                             | 3            |
| ART 016A ..                  | Survey of Western Art: Pre-History . . . . .             | 3            |
| ART 016B ..                  | Survey of Western Art: Renaissance . . . . .             | 3            |
|                              | Total. . . . .   | 24           |
|                              | Units to be double-counted as General Education. . . . . | 6            |
|                              | CSU GE Breadth or IGETC Units. . . . .                   | 39           |
|                              | Transferable Elective Units. . . . .                     | 3            |
|                              | <b>Total . . . . .</b>                                   | <b>60</b>    |

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## Biology

### Biology AS Degree

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

- Students will be able to label and identify prokaryotic and eukaryotic cell parts and describe their function.
- Students should be able to describe the processes of nutrient catabolism in human body cells.
- Students should be able to differentiate between human tissue types and their respective functions.
- Students should be able to describe the transcription and translation of a human gene

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>                                |                                      |              |
| BIO 032 . . . .   | Human Anatomy . . . . .              | 4            |
| BIO 035 . . . .   | Human Physiology . . . . .           | 4            |
| BIO 038 . . . .   | Microbiology . . . . .               | 4            |
| <b>Plus at least 8 units from the courses listed below:</b> |                                      |              |
| * CHEM 001A . . . . .                                       | General Chemistry I . . . . .        | 5            |
| * CHEM 001B . . . . .                                       | General Chemistry II . . . . .       | 5            |
| * CHEM 002A . . . . .                                       | Introductory Chemistry . . . . .     | 4            |
| MATH 001A . . . . .   | Introduction to Calculus . . . . .   | 5            |
| * MATH 001B . . . . .                                       | Calculus With Applications . . . . . | 5            |
|   | <b>Total . . . . .</b>               | <b>20</b>    |

*\*This course is offered infrequently.*

## Business

The Business Program 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. An associate degree or a certificate of achievement may be earned in each of the areas of emphasis listed below.

### Business - Associate Degrees

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

- Complete the General Education pattern for the associate degree
- Complete the required units chosen exclusively from the major list below
- Complete electives to reach a total of 60 degree applicable units
- Earn a grade of C or better in each course in the major
- Maintain a minimum cumulative G.P.A. of 2.00
- Complete the English and math proficiency requirements with a C grade or better

Students planning to transfer to a four-year university are cautioned that this degree may not meet all of the lower division requirements for transfer into a particular major. Students should consult with a counselor for specific information and develop an educational plan to ensure that this degree would be the most beneficial prior to transferring to the university of their choice. Students can also access transfer information on [www.assist.org](http://www.assist.org)

## Business - Administration

### Business Administration AS-T

The Associate in Science in Business Administration 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 Business Administration or similar major.

Students will gain a broad knowledge in the foundation of the business field including accounting, computer systems, economics, and contract law. The program includes coursework that is essential for entry-level positions and enhances the knowledge base of those who are seeking career advancement. A baccalaureate degree will prepare students will to work with a variety of occupations including account executive, analyst, bank employee, buyer, clerk, data-entry clerk, data-entry specialist, government service, insurance representative, manager, office assistant, public administration, and sales.

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

- Identify and explain the major functional areas of business organizations including management, marketing, finance, and accounting.
- Apply commonly used computer application programs to create relevant business documents.
- Apply accounting and mathematical concepts and principles in making decisions about business operations.
- Analyze practical business problems and utilize research and critical thinking to evaluate and recommend alternative solutions.
- Assess the relationships and inter-dependencies of economic, social, legal, and global environments in which businesses operate.

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
-

| <i>Course #</i>              | <i>Title</i>   | <i>Units</i> |
|------------------------------|--|--------------|
| <b>Required Core Courses</b> |  |              |
| BUS 001A ..                  | Beginning Principles of Accounting .....             | 4            |
| BUS 001B ..                  | Elementary Principles of Accounting .....            | 4            |
| BUS 018 ....                 | Business Law .....                                   | 4            |
| BUS 020 ....                 | Introduction to Business .....                       | 3            |
| CIS 007 ....                 | Computer Concepts .....                              | 3            |
| ECON 001A.                   | Macroeconomics .....                                 | 3            |
| ECON 001B.                   | Microeconomics .....                                 | 3            |
| MATH 025 ..                  | Introduction to Statistics .....                     | 4            |
|                              | Total .....  | 28           |
|                              | Units to be double-counted as General Education..... | 9            |
|                              | CSU GE Breadth or IGETC Units.....                   | 39           |
|                              | Transferable Elective Units.....                     | 2            |
|                              | <b>Total .....</b>                                   | <b>60</b>    |

# Business - Bookkeeping

## Business Bookkeeping AS or AA Degree

### Program student learning outcomes

- Students will understand business concepts related to accounting, management, and human resource management.
- Students will be able to effectively communicate business information orally and in writing.

| <i>Course #</i>              | <i>Title</i>                           | <i>Units</i> |
|------------------------------|--|--------------|
| <b>Required Core Courses</b> |  |              |
| BUS 055 . . . .              | Bookkeeping . . . . .                  | 3            |
| BUS 013A . .                 | Word for Windows I . . . . .           | 1.5          |
| BUS 013B . .                 | Word for Windows II . . . . .          | 1.5          |
| BUS 020 . . . .              | Introduction to Business . . . . .     | 3            |
| BUS 024 . . . .              | Business Mathematics . . . . .         | 3            |
| BUS 028 . . . .              | Business Communication . . . . .       | 3            |
| BUS 074 . . . .              | Computerized Accounting . . . . .      | 3            |
| CIS 007 . . . . .            | Computer Concepts . . . . .            | 3            |
| CIS 034 . . . . .            | Introduction to Spreadsheets . . . . . | 3            |
|                              | <b>Total . . . . .</b>                 | <b>24</b>    |

## Business Bookkeeping Certificate of Achievement

Completion of the 24 units listed above fulfills the requirements for Business Bookkeeping Certificate of Achievement.

**For Gainful Employment information please visit:**

<https://www.westhillscollge.com/coalinga/degrees-and-certificates/gainful-employment/business-bookkeeping.php>

## Business - Management

### Business - Management Option AS or AA Degree

The Business Management Degree provides an overview of the various disciplines in business such as management, marketing, accounting, and finance. The degree provides a strong foundation for entry into a variety of business fields. The coursework is essential for entry-level positions while enhancing the knowledge base of those who are seeking career progression.

Upon complete of the business management program, the student will be able to:

- Identify and explain major functional areas of business organizations including management, marketing, finance, and accounting
- Identify the functions of management and apply them in business situations
- Apply commonly used computer application programs to create relevant business documents
- Effectively communicate both verbally and in writing in various business settings
- Apply business mathematics in order to analyze data and solve business problems 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 grade of 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>           |  |                |
| BUS 001A ..                            | Beginning Principles of Accounting ..... | 4              |
| or BUS 055 ..                          | Bookkeeping .....                        | 3              |
| BUS 020 ....                           | Introduction to Business .....           | 3              |
| BUS 024 ....                           | Business Mathematics .....               | 3              |
| BUS 028 ....                           | Business Communication .....             | 3              |
| CIS 007 .....                          | Computer Concepts .....                  | 3              |
|  | <b>Total Core Courses .....</b>          | <b>15 - 16</b> |
| <i>Course #</i>                        | <i>Title</i>                             | <i>Units</i>   |
| <b>Management Option Requirements</b>  |  |                |
| BUS 035 ....                           | Human Resources Management .....         | 3              |
| BUS 018 ....                           | Business Law .....                       | 4              |
| BUS 032 ....                           | Small Business Management .....          | 3              |
|  | <b>Total Management Option .....</b>     | <b>10</b>      |
| <i>Course #</i>                        | <i>Title</i>                             | <i>Units</i>   |
| <b>Bookkeeping Option Requirements</b> |  |                |
| BUS 013A ..                            | Word for Windows I .....                 | 1.5            |
| BUS 013B ..                            | Word for Windows II .....                | 1.5            |
| CIS 034 .....                          | Introduction to Spreadsheets .....       | 3              |
| BUS 074 ....                           | Computerized Accounting .....            | 3              |
|  | <b>Total Bookkeeping Option .....</b>    | <b>9</b>       |

### Business - Management Certificate of Achievement

Completion of the 24-26 units listed above fulfills the requirements for Business Management Certificate of Achievement.

**For Gainful Employment information please visit:**

<https://www.westhillcollege.com/coalinga/degrees-and-certificates/gainful-employment/business-management.php>



## Business - Retail Business Management

### Business - Retail Business Management AS or AA Degree

The Retail Business Management Certificate provides an overview of the various disciplines in business such as management, marketing, accounting, and finance. The degree provides a training and education for those wishing to own or manage a retail business. The various elements involved in starting and operating a small business are covered.

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

- Identify and explain major functional areas of business organizations including management, marketing, finance, and accounting
- Apply commonly used computer application programs to create relevant business documents
- Effectively communicate both verbally and in writing in various business settings
- Research and compose a business plan that can be used for planning as well as financing 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> |  |                |
| BUS 001A . .                 | Beginning Principles of Accounting . . . . . | 4              |
| or BUS 055 . .               | Bookkeeping . . . . .                        | 3              |
| BUS 018 . . . .              | Business Law . . . . .                       | 4              |
| BUS 020 . . . .              | Introduction to Business . . . . .           | 3              |
| BUS 028 . . . .              | Business Communication . . . . .             | 3              |
| BUS 032 . . . .              | Small Business Management . . . . .          | 3              |
| BUS 035 . . . .              | Human Resources Management . . . . .         | 3              |
| CIS 007 . . . .              | Computer Concepts . . . . .                  | 3              |
|                              | <b>Total . . . . .</b>                       | <b>22 - 23</b> |

### Business - Retail Business Management Certificate of Achievement

Completion of the 22-23 units listed above fulfills the requirements for Retail Business Management Certificate of Achievement.

**For Gainful Employment information please visit:**

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

## Child Development

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 - Administrative

### Child Development - Administrative Local Certificate

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

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

Program student learning outcomes

- Students will integrate knowledge of operating a successful child care program.
- Students will apply administrative principles, including budgeting, conflict resolution and health and safety issues.

| <i>Course #</i>              | <i>Title</i>                                       | <i>Units</i> |
|------------------------------|--|--------------|
| <b>Required Core Courses</b> |  |              |
| CD 014A . . .                | Administration & Superv. of Child. Progr . . . . . | 3            |
| CD 014B . . .                | Adm. & Superv. of Child. Pgrm Practicum . . . . .  | 3            |
| CD 022 . . . . .             | Superv. Adults Work in Child. Program . . . . .    | 2            |
|                              | Computer and/or Business Electives. . . . .        | 4            |
|                              | <b>Total . . . . .</b>                             | <b>12</b>    |

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

# Child Development - Assistant Teacher

## Child Development - Assistant Teacher Local Certificate

The student will be eligible for this certificate by completing 6 units from the following child development courses and obtaining a “C” or better in the outcome of the courses. It is recommended the student start taking English 51A or English 1A before these courses or at the same time.

Upon completion of the program the student will be able to meet the following objectives:

- Integrate child development concepts into their daily practices with young children.
- Implement developmentally appropriate teaching practices with young children.
- Implement various techniques while working with infants, toddlers, young children and their families.

| <i>Course #</i>                                | <i>Title</i>   | <i>Units</i> |
|--|--|--------------|
| <b>Choose 6 units from the following list:</b> |  |              |
| CD 002 . . . . .                               | Teaching in a Diverse Society . . . . .  | 3            |
| CD 003 . . . . .                               | Observation and Assessment . . . . .   | 3            |
| CD 004 . . . . .                               | Parenting . . . . .  | 3            |
| CD 005 . . . . .                               | Child Development . . . . .  | 3            |
| CD 010 . . . . .                               | Child, Family and Society . . . . .  | 3            |
| CD 012A . . . . .                              | Principles & Practices of ECE . . . . .  | 3            |
| CD 012B . . . . .                              | Principles & Practices of ECE Field Wo Early Childhood Practicum-Field Exp . . . . . | 3            |
| CD 015 . . . . .                               | Lit. & Lang Arts for Young Child. . . . .  | 3            |
| CD 016 . . . . .                               | Introduction to Curriculum . . . . .   | 3            |
| CD 017A . . . . .                              | Sex Ed for Teach & Parents of Young Chil . . . . .                                   | 1            |
| CD 017B . . . . .                              | Child Abuse Recognition & Prevention . . . . .                                       | 1            |
| CD 017C . . . . .                              | Single Parenting . . . . .   | 1            |
| CD 018 . . . . .                               | Health, Safety and Nutrition . . . . .   | 3            |
| CD 021 . . . . .                               | Infant and Toddler Caregiving . . . . .  | 3            |
| CD 023 . . . . .                               | Domestic Violence Recognition & Prevent. . . . .                                     | 1            |
|  | <b>Total . . . . .</b>   | <b>6</b>     |

## Child Development - Associate Teacher

### Child Development - Associate Teacher Local Certificate

The student will be eligible for this certificate by completing 12 units of child development course work, including the State mandated core classes. All of the courses must be passed with a "C" or better.

| <i>Course #</i>                             | <i>Title</i>   | <i>Units</i> |
|---|--|--------------|
| <b>Required Core Courses</b>                |  |              |
| * CD 005                                    | Child Development  | 3            |
| * CD 010                                    | Child, Family and Society  | 3            |
| * CD 012A                                   | Principles & Practices of ECE  | 3            |
| <b>Plus any 3 units from the following:</b> |  |              |
| CD 002                                      | Teaching in a Diverse Society  | 3            |
| CD 003                                      | Observation and Assessment   | 3            |
| CD 004                                      | Parenting  | 3            |
| CD 012B                                     | Principles & Practices of ECE Field Wo Early Childhood Practicum-Field Exp | 3            |
| CD 015                                      | Lit. & Lang Arts for Young Child.  | 3            |
| CD 016                                      | Introduction to Curriculum   | 3            |
| CD 017A                                     | Sex Ed for Teach & Parents of Young Chil                                   | 1            |
| CD 017B                                     | Child Abuse Recognition & Prevention                                       | 1            |
| CD 017C                                     | Single Parenting   | 1            |
| CD 018                                      | Health, Safety and Nutrition   | 3            |
| CD 021                                      | Infant and Toddler Caregiving  | 3            |
| CD 023                                      | Domestic Violence Recognition & Prevent.                                   | 1            |
| <b>Total</b>                                |  | <b>12</b>    |

\* As marked, these are State mandated core courses which are required in order to teach in California and as mandated for the Child Development Permit.

**For Gainful Employment information please visit:**

<https://www.westhillscollge.com/coalinga/degrees-and-certificates/gainful-employment/child-development-teacher.php>

## Child Development - School-Age

### Child Development - School-Age Local Certificate

| <i>Course #</i>              | <i>Title</i>                                  | <i>Units</i> |
|------------------------------|---|--------------|
| <b>Required Core Courses</b> |   |              |
| CD 024 . . . . .             | School Age Development . . . . .              | 3            |
| CD 025 . . . . .             | School-Age Curriculum . . . . .               | 3            |
| CD 026A . . . . .            | Foundation of School-Age Child Care . . . . . | 1            |
| CD 026B . . . . .            | Quality School-Age Care . . . . .             | 1            |
| CD 026C . . . . .            | School-Age Sports and Activities . . . . .    | 1            |
| CD 018 . . . . .             | Health, Safety and Nutrition . . . . .        | 3            |
|                              | <b>Total . . . . .</b>                        | <b>12</b>    |

## Child Development - Teacher

### Child Development - Teacher Certificate of Achievement

The student will be eligible for the Child Development Teacher certificate by completing 30 units of child development course work, including the core courses.

| <i>Course #</i>                                    | <i>Title</i>   | <i>Units</i> |
|--|--|--------------|
| <b>Required Core Courses</b>                       |  |              |
| CD 002 . . . . .                                   | Teaching in a Diverse Society . . . . .  | 3            |
| CD 003 . . . . .                                   | Observation and Assessment . . . . .   | 3            |
| CD 005 . . . . .                                   | Child Development . . . . .  | 3            |
| CD 010 . . . . .                                   | Child, Family and Society . . . . .  | 3            |
| CD 012A . . . . .                                  | Principles & Practices of ECE . . . . .  | 3            |
| CD 012B . . . . .                                  | Principles & Practices of ECE Field Wo Early Childhood Practicum-Field Exp . . . . . | 3            |
| CD 016 . . . . .                                   | Introduction to Curriculum . . . . .   | 3            |
| CD 018 . . . . .                                   | Health, Safety and Nutrition . . . . .   | 3            |
| <b>Plus 6 units from the courses listed below:</b> |  |              |
| CD 004 . . . . .                                   | Parenting . . . . .  | 3            |
| CD 014A . . . . .                                  | Administration & Superv. of Child. Progr . . . . .                                   | 3            |
| CD 014B . . . . .                                  | Adm. & Superv. of Child. Pgrm Practicum . . . . .                                    | 3            |
| CD 017A . . . . .                                  | Sex Ed for Teach & Parents of Young Chil . . . . .                                   | 1            |
| CD 017B . . . . .                                  | Child Abuse Recognition & Prevention . . . . .                                       | 1            |
| CD 017C . . . . .                                  | Single Parenting . . . . .   | 1            |
| CD 022 . . . . .                                   | Superv. Adults Work in Child. Program . . . . .                                      | 2            |
|  | <b>Total . . . . .</b>   | <b>30</b>    |

# Communication Studies

## Communication Studies AA-T Degree

The Associate in Art in Communication Studies 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 Communication Studies or similar major.

The AA-T in Communication Studies offers broad-based preparation in effective oral and written communication, presentation, and debate as well as a foundation in group dynamics and interpersonal relationships. The degree is designed to provide entry-level skills and knowledge for those students who simply want to improve their marketability with potential employers. The degree prepares students in the main skills employers look for in potential employees: the ability to effectively communicate both orally and in writing and to effectively work in groups and/or teams.

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

- Identify and differentiate among various perspectives across the Communication discipline.
- Critically analyze evidence and reasoning to identify and provide appropriate and credible support for written and oral communication.
- Identify and demonstrate effective and appropriate written and oral communication skills, both verbal and nonverbal, across diverse context.
- Demonstrate individual responsibility, integrity, respect, and influence to effectively and appropriately communicate with diverse audiences.

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

| <i>Course #</i>                     | <i>Title</i>   | <i>Units</i> |
|-------------------------------------|--|--------------|
| <b>Required Core Courses</b>        |  |              |
| COM 001 . . .                       | Elements of Speech . . . . .                             | 3            |
| COM 002 . . .                       | Oral Interpretation of Literature . . . . .              | 3            |
| COM 003 . . .                       | Argumentation and Debate . . . . .                       | 3            |
| COM 004 . . .                       | Small Group Dynamics and Presentation . . . . .          | 3            |
| COM 005 . . .                       | Interpersonal Communication . . . . .                    | 3            |
| <b>Select One Course (3 units):</b> |  |              |
| PSYCH 001 .                         | Introductory Psychology . . . . .                        | 3            |
| SOC 001 . . . .                     | Introduction to Sociology . . . . .                      | 3            |
|                                     | Total. . . . .   | 18           |
|                                     | Units to be double-counted as General Education. . . . . | 6-12         |
|                                     | CSU GE Breadth or IGETC units. . . . .                   | 39           |
|                                     | Transferable Elective Units. . . . .                     | 9-15         |
|                                     | <b>Total</b> . . . . .                                   | <b>60</b>    |

## Computer Information Systems (CIS) - Microcomputer Applications Specialist

### CIS - Microcomputer Applications Specialist AA or AS Degree

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

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

- Filter records in an access table.
- Change a Theme or Quick Style and apply it in a document.
- Compose business correspondence using correct format responding to a case study

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> |                                      |              |
| BUS 013A ..                  | Word for Windows I .....             | 1.5          |
| BUS 013B ..                  | Word for Windows II .....            | 1.5          |
| BUS 020 ....                 | Introduction to Business .....       | 3            |
| BUS 024 ....                 | Business Mathematics .....           | 3            |
| CIS 007 .....                | Computer Concepts .....              | 3            |
| CIS 019B...                  | Database Creation & Management ..... | 3            |
| CIS 034 .....                | Introduction to Spreadsheets .....   | 3            |
|                              | <b>Total .....</b>                   | <b>18</b>    |

### CIS - Microcomputer Applications Specialist Certificate of Achievement

Completion of the 18 units listed above fulfills the requirements for a CIS Certificate of Achievement.

**For Gainful Employment information please visit:**

<https://www.westhillscollge.com/coalinga/degrees-and-certificates/gainful-employment/computer-information-systems.php>



# 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

| <i>Course #</i>              | <i>Title</i>   | <i>Units</i> |
|------------------------------|--|--------------|
| <b>Required Core Courses</b> |  |              |
| CD 002 . . . . .             | Teaching in a Diverse Society . . . . .  | 3            |
| CD 003 . . . . .             | Observation and Assessment . . . . .   | 3            |
| CD 005 . . . . .             | Child Development . . . . .  | 3            |
| CD 010 . . . . .             | Child, Family and Society . . . . .  | 3            |
| CD 012A . . . . .            | Principles & Practices of ECE . . . . .  | 3            |
| CD 012B . . . . .            | Principles & Practices of ECE Field Wo Early Childhood Practicum-Field Exp . . . . . | 3            |
| CD 016 . . . . .             | Introduction to Curriculum . . . . .   | 3            |
| CD 018 . . . . .             | Health, Safety and Nutrition . . . . .   | 3            |
|                              | Total . . . . .  | 24           |
|                              | 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>    |

## English as a Second Language

### English as a Second Language Local Certificate

The ESL Certificate of Competency is designed to prepare students to communicate, write, and read in the English language. Students will have an opportunity to show their employers and future employers that they have an understanding and knowledge of the English language. Program student learning outcomes:

- The student will verbally communicate, by using appropriate beginning level grammar, vocabulary, organization, and clear pronunciation.
- The student will carry a conversation based on a contemporary issue and will present new information to the class.
- The student will develop a paragraph using lower-intermediate level grammar.
- The student will create a presentation about their background, job skills, and educational experiences..

The ESL Certificate of Competency program is a certificate program to help English Language Learners in their present and future goals. The certificate will show that they have basic English skills in conversation, writing, and reading. The curriculum is designed to help students show employers that they have a basic understanding of the English language which will help them in their place of employment. Completion of the certificate will help students be marketable in the job market.

Upon completion of the program the student will be able to meet the following objectives:

- Introduce basic structure and example for questions with 'be'; 'do'; 'wh-question + be' (ex: Who is happy?) and 'wh-question + do' (ex: What do you eat for dinner?) in the present tense;
- Role-play short conversations practicing with a classmate;
- Learn a simple grammatical lesson online (provided), complete the online quiz and present that lesson to the class;
- Understand and produce structure and an example for questions with 'be'; 'do'; 'wh-questions + be' (ex: Who is/was happy?) and 'wh-questions + do' (ex: What do/did you eat for dinner?) in the present and past tense;
- Speak extemporaneously for 2-3 minutes on a given topic;
- Create, write and deliver short conversations with the appropriate tense, subject- verb agreement and frequency adverb with a classmate;
- Understand and use regular and irregular verbs in affirmative and negative sentences both in speaking, reading, and writing;
- Learn a simple grammatical lesson online (provided), complete the on line quiz and present that lesson to the class;
- Read a short passage and identify the topic, main ideas, and supporting details;
- Outline textbook chapter for lesson analysis in English;
- Construct an interview with 'be' and 'do+ base verb' questions and answers;
- Write present and past tense paragraphs respectively;
- Read articles for comprehension, vocabulary, and pronunciation;
- Complete weekly timed readings rating words per minute and minimum comprehension errors;
- Provide understanding, critical thinking, and practical skills in basic communication settings;
- Communicate one to one, one to many, and speaker to audience;
- Students will engage in interpersonal exercises to use communication skills such as listening, paraphrasing, describing feelings, decision-making, perception checking, and verbal and non-verbal communication.

| <i>Course #</i>              | <i>Title</i>                                     | <i>Units</i> |
|------------------------------|--|--------------|
| <b>Required Core Courses</b> |  |              |
| NC 120 . . . . .             | Beg Reading, Writing & Speaking Skills . . . . . | N/A          |
| NC 125 . . . . .             | Intermediate Read, Writing & Speaking . . . . .  | N/A          |
| NC 130 . . . . .             | Advanced Reading, Writing & Speaking . . . . .   | N/A          |
| NC 135 . . . . .             | Advanced Com Skills for Life & Career . . . . .  | N/A          |
|                              | <b>Total Hours . . . . .</b>                     | <b>216</b>   |

# Geography

## Geography AA-T

The Associate in Arts in Geography 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 Geography or similar major.

A degree in geography trains individuals to view the full scope of Earth’s natural and cultural systems from a spatial perspective; therefore, geographers have an important role to play in understanding and interpreting the many complex patterns and processes that characterize places/regions and determine the interactions that occur between and within places/regions. Geographers are employed as research scientists and teachers by educational institutions; international, federal, state, regional and local government agencies; local and regional planning firms; and environmental consulting firms. Geographers are generally analytical, inquisitive and creative. Geographers are trained to draw upon a variety of information sources/disciplines and to view the world from a holistic perspective. Because of their “bird’s eye view of the world,” geographers are often found to be well suited to project coordination and/or management.

Upon completion of the AA-T in Geography, students will/ be able to:

- Use maps and other geographic representations, tools, and technologies to acquire, process, and report information from a spatial perspective.
- Have an understanding of how physical processes shape the Earth’s surface and determine the character and spatial distribution of global climates and ecosystems.
- Have an understanding of the characteristics, distribution, and migration of human populations on Earth’s surface.
- Have an understanding of the characteristics, distribution, and complexity of Earth’s cultural mosaic.
- Have an understanding of the patterns and networks of physical and cultural interdependence on Earth’s surface.
- Have an understanding of how physical systems affect human systems and of how human actions affect physical systems.

In order to complete the AA-T in Geography students must met the following requirements:

- Complete 60 semester units or 90 quarter units that are eligible for transfer to a California State University and include requirements for the CSU General Education Breadth or the Intersegmental General Education Transfer Curriculum;
- Complete a minimum of 18 semester or 27 quarter units in the major or area of emphasis with a grade of “C” or better in all required courses;
- Earn a minimum grade point average of 2.0.

| <i>Course #</i>  | <i>Title</i>  | <i>Units</i> |
|--|---|--------------|
| <b>Required Core Courses</b>                                 |   |              |
| GEOG 001 ..  | Physical Geography .....                              | 4            |
| GEOG 002 ..  | World Regional Geography .....                        | 3            |
| GEOG 003 ..  | Cultural Geography .....                              | 3            |
| GEOG 018 ..  | Geography of California .....                         | 3            |
| <b>Select 6 units minimum from the courses listed below:</b> |   |              |
| GEOG 016 ..  | Regional Field Studies .....                          | 1            |
| CIS 007 .....  | Computer Concepts .....                               | 3            |
| GEOL 001 ..  | Physical Geology .....                                | 4            |
|  | Total .....   | 19 - 21      |
|  | Units to be double-counted as General Education ..... | 10           |
|  | CSU GE Breadth or IGETC Units .....                   | 37 - 39      |
|  | Transferable Elective Units .....                     | 10 - 11      |
|  | <b>Total .....</b>                                    | <b>60</b>    |

# Geology

## Geology AS-T Degree

The Associate in Science in Geology 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 Geology or similar major.

A degree in geology provides individuals with training in the physical aspects and history of the earth. These individuals are then able to locate resources (e.g., fossil fuels and minerals) and manage and mitigate human impacts on ecosystems. They are employed as research scientists, teachers and geologists by educational institutions, construction companies, government agencies, mining and petroleum industries, surveying and engineering companies, and environmental consulting firms. Geologists are generally analytical, inquisitive and creative. They are required to work well individually or as team members and to communicate effectively.

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

- Understand the Earth as a system with many separate but interacting parts.
- Understand the relationship between people and the natural environment and will understand how the discipline of geology can be used to solve problems that arise from these interactions.
- Understand how scientific hypotheses are formulated and tested in general and will specifically understand the evolution and development of major geological science 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

| <i>Course #</i>              | <i>Title</i>  | <i>Units</i> |
|------------------------------|---|--------------|
| <b>Required Core Courses</b> |   |              |
| GEOL 001 ..                  | Physical Geology .....                                | 4            |
| GEOL 003 ..                  | Historical Geology .....                              | 4            |
| * CHEM<br>001A .....         | General Chemistry I .....                             | 5            |
| * CHEM<br>001B .....         | General Chemistry II .....                            | 5            |
| MATH 001A                    | Introduction to Calculus .....                        | 5            |
| * MATH<br>001B .....         | Calculus With Applications .....                      | 5            |
|                              | <b>Total</b> .....                                    | <b>28</b>    |
|                              | Units to be double-counted as General Education ..... | 10           |
|                              | CSU GE Breadth or IGETC Units .....                   | 39           |
|                              | Transferable Elective Units .....                     | 3            |
|                              | <b>Total</b> .....                                    | <b>60</b>    |

*\*This course offered infrequently.*

## Health Science (General)

### Health Science (General) AS Degree

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

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

- Describe the processes of nutrient catabolism in human body cells.
- Differentiate between human tissue types and their respective functions

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> |                                  |                |
| BIO 032 . . . .              | Human Anatomy . . . . .          | 4              |
| BIO 035 . . . .              | Human Physiology . . . . .       | 4              |
| BIO 038 . . . .              | Microbiology . . . . .           | 4              |
| CHEM 002A                    | Introductory Chemistry . . . . . | 4              |
| NUT 001 . . .                | Basic Nutrition . . . . .        | 3              |
|                              | <b>Total . . . . .</b>           | <b>19 - 20</b> |

**Recommended Electives:** PSYCH 1, SOC 1

# Heavy Equipment Operation

## Heavy Equipment Operation - Certificate of Achievement

West Hills College Coalinga Heavy Equipment Operation Certificate Program is a one semester Certificate of Achievement program. Intrinsic learning is accomplished through a hands on approach to introduce students to a wide range of skills necessary for equipment operation. Laboratory work is designed to simulate field experiences. Heavy equipment operation requires good hand-eye coordination and demands attention to details like timelines, precision operation, coordination of multiple tasks, and following plan directions. Development of problem solving skills and safe work habits will be instilled in the student.

Heavy Equipment Operation program prepares students for careers in the operation of crawlers, tractors, scrapers, backhoes, excavator, loaders, motor graders, trucks, laser controlled equipment, and technical support programs. The curriculum is designed to align with the National Center for Construction Education and Research (NCCER) certification. Completion of the certificate qualifies students to enter the professional job market.

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

- Explain the basic terminology and types of equipment and their uses.
- Explain the need for safety measures when working in and around heavy equipment.
- Describe the long- and short-term health effects, first-aid measures, handling and storage, and/or required personal protective equipment (PPE) for a chemical using a safety data sheet (SDS).
- Explain the basics of a hydraulic system and identify hydraulic components.
- Describe basic safety rules and some specific safety rules when operating heavy equipment.
- Perform basic maneuvering with a tractor.
- Identify and explain earthmoving terms and methods.
- Demonstrate and state the steps of the pre-operational safety inspection.
- Explain safety rules for operating Rollers, Scrapers, Loaders, Forklifts, Dozers, Backhoes, Excavators, and Motor Graders
- Identify basic geometric shapes
- Interpret construction plans to determine grading requirements.
- Read and interpret drawings to determine the type of excavations needed to prepare the site.
- Describe how workers' values have changed over the years.
- List the characteristics of effective leaders.
- Identify the three styles of leadership.
- Explain the purpose of the Occupational Safety and Health Act (OSHA).
- Identify the key points of a safety program.
- Define the three types of project delivery systems.
- Identify the two most common schedules.
- Demonstrate an understanding of laser and GPS technology.
- Explain the requirements for finish and final grading of earthwork.
- Describe the characteristics of different types of soils.

| <i>Course #</i>              | <i>Title</i>                                   | <i>Units</i> |
|------------------------------|--|--------------|
| <b>Required Core Courses</b> |  |              |
| IMT 060 . . . .              | Industrial Core . . . . .                      | 3            |
| HVYEQUI 060A . . . . .       | Level I Heavy Equipment Operations . . . . .   | 5            |
| HVYEQUI 060B . . . . .       | Level II Heavy Equip Operations . . . . .      | 5            |
| HVYEQUI 060C . . . . .       | Level III Heavy Equipment Operations . . . . . | 5            |
|                              | <b>Total . . . . .</b>                         | <b>18</b>    |

**For Gainful Employment information please visit:**

<https://www.westhillscollge.com/coalinga/degrees-and-certificates/gainful-employment/heavy-equipment-operations.php>



# Humanities

## Humanities AA Degree

The Humanities Program provides the opportunity to achieve an associate degree. The program provides introductory lower division work. The major is made up of 18 units in the fields of Humanities, Philosophy, Foreign Language, Art, Music, English, History, and Speech. The program prepares students to become enlightened citizens, equipped with the broad cultural background essential to studies in the fields of education, philosophy, literature, law, government, journalism, public service, and business.

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>                        |  |              |
| HUM 001 . . .                                       | Introduction to Western Culture . . . . .          | 3            |
| HUM 022 . . .                                       | Introduction to Comparative Religion . . . . .     | 3            |
| PHIL 001 . . .                                      | Introduction to Philosophy . . . . .               | 3            |
| PHIL 002 . . .                                      | Introduction to Logic . . . . .                    | 3            |
| <b>Plus 6 unites from the courses listed below:</b> |  |              |
| ART 016A . .  | Survey of Western Art: Pre-History . . . . .       | 3            |
| ART 016B . .  | Survey of Western Art: Renaissance . . . . .       | 3            |
| ENG 001B . .  | Literature/ Critical Thinking & Writing . . . . .  | 3            |
| ENG 025 . . .                                       | Creative Writing . . . . .                         | 3            |
| FLSPN 001 .   | Introductory Span for Non-Native Speake . . . . .  | 4            |
| FLSPN 002 .   | Elementary Spanish for Non-Native Speake . . . . . | 4            |
| FLSPN 003 .   | Inter. Spanish for Native & Non-Native S . . . . . | 4            |
| FLSPN 004 .   | Adv Spanish for Native & Non-Native Spea . . . . . | 4            |
| FLSPN 011 .   | Intro Spanish Limitedly Bilingual . . . . .        | 4            |
| FLSPN 012 .   | Elementary Span/Limitedly Bilingual . . . . .      | 4            |
| HIST 004A . .                                       | Western Civilization to 1700 . . . . .             | 3            |
| HIST 004B . .                                       | Western Civilization From 1700 . . . . .           | 3            |
| MUS 042 . . .                                       | Music Appreciation . . . . .                       | 3            |
| PHIL 003 . . .                                      | Ethics . . . . .                                   | 3            |
|   | <b>Total . . . . .</b>                             | <b>18</b>    |



# Integrated Pest Management

## Integrated Pest Management Certificate of Achievement

The Integrated Pest Management program prepares students for an agriculture production career; learning the skills needed for the production and care of agricultural crops through hands-on, real-world experience. Completion of the certificate qualifies students to enter the professional job market or the units may be applied as university transfer or to fulfill the education requirement for the California Department of Pesticide Regulation’s (CDPR) Agricultural Pest Control Adviser (PCA) license. This certificate program is for students interested in careers as Pest Control Advisers, Certified Crop Consultants, Qualified Applicator’s or Agri-chemical sales representatives.

On completion of the Integrated Pest Management program, the student will be able to:

- identify common weeds found in Central California and statewide;
- explain the methods of safely applying various herbicides;
- identify insects and closely related plant and animal pests and pest damage;
- explain the economic aspects of beneficial and harmful insects;
- select possible methods and timing of control in a given circumstance;
- understand the difference between California laws and DPR regulations;
- diagram and describe the parts of a pesticide label;
- understand the requirements to use a pesticide with a restricted label;
- identify and describe the various DPR pest control certifications and licenses;
- employ the principles and concepts of IPM in field crop environments;
- explain the mode of action of pesticides, pesticide absorption by the human body, and the importance of poisoning measurements;
- safely and properly mix, calibrate, apply, and dispose of different pesticide formulations utilizing different techniques and equipment.

| <i>Course #</i>                         | <i>Title</i>  | <i>Units</i> |
|---|---|--------------|
| <b>Required Core Courses</b>            |   |              |
| CRPSCI 032 .                            | Weeds and Poisonous Plants . . . . .                      | 3            |
| CRPSCI 044 .                            | Economic Entomology . . . . .                             | 3            |
| CRPSCI 045 .                            | Ca Pest Control Laws & Regulations . . . . .              | 2            |
| CRPSCI 046 .                            | Integrated Pest Management . . . . .                      | 3            |
| <b>Plus 3 units from the following:</b> |   |              |
| CRPSCI 001 .                            | Introduction to Plant Science . . . . .                   | 3            |
| CRPSCI 002 .                            | Plant Science Theory . . . . .                            | 3            |
| <b>Plus 4 units from the following:</b> |   |              |
| AG-010 . . . . .                        | Introduction to Agriculture . . . . .                     | 3            |
| AG 011 . . . . .                        | Agriculture Sales and Communication . . . . .             | 3            |
| AGBUS 015 .                             | Computer Application to Agriculture . . . . .             | 3            |
| AET 010 . . . .                         | Surveying . . . . .                                       | 3            |
| AET-011 . . . .                         | Advanced Surveying and GIS Applications . . . . .         | 3            |
| AET 015 . . . .                         | CAD for Agriculture . . . . .                             | 2            |
| AET-016 . . . .                         | Applications for Land Management in Agriculture . . . . . | 1            |
| AET 021 . . . .                         | AG-Irrigation Management . . . . .                        | 3            |
| AET 022 . . . .                         | Irrigation Evaluation/Design Principles . . . . .         | 4            |
| CRPSCI 006 .                            | Introduction to Precision Agriculture . . . . .           | 3            |
| CRPSCI 007 .                            | Advanced Precision Agriculture . . . . .                  | 3            |
| CRPSCI 019 .                            | California Water . . . . .                                | 3            |
| CRPSCI 036 .                            | Fertilizers and Soil Amendments . . . . .                 | 3            |
| SLSCI 021 . .                           | Introduction to Soil Science . . . . .                    | 4            |
|   | <b>Total . . . . .</b>                                    | <b>18</b>    |

**For Gainful Employment information please visit:**

<https://www.westhillscollge.com/coalinga/degrees-and-certificates/gainful-employment/integrated-pest-management.php>



# Irrigation Engineering Technology

## Irrigation Engineering Technology Certificate of Achievement

The Irrigation Engineering Technology program prepares students for careers in irrigation sales, installation, design and operation; learning skills in computer-aided drafting, irrigation management, evaluation and design, including advanced design and drip and micro irrigation design and management. The curriculum is designed to align with the Irrigation Association’s certified irrigation designer certification and certified agricultural irrigation specialist (CAIS) certification. Completion of either certificate qualifies students to enter the professional job market or the units may be applied as university transfer or to fulfill the education requirement for the California Department of Pesticide Regulation’s (CDPR) Agricultural Pest Control Adviser (PCA) license and the Society of Agronomy’s Certified Crop Adviser (CCA).

On completion of the Irrigation Engineering Technology program, the student will be able to:

- draw basic two-dimensional drawings with the associated drawing tools and aids;
- create 2-dimensional isometric drawings with the associated drawing tools;
- demonstrate a complete understanding of the soil-plant-water relationship by correctly completing a soil water budget;
- calculate evapotranspiration rates for crops common to California over a complete growing season;
- compare and install all the major water supply systems (i.e. surface, sprinkler, drip, and micros);perform an irrigation system evaluation for drip/micro irrigation systems;
- determine irrigation system distribution uniformity and application efficiency for given irrigation systems;
- determine which type of irrigation system is appropriate for site specific conditions, i.e. soil properties and crop data;
- specify materials and components to make a complete system that optimizes the balance between capital investment and operation and maintenance costs;
- determine plant water use for given crops and climatic conditions;
- calculate sprinkler spacing for head-to-head coverage;
- select proper sprinklers for given crops and irrigation system components;
- complete irrigation designs for efficiency and uniformity;
- calculate system flow rate requirements and friction losses in hoses;
- determine allowable pressure differences in irrigation systems;
- determine proper pipe size, pressure regulation and appropriate filtration for given design parameters;
- select proper emission devices and design for minimization of clogging.

| <i>Course #</i>                         | <i>Title</i>   | <i>Units</i> |
|---|--|--------------|
| <b>Required Core Courses</b>            |  |              |
| AET 015 . . . .                         | CAD for Agriculture . . . . .                            | 2            |
| AET 021 . . . .                         | AG-Irrigation Management . . . . .                       | 3            |
| AET 022 . . . .                         | Irrigation Evaluation/Design Principles . . . . .        | 4            |
| AET 023 . . . .                         | Advanced Irrigation Design . . . . .                     | 3            |
| AET 024 . . . .                         | Drip & Micro Irrigation Design & MGMT. . . . .           | 3            |
| <b>Plus 3 units from the following:</b> |  |              |
| AET 010 . . . .                         | Surveying . . . . .                                      | 3            |
| AET-011 . . . .                         | Advanced Surveying with GIS Applications. . . . .        | 3            |
| AET-016 . . . .                         | Applications for Land Management in Agriculture. . . . . | 1            |
| CRPSCI 006 .                            | Introduction to Precision Agriculture . . . . .          | 3            |
| CRPSCI 019 .                            | California Water . . . . .                               | 3            |
| SLSCI 021 . .                           | Introduction to Soil Science . . . . .                   | 4            |
|   | <b>Total . . . . .</b>                                   | <b>18</b>    |

**For Gainful Employment information please visit:**

<https://www.westhillscollge.com/coalinga/degrees-and-certificates/gainful-employment/irrigation-engineering-technology.php>

# Kinesiology

## Kinesiology AA Degree

The term kinesiology means the study of movement and the associate of arts degree program emphasizes major preparation courses for students seeking transfer to a four-year university. Students entering the field of kinesiology can look forward to career prospects in the areas of fitness, health and wellness, athletic training, exercise science, education/coaching, and sports administration.

Students who have selected the particular four-year college to which they wish to transfer should use the catalog of that institution as the principle guide for determining additional coursework.

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

- Know the structure and function of the human body as it relates to physical activity, fitness and health.
- Know the impact of physical inactivity on fitness and health in a societal context.
- Perform basic motor skills and apply a variety of concepts and methods common to the academic field of Kinesiology.
- Develop and apply the multiple strategies that encourage societal adoption and active healthy lifestyles and commitment to lifelong learning.

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> |  |              |
| BIO 032 . . . .              | Human Anatomy . . . . .                        | 4            |
| BIO 035 . . . .              | Human Physiology . . . . .                     | 4            |
| NUT 001 . . . .              | Basic Nutrition . . . . .                      | 3            |
| KINES 001 . . .              | Introduction to Kinesiology . . . . .          | 3            |
| PE-029/<br>PSCYH-029**       | Intro to Sport & Exercise Psychology . . . . . | 3            |
| PE-046 . . . . .             | Care & Prevention of Athletic Injury . . . . . |              |
| PE . . . . .                 | Two different activity courses . . . . .       | 2            |
|                              | <b>Total . . . . .</b>                         | <b>21</b>    |

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

## **Liberal Arts - Area of Emphasis for Arts and Humanities**

### **Liberal Arts - Area of Emphasis for Arts and Humanities AA Degree**

The Arts and Humanities area of emphasis is designed to provide the student with an opportunity to understand emotional and intellectual responses, increase awareness and appreciation of the traditional humanistic disciplines such as art, drama, literature, music, philosophy, and foreign language in addition to introducing and understanding of the interrelationships between these disciplines. This area of emphasis prepares students for baccalaureate majors including but not limited to: art, foreign language, history, philosophy and performing arts.

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

- Compose a technically correct essay.
- Create a visually balanced artwork using the art elements and design principles.
- Produce sustained and developed artworks for inclusion in an artistic portfolio.
- Create artworks demonstrating proficiency with basic color theory and color mixing.
- Write a personal and individual critique and artist statement describing her/his series of artworks.
- Understand visual art concepts and terminology relating to art history and art disciplines, media, materials, and techniques.
- Analyze, critique, and respond orally and in writing to a variety of artistic movements throughout European and Non-European history.
- Demonstrate an understanding of the characteristics, distribution, and complexity of Earth's cultural mosaic.
- Analyze and/or critique the aesthetics of a live theatrical performance or film in typed written form with supporting MLA bibliography.

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.

**Select at least 18 units from the following courses. Courses must be selected from two or more disciplines listed below.**

---

| <i>Course #</i>    | <i>Title</i>                                       | <i>Units</i> |
|--------------------|--|--------------|
| ART 002 . . . .    | Two-Dimensional Design . . . . .                   | 3            |
| ART 003 . . . .    | Three Dimensional Design Fundamentals . . . . .    | 3            |
| ART 005A . . . .   | Basic Drawing . . . . .                            | 3            |
| ART 005B . . . .   | Intermediate Drawing . . . . .                     | 3            |
| ART 013A . . . .   | Beginning Ceramics . . . . .                       | 3            |
| ART 013B . . . .   | Intermediate Ceramics . . . . .                    | 3            |
| ART 013C . . . .   | Advanced Ceramics . . . . .                        | 3            |
| ART 015A . . . .   | Beginning Painting . . . . .                       | 3            |
| ART 015B . . . .   | Intermediate Painting . . . . .                    | 3            |
| ART 015C . . . .   | Advanced Painting . . . . .                        | 3            |
| ART 016A . . . .   | Survey of Western Art: Pre-History . . . . .       | 3            |
| ART 016B . . . .   | Survey of Western Art: Renaissance . . . . .       | 3            |
| ART 042 . . . .    | Art Appreciation . . . . .                         | 3            |
| COM 002 . . . .    | Oral Interpretation of Literature . . . . .        | 3            |
| ENG 001B . . . .   | Literature/ Critical Thinking & Writing . . . . .  | 3            |
| FLSPN 001 . . . .  | Introductory Span for Non-Native Speake . . . . .  | 4            |
| FLSPN 002 . . . .  | Elementary Spanish for Non-Native Speake . . . . . | 4            |
| FLSPN 003 . . . .  | Inter. Spanish for Native & Non-Native S . . . . . | 4            |
| FLSPN 004 . . . .  | Adv Spanish for Native & Non-Native Spea . . . . . | 4            |
| FLSPN 011 . . . .  | Intro Spanish Limitedly Bilingual . . . . .        | 4            |
| FLSPN 012 . . . .  | Elementary Span/Limitedly Bilingual . . . . .      | 4            |
| FLSPN 051 . . . .  | Intro Conv Span for Personal/Prof Use . . . . .    | 3            |
| FLSPN 052 . . . .  | Elem Conv Span for Personal/Prof Use . . . . .     | 3            |
| FLSPN 054 . . . .  | Advanced Conv Span Personal/Prof Use . . . . .     | 3            |
| GEOG 003 . . . .   | Cultural Geography . . . . .                       | 3            |
| HIST 004A . . . .  | Western Civilization to 1700 . . . . .             | 3            |
| HIST 004B . . . .  | Western Civilization From 1700 . . . . .           | 3            |
| HIST 020 . . . .   | World History I . . . . .                          | 3            |
| HUM 001 . . . .    | Introduction to Western Culture . . . . .          | 3            |
| HUM 022 . . . .    | Introduction to Comparative Religion . . . . .     | 3            |
| LING 011 . . . .   | Introduction to Linguistics . . . . .              | 3            |
| MUS 042 . . . .    | Music Appreciation . . . . .                       | 3            |
| PA 001 . . . . .   | Introduction to Theater . . . . .                  | 3            |
| PA 003 . . . . .   | Film Appreciation . . . . .                        | 3            |
| PA 005 . . . . .   | Voice & Diction . . . . .                          | 3            |
| PA 014 . . . . .   | Fundamentals of Acting . . . . .                   | 3            |
| PA 032 . . . . .   | Stage Lighting and Sound . . . . .                 | 3            |
| PA 035 . . . . .   | Theater Crafts . . . . .                           | 3            |
| PHIL 001 . . . .   | Introduction to Philosophy . . . . .               | 3            |
| PHIL 002 . . . .   | Introduction to Logic . . . . .                    | 3            |
| PHIL 003 . . . .   | Ethics . . . . .                                   | 3            |
| POLSCI 005 . . . . | Introduction to Political Theory . . . . .         | 3            |
|                    | <b>Total . . . . .</b>                             | <b>18</b>    |

## Liberal Arts - Area of Emphasis for English and Communication

### Liberal Arts - Area of Emphasis for English and Communication AA Degree

The English and Communication Area of Emphasis is designed to provide the student with foundational knowledge and skills in the following areas: the relationship of language to logic, as well as how to analyze, criticize, and advocate ideas, to reason deductively and inductively, and to reach conclusions. Courses fulfilling this requirement provide an understanding of the psychological and social significance of the communication principles of voice and speech, discovery of critical evaluation and reporting of information, reading, listening, speaking, writing effectively, and provide active participation and practice in written and oral communication. This area of emphasis prepares students for baccalaureate majors including but not limited to: speech and communications.

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

- Identify an author’s main idea.
- Utilize research material.
- Speak in an understandable and organized fashion to explain their ideas and express their feelings.
- Listen actively and respectfully to analyze the substance of others comments.

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

**Select at least 18 units from the following courses. A minimum of 3 units must be completed in each discipline of English and communication.**

| <i>Course #</i>    | <i>Title</i>                                      | <i>Units</i> |
|--------------------|---|--------------|
| AG 011 . . . . .   | Agriculture Sales and Communication . . . . .     | 3            |
| BUS 028 . . . . .  | Business Communication . . . . .                  | 3            |
| COM 001 . . . . .  | Elements of Speech . . . . .                      | 3            |
| COM 002 . . . . .  | Oral Interpretation of Literature . . . . .       | 3            |
| COM 003 . . . . .  | Argumentation and Debate . . . . .                | 3            |
| COM 004 . . . . .  | Small Group Dynamics and Presentation . . . . .   | 3            |
| COM 005 . . . . .  | Interpersonal Communication . . . . .             | 3            |
| EDUC 005 . . . . . | Critical Thinking in the Classroom . . . . .      | 3            |
| ENG 051A . . . . . | Introduction to Communication Skills . . . . .    | 3            |
| ENG 001A . . . . . | Composition and Reading . . . . .                 | 3            |
| ENG 001B . . . . . | Literature/ Critical Thinking & Writing . . . . . | 3            |
| PA 005 . . . . .   | Voice & Diction . . . . .                         | 3            |
| PHIL 002 . . . . . | Introduction to Logic . . . . .                   | 3            |
|                    | <b>Total . . . . .</b>                            | <b>18</b>    |

## Liberal Arts - Area of Emphasis for Math and Science

### Liberal Arts - Area of Emphasis for Math and Science AA Degree

The Math and Science area of emphasis is designed to provide the student with foundational knowledge and skills in the following areas: the natural sciences, the physical universe, its life forms and natural phenomena. Students will be provided the opportunity to develop mathematical and quantitative reasoning skills and demonstrate understanding of the methodologies of science as investigative tools and to understand the influence scientific knowledge has on society. This area of emphasis prepares students for baccalaureate majors including but not limited to: agriculture, computer science, engineering, enology, geology, geography, genetics, health science, kinesiology, and pre-nursing.

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

- Use mathematical models and/or concepts to solve real-world applications.
- Label and identify prokaryotic and eukaryotic cell parts and describe their functions.
- Describe the processes of nutrient catabolism in human body cells.
- Differentiate between human tissue types and their respective functions.
- Describe the transcription and translation of a human gene.
- Use molecular models to interpret chemical systems.
- Use graphing software to interpret data.
- Demonstrate the ability to use maps and other geographic representations, tools, and technologies to acquire, process, and report information from a spatial perspective.
- Demonstrate and understanding of how physical systems affect human systems and of how human actions affect physical systems.
- Understand the Earth as a system with many separate but interacting parts.
- Understand the relationship between people and the natural environment and will understand how the discipline of geology can be used to solve problems that arise from these interactions.
- Understand how scientific hypotheses are formulated and tested in general and will specifically understand the evolution and development of major geological science theories.

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

**Select at least 18 units from the following courses. Students must complete at least one math course:**

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| <i>Course #</i> | <i>Title</i>                                     | <i>Units</i> |
|-----------------|--|--------------|
| ASCI 012 . . .  | Introduction to Animal Science . . . . .         | 3            |
| BIO 010 . . . . | Fundamentals of Biology . . . . .                | 3            |
| BIO 015 . . . . | Biology for Education . . . . .                  | 3            |
| BIO 032 . . . . | Human Anatomy . . . . .                          | 4            |
| BIO 035 . . . . | Human Physiology . . . . .                       | 4            |
| BIO 038 . . . . | Microbiology . . . . .                           | 4            |
| CHEM 002A       | Introductory Chemistry . . . . .                 | 4            |
| CRPSCI 001 .    | Introduction to Plant Science . . . . .          | 3            |
| CRPSCI 002 .    | Plant Science Theory . . . . .                   | 3            |
| CRPSCI 006 .    | Introduction to Precision Agriculture . . . . .  | 3            |
| CRPSCI 007 .    | Advanced Precision Agriculture . . . . .         | 3            |
| GEOG 001 . .    | Physical Geography . . . . .                     | 4            |
| GEOL 001 . .    | Physical Geology . . . . .                       | 4            |
| GEOL 003 . .    | Historical Geology . . . . .                     | 4            |
| * PHYSICI       | Survey of the Physical Sciences . . . . .        | 4            |
| 001 . . . . .   |  |              |
| PSYCH 006 .     | Research Methods in Psychology . . . . .         | 3            |
| SLSCI 021 . .   | Introduction to Soil Science . . . . .           | 4            |
| MATH 063 . .    | Intermediate Algebra . . . . .                   | 5            |
| MATH 010A       | Structure & Concepts in Mathematics I . . . . .  | 3            |
| MATH 010B       | Structure & Concepts in Mathematics II . . . . . | 3            |
| MATH 025 . .    | Introduction to Statistics . . . . .             | 4            |
| MATH 015 . .    | Precalculus . . . . .                            | 5            |
| MATH 045 . .    | Contemporary Math . . . . .                      | 3            |
| MATH 001A       | Introduction to Calculus . . . . .               | 5            |
| * MATH          | Calculus With Applications . . . . .             | 5            |
| 001B . . . . .  |  |              |
| * MATH          | Multivariate Calculus . . . . .                  | 4            |
| 002A . . . . .  |  |              |
| * MATH          | Differential Equations . . . . .                 | 4            |
| 002B . . . . .  |  |              |
|                 | <b>Total . . . . .</b>                           | <b>18</b>    |

*\*This course offered infrequently*

## Liberal Arts for Social and Behavioral Science

### Liberal Arts for Social and Behavioral Science AA Degree

The Social and Behavioral Science area of emphasis allows students to take courses that prepare them for possible majors within the fields of criminology, business, economics, geography, psychology, history, sociology, political science, and related disciplines. The student is provided the opportunity to learn a variety of theories and perspectives, behavioral and sociological concepts, historical context with respect to particular times, places, events and significant figures, production and distribution analysis, and American and comparative government. This area of emphasis prepares students for baccalaureate majors including but not limited to: Chicano studies, child development, criminology, economics, geography, history, mass communication and journalism, political science, psychology, and sociology and social work.

Upon completion of the social and behavioral science program, the student will be able to:

- Understand the global significance of past political, cultural, and economic issues and how they have impacted contemporary events.
- Recognize will analyze and differentiate between different economic solutions to social issues.
- Demonstrate an understanding of how physical systems affect human systems and of how human actions affect physical systems.
- State different types of governments and explain their historical developments and political processes within a given country.
- Identify different theories on personality development.
- Recognize the various types of sources used within the social science discipline, including primary and secondary sources.
- Analyze the legitimacy and validity of the various sources used within the social science discipline, including discerning facts from opinions, biases, the validity of data collection, and public opinion polls

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

**Required Courses (Select at least 18 units from the following courses. Courses must be selected from two or more disciplines listed below:**

| <i>Course #</i>  | <i>Title</i>   | <i>Units</i> |
|------------------|--|--------------|
| AGBUS 040.       | Introductory Agricultural Economics . . . . .          | 3            |
| AOJ 001 . . . .  | Introduction to Criminal Justice . . . . .             | 3            |
| AOJ 029 . . . .  | Criminology . . . . .                                  | 3            |
| BUS 020 . . . .  | Introduction to Business . . . . .                     | 3            |
| CD 002 . . . . . | Teaching in a Diverse Society . . . . .                | 3            |
| CD 005 . . . . . | Child Development . . . . .                            | 3            |
| CD 010 . . . . . | Child, Family and Society . . . . .                    | 3            |
| CRPSCI 019.      | California Water . . . . .                             | 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 Civilization to 1700 . . . . .                 | 3            |
| HIST 004B . . .  | Western Civilization From 1700 . . . . .               | 3            |
| HIST 017A . . .  | History of the U.S. 1492-1877 . . . . .                | 3            |
| HIST 017B . . .  | History of the U.S. 1865-PRESENT . . . . .             | 3            |
| HIST 020 . . .   | World History I . . . . .                              | 3            |
| HIST 032 . . .   | Cultural History of the Chicano . . . . .              | 3            |
| HIST 044 . . .   | Women's Roles in United States History . . . . .       | 3            |
| ** PE-029 . . .  | Introduction to Sport and Exercise Psychology. . . . . | 3            |
| POLSCI 001 . .   | American Government . . . . .                          | 3            |
| POLSCI 002 . .   | Comparative Government . . . . .                       | 3            |
| POLSCI 004 . .   | Introduction to International Relations . . . . .      | 3            |
| POLSCI 005 . .   | Introduction to Political Theory . . . . .             | 3            |
| POLSCI 010 . .   | Modern Politics . . . . .                              | 3            |
| POLSCI 020 . .   | Legal and Judicial Reasoning . . . . .                 | 3            |
| PSYCH 001 . . .  | Introductory Psychology . . . . .                      | 3            |
| PSYCH 002 . . .  | Abnormal Psychology . . . . .                          | 3            |
| PSYCH 003 . . .  | Developmental Psychology . . . . .                     | 3            |
| PSYCH 004 . . .  | Personal Psychology . . . . .                          | 3            |
| PSYCH 005 . . .  | Biological Psychology . . . . .                        | 3            |
| **               | Introduction to Sport and Exercise Psychology. . . . . | 3            |
| PSYCH-029 . .    |  |              |
| 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</b>    |

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

## Liberal Studies - Elementary Education

### Liberal Studies - Elementary Education AA Degree

The Associate of Arts in Liberal Studies – Emphasis in Elementary Education Degree provides transfer level preparation that affords the student a broad-based study in written and oral communication, human culture, behavior and the sciences. It is designed to prepare students for transfer to a four-year institution and teacher credential program in the multiple subject discipline. Students should consult a counselor for specific information and develop an educational plan to determine the correct pattern for transfer prior to transferring to their preferred college or university of choice. Students can also access transfer information on [www.assist.org](http://www.assist.org).

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

- Use mathematical models and/or concepts to solve real-world applications.
- Demonstrate an understanding of the characteristics, distribution, and complexity of Earth’s cultural mosaic.
- Recognize social issues from an economic perspective.
- Analyze and differentiate between different economic solutions to social issues.
- Analyze social situations within elementary education, including social interactions and micro- and macro-interventions among diverse populations.

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 and transfer to a CSU.

- 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

**Select a minimum of 18 units from the area of emphasis list below and transfer level electives to complete the 60 units necessary to be eligible for admission.**

| <i>Course #</i>   | <i>Title</i>                                     | <i>Units</i> |
|-------------------|--|--------------|
| CD 005 . . . . .  | Child Development . . . . .                      | 3            |
| EDUC 001 ..       | Introduction to Teaching . . . . .               | 3            |
| CIS 007 . . . . . | Computer Concepts . . . . .                      | 3            |
| ECON 001A.        | Macroeconomics . . . . .                         | 3            |
| ECON 001B.        | Microeconomics . . . . .                         | 3            |
| SOC 001 . . . .   | Introduction to Sociology . . . . .              | 3            |
| GEOG 003 ..       | Cultural Geography . . . . .                     | 3            |
| LING 011 . . .    | Introduction to Linguistics . . . . .            | 3            |
| MATH 010B         | Structure & Concepts in Mathematics II . . . . . | 3            |
|                   | <b>Total . . . . .</b>                           | <b>18</b>    |

*See a counselor for clarification on specific transfer requirements for the university of your choice for the multiple subject teaching credential.*

# Mathematics

## Mathematics AS-T Degree

The Associate in Science in Mathematics for Transfer degree provides students preparation for careers in quantitative professions such as actuarial science, education, computer programming, systems analysis, and operations research analysis.

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

- Take the derivative of various functions.
- Integrate various functions.
- Solve application problems using calculus.
- Graph functions on the coordinate plane.
- Use arithmetic, algebraic, analytic, or statistical methods to solve equations.
- Simplify mathematical expressions.
- Use mathematical models and/or concepts to solve real-world applications.

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 and transfer to a CSU.

- 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

| <i>Course #</i>              | <i>Title</i>                     | <i>Units</i> |
|------------------------------|----------------------------------|--------------|
| <b>Required Core Courses</b> |                                  |              |
| MATH 001A                    | Introduction to Calculus .....   | 5            |
| *MATH-001B                   | Calculus with Applications.....  | 5            |
| *MATH-002A                   | Multivariate Calculus.....       | 4            |
| *MATH-002B                   | Differential Equations .....     | 4            |
| MATH 025 ..                  | Introduction to Statistics ..... | 4            |
|                              | <b>Total .....</b>               | <b>22</b>    |

*\*This course is offered infrequently.*

# Performing Arts

## Performing Arts - Technical Theater Production

Program student learning outcomes

- Exhibit the basic technical skills required in the craft of theater.
- Articulate the creative process of theatrical tasks.
- Exhibit the unique collaborative skills necessary to participate in a theater.

## Performing Arts - Television Production Local Certificate

| <i>Course #</i>   | <i>Title</i>                                     | <i>Units</i> |
|-------------------|--|--------------|
| PA 032 . . . . .  | Stage Lighting and Sound . . . . .               | 3            |
| PS-042A . . . . . | Television Production Camera Operation . . . . . | 4            |
| PA 042B . . . . . | Television Production Editing . . . . .          | 4            |
| PA 042C . . . . . | Television Production Project . . . . .          | 4            |
|                   | <b>Total . . . . .</b>                           | <b>15</b>    |

## Performing Arts - Technical Theater Production Local Certificate

| <i>Course #</i>      | <i>Title</i>                                     | <i>Units</i> |
|----------------------|--|--------------|
| 3 PA 001 . . . . .   | Introduction to Theater . . . . .                | 3            |
| 1-3 PA 021 . . . . . | Play Production . . . . .                        | 1 - 3        |
| 3 PA 032 . . . . .   | Stage Lighting and Sound . . . . .               | 3            |
| 3 PA 035 . . . . .   | Theater Crafts . . . . .                         | 3            |
| 4 PA 042A . . . . .  | Television Production Camera Operation . . . . . | 4            |
|                      | <b>Total . . . . .</b>                           | <b>14-17</b> |

# 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

| <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 Civilization to 1700 . . . . .                    | 3            |
| HIST 004B . . . .  | Western Civilization From 1700 . . . . .                  | 3            |
| HIST 017A . . . .  | History of the U.S. 1492-1877 . . . . .                   | 3            |
| HIST 017B . . . .  | History of the U.S. 1865-PRESENT . . . . .                | 3            |
| PE-029 . . . . .   | Introduction to Sport and Exercise Psychology . . . . .   | 3            |
| POLSCI 020 . . . . | Legal and Judicial 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> . . . . .                                    |              |

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



# Psychiatric Technician

## Psychiatric Technician AS Degree

The West Hills Community College Psychiatric Technician Program is an approved program by the California Board of Licensed Vocational Nurses and Psychiatric Technicians. This accelerated program is divided into three main content areas, nursing science, developmental disorders, and psychiatric nursing. Program participants will receive didactic and hands-on experiences to apply the nursing process in the planning and implementation of care for clients with a variety of special needs. Participants will be introduced to the professional psychiatric technician standards related to professionalism and safety and grow in the role of client advocate and sponsor. The Psychiatric Technician Training Program will prepare the student in a variety of health care settings. Upon completion of the Psychiatric Technician Training Program, students will receive a certificate or associate degree and qualify to take the licensure exam from the California Board of Vocational Nursing and Psychiatric Technicians.

This is an intensive certificate/degree program. Classes will meet at the college, local hospitals, mental health facilities, Coalinga State Hospital, Porterville Developmental Center, and other approved facilities to accommodate the clinical aspects of instruction.

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

- Calculate the correct medication dosages.
- Discuss and demonstrate the importance of accurate communication and documentation in the various health care settings within their scope of practice.
- Apply the nursing process to implement an appropriate plan of care for the client with medical, developmental disabilities and mental illness disorders.
- Identify signs and symptoms of medical, developmental disabilities, and mental disorders

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> |  |              |
| PT 101 . . . . .             | Psychiatric Tech Training Program Orient . . . . . | 1.5          |
| VNTP-050 . . .               | Anatomy for Nurses . . . . .                       | 2            |
| VNTP-051 . . .               | Fundamentals of Nursing . . . . .                  | 5            |
| VNTP-051L . .                | Fundamental of Nursing Clinical . . . . .          | 3            |
| PT 052 . . . . .             | Medical Surgical Nursing . . . . .                 | 4.5          |
| PT 052L . . . .              | Medical Surgical Nursing Clinical . . . . .        | 3            |
| VNPT 081 . . .               | Pharmacology 1 . . . . .                           | 1            |
| VNPT 060 . . .               | Life Span for Nurses . . . . .                     | 2            |
| PT 061 . . . . .             | Intro. to Developmental Disabilities . . . . .     | 5            |
| PT 061L . . . .              | Intro to Develop Disabilities Clinical . . . . .   | 3            |
| PT 062 . . . . .             | Developmental Disabilities . . . . .               | 4.5          |
| PT 062L . . . .              | Developmental Disab Nursing Clinical . . . . .     | 3            |
| VNPT 082 . . .               | Pharmacology 2 . . . . .                           | 1            |
| VNPT 070 . . .               | Psychology for Nurses . . . . .                    | 2            |
| PT 071 . . . . .             | Introduction to Mental Disorders . . . . .         | 5            |
| PT 071L . . . .              | Intro to Mental Disorders Clinical . . . . .       | 3            |
| PT 072 . . . . .             | Mental Disorders . . . . .                         | 4.5          |
| PT 072L . . . .              | Mental Disorders Clinical . . . . .                | 3            |
| VNPT 083 . . .               | Pharmacology 3 . . . . .                           | 1            |
|                              | <b>Total . . . . .</b>                             | <b>57</b>    |

**Program Prerequisites, Corequisite or Advisory Courses**

For Consideration of eligibility to the Psychiatric Technician Training Program, applicant must meet current admission criteria and all of the following:

- HS 080 – Introduction to Medical Professionals
- HS 088 – Medical Terminology for Health Careers
- VNTP 090 – Math for Medical Professionals

**Program Prerequisite Skills and/or Knowledge**

- Show proof of a current American Heart Association, Basic Life Support for Health Care Providers Certificate.
- Be at least 18 years of age.
- Show evidence of high school graduation or equivalent (GED or CHSPE).
- Submit a complete application to West Hills College.
- Submit a complete and current application to the West hills College Psychiatric Technician Training Program.
- Be able to read, write and communicate at college level.
- Complete and pass a physical, background check and drug screen.
- In addition to the prerequisites, applicants are strongly advised to possess an active California certification as a nursing assistant.

**Psychiatric Technician Certificate of Achievement**

Completion of the 57 units listed above fulfills the requirements for the Psychiatric Technician Certificate of Achievement.

**For Gainful Employment information please visit:**

<https://www.westhillscollge.com/coalinga/degrees-and-certificates/gainful-employment/psychiatric-technician.php>

# 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

| <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 .....                  | Intro to Sport & Exercise Psychology .....           | 3            |
|                                     | <b>Total</b> .....                                   | <b>19</b>    |
|                                     | 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 .                  | Introductory 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

# Social Work

## Social Work Local Certificate

The Social Work Certificate option provides an introduction to the field of social welfare along with interdisciplinary courses to prepare students to entry level work in the Department of Social Services. Topics will include counseling and interviewing, child abuse, and domestic violence recognition and prevention, written communication and computer skills. Students should be aware that a pre-employment examination is required before an applicant begins the hiring process in addition to college-level coursework.

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

- Write correct documents used in corrections using the proper format and citations. This includes reports, memos, and legal briefs.
- Analyze social policies and problems typical of the social work profession.

| <i>Course #</i>              | <i>Title</i>                                       | <i>Units</i> |
|------------------------------|--|--------------|
| <b>Required Core Courses</b> |  |              |
| AOJ 006 . . . .              | Correctional Interviewing and Counseling . . . . . | 3            |
| AOJ 012 . . . .              | Written Criminal Justice Communications . . . . .  | 3            |
| BUS 013A . . .               | Word for Windows I . . . . .                       | 1.5          |
| BUS 013B . . .               | Word for Windows II . . . . .                      | 1.5          |
| CD 010 . . . . .             | Child, Family and Society . . . . .                | 3            |
| CD 017B . . . .              | Child Abuse Recognition & Prevention . . . . .     | 1            |
| CD 023 . . . . .             | Domestic Violence Recognition & Prevent. . . . .   | 1            |
| SW 020 . . . . .             | Introduction to Social Welfare . . . . .           | 3            |
|                              | <b>Total . . . . .</b>                             | <b>17</b>    |

## Transfer Studies – Full Intersegmental General Education Transfer (IGETC) Curriculum Certification: UC

### Transfer Studies – Full IGETC Certification: UC, Certificate of Achievement

The Intersegmental General Education Transfer Curriculum (IGETC) Full Certification for University of California (UC) provides students the ability to fulfill in-state, public university lower-division general education requirements before transferring. It is strongly recommended that students complete the IGETC prior to transfer to allow more flexibility in class selection at the university and timely progress to degree completion. All UC and CSU campuses will accept the completed IGETC to satisfy all lower-division general education requirements, however, individual colleges or majors within a CSU or UC campus may not accept IGETC for meeting general education.

Upon completion of the Transfer Studies - Full IGETC Certification: UC, the student will be able to:

- Demonstrate critical thinking through literary works and written compositions
- Utilize quantitative analysis and have the ability to use and criticize quantitative arguments
- Analyze works of philosophical, historical, literary, aesthetic and cultural importance
- Examine social and behavioral perspectives in their contemporary, historical, and geographical settings
- Comprehend physical and biological concepts, their limitations, and the power of scientific inquiry
- Demonstrate proficiency in a language other than English

| <i>Course #</i>              | <i>Title</i>                                     | <i>Units</i> |
|------------------------------|--|--------------|
| <b>Required Core Courses</b> |  |              |
| Area 1A. . . . .             | English Composition. . . . .                     | 3            |
| Area 1B. . . . .             | Critical Thinking – English Composition. . . . . | 3            |
| Area 2. . . . .              | Math Concepts & Quantitative Reasoning. . . . .  | 3-5          |
| Area 3A. . . . .             | Arts. . . . .                                    | 3            |
| Area 3B. . . . .             | Humanities. . . . .                              | 3            |
| Area 3A/B. . . . .           | Arts & Humanities. . . . .                       | 3            |
| Area 4. . . . .              | Social & Behavioral Sciences. . . . .            | 9            |
| Area 5A. . . . .             | Physical Science. . . . .                        | 4            |
| Area 5B. . . . .             | Biological Science. . . . .                      | 3-4          |
| Area 5C. . . . .             | Laboratory Science. . . . .                      |              |
| Area 6. . . . .              | Language Other Than English. . . . .             |              |
|                              | <b>Total . . . . .</b>                           | <b>34-37</b> |

## Transfer Studies – Full Intersegmental General Education Transfer Curriculum (IGETC) Certification: CSU

### Transfer Studies – Full IGETC Certification: CSU, Certificate of Achievement

The Intersegmental General Education Transfer Curriculum (IGETC) Full Certification for California State University (CSU) provides students the ability to fulfill in-state, public university lower-division general education requirements before transferring. It is strongly recommended that students complete the IGETC prior to transfer to allow more flexibility in class selection at the university and timely progress to degree completion. All UC and CSU campuses will accept the completed IGETC to satisfy all lower-division general education requirements, however, individual colleges or majors within a CSU or UC campus may not accept IGETC for meeting general education.

Upon completion of the Transfer Studies - Full IGETC Certification: CSU, the student will be able to:

- Demonstrate critical thinking through literary works and written compositions
- Utilize quantitative analysis and have the ability to use and criticize quantitative arguments
- Analyze works of philosophical, historical, literary, aesthetic and cultural importance
- Examine social and behavioral perspectives in their contemporary, historical, and geographical settings
- Comprehend physical and biological concepts, their limitations, and the power of scientific inquiry

| <i>Course #</i>              | <i>Title</i>                                  | <i>Units</i> |
|------------------------------|---|--------------|
| <b>Required Core Courses</b> |   |              |
| Area 1A. ....                | English Composition. ....                     | 3            |
| Area 1B. ....                | Critical Thinking – English Composition. .... | 3            |
| Area 1C. ....                | Oral Communication. ....                      | 3            |
| Area 2. ....                 | Math Concepts & Quantitative Reasoning. ....  | 3-5          |
| Area 3A. ....                | Arts. ....                                    | 3            |
| Area 3B. ....                | Humanities. ....                              | 3            |
| Area 3A/B. ...               | Arts & Humanities. ....                       | 3            |
| Area 4. ....                 | Social & Behavioral Sciences. ....            | 9            |
| Area 5A. ....                | Physical Science. ....                        | 4            |
| Area 5B. ....                | Biological Science. ....                      | 3-4          |
| Area 5C. ....                | Laboratory Science. ....                      |              |
|                              | <b>Total</b> .....                            | <b>37-40</b> |

# Welding Technology

## Welding Technology Certificate of Achievement

The Welding Technology program is a Certificate of Achievement program designed to prepare students for a career in welding. Program performance standards for certification will be in accordance with those set forth by the National Center for Construction and Research (NCCER), the American Welding Society (AWS), and the American Society of Mechanical Engineers (ASME). Career opportunities for certified welders exist in oil production and maintenance, agriculture, fabrication, manufacturing and construction. Laboratory work is completed in a modern and well equipped welding shop.

On completion of the Welding Technology program, the student will be able to:

- identify hazards and perform safe welding and shop practices including proper PPE;
- identify and explain material safety data sheets and storing and handling cylinders safely;
- explain and perform oxyfuel, plasma arc and air carbon arc cutting;
- understand codes governing welding;
- understand welder qualification tests including weld imperfections and their causes and nondestructive and destructive testing;
- understand and execute safe SMAW practices;
- identify tools for weld cleaning;
- identify factors that affect electrode selection;
- explain AWS and ASME filler metal classification systems and identify different types of filler metals;
- select proper electrodes for a specific welding task;
- make stringer, weave and overlapping beads;
- perform fillet welds in horizontal, vertical and overhead positions;
- identify and explain groove welds;
- identify and explain groove welds with backing;
- setup and operate SMAW equipment for making V-groove welds;
- perform SMAW for V-groove welds with backing in the Flat (1G), Horizontal (2G), Vertical (3G), and Overhead (4G) positions;
- read welding symbols on drawings, specifications, and welding procedure specifications;
- identify and explain a welding detail drawings;
- identify and explain dimensioning;
- create and understand a bill of materials;
- understand the classification and demonstrate field identification methods for base metals;
- identify forms and shapes of structural metals;
- explain metallurgical consideration for welding materials;
- demonstrate preheating metals, maintaining interpass temperature and post-weld heat treatment.

| <i>Course #</i>              | <i>Title</i>                                 | <i>Units</i> |
|------------------------------|--|--------------|
| <b>Required Core Courses</b> |  |              |
| IMT 060 . . . .              | Industrial Core . . . . .                    | 3            |
| WT 070 . . . .               | Introduction to Certified Welding . . . . .  | 2.5          |
| WT 071 . . . .               | Beginning SMAW . . . . .                     | 3            |
| WT 072 . . . .               | Advanced SMAW . . . . .                      | 3            |
| WT 073 . . . .               | Intro to Metallurgy & Weld Symbols . . . . . | 1.5          |
| WT 074 . . . .               | GMAW and FCAW:Plate . . . . .                | 3            |
| WT 075 . . . .               | SMAW Pipe Welding . . . . .                  | 2            |
| WT 076 . . . .               | Welding Certification Preparation . . . . .  | 0.5          |
|                              | <b>Total . . . . .</b>                       | <b>18.5</b>  |

**For Gainful Employment information please visit:**

<https://www.westhillcollege.com/coalinga/degrees-and-certificates/gainful-employment/welding-technology.php>





## Course Descriptions

Courses are classified by subject as they exist at West Hills College Coalinga. All courses within an area usually count toward a major in that area. Other institutions may classify their courses differently. Transfer students should consult the catalog of the four-year college to which they intend to transfer for its classification of identical or comparable courses.

|   |     |
|---|-----|
| Administration of Justice (AOJ) . . . . .       | 125 |
| Agriculture (AG) . . . . .                      | 128 |
| Agriculture Business (AGBUS) . . . . .          | 129 |
| Agriculture Engineering Tech (AET) . . . . .    | 130 |
| American Sign Language (ASL) . . . . .          | 131 |
| Animal Science (ASCI) . . . . .                 | 131 |
| Art (ART) . . . . .                             | 132 |
| Athletics (ATHL) . . . . .                      | 134 |
| Biology (BIO) . . . . .                         | 137 |
| Business (BUS) . . . . .                        | 138 |
| Chemistry (CHEM) . . . . .                      | 142 |
| Child Development (CD) . . . . .                | 143 |
| Communication (COM) . . . . .                   | 148 |
| Computer Information Systems (CIS) . . . . .    | 149 |
| Crop Science (CRPSCI) . . . . .                 | 154 |
| Diesel Technology (DT) . . . . .                | 157 |
| Earth Science (ESCI) . . . . .                  | 158 |
| Economics (ECON) . . . . .                      | 158 |
| Education (EDUC) . . . . .                      | 159 |
| English (ENG) . . . . .                         | 159 |
| English As a Second Language (ESL) . . . . .    | 161 |
| Equine Science (EQSCI) . . . . .                | 161 |
| Food Science & Safety (FSS) . . . . .           | 161 |
| Foreign Language Spanish (FLSPN) . . . . .      | 163 |
| General Work Experience (WE) . . . . .          | 165 |
| Geography (GEOG) . . . . .                      | 165 |
| Geology (GEOL) . . . . .                        | 167 |
| Guidance Studies (GS) . . . . .                 | 167 |
| Health Education (HE) . . . . .                 | 168 |
| Health Science (HS) . . . . .                   | 168 |
| Heating Ventilation & Air Cond (HVAC) . . . . . | 169 |
| Heavy Equipment (HVYEQUI) . . . . .             | 170 |
| History (HIST) . . . . .                        | 170 |
| Hotel, Restaurant, Casino Mgmt (HRCM) . . . . . | 172 |
| Humanities (HUM) . . . . .                      | 172 |
| Industrial Mechanics Tech (IMT) . . . . .       | 172 |
| Interdisciplinary Studies (IS) . . . . .        | 173 |
| Kinesiology (KINES) . . . . .                   | 174 |
| Linguistics (LING) . . . . .                    | 174 |
| Math (MATH) . . . . .                           | 175 |
| Music (MUS) . . . . .                           | 178 |
| Non-Credit (NC) . . . . .                       | 178 |
| Nutrition (NUT) . . . . .                       | 181 |
| Performing Arts (PA) . . . . .                  | 181 |
| Philosophy (PHIL) . . . . .                     | 183 |
| Physical Education (PE) . . . . .               | 184 |
| Physical Science (PHYSCI) . . . . .             | 187 |

|   |     |
|---|-----|
| Political Science (POLSCI) .....            | 188 |
| Psychiatric Technician (PT) .....           | 189 |
| Psychology (PSYCH) .....                    | 191 |
| Social Work (SW) .....                      | 193 |
| Sociology (SOC) .....                       | 193 |
| Soil Science (SLSCI) .....                  | 194 |
| Vocational Nursing and Psych T (VNPT) ..... | 194 |
| Welding Technology (WT) .....               | 196 |

## Administration of Justice (AOJ)

### **AOJ 001                      Intro to Criminal Justice                      (3)**

*Class Hours: 54 Lecture*

*Advisory(s): ENG 001A*

*Transfers to: UC/CSU*

*C-ID: AJ 110*

#### Introduction to Criminal Justice

AOJ 001 introduces students to the characteristics of the criminal justice system in the United States. Focus is placed on examining crime measurement, theoretical explanations of crime, responses to crime, components of the system, and current challenges to the system. The course examines the evolution of the principles and approaches utilized by the justice system and the evolving forces which have shaped those principals and approaches. Although justice structure and process is examined in a cross cultural context, emphasis is placed on the US justice system, particularly the structure and function of US police, courts, and corrections. Students are introduced to the origins and development of criminal law, legal process, and sentencing and incarceration policies.

### **AOJ 003                      Intro to Corrections                      (3)**

*Class Hours: 54 Lecture*

*Transfers to: CSU*

*C-ID: AJ 200*

#### Introduction to Corrections

AOJ 003 provides a history of and critical analysis of punishment, the various types of punishment, alternatives to punishment, and the impact of punishment on the criminal justice system, corrections, a critical examination of the types of correctional institutions and the clients housed in each institution, and an examination of contemporary correctional issues.

### **AOJ 004                      Control & Supervision Inmates                      (3)**

*Class Hours: 54 Lecture*

*Transfers to: CSU*

#### Control & Supervision Inmates

AOJ 004 offers an overview of supervision of inmates at the local, state and federal levels of correctional institutions. The issues of controlling and supervising inmates in a continuum from daily institutional life through emergency and crisis situations will be introduced and discussed. The course will emphasize the roles played by the correctional workers as well as the offenders. Topics will include inmate subculture, violence and effects of crowding on inmates and staff as well as coping techniques for correctional officers in the institutional environment. This will include legal issues of inmate supervision.

**AOJ 006 Correct Interviewing & Couns. (3)**

*Class Hours: 54 Lecture*

*Advisory(s): ENG 051A*

*Transfers to: CSU*

Correctional Interviewing and Counseling

AOJ 006 is an overview of the techniques in interviewing and counseling available to practitioners in Corrections. Students will learn the use of appropriate techniques and theories in confidence building, which be used by the correctional employee in client interviews and counseling. This is a course for students planning to enter or already employed within the Correctional Science field.

**AOJ 007 Legal Aspects of Corrections (3)**

*Class Hours: 54 Lecture*

*Advisory(s): ENG 051A*

*Transfers to: CSU*

Legal Aspects of Corrections

AOJ 007 provides students with an awareness of the historical framework, concepts and precedents that guide correctional practice. Course material will broaden the individual's perspective of the corrections environment, the civil rights of prisoners and responsibilities and liabilities of corrections officials. {This course has been identified by the Correctional Peace Officer Standards and Training Board of the Department of Corrections, California Youth Authority and California Correctional Peace Officers Association to fulfill educational requirements of the CPOST Certificate for apprentices hired after July 1, 1995 by the C.D.C. and C.Y.A.}

**AOJ 010 Principles & Proc of Crim Just (3)**

*Class Hours: 54 Lecture*

*Transfers to: CSU*

*C-ID: AJ 122*

Principles & Proceed of Criminal Justice

AOJ 010 provides an examination and analysis of due process in criminal proceedings from pre-arrest through trial and appeal utilizing statutory law and state and constitutional law precedents.

**AOJ 012 Written Criminal Justice Comm (3)**

*Class Hours: 54 Lecture*

*Transfers to: CSU*

Written Criminal Justice Communications

AOJ 012 will cover ideas effectively in a simple, clear and logical manner in the various types of criminal justice systems reports, letters, memoranda, directives, and administrative reports. Emphasis on law enforcement and correctional terminology, organization of information and use of English; practice experience in note taking and report writing using standard law enforcement and correction forms; presentation of testimony in court.

**AOJ 015X Occupational Work Experience (1 - 8)***Class Hours: Work Experience**Transfers to: CSU*

## Occupational Work Experience

Cooperative Work Experience Education (CWEE) develops skills and knowledge by integrating classroom study with planned, supervised work experience. It is based on the principle that well-educated individuals develop most effectively through an educational plan that 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 Coalinga and are transferable to four year universities (for specific transfer eligibility, please contact a counselor or an advisor).

**AOJ 016 Human & Comm Rela in Crim Just (3)***Class Hours: 54 Lecture**Transfers to: UC/CSU**C-ID: AJ 160*

## Human &amp; Commu Relations in Crim Justice

AOJ 016 examines the complex, dynamic relationship between communities and the justice system in addressing crime and conflict with an emphasis on the challenges and prospects of administering justice within a diverse multicultural population. Topics may include the consensus and conflicting values in culture, religion, and law.

**AOJ 020 Criminal Law (3)***Class Hours: 54 Lecture**Prerequisite(s): AOJ 001**Advisory(s): ENG 051A**Transfers to: UC/CSU**C-ID: AJ 120*

## Criminal Law

AOJ 020 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.

**AOJ 022 Criminal Evidence (3)***Class Hours: 54 Lecture**Transfers to: CSU**C-ID: AJ 124*

## Criminal Evidence

AOJ 022 examines categories of evidence and legal rules governing its admission and exclusion in the criminal process.

**AOJ 024 Criminal Investigation (3)***Class Hours: 54 Lecture**Transfers to: CSU**C-ID: AJ 140***Criminal Investigation**

AOJ 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.

**AOJ 029 Criminology (3)***Class Hours: 54 Lecture**Advisory(s): ENG 051A**Transfers to: CSU***Criminology**

AOJ 029 is an introduction to major types of criminal behavior; characteristics of offenders, factors which contribute to crime and delinquency; the criminal justice process; the function of law enforcement, the courts, probation, parole and institutions; changes in crime control and treatment processes, the role of society. Not open for credit to students who have had a course in Sociology Crime and Delinquency or Introduction to Criminology.

**AOJ 032 Juvenile Delinquency (3)***Class Hours: 54 Lecture**Advisory(s): AOJ 032**Transfers to: CSU**C-ID: AJ 220***Juvenile Delinquency**

AOJ 032 is an examination of the origin, development, and organization of the Juvenile Justice System as it evolved in the American Justice System. The course explores the theories that focus on juvenile law, courts and processes, and the constitutional protections extended to juveniles administered in the American Justice System.

**Agriculture (AG)****AG 011 Agriculture Sales and Commun (3)***Class Hours: 54 Lecture**Transfers to: CSU**C-ID: AG-AB 112***Agriculture Sales and Communication**

AG 011 studies the principles and practices of the selling process: selling strategies and approaches, why and how people buy, prospecting, territory management, and customer service. Self- management, communication, and interpersonal skills necessary in developing managerial abilities, leadership qualities, and facilitating teamwork within the agribusiness sector will be explored. Students will gain experience through role-play, formal sales presentations, and job shadowing. The course content is organized to give students an in-depth understanding of the factors and influences that affect the agribusiness industry on a day-to-day basis. Application of these concepts and methods through hands-on projects developing solutions for agriculture business.

**AG 014 Tractor Operation (3)***Class Hours: 36 Lecture | 54 Laboratory**Transfers to: CSU**C-ID: AG-MA 108L***Tractor Operations**

AG 014 involves design principles, selection, maintenance, adjustment, and safe operation of wheel and track type tractors used in agriculture and in the construction industry.

**AG 015X Occupational Work Experience (1 - 8)***Class Hours: Work Experience**Transfers to: CSU*

## Occupational Work Experience

Cooperative Work Experience Education (CWEE) develops skills and knowledge by integrating classroom study with planned, supervised work experience. It is based on the principle that well-educated individuals develop most effectively through an educational plan that 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 Coalinga and are transferable to four year universities (for specific transfer eligibility, please contact a counselor or an advisor).

**Agriculture Business (AGBUS)****AGBUS 015 Computer Application to Agricu (3)***Class Hours: 54 Lecture**Transfers to: CSU*

## Computer Application to Agriculture

AG BUS 015 is an introduction to computer use in the workplace with emphasis on precision agriculture situation. Computer applications including word-processing, spreadsheets, databases, and presentation managers will be covered. Also included will be accessing information through the internet and world wide web, telecommunications, and other software appropriate to precision agriculture.

**AGBUS 024 Agricultural Accounting (3)***Class Hours: 54 Lecture**Transfers to: CSU*

## Agricultural Accounting

AGBUS 024 is the study of the principles of agricultural systems and types of records, their use and how to compute and use measures of earnings and cost of production to improve agribusiness efficiency. Farm income tax, Social Security, and employee payroll records also included. Application of these concepts and methods through hands-on projects developing computer-based solutions for agriculture business.

**AGBUS 040 Intro Agricultural Economics (3)***Class Hours: 54 Lecture**Transfers to: UC/CSU*

## Introductory Agricultural Economics

AGBUS 040 is an introductory study of agricultural economics including the place of agriculture and farming in the economic system; basic economic concepts, and problems of agriculture; pricing and marketing problems, factors of production; and state and federal farm programs affecting the farmer's economic position.





**AET 024 Drip & Micro Irrigation Design (3)**

*Class Hours:* 36 Lecture | 54 Laboratory

*Advisory(s):* AET 021, AET 022, and AET 023

*Transfers to:* CSU

Drip & Micro Irrigation Design & MGMT.

AET 024 covers drip/micro irrigation hardware and management; emphasizing agricultural drip/micro irrigation with some landscape application. Filtration, emitters, chemical injection, agronomic constraints, and scheduling will also be discussed. The entire design procedure determining crop water requirements, filtration, pumping requirements, high efficiency design procedures, number of irrigation blocks, pressure regulation and uniformity will be covered. This course aligns with the Agricultural Drip/Micro Step 4 specialty exam for the Irrigation Association's Certified Irrigation Designer.

## American Sign Language (ASL)

**ASL 001 Intro to Asl: Level 1 (4)**

*Class Hours:* 72 Lecture

*Transfers to:* UC/CSU

Intro to American Sign Language: Level 1

ASL 001 covers the beginning fundamental principles of American Sign Language a visual/spatial language used by Deaf people in the United States and Canada. ASL introduces basic information and cultural/ historical background about the Deaf community and Deaf culture. This course is recommended for students who encounter Deaf people in their working environment, or who are majoring in American Sign Language/Deaf Studies. ASL 001 is as a prerequisite for students who wish to enter an Interpreter Preparation Program. Students are expected to attend outside Deaf events at their own expense.

**ASL 002 Inter American Sign Language: (4)**

*Class Hours:* 72 Lecture

*Prerequisite(s):* ASL 001

*Transfers to:* UC/CSU

Inter American Sign Language: Level 2

ASL 002 is designed to introduce students to the second semester of ASL. Students will engage in conversation using ASL at a level expected from 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 Sign Language/ Deaf Studies. Students are expected to attend outside Deaf events at their own expense.(AA/AS, CSU, UC)

## Animal Science (ASCI)

**ASCI 012 Introduction to Animal Science (3)**

*Class Hours:* 54 Lecture

*Transfers to:* CSU

Introduction to Animal Science

ASCI 012 is a scientific approach to the livestock industry encompassing aspects of animal anatomy, physiology, nutrition, genetics and epidemiology. Emphasis on the origin, characteristics, adaptation and contributions of livestock to the modern agriculture industry. Field trips may be required.

## Art (ART)

### **ART 002                      Two-Dimensional Design                      (3)**

*Class Hours:* 27 Lecture | 81 Laboratory

*Advisory(s):* ENG 051A

*Transfers to:* UC/CSU

*C-ID:* ARTS 100

Two-Dimensional Design

ART 002 is an introduction to the elements and principles of two-dimensional design, which are common to the visual arts. It is a foundation course stressing visual perception and an effective knowledge of the graphic means of expression and communication with reference to art historical and contemporary concepts and applications.

### **ART 003                      Three Dimensional Design Fund                      (3)**

*Class Hours:* 27 Lecture | 81 Laboratory

*Transfers to:* CSU

*C-ID:* ARTS 101

Three Dimensional Design Fundamentals

ART 003 is a course designed to introduce the student to the fundamentals of three-dimensional design, including historical and conceptual applications.

### **ART 005A                      Basic Drawing                      (3)**

*Class Hours:* 27 Lecture | 81 Laboratory

*Transfers to:* UC/CSU

*C-ID:* ARTS 110

Basic Drawing

ART 005A is the study of the drawing discipline with emphasis upon perceptually based drawing, observational skills, technical abilities, and creative responses to materials and subject matter.

### **ART 005B                      Intermediate Drawing                      (3)**

*Class Hours:* 27 Lecture | 81 Laboratory

*Prerequisite(s):* ART 005A

*Advisory(s):* ENG 051A

*Transfers to:* UC/CSU

*C-ID:* ARTS 205

Intermediate Drawing

Art 005B offers additional lecture and studio time to further explore the drawing principles, build on fundamental drawing skills, techniques, and methodologies, as well as develop personalized approaches to content and materials in exercises covering multiple historical and contemporary approaches for drawing.

### **ART 008                      Color Theory                      (3)**

*Class Hours:* 27 Lecture | 81 Laboratory

*Advisory(s):* ENG 051A

*Transfers to:* CSU

*C-ID:* ARTS 270

Color Theory

ART 008 is the study of principles, theories, and applications of color as it relates to two-dimensions, with emphasis on both historical and contemporary color systems, as well as the production of projects in applied color utilizing the visual art elements of design.

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**ART 013A                      Beginning Ceramics                      (3)**

*Class Hours:* 27 Lecture | 81 Laboratory

*Advisory(s):* ENG 051A

*Transfers to:* UC/CSU

Beginning Ceramics

ART 013A is the study of the ceramic discipline with emphasis upon technique and the historical context and its relationship to the ceramic medium of the 21st century.

**ART 013B                      Intermediate Ceramics                      (3)**

*Class Hours:* 27 Lecture | 81 Laboratory

*Prerequisite(s):* ART 013A

*Transfers to:* UC/CSU

Intermediate Ceramics

Art 013B offers additional lecture and studio time to further explore hand building, glazing, and wheel throwing techniques.

**ART 013C                      Advanced Ceramics                      (3)**

*Class Hours:* 27 Lecture | 81 Laboratory

*Prerequisite(s):* ART 013B

*Transfers to:* UC/CSU

Advanced Ceramics

Art 013C will offer further lecture and studio time to explore concepts and theories of ceramics.

**ART 015A                      Beginning Painting                      (3)**

*Class Hours:* 27 Lecture | 81 Laboratory

*Advisory(s):* ENG 051A

*Transfers to:* UC/CSU

*C-ID:* ARTS 210

Beginning Painting

ART 015A will offer lecture and studio time to explore the heritage and fundamentals of painting, including materials and techniques, color theory, as well as creative responses to materials and subject matter. Introduction to visual art elements, principles of design, and painting practices will be covered.

**ART 015B                      Intermediate Painting                      (3)**

*Class Hours:* 27 Lecture | 81 Laboratory

*Prerequisite(s):* ART 015A

*Transfers to:* UC/CSU

Intermediate Painting

Art 015B will offer further lecture and studio time to explore the heritage and fundamentals of painting.

**ART 015C                      Advanced Painting                      (3)**

*Class Hours:* 27 Lecture | 81 Laboratory

*Prerequisite(s):* ART 015B

*Transfers to:* UC/CSU

Advanced Painting

Art 015C will offer further lecture and studio time to explore concepts and theories of painting.

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**ART 016A Survey of Western Art (3)***Class Hours: 54 Lecture**Advisory(s): ENG 051A**Transfers to: UC/CSU*

Survey of Western Art: Pre-History

ART 016A is a survey of the arts and architecture from the beginning of recorded history through the Middle Ages in Western Culture.

**ART 016B Survey of Western Art (3)***Class Hours: 54 Lecture**Advisory(s): ENG 051A**Transfers to: UC/CSU**C-ID: ARTH 120*

Survey of Western Art: Renaissance

Art 016B is a survey of the Arts from the Proto-Renaissance in Italy through contemporary styles. The course includes a concentrated study of individual artists and their work.

**ART 042 Art Appreciation (3)***Class Hours: 54 Lecture**Advisory(s): ENG 051A**Transfers to: UC/CSU**C-ID: ARTH 100**P/NP*

Art Appreciation

ART 042 is an introductory course in the study of basic principles of art, as well as how they play an important role in art history. The student will learn these principles through lecture, slide presentation, video presentation, and projects assigned inside and outside the classroom. No art background is necessary.

**Athletics (ATHL)****ATHL 002 Fundamentals of Softball (0.5 - 3)***Class Hours: 175 Laboratory**Advisory(s): Medical approval from a licensed physician (Recommended, Previous or concurrent).**Transfers to: UC/CSU*

Fundamentals of Softball

ATHL 002 is designed to provide fundamental instruction for those interested in competing in softball at the community college level.

**ATHL 003 Fundamentals of Football (0.5 - 3)***Class Hours: 175 Laboratory**Advisory(s): Medical approval from a licensed physician (Recommended, Previous or concurrent).**Transfers to: UC/CSU*

Fundamentals of Football

ATHL 003 is designed to provide instruction and practice in the fundamentals of football including throwing, catching, running, blocking, and the interpretation of rules of football.

- ATHL 004 Fund of Men's Basketball (0.5 - 3)**  
*Class Hours: 175 Laboratory*  
*Advisory(s): Medical approval from a licensed physician (Recommended, Previous or concurrent).*  
*Transfers to: UC/CSU*
- Fundamentals of Men's Basketball  
ATHL 004 is designed to provide instruction and practice in the fundamentals of basketball including shooting, rebounding, passing, ball-handling, defensive footwork and technique, and knowledge and interpretation of rules.
- ATHL 006 Fundamentals of Baseball (0.5 - 3)**  
*Class Hours: 175 Laboratory*  
*Advisory(s): Medical approval from a licensed physician (Recommended, Previous or concurrent).*  
*Transfers to: UC/CSU*
- Fundamentals of Baseball  
ATHL 006 is designed to provide instruction and practice in the fundamentals of baseball including hitting, pitching, fielding, base running skills, defensive skills, and knowledge and interpretation of rules.
- ATHL 007 Fundamentals of Volleyball (2)**  
*Class Hours: 108 Laboratory*  
*Transfers to: UC/CSU*
- Fundamentals of Volleyball  
ATHL 007 is designed to provide fundamental instruction for those interested in competing in volleyball at the community college level.
- ATHL 016 Fundamentals of Men's Rodeo (0.5 - 3)**  
*Class Hours: 175 Laboratory*  
*Advisory(s): Medical approval from a licensed physician (Recommended, Previous or concurrent).*  
*Transfers to: UC/CSU*
- Fundamentals of Men's Rodeo  
ATHL 016 will focus on the fundamental, theory, and practice of intercollegiate men's rodeo events; bareback riding, saddle bronc riding, bull riding, tie down roping, steer wrestling, team roping emphasizing the physiology and physical foundations, history of the sport, scoring, rule interpretation, and judging. The course will also provide the student the opportunity to study, learn, and practice the skills and techniques necessary to participate in intercollegiate men's rodeo events. Enrollment limited to those qualified to compete in intercollegiate rodeo.
- ATHL 017 Fundamentals of Women's Rodeo (0.5 - 3)**  
*Class Hours: 175 Laboratory*  
*Advisory(s): Medical approval from a licensed physician (Recommended, Previous or concurrent).*  
*Transfers to: UC/CSU*
- Fundamentals of Women's Rodeo  
ATHL 017 will focus on the fundamental, theory, and practice of intercollegiate woman's rodeo events; barrel racing, goat tying, break away roping, team roping emphasizing the physiological fundamentals, history of the sport, scoring, rule interpretation, and judging. The course will also provide the student the opportunity to study, learn, and practice the skills and techniques necessary to participate in intercollegiate women's rodeo events. Enrollment limited to those qualified to compete in intercollegiate rodeo.
- ATHL 022 Intercollegiate Softball (3)**  
*Class Hours: 175 Laboratory*  
*Advisory(s): Medical Approval from a licensed physician (Recommended, Previous or concurrent).*  
*Transfers to: UC/CSU*
- Intercollegiate Softball  
ATHL 022 is designed to provide an introduction to competition in softball at the community college level.
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**ATHL 023 Intercollegiate Football (3)***Class Hours: 175 Laboratory**Advisory(s): Medical approval from a licensed physician (Recommended, Previous or concurrent).**Transfers to: UC/CSU*

Intercollegiate Football

ATHL 023 provides the opportunity for students to competitive sport, competing with other colleges.

**ATHL 024 Intercollegiate Men's Basketba (1.5)***Class Hours: 87.5 Laboratory**Advisory(s): Medical approval from a licensed physician (Recommended, Previous or concurrent).**Transfers to: UC/CSU*

Intercollegiate Men's Basketball

ATHL 024 is designed to provide competition in basketball at the community college level.

**ATHL 026 Intercollegiate Baseball (3)***Class Hours: 175 Laboratory**Advisory(s): Medical Approval from a licensed physician (Recommended, Previous or concurrent).**Transfers to: UC/CSU*

Intercollegiate Baseball

ATHL 026 provides competition in baseball at the community college level. Intercollegiate baseball will emphasize and develop individual and team skills through the use of intermediate and advanced techniques and knowledge.

**ATHL 027 Intercollegiate Women's Volley (3)***Class Hours: 175 Laboratory**Advisory(s); Medical approval from a licensed physician (Recommended, Previous or concurrent).:**Transfers to: UC/CSU*

Intercollegiate Women's Volleyball

ATHL 027 is designed to provide competition in volleyball at the community college level. Intercollegiate volleyball will develop intermediate and advanced techniques and knowledge with an emphasis on the individual as well as team skills involved in the game.

**ATHL 036 Intercollegiate Men's Rodeo (1.5)***Class Hours: 87.5 Laboratory**Advisory(s): Medical approval from a licensed physician (Recommended, Previous or concurrent).**Transfers to: UC/CSU*

Intercollegiate Men's Rodeo

ATHL 036 is designed to provide instruction for those interested in further developing their proficiency in men's intercollegiate rodeo events. Methods in competitive performance, individual and team strategy, in a National Intercollegiate Rodeo Association (NIRA) sanctioned competition event. Enrollment limited to those qualified to compete in intercollegiate rodeo.

**ATHL 037 Intercollegiate Women's Rodeo (1.5)***Class Hours: 87.5 Laboratory**Advisory(s): Medical Approval from a licensed physician (Recommended, Previous or concurrent).**Transfers to: UC/CSU*

Intercollegiate Women's Rodeo

ATHL 037 is designed to provide instruction for those interested in further developing their proficiency in women's intercollegiate rodeo events. Methods in competitive performance, individual and team strategy, in a National Intercollegiate Rodeo Association (NIRA) sanctioned competition event. Enrollment limited to those qualified to compete in intercollegiate rodeo.

## Biology (BIO)

### **BIO 001A**                      **Cell and Molecular Biology**                      (4)

*Class Hours:* 54 Lecture | 54 Laboratory

*Prerequisite(s):* CHEM 001A

*Transfers to:* UC/CSU

*C-ID:* BIOL 190

Cell and Molecular Biology

BIO 001A cover principles and applications of prokaryotic and eukaryotic cell structure and function, biological molecules, homeostasis, cell reproduction and its controls, molecular genetics, classical/Mendelian genetics, cell metabolism including photosynthesis and respiration, and cellular communication. The philosophy of science, methods of scientific inquiry and experimental design are foundational to the course.

### **BIO 010**                      **Fundamentals of Biology**                      (3)

*Class Hours:* 36 Lecture | 54 Laboratory

*Advisory(s):* ENG 051A

*Transfers to:* UC/CSU

Fundamentals of Biology

BIO 010 is recommended for the non-science major. The primary objective of this course is to teach basic biological concepts as they relate to cells and organisms. Consideration will be given to the cellular and chemical basis of life, genetics, evolution, and ecology.

### **BIO 015**                      **Biology for Education**                      (3)

*Class Hours:* 36 Lecture | 54 Laboratory

*Advisory(s):* ENG 051A

*Transfers to:* UC/CSU

Biology for Education

BIO 015 is required for Liberal Studies students seeking a Multiple Subject Teaching Credential and transferring to the California State University system. The primary objective of this course is to teach biological concepts as they relate to the cell and the organism as a whole. Consideration will be given to the cellular and chemical basis of life, genetics, evolution, and ecology.

### **BIO 032**                      **Human Anatomy**                      (4)

*Class Hours:* 54 Lecture | 54 Laboratory

*Prerequisite(s):* MATH 063

*Advisory(s):* ENG 051A

*Transfers to:* UC/CSU

*C-ID:* BIOL 110B

Human Anatomy

BIO 032 examines the structural organization of the human body: gross and microscopic structure of the integumentary, skeletal, muscular, nervous, sensory, endocrine, cardiovascular, lymphatic, respiratory, digestive, excretory, and reproductive systems, from cellular to organ system levels of organization. This course is primarily intended for nursing, allied health, kinesiology, and other health related majors.

**BIO 035 Human Physiology (4)***Class Hours: 54 Lecture | 54 Laboratory**Prerequisite(s): MATH 063, or MATH 064, ENG 051A**Advisory(s): BIO 010 or BIO 015, and CHEM 002A**Transfers to: UC/CSU**C-ID: BIOL 120B*

## Human Physiology

BIO 035 examines the physiological principles, function, integration and homeostasis of the human body at the cellular, tissue, organ, organ system and organism level: integumentary system, bone, skeletal, smooth and cardiac muscles, nervous system, sensory organs, cardiovascular system, lymphatic and immune systems, respiratory system, urinary system, digestive system, endocrine system, and reproductive system. This course is primarily intended for Nursing, Allied Health, Kinesiology, and other health related majors.

**BIO 038 Microbiology (4)***Class Hours: 54 Lecture | 54 Laboratory**Prerequisite(s): CHEM 002A**Advisory(s): ENG 051A**Transfers to: UC/CSU*

## Microbiology

BIO 038 is a consideration of the morphology, anatomy, physiology, and taxonomy of microorganisms with an emphasis on the methods of isolation, identification, and the diseases they cause.

**Business (BUS)****BUS 001A Beg Principles of Accounting (4)***Class Hours: 72 Lecture**Advisory(s): ENG 051A, and Math 061**Transfers to: UC/CSU**C-ID: ACCT 110*

P/NP

## Beginning Principles of Accounting

BUS 001A 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. The course includes issues relating to asset, liability, and equity valuation, revenue and expense recognition, cash flow, internal controls, and ethics.

**BUS 001B Elementary Principles of Acct. (4)***Class Hours: 72 Lecture**Prerequisite(s): BUS 001A**Transfers to: UC/CSU**C-ID: ACCT 120*

P/NP

## Elementary Principles of Accounting

BUS 001B is the study of how managers use accounting information in decision-making, planning, directing operations, and controlling. The course focuses on cost terms and concepts, cost behavior, cost control, profit planning, and performance analysis in manufacturing and service environments.



**BUS 002                    Introductory Keyboarding****(3)***Class Hours:* 36 Lecture | 54 Laboratory

P/NP

*Transfers to:* CSU

## Introductory Keyboarding

BUS 002 is an introductory keyboarding course emphasizes operating alphabetic, numeric, and symbol keys by touch. It includes computer-key-boarding techniques, speed-and-accuracy development, and essential computer-keyboarding information. BUS 002 is a prerequisite to BUS 003.

**BUS 003                    Intermediate Keyboarding****(3)***Class Hours:* 36 Lecture | 54 Laboratory

P/NP

*Prerequisite(s):* BUS 002 or ability to key 35 nwpm*Transfers to:* CSU

## Intermediate Keyboarding

BUS 003 provides basic formatting and skill development for employment or personal use. The course builds upon skills learned in BUS 002 and develops additional computer keyboarding skills in the creation of word processing documents. Formatting applications include: business correspondence, reports, and tables. Basic document formatting, grammar, spelling, punctuation, and proofreading are reinforced throughout. Students will use basic features of an office-level word processing program.

**BUS 013A                  Word for Windows I****(1.5)***Class Hours:* 18 Lecture | 27 Laboratory

P/NP

*Advisory(s):* Ability to type 30 NWPM (Recommended, Previous or concurrent).*Transfers to:* CSU

## Word for Windows I

BUS 013A teaches basic features of Word for Windows for fundamental use in an office or for personal use. The course is designed to equip students with the skills to prepare personal/business correspondence and research papers and reports. This course, along with Word for Windows II, is required for the Office Technology major.

**BUS 013B                  Word for Windows II****(1.5)***Class Hours:* 18 Lecture | 27 Laboratory

P/NP

*Prerequisite(s):* BUS 013A*Advisory(s):* Ability to key 35 NWPM (Recommended, Previous or concurrent).*Transfers to:* CSU

## Word for Windows II

BUS 013B teaches advanced features of Word for Windows. The course is designed for office personnel using Microsoft Word on the job. This course, along with Word for Windows I, is required for the Office Technology major.

**BUS 015X                  Occupational Work Experience****(1 - 8)***Class Hours:* Work Experience*Transfers to:* CSU

## Occupational Work Experience

Cooperative Work Experience Education (CWEE) develops skills and knowledge by integrating classroom study with planned, supervised work experience. It is based on the principle that well-educated individuals develop most effectively through an educational plan that 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 Coalinga and are transferable to four year universities (for specific transfer eligibility, please contact a counselor or an advisor).

**BUS 018 Business Law (4)**  
*Class Hours: 72 Lecture*  
*Advisory(s): ENG 051A*  
*Transfers to: UC/CSU*  
*C-ID: BUS 125*  
*P/NP*

Business Law

BUS 018 introduces fundamental legal principles pertaining to business transactions and the legal process. Course topics include sources of law and ethics, contracts, torts, agency, criminal law, business organizations, and judicial and administrative processes.

**BUS 020 Introduction to Business (3)**  
*Class Hours: 54 Lecture*  
*Advisory(s): ENG 051A*  
*Transfers to: UC/CSU*  
*C-ID: BUS 110*

Introduction to Business

BUS 020 is a survey of business that provides 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. The course 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.

**BUS 024 Business Mathematics (3)**  
*Class Hours: 54 Lecture*  
*Transfers to: CSU*

Business Mathematics

BUS 024 will provide a working knowledge of mathematical operations and applications used in the field of business. The course will focus on application such as payroll management, checking accounts, inventory valuation, financial statements, and interest calculations.

**BUS 028 Business Communication (3)**  
*Class Hours: 54 Lecture*  
*Advisory(s): ENG 051A*  
*Transfers to: CSU*  
*P/NP*

Business Communication

BUS 028 applies the principles of ethical and effective communication to the creation of letters, memos, emails, and written and oral reports for a variety of business situations. The course emphasizes planning, organizing, composing, and revising business documents using word processing software for written documents and presentation-graphics software to create and deliver professional-level oral reports.

**BUS 031A MS PowerPoint I (1)**  
*Class Hours: 18 Lecture*  
*Transfers to: CSU*  
*P/NP*

MS PowerPoint I

BUS 031A provides experience planning, editing, viewing, and printing PowerPoint presentations. Included is the opportunity to add and modify both text and graphics; insert and modify information graphics and multimedia; apply, modify, and create master pages; and to apply, modify, and create templates. Integration with their Microsoft programs is included. This course is designed for all individuals including professionals acquiring or updating basic skills in creating and editing professional presentations.

**BUS 031B MS PowerPoint II**

(1)

*Class Hours: 18 Lecture**Prerequisite(s): BUS 031A**Transfers to: CSU*

P/NP

## MS PowerPoint II

BUS 031B features PowerPoint as a tool for designing, producing and controlling visual elements to build and deliver effective presentations. Creating templates, publishing, customizing, and protecting presentations as well as inserting audio, video, and animations and integrating with other programs is included. This course focuses on the design and effective delivery methods which are explored through project presentations.

**BUS 032 Small Business Management**

(3)

*Class Hours: 54 Lecture**Advisory(s): ENG 051A**Transfers to: CSU*

## Small Business Management

BUS 032 is designed to explore the elements involved in successfully operating a small business. The course is geared toward the prospective as well as current small business owner. Instructional topics include the selection, establishment, and operation of a small business. Emphasis will be placed on the unique nature of small business management including human resource management, marketing, and legal issues.

**BUS 035 Human Resources Management**

(3)

*Class Hours: 54 Lecture**Advisory(s): ENG 051A (Recommended, Previous or concurrent).**Transfers to: CSU*

## Human Resources Management

BUS 035 is designed to explore the various aspects of human resources management including the implementation of a successful HRM program. The course is approached from the manager's point of view and focuses on several human resources responsibilities including selection, evaluation, motivation, training, and compensation. The course also examines the legal environment surrounding managing personnel.

**BUS 055 Bookkeeping**

(3)

*Class Hours: 54 Lecture*

P/NP

## Bookkeeping

BUS 055 is an introductory course designed to present the basic knowledge of the theory and practice of bookkeeping for students who are interested in continuing their study to higher levels of accounting, and for those who desire an understanding of ordinary bookkeeping procedures in business offices.

**BUS 067 Filing and Records Management**

(2)

*Class Hours: 18 Lecture | 54 Laboratory*

## Filing and Records Management

BUS 067 is designed to provide 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 management of information in the modern business environment.

**BUS 074 Computerized Accounting (3)**  
*Class Hours: 36 Lecture | 54 Laboratory*  
*Take BUS-1A or BUS-55 (Required, Previous or concurrent).:* P/NP

Computerized Accounting

BUS 074 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 can be utilized for the following: maintain a general ledger; track vendors, customers, and inventory activities; process payroll; record assets, expenses, and liabilities; manage budgets; and, create reports.

## Chemistry (CHEM)

**CHEM 001A General Chemistry I (5)**  
*Class Hours: 54 Lecture | 108 Laboratory*  
*Prerequisite(s): MATH 063*  
*Transfers to: UC/CSU*  
*C-ID: CHEM 120S*

General Chemistry I

CHEM 001A is the first semester of a one-year course in chemistry intended for majors in the natural sciences (chemistry, biochemistry, biology, physics, pre-medicine), mathematics, and engineering.

**CHEM 001B General Chemistry II (5)**  
*Class Hours: 54 Lecture | 108 Laboratory*  
*Prerequisite(s): CHEM 001A*  
*Transfers to: UC/CSU*  
*C-ID: CHEM 120S*

General Chemistry II

CHEM 001B is a continuation of the study of the principles of chemistry with an emphasis on chemical thermodynamics (H, S, G), kinetics and mechanisms, equilibrium, electrochemistry, spectroscopy, nuclear chemistry, introductory organic and biochemical systems, and selected elemental chemistries of metals, non-metals, and metalloids. The laboratory includes lecture-matched qualitative and instrumental evaluation of selected species and parameters as well as microprocessor and computerized data gathering, processing and reduction, and computer simulations. Appropriate training in chemical safety is provided. 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 002A Introductory Chemistry (4)**  
*Class Hours: 54 Lecture | 54 Laboratory*  
*Prerequisite(s): MATH 063*  
*Advisory(s): ENG 051A*  
*Transfers to: UC/CSU*  
*C-ID: CHEM 101*

Introductory Chemistry

CHEM 002A is a study of the applied principles of chemistry for the allied science and non-science majors. Included are scientific methodology, composition of matter, physical and chemical changes, bonding, nomenclature, chemical periodicity and reactivity, stoichiometry, states of matter, atomic and molecular modeling, chemical energetics, properties and models of solids, liquids, gases, aqueous solution and Redox reactions, pH, reactions of elements/acids/bases/salts, and a brief introduction to organic chemistry. Appropriate training in chemical safety is provided. The Chemistry 2A, 2B sequence is a state university curriculum requirement for students planning to transfer to majors in agriculture, nursing, home economics, industrial technology, industrial arts, and other applied sciences.

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## Child Development (CD)

### **CD 002 Teaching in a Diverse Society (3)**

*Class Hours: 54 Lecture*

*Advisory(s): ENG 051A*

*Transfers to: CSU*

*C-ID: ECE 230*

Teaching in a Diverse Society

CD 002 will explore the development of social identities in diverse societies including the theoretical and the practical implications. Various classroom strategies will be presented emphasizing culturally and linguistically appropriate anti-bias approaches supporting all children in becoming competent members of a diverse society. Course includes discussions and self-examination related to social identity, stereotypes and bias, social and educational access, media, and schooling.

### **CD 003 Observation and Assessment (3)**

*Class Hours: 54 Lecture*

*Advisory(s): ENG 051A*

*Transfers to: CSU*

*C-ID: ECE 200*

Observation and Assessment

CD 003 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.

### **CD 004 Parenting (3)**

*Class Hours: 54 Lecture*

*Advisory(s): ENG 051A*

*Transfers to: CSU*

Parenting

CD 004 offers parents and teachers information for understanding parent-child relationships. Students will explore the use of positive parenting skills, assess socially acceptable family values, and learn about child development and how it plays a direct part in parenting the child.

### **CD 005 Child Development (3)**

*Class Hours: 54 Lecture*

*Advisory(s): ENG 051A*

*Transfers to: UC/CSU*

*C-ID: CDEV 100*

Child Development

CD 005 is the study of the typical and atypical growth and development of the child from conception 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, evaluating, and applying relevant developmental evaluations.

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**CD 006 Child and Adolescent Developme (3)***Class Hours: 54 Lecture**Advisory(s): ENG 051A (Recommended, Previous or concurrent).**Transfers to: UC/CSU*

Child and Adolescent Development

CD 006 is the study of typical and atypical growth and development of the adolescence, with a concentration on the adolescent ages 11 through 18 years. Issues concerning the physical, cognitive, emotional, and social development of the adolescent 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 observe, interview, evaluate, and apply relevant developmental evaluations. Advisory(s): ENG 051A

**CD 010 Child, Family and Society (3)***Class Hours: 54 Lecture**Advisory(s): ENG 051A**Transfers to: CSU**C-ID: CDEV 110*

Child, Family and Society

CD 010 is an examination of the developing child in a societal context focusing on the interrelationship of family, school and community, along with emphasis on historical and socio-cultural factors. The processes of socialization and 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.

**CD 012A Principles & Practices of ECE (3)***Class Hours: 54 Lecture**Advisory(s): ENG 051A,**Transfers to: CSU**C-ID: ECE 120*

Principles &amp; Practices of ECE

CD 012A 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.

**CD 012B Principles & Practices of ECE (3)***Class Hours: 18 Lecture | 108 Laboratory**Prerequisite(s): CD-5, CD-10, CD-12A, and CD-16**Corequisite(s): CD 012A (Recommended, Previous or concurrent).**Advisory(s): ENG 051A and Negative TB test (Recommended, Previous or concurrent).**Transfers to: CSU**C-ID: ECE 210*

Principles &amp; Practices of ECE Field Wo Early Childhood Practicum-Field Exp

CD 012B 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. Students will be expanding their knowledge of curriculum content by designing, implementing, and evaluating their teaching experiences and the value of their interactions used in the classroom and with the children involved. Both positive and negative experiences will be evaluated and will be used for improvement and validation.

**CD 014A Adm. & Superv. of Child. Pgrm (3)**

*Class Hours:* 54 Lecture

*Advisory(s):* ENG 051A

*Transfers to:* CSU

Administration & Superv. of Child. Progr

CD 014A is designed for students that have a foundation in child development and the desire to be involved in the administration of children's programs as a director and/or supervisor. The 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.

**CD 014B Adm. & Superv. of Child. Pgrm (3)**

*Class Hours:* 36 Lecture | 54 Laboratory

*Advisory(s):* ENG 051A

*Transfers to:* CSU

Adm. & Superv. of Child. Pgrm Practicum

CD 014B is a course designed for students that have a firm foundation in child development and have an interest in becoming an administrator of a children's program. This course offers the student an opportunity to design and demonstrate their writing and computer abilities as reflected in assigned projects such as personal portfolios, newsletters, parent education presentations, staff in-services, school policy development, and other related assignments. In addition, this course involves the application of administrative knowledge as discussed in Child Development 14A. Students will be given the opportunity to gain administrative experiences in an appropriate community-based children's program.

**CD 015 Lit. & Lang Arts for Yng Child (3)**

*Class Hours:* 54 Lecture

*Advisory(s):* ENG 051A

*Transfers to:* UC/CSU

Lit. & Lang Arts for Young Child.

CD 015 is the study of age-appropriate literature for young children with an emphasis placed on selection, evaluation and practice of the literature discussed. Students will be introduced to information on emerging literacy and language development. Appropriate language art skills for young children are included, as well as multicultural and gender identify information as it pertains to children's literature.

**CD 015X Occupational Work Experience (1 - 8)**

*Class Hours:* Work Experience

*Transfers to:* CSU

Occupational Work Experience

Cooperative Work Experience Education (CWEE) develops skills and knowledge by integrating classroom study with planned, supervised work experience. It is based on the principle that well-educated individuals develop most effectively through an educational plan that 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 Coalinga and are transferable to four year universities (for specific transfer eligibility, please contact a counselor or an advisor).

**CD 016 Introduction to Curriculum (3)**

*Class Hours: 54 Lecture*

*Advisory(s): ENG 051A (Recommended, Previous or concurrent).*

*Transfers to: CSU*

*C-ID: ECE 130*

**Introduction to Curriculum**

CD 016 presents an overview of knowledge and skills related to providing developmentally appropriate curriculum and environments for young children under the age of six. 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.

**CD 017A Sex Ed for Teach & Parents of (1)**

*Class Hours: 18 Lecture*

*Advisory(s): ENG 051A*

*Transfers to: CSU*

**Sex Ed for Teach & Parents of Young Chil**

CD 017A is designed for teachers and parents of young children. This course provides basic sex education, which includes the stages of sexual development from prenatal development through adolescence, useful communication skills for adults when talking to children about sexual development and relationships, and the influences of media upon children as it pertains to sexuality.

**CD 017B Child Abuse Recogn & Prevent. (1)**

*Class Hours: 18 Lecture*

*Advisory(s): ENG 051A*

*Transfers to: CSU*

**Child Abuse Recognition & Prevention**

CD 017B provides information concerning child abuse recognition and prevention. The types of abuses and the psychological impact of a abuse on young children are presented. Mandated reporting for educators and the California Penal Code as it pertains to child abuse are addressed.

**CD 017C Single Parenting (1)**

*Class Hours: 18 Lecture*

*Advisory(s): ENG 051A*

*Transfers to: CSU*

**Single Parenting**

CD 017C is designed for single parents and for teachers working with single parents. Information in this course will include the effects of divorce on children, child custody issues, and the family dynamics of the single parent family.

**CD 018 Health, Safety and Nutrition (3)**

*Class Hours: 54 Lecture*

*Advisory(s): ENG 051A (Recommended, Previous or concurrent).*

*Transfers to: CSU*

*C-ID: ECE 220*

**Health, Safety and Nutrition**

CD 018 provides basic information on the laws, regulations, standards, policies, and procedures and early childhood curriculum related to child health, safety, and nutrition. The key components that ensure physical health, mental health and safety for both children and staff will be identified along with the importance of collaboration with families and health professionals. Emphasis will be on integrating the concepts into everyday planning and program development for all children.



- CD 021 Infant & Toddler Caregiving (3)**  
*Class Hours: 54 Lecture*  
*Advisory(s): ENG 051A*  
*Transfers to: CSU*  
Infant and Toddler Caregiving  
CD 021 is an overview of infant and toddler development, including physical growth, motor skills, perception, cognition, social skills, and personality. Applied developmental knowledge will be directed to the study of appropriate equipment, curriculum content, and health, safety, and nutritional issues. Quality infant and toddler environments will be addressed.
- CD 022 Superv. Adults Work in Child P (2)**  
*Class Hours: 36 Lecture*  
*Advisory(s): ENG 051A*  
*Transfers to: CSU*  
Superv. Adults Work in Child. Program  
CD 022 provides information pertaining to the issues and methods of working with staff, adult volunteers, parents, and other adults working in publicly funded, non-profit, and private children's programs. This course is required by the State of California Commission for Teacher Preparation and Licensing of all master teachers, site supervisors, and program directors that are employed in publicly funded children's programs.
- CD 023 Domestic Violence Recog. & Pre (1)**  
*Class Hours: 18 Lecture*  
*Advisory(s): ENG 051A (Recommended, Previous or concurrent).*  
*Transfers to: CSU*  
Domestic Violence Recognition & Prevent.  
CD 023 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.
- CD 024 School Age Development (3)**  
*Class Hours: 54 Lecture*  
*Advisory(s): ENG 051A (Recommended, Previous or concurrent).*  
*Transfers to: CSU*  
School Age Development  
CD 024 is the study of the growth and development of the school-age child, with concentration on the years between six through adolescence. Issues concerning the physical, cognitive, emotional, and social development of the school-age child will be studied from relevant theoretical positions.
- CD 025 School-Age Curriculum (3)**  
*Class Hours: 54 Lecture*  
*Advisory(s): ENG 051A*  
*Transfers to: CSU*  
School-Age Curriculum  
CD 025 provides basic information pertaining to school-age curriculum. Emphasis is on understanding and planning for the school-age child that includes assessing, implementing and evaluation programs. Other topics discussed include scheduling, policies, indoor/outdoor environments, special needs and cultural issues.
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**CD 026A Found of School-Age Child Care (1)***Class Hours: 18 Lecture**Advisory(s): ENG 051A**Transfers to: CSU*

Foundation of School-Age Child Care

CD 26A provides basic information pertaining to the foundations of a school-age child program. Emphasis is on the growing field of school-age care, characteristics and traits of school-age children, developing and implementing program rules, planning program activities, and handling conflicts among school-age children.

**CD 026B Quality School-Age Care (1)***Class Hours: 18 Lecture**Advisory(s): ENG 051A**Transfers to: CSU*

Quality School-Age Care

CD 026B provides basic information pertaining to school-age program standards and quality care. Emphasis is on understanding quality school-age care by evaluating human relationship, indoor and outdoor environments, daily activities, safety and health issues, and administration.

**CD 026C School-Age Sports and Act. (1)***Class Hours: 18 Lecture**Advisory(s): ENG 051A**Transfers to: CSU*

School-Age Sports and Activities

CD 026C is the study of school-age sports and activities and how they relate to the growth of school-age children. The student will receive basic information on planning and implementing active and quiet times, art and crafts, puppets, music and movement, construction and carpentry, nutrition and cooking, activities with water, and gardening.

**Communication (COM)****COM 001 Elements of Speech (3)***Class Hours: 54 Lecture**Prerequisite(s): ENG 051A**Transfers to: UC/CSU**C-ID: COMM 110*

Elements of Speech

COM 001 provides instruction in the fundamental processes of oral communication, including traditional and internet research methods. This course is designed to improve the student's ability to function in any speaking situation. Emphasis is on the basic concepts of speaking as a transfer of understood messages, particularly as a communication between a single speaker and an audience. Students are involved in the critical thinking process of preparing and delivering extemporaneous speeches and in the development of active listening skills.

**COM 002 Oral Interpretation of Literat (3)***Class Hours: 54 Lecture**take COM-1:**Transfers to: UC/CSU**C-ID: COMM 170*

Oral Interpretation of Literature

COM 002 provides an introduction to performance studies and an analysis, appreciation, and application of theories of interpretive performances of various forms of literature including poetry, prose, and drama (plays, scripts and screenplays).

**COM 003                      Argumentation and Debate                      (3)**

*Class Hours: 54 Lecture*

*Prerequisite(s): COM 001*

*Transfers to: UC/CSU*

*C-ID: COMM 120*

Argumentation and Debate

COM 003 provides instruction in methods of critical inquiry and advocacy. The course focuses on identifying fallacies in reasoning and language, testing evidence and evidence sources, advancing a reasoned position, and defending and refuting arguments. The course also covers the analysis, presentation, and evaluation of oral and written arguments.

**COM 004                      Small Group Dynamics & Present                      (3)**

*Class Hours: 54 Lecture*

*Prerequisite(s): ENG 051A*

*Transfers to: UC/CSU*

*C-ID: COMM 140*

Small Group Dynamics and Presentation

COM 004 provides instruction in the dynamics of small group communication. Students will explore their own communication skills and weaknesses through the application of critical thinking and analysis. Students will learn a variety of problem-solving and leadership techniques, including how to conduct meetings and discussions, as well as how to effectively and persuasively present information within small groups and as a small group to a larger audience, utilizing both traditional and Internet research methods to gather and analyze information.

**COM 005                      Interpersonal Communication                      (3)**

*Class Hours: 54 Lecture*

*Prerequisite(s): ENG 051A*

*Transfers to: CSU*

Interpersonal Communication

COM 005 is designed to provide understanding, critical thinking, and practical skills in basic communication settings; one to one, one to many, and speaker to audience. Students will engage in interpersonal exercises to use communication skills such as listening, paraphrasing, describing feelings, decision-making, perception checking, and verbal and non-verbal communication.

## **Computer Information Systems (CIS)**

**CIS 002                      Internet Programming HTML/CSS                      (3)**

*Class Hours: 54 Lecture*

*Transfers to: UC/CSU*

Internet Programming HTML/CSS

CIS 002 is an intensive nine week course that helps students develop the skills needed to create and maintain well-organized and well-formed Web pages and sites. Students will learn the history, power and limitations of basic Web page development through the Web's foundation languages, Hypertext Mark-up Language (HTML) and Cascading Style Sheets (CSS) as specified by the official Web standards body. Students learn to build solid Web pages at a RAW level through a series of hands-on exercises. The course is targeted toward Web designers, developers and publications specialists. This course serves as a tutorial for students who have not coded Web pages before and a review for students who have some HTML/CSS coding knowledge and want to build on that knowledge. 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.

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**CIS 002B Internet Programming CSS (3)**

*Class Hours: 54 Lecture*

*Transfers to: UC/CSU*

Internet Programming CSS

CIS 002B is an introductory course using Cascading Style Sheets (CSS). CSS are an addition to Hyper Text Markup Language (HTML). CSS allows web page designers to expand their ability to control a web page. CSS allows for the nesting of key page elements to allow page designers to achieve a consistent look and feel throughout a web site. This course builds upon the knowledge and experience students have gained from taking CIS 002 Internet Programming HTML/CSS. Upon successful completion of this course, students will have clear understanding and knowledge of Web-standards foundations for coding pages that include intermediate to advanced CSS options.

**CIS 002C Internet Programming Scripting (3)**

*Class Hours: 54 Lecture*

*Transfers to: UC/CSU*

Internet Programming Scripting Languages

CIS 002C is an introductory course in the scripting languages that are used for the creation of web pages. HTML/CSS documents alone create web pages that are static, but with scripting languages, web pages can be dynamic and interactive. This course teaches students how to incorporate various scripting languages in HTML/CSS documents. Students will learn the basic syntax for scripting, as well as how to use objects and event handlers to interact with users. Additional topics may include how to respond dynamically to user actions and cross-frame communication. This course builds upon the knowledge and experience students have gained from taking CIS 002 Internet Programming HTML/CSS. Upon successful completion of this course, students will have clear understanding and knowledge of Web-standards foundations for coding pages that include intermediate to advanced scripting options.

**CIS 002D Intro to Prog. Concepts & Meth (3)**

*Class Hours: 54 Lecture*

*Transfers to: UC/CSU*

Intro to Prog. Concepts & Methodo-Java

CIS 002D Introduction to Programming Concepts and Methodologies - JAVA is a nine-week introduction to the fundamental concepts and models of application development including the basic concepts of program design, data structures, programming, problem solving, programming logic, and fundamental design techniques for event-driven programs. CIS 002D introduces students to the Java programming language. Good programming practices will be emphasized, including structures and object-oriented techniques.

**CIS 007 Computer Concepts (3)**

*Class Hours: 36 Lecture | 54 Laboratory*

*Transfers to: UC/CSU*

*C-ID: BUS 140*

Computer Concepts

CIS 007 is an examination of information systems and their role in business. The course focuses on information systems, database management systems, networking, e-commerce, ethics and security, computer systems hardware and software components. The course includes application of these concepts and methods through hands-on projects developing computer-based solutions to business problems.

**CIS 008 Microcomputer Operating Enviro (1)**

*Class Hours: 9 Lecture | 27 Laboratory*

*Transfers to: CSU*

*P/NP*

Microcomputer Operating Environment

CIS 008 provides an overview of the Windows operating system on microcomputers including interface, using programs, working with permanent and removable storage media and files, customizing the desktop, creating shortcuts, and changing the way Windows looks and sounds. This should be the first class for students in the CIS series who are not proficient in how to use a computer.

**CIS 015X Occupational Work Experience (1 - 8)***Class Hours: Work Experience**Transfers to: CSU*

## Occupational Work Experience

Cooperative Work Experience Education (CWEE) develops skills and knowledge by integrating classroom study with planned, supervised work experience. It is based on the principle that well-educated individuals develop most effectively through an educational plan that 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 Coalinga and are transferable to four year universities (for specific transfer eligibility, please contact a counselor or an advisor).

**CIS 019B Database Creation & Management (3)***Class Hours: 36 Lecture | 54 Laboratory**Transfers to: CSU**P/NP*

## Database Creation &amp; Management

CIS 019B (ACCESS) will teach the student to use a database program on a microcomputer. Students will learn database creation, report generation, updating, editing, and form structure and use.

**CIS 020 Digital Image Prod-Photoshop (3)***Class Hours: 54 Lecture**Transfers to: CSU**P/NP*

## Digital Image Production-Photoshop ACA Internet Graphics - Photoshop

CIS 020 introduces the principles of composition, designed typography for digital imagery and photography. Students explore Adobe Photoshop's extensive tools and learn the fundamentals of image editing and transformation; applying filters, masks and color correction; and preparing files for export and printing. Frequent critiques foster creativity, reinforce the principles of effective design and address current industry standards. Enrollment includes practices and the Adobe Certified Associate Photoshop exam.

**CIS 021 Desktop Publishing (3)***Class Hours: 54 Lecture**Transfers to: CSU**P/NP*

## Desktop Publishing

CIS 021 introduces the basic concepts and techniques of digital 2D design and typography along with creating press-ready, digital layouts. Using Adobe InDesign, students explore the elements and principles of design and create projects to apply concepts in practice. Topics include the formal elements and principles of design, the acquisition of technical print, make-ready skills, and the development of a personal creative vision. This project-driven course includes printable postcard mailers, event posters, business cards, and other items that replicate planning, creating, and problem-solving skills in the workplace.

**CIS 022 Digital Graphic Prod - Illustr (3)***Class Hours: 54 Lecture**Transfers to: UC/CSU**P/NP*

## Digital Graphic Prod - Illustrator ACA

CIS 022 introduces the principles of digital illustration and vector graphs. Students explore Adobe Illustrator's extensive tools and learn the fundamentals of shapes, colors, effects and typography. Frequent critiques foster creativity, reinforce the principles of effective design and address current industry standards. Enrollment includes practice tests and the Adobe Certified Illustrator Photoshop exam.

**CIS 022A Digital Motion Graphics (3)***Class Hours: 54 Lecture**Transfers to: CSU*

## Digital Motion Graphics

CIS 022A introduces the basic concepts of motion graphics with a focus on combining 2D graphics, video, typography and sound. Topics include composition and design, storyboarding, project planning, adding music and sound synchronization. Students learn to set keyframes on a timeline and work with transform properties, motion paths, masks, effects, and more.

**CIS 023 Digital Video Production (3)***Class Hours: 54 Lecture**Transfers to: CSU*

## Digital Video Production

CIS 023 introduces the theory and practice of video production for a wide variety of distribution forms including broadcast television, the internet, product demonstrations, and corporate and educational videos. Students learn basic theory, grammar, and practice of video production and non-linear video editing. Students plan and assemble video, audio, images, and titles into a cohesive sequence that addresses project goals and target audience priorities. Using cameras and video editing software, students gain experience in lighting, capture, and assembly of video content. Frequent critiques foster creativity, reinforce the principles of effective design, and address current industry standards.

**CIS 024A Game Design Essentials (3)***Class Hours: 54 Lecture**Transfers to: CSU*

## Game Design Essentials

CIS 024A introduces the theory and practice of using Unity as a foundation tool to create and design projects and demos within the Unity game engine. These projects can be exported as multiple formats and will serve as the core result portraying the students proficiency within the Unity environment. A variety of design skills regarding level design, basic 3D modeling, lighting, animation, particle FX and UI creation will be created so that students will have a complete understanding of Unity as a design tool.

**CIS 024B Game Art Essentials (3)***Class Hours: 54 Lecture**Transfers to: CSU*

## Game Art Essentials

CIS 024B introduces the theory and practice of using separate industry using software packages, such as Photoshop, Mudbox, Maya and Unity, to create a sample prototype game project within the Unity Game Engine. Assets will be created by the students using Adobe Photoshop, Autodesk Mudbox and Autodesk Maya. These assets will consist of 2D and 3D created assets, and will contain basic animation. Assets will then be integrated into the Unity Game Engine for use in a students prototype project to serve as a Game Design portfolio piece.

**CIS 025 Digital Audio Production (3)***Class Hours: 54 Lecture**Transfers to: CSU**P/NP*

## Digital Audio Production

CIS 025 Introduces the theory and practice of audio production for radio, television, game design, film, and digital recording applications. Students will learn the fundamentals of sound design and aesthetics, microphone use, and digital recording equipment. Students gain experience recording, editing, mixing and mastering audio. Upon completion, students will have basic knowledge of applied audio concepts, production workflow, equipment functions, and audio editing software.

**CIS 026A                      Audiovisual Essetials With Avi****(3)***Class Hours: 54 Lecture**P/NP**Transfers to: CSU*

Audiovisual Essetials With Avi

CIS 026A provides a comprehensive, introductory overview of science and technology for audio, visual and audiovisual systems integration. Students explore microphones, cameras and displays, digital signals, networking, future trends and everything AV. Student may use this course as preparation for the AV Technologist test, a certificate program to demonstrate AV knowledge.

**CIS 028                              Digital Entrepreneurship****(3)***Class Hours: 54 Lecture**P/NP**Transfers to: CSU*

Digital Entrepreneurship

CIS 028 digital Entrepreneurship explores creating, marketing, distributing, ad profiting in the creative economy. Students learn how entrepreneurs validate concepts through structure experiments, refine their business strategy, and raise the capital necessary to create value and grow their business.

**CIS 031A                      MS PowerPoint I****(1)***Class Hours: 18 Lecture**P/NP**Transfers to: CSU*

MS PowerPoint I

CIS 031A provides the learner with experience planning, creating, editing, and printing PowerPoint presentations. Included is the opportunity to add and modify both text and graphics; insert and modify information graphics and multimedia; apply, modify, and create master pages; and to apply, modify, and create templates. integration with other Microsoft programs is included. This course is designed for all individuals including professional acquiring or updating basic skills in creating and editing professional presentations. This course prepares for the Microsoft Office User Certification in MS PowerPoint.

**CIS 031B                      MS PowerPoint II****(1)***Class Hours: 18 Lecture**P/NP**Prerequisite(s): CIS 031A**Transfers to: CSU*

MS PowerPoint II

CIS 031B features PowerPoint as a tool for designing, producing and controlling visual elements to build and deliver effective presentations. Creating templates, publishing, customizing, and procteting presentations as well as inserting audio, video, and animations and integrating with other programs is included. This course focuses on the design and effective delivery methods which are explored through project presentations.

**CIS 032A                      MS Outlook****(1)***Class Hours: 18 Lecture**P/NP**Advisory(s): Computer Literacy or equivalent (Recommended, Previous or concurrent).**Transfers to: CSU*

MS Outlook

CIS 032A introduces personal management software and the use of Microsoft Outlook functions. Topics include management of email, organization of contacts, creation and scheduling of events using calendar, and creating and managing tasks for personal and business use. Customization of Outlook features is also covered.

**CIS 034 Introduction to Spreadsheets (3)**  
*Class Hours: 54 Lecture* P/NP  
*Advisory(s): Math 101 and ENG 101B*  
*Transfers to: CSU*

#### Introduction to Spreadsheets

CIS 034 is an introduction to microcomputer spreadsheets using Microsoft Excel, Primary emphasis will be on the use of the command structure and operation. Topics covered will include spreadsheets design and format, graphs, and database functions.

**CIS 035 Advanced Spreadsheets (3)**  
*Class Hours: 54 Lecture* P/NP  
*Prerequisite(s): CIS 003, or CIS 34A/B*  
*Transfers to: CSU*

#### Advanced Spreadsheets

CIS 035 is an advanced spreadsheet course using Microsoft Excel. Primary emphasis will be on the use of the program's advanced features, such as file management, multiple worksheets, data tables and scenario management, and application development with macros using Visual Basic. Students should have a firm understanding of Microsoft Excel prior to taking this course.

## Crop Science (CRPSCI)

**CRPSCI 001 Intro to Plant Science (3)**  
*Class Hours: 36 Lecture | 54 Laboratory*  
*Transfers to: UC/CSU*  
*C-ID: AG-PS 106L*

#### Introduction to Plant Science

CRPSCI 001 is designed to provide students with a working knowledge of plant science including structure, growth process, propagation, physiology, growth media, biological competitors, and post-harvest factors of food, fiber and ornamental plants. Techniques of research, exploration of plant growth and identification of economical crops will be included.

**CRPSCI 002 Plant Science Theory (3)**  
*Class Hours: 54 Lecture*  
*Transfers to: UC/CSU*

#### Plant Science Theory

CRPSCI 002 is designed to provide students with a working knowledge of plant science including structure, growth process, propagation, physiology, growth media, biological competitors, and post-harvest factors of food, fiber and ornamental plants. Techniques of research, exploration of plant growth and identification of economical crops will be included.

**CRPSCI 006 Introduction to Precision Ag (3)**  
*Class Hours: 36 Lecture | 54 Laboratory*  
*Transfers to: CSU*

#### Introduction to Precision Agriculture

CRPSCI 006 provides students with an introduction to precision agriculture. Topics include Global Positioning System (GPS), yield monitoring, site-specific soil sampling, Geographic Information Systems (GIS), remote sensing and variable rate technology. Students will gain hands-on experience using industry-grade GIS software and GPS hardware.



**CRPSCI 007                      Advanced Precision Agriculture                      (3)**

*Class Hours: 36 Lecture | 54 Laboratory*

*Transfers to: CSU*

**Advanced Precision Agriculture**

CRPSCI 007 provides an in depth study into precision agriculture, including: vehicle navigation and guidance, remote sensing, yield monitoring, site-specific crop management, and variable rate technology. Additional topics include: methods of applying agrichemicals, sprayer calibration, site-specific fertilizer management, soil and tissue testing, integrated pest management and soil amendments. Subjects such as electrical, hydraulics and instrumentation will be covered as they apply to the precision agriculture industry.

**CRPSCI 008                      App of Geospatial Technology                      (3)**

*Class Hours: 36 Lecture | 54 Laboratory*

*Transfers to: CSU*

**Applications of Geospatial Technology**

CRPSCI 008 surveys the uses and applications of geospatial technologies in agriculture and related fields. The course focuses on GPS (Global Positioning System) and GIS (Geographic Information Systems) for data collection, navigation, recordkeeping, remote imagery, and analysis. Students gain hands-on experience using industry grade GIS software and GPS hardware.

**CRPSCI 017                      Control & Sensor Systems in Ag                      (3)**

*Class Hours: 36 Lecture | 54 Laboratory*

*Transfers to: CSU*

**Control and Sensor Systems in Ag**

CRPSCI 017 provides students with concepts of sensors and control systems. Fundamentals of GPS, GIS, telemetry, hydraulics, pneumatics, electronics and programming are covered as underlying technologies. The second portion of the course applies these technologies to autoguidance, variable rate, autonomous UAS, field sensors, fertigation and irrigation control systems, and livestock sensors. Hands-on activities include installation and use of these sensor and control systems.

**CRPSCI 018                      Precision Ag Software                      (3)**

*Class Hours: 36 Lecture | 54 Laboratory*

*Transfers to: CSU*

**Precision Ag Software**

CRPSCI 018 provides students with skills in the use of GIS (Geographic Information Systems) and FMIS (Farm Management Information Systems) software. Specific competencies include import/export, use of analytical tools, prescriptions, and creation of interpretative maps. Creation of an interactive web-based map and use of scripting or programming language such as Python are also covered.

**CRPSCI 019                      California Water                      (3)**

*Class Hours: 54 Lecture*

*Transfers to: CSU*

**California Water**

CRPSCI 019 is an interdisciplinary examination of California's water use and management with an historical emphasis on the politics and conflict arising from water scarcity. Instruction in the fundamentals of irrigation application and measurement systems will be provided. Included will be a study of the basic irrigation systems: flood, sprinkler, micro, sub-irrigation and their variations. California's water systems and water quality problems will be reviewed.

**CRPSCI 021 Orchard Production (3)**

*Class Hours: 36 Lecture | 54 Laboratory*

*Transfers to: CSU*

**Orchard Production**

CRPSCI 021 will cover the production practices and systems for developing and maintaining a productive orchard.

Topics, as applied to all permanent crops, will include the following: soil, water and salinity management; planning and evaluation of an orchard; genetic considerations; growth, development, and physiology; nutrient and water interactions; and pest management. The UC production manuals will be used a textbook for course content. Lab exercises will focus on application of technology in orchard production practices.

**CRPSCI 023 Row Crop Production (3)**

*Class Hours: 36 Lecture | 54 Laboratory*

*Transfers to: CSU*

**Row Crop Production**

CRPSCI 023 covers the production systems and practices for a row crop production field. Varietal differences, transplant operations, cultural practices, irrigation, physiological and pest problems, harvesting and handling, and production costs will be covered. Content will be based on University of California publications. Lab activities provides hands-on experience with geospatial, sensor, and control technologies as applied to row crop production.

**CRPSCI 032 Weeds and Poisonous Plants (3)**

*Class Hours: 36 Lecture | 54 Laboratory*

*Transfers to: CSU*

**Weeds and Poisonous Plants**

CRPSCI 032 is the study of the classification, identification, and life cycle of common and poisonous weeds in California production areas and grasslands and their effects on animals and humans including management practices such as prevention, and mechanical, biological, and chemical control methods. Weeds establishment and chemical resistance will also be discussed. Laboratory required.

**CRPSCI 036 Fertilizers and Soil Amendment (3)**

*Class Hours: 36 Lecture | 54 Laboratory*

*Transfers to: UC/CSU*

**Fertilizers and Soil Amendments**

CRPSCI 036 is the study of the composition, value, selection, and use of fertilizer materials and soil amendments within the context of soil, plant, and fertilizer relationships. Application practices currently being used in California will be discussed.

**CRPSCI 044 Economic Entomology (3)**

*Class Hours: 36 Lecture | 54 Laboratory*

*Transfers to: CSU*

**Economic Entomology**

CRPSCI 044 is the study of the insects and mites of economic importance to agriculture including morphology, taxonomy, identification, life cycles, hosts, habitat relationships, and control methods. Collection and labeling of specimens will be required. Laboratory required.

**CRPSCI 045 California Pest Control Laws (2)**

*Class Hours: 36 Lecture*

*Transfers to: CSU*

**Ca Pest Control Laws & Regulations**

CRPSCI 045 covers the laws and regulations concerning pest control in California. This course is intended to cover the material needed to pass the laws and regulations section for the California Department of Pesticide Regulations Pest Control Adviser examination.

**CRPSCI 046 Integrated Pest Management (3)***Class Hours: 36 Lecture | 54 Laboratory**Transfers to: CSU*

## Integrated Pest Management

CRPSCI 046 studies the origin, history, and management measures for insect, plant pathogen, weed, and other pests of field crops, pest biology and life cycles are studied to demonstrate the use of various Integrated Pest Management (IPM) technologies for economic crop production. Pesticide regulations, application, formulations, and materials for specific uses are covered.

**CRPSCI 049 Directed Study (1 - 2)***Class Hours: 108 Laboratory**Transfers to: CSU*

## Directed Study

CRPSCI 049 is designed for students who wish to undertake special projects related to a particular field. Students, under instructor guidance and acknowledgement, may pursue individual exploration after completing or while currently enrolled in at least one course in the department of directed study.

**Diesel Technology (DT)****DT 050 State Laws and Fed Regulations (3)***Class Hours: 54 Lecture*

## State Laws and Federal Regulations

DT 050 provides students with an understanding of California and federal motor vehicle traffic laws, highway traffic regulations, and driver's license laws needed to understand and demonstrate the ability to drive in accordance with laws and regulations.

**DT 052 Safe Operation Fundamentals (2)***Class Hours: 108 Laboratory*

## Safe Operation Fundamentals

DT 052 provides practical and theoretical instruction in the techniques needed to drive defensively and prevent accidents in spite of the incorrect actions of others and adverse conditions. Students are prepared to recognize and perform first aid treatment in dealing with major emergencies, both medical and accidental. The course also explains and demonstrates safe practices in using and selecting proper tools for the job, both in the shop and on the road.

**DT 053 Fork Lift Operations (1)***Class Hours: 54 Laboratory*

## Fork Lift Operations

DT 053 provides practical and theoretical training in the operation of material handling equipment (forklift and pallet jack) and how it works. Student receives training while driving on a planned course, loading and unloading commercial vehicles and load securement, with a continuous emphasis on safe driving and operation. Students also develop their skills in minor maintenance for good pre-trip and post-trip inspection.

**DT 055 Trip Planning and Budgeting (3)***Class Hours: 54 Lecture*

## Trip Planning and Budgeting

DT 055 provides student with practical and theoretical training related to the planning of trips using a Rand McNally Road Atlas and finding the most effective and efficient routing between pickup and delivery points. The course will also include a review of basic math and industry math applications.

**DT 057 Job Prep Skills (1)***Class Hours: 18 Lecture*

## Job Prep Skills

DT 057 provides information on how to find available positions as well as improve job-seeking skills in order to apply for, and interview with both small and large transportation companies. Additionally, it provides information and resources on how to prepare appropriate documents (application, resume, and cover letter) for job search and to assist in the interview process.

**DT 058 Operations of Commercial Vehic (3)***Class Hours: 18 Lecture | 108 Laboratory*

## Operations of Commercial Vehicles I

DT 058 provides practical and theoretical knowledge in the operation of two- and three-axle tractor trailer combinations on a driving range and highway. Student will develop the hand, eye, and foot coordination for shifting a 10-speed dual-range transmission. Additionally students will be oriented in California state laws pertaining to a commercial motor vehicle, which prepares them for the CDL Skills and Knowledge Test for the Class A license.

**DT 059 Operations of Commercial Vehi (3)***Class Hours: 162 Laboratory**Prerequisite(s): DT 058*

## Operations of Commercial Vehicles II

DT 059 provides practical and theoretical knowledge in the operation of five-axle commercial vehicles with a GVWR of 80,000 lbs. and lengths over 65 feet, including single and double trailers. Students will learn to operate various types of dual-range transmissions on the driving range and in real-life city and highway traffic. Students will receive 2,000 - 2,500 miles of road experience with empty and loaded trailers.

**Earth Science (ESCI)****ESCI 002 Introduction to Earth Science (4)***Class Hours: 54 Lecture | 54 Laboratory**Transfers to: CSU*

## Introduction to Earth Science

ESCI 002 is a general earth science course that provides a broad understanding of the physical processes that have created and regulate space and Earth's four spheres, the hydrosphere, biosphere, atmosphere, and geosphere. The course integrates the physical sciences to provide an interdisciplinary, spatial and temporal perspective of the connections and interactions between these spheres. The course is designed to prepare students to teach Earth and Space Sciences in the K-12 classroom.

**Economics (ECON)****ECON 001A Macroeconomics (3)***Class Hours: 54 Lecture**Prerequisite(s): MATH 061**Advisory(s): MATH 063**Transfers to: UC/CSU**C-ID: ECON 202**P/NP*

## Macroeconomics

ECON 001A is an introductory course focusing on aggregate economic analysis. Course topics include market systems, aggregate measures of economic activity, macroeconomic equilibrium, money and financial institutions, monetary and fiscal policy, international economics, and economic growth.

**ECON 001B                      Microeconomics****(3)***Class Hours: 54 Lecture**Prerequisite(s): MATH 61**Advisory(s): MATH 063**Transfers to: UC/CSU**C-ID: ECON 201*

## Microeconomics

ECON 1B is an introductory course focusing on choices of individual economic decision-makers. Course topics include scarcity, specialization and trade, market equilibrium, elasticity, production and cost theory, market structures, factor markets, and market failure.

**Education (EDUC)****EDUC 001                      Introduction to Teaching****(3)***Class Hours: 54 Lecture**Advisory(s): ENG 051A (Recommended, Previous or concurrent).**Transfers to: UC/CSU**C-ID: EDUC 200*

## Introduction to Teaching

EDUC 001 introduces students to the concepts and issues related to teaching diverse learners in today's contemporary schools, Kindergarten through grade 12 (K-12). Topics include teaching as a profession and career, historical and philosophical foundations of the American education system, contemporary educational issues, California's content standards and frameworks, and teacher performance standards. In addition to class time, the course requires a minimum of 45 hours of structured fieldwork in public school elementary classrooms that represent California's diverse student population, and includes cooperation with at least one carefully selected and campus-approved certificated classroom teacher.

**EDUC 005                      Critical Think. in the Classrm****(3)***Class Hours: 54 Lecture**Prerequisite(s); ENG 051A:**Transfers to: CSU*

## Critical Thinking in the Classroom

EDUC 005 is a critical thinking class intended for students who are considering teaching at K-8 level and entering a Liberal Studies Blended program. 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-8 classroom environment.

**English (ENG)****ENG 100                      Intro to College Reading & Wri****(4)***Class Hours: 72 Lecture**Prerequisite(s): Requires a minimum score on the English Placement Exam.*

## Intro to College Reading &amp; Writing

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 051A.

**ENG 001A                      Composition and Reading                      (3)***Class Hours: 54 Lecture**Prerequisite(s): ENG 051A (Required, Previous or concurrent).**Transfers to: UC/CSU**C-ID: ENGL 100/110*

## Composition and Reading

ENG 001A is a transfer-level course emphasizing theory and practice in reading and composition. While the reading and writing may include rhetorical patterns such as narration, description, comparison/contrast, cause/effect, etc., the majority of assignments will focus on a combination of such patterns in argumentative writing, including but not limited to pro/con, evaluative, and proposal essays. Instruction in current research methods and MLA formatting is included, culminating in either one 10-page or two-5 page research papers.

**ENG 001B                      Literature/Crit Think&writing                      (3)***Class Hours: 54 Lecture**Prerequisite(s): ENG 001A**Transfers to: UC/CSU**C-ID: ENGL 120/100*

## Literature/ Critical Thinking &amp; Writing

ENG 001B is designed to develop reading, critical thinking, and writing skills beyond the level achieved in English 001A. It will develop critical thinking skills through the interpretation and analysis of literature.

**ENG 002                      Introduction to Literature                      (3)***Class Hours: 54 Lecture**Prerequisite(s): ENG 001A**Transfers to: UC/CSU**C-ID: ENGL 120/100*

## Introduction to Literature

ENG 002 introduces representative works from major genres, develops students' close reading and analytical writing skills, and promotes appreciation and critical understanding of the cultural, historical, and aesthetic qualities of literature.

**ENG 003                      Critical Thinking and Writing                      (3)***Class Hours: 54 Lecture**Prerequisite(s): ENG 001A**Transfers to: UC/CSU**C-ID: ENGL 105/115*

## Critical Thinking and Writing

ENG 003 is designed to develop critical thinking in reading and writing. The skills developed include logical reasoning, analysis, and argumentative writing. Students will write a minimum of 6,000 words during the semester.

**ENG 025                      Creative Writing                      (3)***Class Hours: 54 Lecture**Prerequisite(s): ENG 051A**Transfers to: UC/CSU*

## Creative Writing

ENG 025 provides theory and practice in the writing of fiction, poetry, and creative nonfiction. Students will gain experience in all three genres while focusing on one specific genre for their semester project. Much emphasis is placed on critiquing of peer and professional manuscripts.

**ENG 050 Research Tools****(0.5)***Class Hours: 9 Lecture*

P/NP

## Research Tools

ENG 050 introduces to a variety of ways to do research projects, including using the library and Internet. Students will learn how to integrate and cite sources in their own writing. This course is intended to be taken in conjunction with a course requiring a research or term paper.

**ENG 051A Intro. to Communication Skills****(3)***Class Hours: 54 Lecture**Corequisite(s): ENG 001A (Recommended, Previous or concurrent).*

## Introduction to Communication Skills

ENG 051A aids students in developing the necessary skills and experiences to make them effective readers, writers, and speakers. The course provides practice in reading, in writing essays of 750 words or more, and in verbal communication. .

**English As a Second Language (ESL)****ESL 110 ESL Bridge****(1)***Class Hours: 54 Laboratory*

## ESL Bridge

ESL 110 is designed to help English Language Learners succeed in ENG 100. In this class, students will examine the readings and assignments of ENG 100 and learn strategies for reading and writing critically.

**ESL 200 Integrated Skills****(4)***Class Hours: 72 Lecture**Advisory(s): TOEFL IBT score of 37 or above and/or IELTS 4.0/4.5*

## Integrated Skills

ESL 200 is designed to prepare the intermediate English Language Learner for successful placement into ENG 100. Content includes, but is not limited to, parts of speech, sentence structure, listening and reading comprehension, and vocabulary building. A

**Equine Science (EQSCI)****EQSCI 050 Groom Elite I****(3)***Class Hours: 36 Lecture | 54 Laboratory*

P/NP

## Groom Elite I

EQSCI 050 prepares students for entry levels jobs in the racing industry. The course covers horse care skills that are essential o effective racing programs such as horse health, stable management, feeding, and race day activities. The course is part of a two-part series that prepares students for Groom Elit Certification.

**Food Science & Safety (FSS)****FSS 005 Food Safety Mgmt/ App to Prod****(3)***Class Hours: 54 Lecture**Transfers to: CSU*

## Food Safety Mgmt/App to Prod Systems

FSS 005 is an introduction to food safety principles with an overview of career opportunities, food safety technologies, environmental sources and transport mechanisms of food-borne pathogens, and the role of site conditions. An overview Good Agricultural Practices for farm production is included. Specific guidelines for key agricultural commodities are presented as well as regulations and monitoring Standard Operating Procedures (SOPs) and guidelines for food safety. Field trips may be required.

**FSS 010 Food Chemistry (3)**

*Class Hours:* 36 Lecture | 54 Laboratory

*Transfers to:* CSU

Food Chemistry

FSS 010 will provide an overview of the nutritional, chemical and physical properties of the major food constituents (e.g., proteins, lipids, carbohydrates, water, minerals). The importance of organic chemistry and biochemistry in food is explored. Laboratory covers methods of food analysis.

**FSS 015 Microbiology of Foods (4)**

*Class Hours:* 54 Lecture | 54 Laboratory

*Advisory(s):* BIO 038 and CHEM 002A

*Transfers to:* CSU

Microbiology of Foods

FSS 015 is a lecture and laboratory course designed to prepare students for work in the food processing sector to include the use of material and equipment and corresponding microbiological laboratory skills. The technological aspects of food and water operations is taught with a focus on sanitary inspection procedures and quality control principles. The isolation and identification of micro-organisms by cultural and biochemical techniques are taught.

**FSS 020 Agriculture Laws & Regulations (2)**

*Class Hours:* 36 Lecture

*Transfers to:* CSU

Agriculture Laws and Regulations

FSS 020 provides an introduction to the laws and regulations governing the agricultural industry with a focus on food safety. Topics include an overview of government agencies with responsibility to create and enforce laws and regulations to ensure a safe and abundant food supply, public and worker safety, insurance, labor and agriculture organizations, and environmental issues.

**FSS 025 Principles of Hazard Analysis (3)**

*Class Hours:* 54 Lecture

*Transfers to:* CSU

Principles of Hazard Analysis & Critical

FSS 025 provides a review of Hazard Analysis and Critical Control Points (HACCP) food safety management systems as a systematic and science-based approach to food safety through the identification, monitoring and corrective control of critical hazards in food production facilities. The review will include the corresponding verification and validation processes necessary to prove that a food safety management system is scientifically valid by gathering evidence to assure that safe food products will be produced once the management system is implemented.

**FSS 030 Audits, Prev Controls & Prod S (3)**

*Class Hours:* 54 Lecture

*Transfers to:* CSU

Audits, Prev Controls & Produce Safety

FSS 030 will provide an introduction to food safety plans with applications to preventive controls for human foods and the produce safety rule. The knowledge and skills necessary to conduct an effective audit of food safety management systems will be developed to evaluate regulatory compliance, detect deficiencies, and implement corrective and preventative actions.



**FSS 035 Principles of Food Science (3)***Class Hours: 54 Lecture**Transfers to: CSU*

Principles of Food Science

FSS 035 provides an introduction to the fundamentals of food science with an overview of food safety, technology and industry standards. Students will gain an understanding of the principles of food processing, preparation and storage. Food safety challenges and regulations will be reviewed.

**FSS 040 Facility Food Safety Management (3)***Class Hours: 54 Lecture**Advisory(s): FSS 025**Transfers to: CSU*

Facility Food Safety Management

FSS 040 course topics include the development and management of food safety programs with focus on evaluation, documentation, pathogen tracking and crisis management. An introduction to Good Manufacturing Processes (GMPs) for facility management is provided. Specific application is made to manufacturing and processing facilities with emphasis on temperature control/cold chain, evaluation of alternative risk reduction strategies, HACCP principles, employee training and the audit process.

**Foreign Language Spanish (FLSPN)****FLSPN 001 Intro Span for Non-Native Spea (4)***Class Hours: 72 Lecture**Advisory(s): Special placement with consent of instructor**Transfers to: CSU*

P/NP

Introductory Span for Non-Native Speake

FLSPN 001 introduces current Spanish. This first semester course stresses pronunciation, understanding, speaking, writing, and reading. Emphasis is placed on basic vocabulary and essentials for grammar, along with an introduction to Hispanic culture. (Spanish 001 is not suggested for the bilingual student). Spanish 001 and 011 cannot both be taken for credit.

**FLSPN 002 Elem Spanish for Non-Native Sp (4)***Class Hours: 72 Lecture**Prerequisite(s): FLSPN 001**Advisory(s): One year of High School Spanish, or consent of instructor (Recommended, Previous or concurrent).**Transfers to: CSU*

P/NP

Elementary Spanish for Non-Native Speake

FLSPN 002 continues an introduction to current Spanish giving the student the first steps to functioning effectively in the language and culture. This second semester course stresses pronunciation, understanding, speaking, writing, and reading. Emphasis is placed on basic vocabulary and essentials for grammar, along with an introduction to Hispanic culture. (Spanish 002 is for non-Spanish speaking student. It is not suggested for the bilingual student.) Spanish 002 and 012 cannot both be taken for credit. (Students may challenge the prerequisite(s) for this class in order to register for the course).

**FLSPN 003 Intermediate Spanish for Native (4)**

*Class Hours:* 72 Lecture

*Prerequisite(s):* FLSPN-2 or FLSPN-12

*Advisory(s):* Two years of High School Spanish (Recommended, Previous or concurrent).

*Transfers to:* CSU

Inter. Spanish for Native & Non-Native S

FLSPN 003 is an intensive review of Spanish grammar interspersed with cultural, historical and literary studies.

Conversation practice is included as an integral part of grammar and vocabulary studies, as well as in discussion of culture.

Compositions are required. Student may challenge the prerequisite(s) for this class in order to register for the course).

**FLSPN 004 Adv Spanish for Native & Non- (4)**

*Class Hours:* 72 Lecture

*Prerequisite(s):* FLSPN 003

*Advisory(s):* Three years of High School Spanish (Recommended, Previous or concurrent).

*Transfers to:* CSU

P/NP

Adv Spanish for Native & Non-Native Spea

FLSPN 004 is an intensive review and continued development of Spanish grammar interspersed with cultural, historical

and literary studies. Conversational practice is included as an integral part of grammar and vocabulary studies, as well as

in discussion of culture. Compositions are required. (Students may challenge the prerequisite(s) for this class in order to

register for the course).

**FLSPN 011 Intro Span Limit Bilingual (4)**

*Class Hours:* 72 Lecture

*Advisory(s):* Limited Spanish-speaking back-ground and no schooling in Spanish either in U.S. or any Spanish speaking country, or consent of instructor (Recommended, Previous or concurrent).

*Transfers to:* CSU

P/NP

Intro Spanish Limitedly Bilingual

Spanish 011 presents current Spanish giving students the first steps to functioning more effectively in their language and

culture. This first semester course is an introduction to correct Spanish for the minimally bilingual student with emphasis

on writing, reading, and grammar. Expansion of basic vocabulary and the essentials of grammar are presented along with

an introduction to Hispanic culture. (AA, CSU, UC) (Spanish 11 is not suggested for the monolingual student) Spanish

11 and 1 cannot both be taken for credit.

**FLSPN 012 Element Span/Limitedly Biling. (4)**

*Class Hours:* 72 Lecture

*Advisor(s):* FLSPN 011 preliminary level schooling in a Spanish-speaking country (1-4yrs); limited Spanish-speaking background and one year of high school spanish; or consent of instructor (Recommended, Previous or concurrent).

*Transfers to:* UC/CSU

P/NP

Elementary Span/Limitedly Bilingual

FLSPN 012 presents current Spanish giving students the first steps for functioning effectively in their language and

culture. This second semester course continues an introduction to correct Spanish for the minimally bilingual student with

an emphasis on writing, reading, and grammar. It includes expansion of basic vocabulary and the essentials for grammar,

along with an introduction to Hispanic culture.(Spanish 012 is for non-Spanish speaking student. It is not suggested for

the bilingual student.)

**FLSPN 051 Intro Conv Span/Personal/Prof (3)**

*Class Hours:* 54 Lecture

*Advisory(s):* ENG 051S

P/NP

Intro Conv Span for Personal/Prof Use

FLSPN 051 presents the essentials of grammar with an emphasis on communication oral practice to develop skill in

communication for personal or professional use. Practice is designed to focus on specific vocabulary needs according to

profession or personal need. May be taken two times for credit.

**FLSPN 052 Elem Conv Span Pers/Prof Use****(3)***Class Hours: 54 Lecture**P/NP**Prerequisite(s): FLSPN 051**Advisory(s): It is also recommended that the students repeat FLSPN 051 if more than one semester has elapsed since FLSPN 51 was taken (Recommended, Previous or concurrent).*

Elem Conv Span for Personal/Prof Use

FLSPN 052 builds upon FLSPN 051 and introduces further essentials of grammar with an emphasis on oral practice to develop skill in communication for personal or professional use. Practice is designed to focus on specific vocabulary needs by expanding the vocabulary of the previous course in specific areas that address professional or personal need. May be taken two times for credit.

**FLSPN 054 Adv Conv Span Personal/Prof****(3)***Class Hours: 54 Lecture**P/NP**Prerequisite(s): FLSPN 053*

Advanced Conv Span Personal/Prof Use

FLSPN 054 continues presentation of the essentials of grammar with an emphasis on oral practice to develop skill in communication for personal or professional use. Practice is designed to focus on specific vocabulary needs according to professional or personal need. May be taken two times for credit.

## General Work Experience (WE)

**WE 015XX General Work Experience****(1 - 6)***Class Hours: Work Experience**Transfers to: CSU*

General Work Experience

WE 015XX 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 Coalinga and are transferable to four year universities (for specific transfer eligibility, please contact a counselor or an advisor).

## Geography (GEOG)

**GEOG 001 Physical Geography****(4)***Class Hours: 54 Lecture | 54 Laboratory**Transfers to: UC/CSU**C-ID: GEOG 115*

Physical Geography

GEOG 001 is an introductory course in Physical Geography, the focus of which is the spatial relationships and interrelations of matter, energy, and systems on or near the earth's surface. Class content will focus on geodesy, cartography, hydrology, geomorphology, meteorology, climatology, soil science, biogeography, and their integrated patterns of world distribution. Intensive use is made of maps and field trips.

**GEOG 002**                      **World Regional Geography**                      (3)

*Class Hours: 54 Lecture*

*Advisory(s): ENG 051A*

*Transfers to: UC/CSU*

*C-ID: GEOG 125*

World Regional Geography

GEOG 002 is a survey of the physical, cultural, and economic features of the world's regions and nations. Special effort will be made to understand how spatial relationships and historical events have influenced regional development. The most revealing features and characteristics of regions will be identified, categorized and evaluated.

**GEOG 003**                      **Cultural Geography**                      (3)

*Class Hours: 54 Lecture*

*Advisory(s): ENG 051A*

*Transfers to: UC/CSU*

*C-ID: GEOG 120*

Cultural Geography

GEOG 003 is an introductory course in the study of cultural geography. The course is a systematic study of the various facets of human cultures including folk and popular culture, demographics, language, race and ethnicity, political systems, religions, agriculture, rural settlement forms, industries and urbanization. Field research is an important aspect of the course. (This course is recommended as an elective for students planning to teach.)

**GEOG 016**                      **Regional Field Studies**                      (1)

*Class Hours: 3 Lecture | 45 Laboratory*

*Transfers to: CSU*

Regional Field Studies

GEOG 016 provides the opportunity for students to conduct field studies of the geography of selected regions. Physical and cultural processes, characteristics and landscapes will be observed and analyzed. Specific content will vary by geographic region.

**GEOG 018**                      **Geography of California**                      (3)

*Class Hours: 54 Lecture*

*Advisory(s): ENG 051A*

*Transfers to: UC/CSU*

*C-ID: GEOG 140*

Geography of California

GEOG 018 provides a general overview of the physical and cultural qualities and conditions that define California as a unique political subdivision of the United States. Topics such as landforms, climate, soils and natural vegetation, along with cultural history and demographics, income, employment and education, immigration and other cultural characteristics are examined as they relate to the entire state in general and to specific regions in particular.

**GEOG 049**                      **Directed Study**                      (1 - 2)

*Class Hours: 108 Laboratory*

*Transfers to: CSU*

Directed Study Course

GEOG 049 is designed for students who wish to undertake special projects related to a particular field. Students, under instructor guidance and acknowledgment, may pursue individual exploration after completing or while currently enrolled in at least one course in the department of directed study.



**GS 104                      Adapted Computer Literacy                      (2)***Class Hours: 108 Laboratory*

Adapted Computer Literacy

GS 104 provides introduction to basic computer components and common computer applications with emphasis on developing computer skills and exploring adaptations for effective computer use. This course is designed for students with learning and intellectual disabilities.

**GS 105                      Consumer Skills                      (2)***Class Hours: 108 Laboratory*

Consumer Skills

GS 105 provides emphasis on home and money management, health, hygiene, and safety, food and nutrition. This course is designed for the students with severe developmental/learning disabilities.

**GS 106                      Independent Living Skills                      (2)***Class Hours: 108 Laboratory*

Independent Living Skills

GS 106 provides basic independent living skills, including appropriate social interaction, self-advocacy, self-care, community involvement, personal choice and managing life events. Designed for the students with severe developmental/learning disabilities.

**GS 061                      Guidance Studies Content Area                      (1)***Class Hours: 54 Laboratory*

Guidance Studies Content Area Support

GS 061 is intended primarily for students with learning or other disabilities. The goal of this class is to assist students in mastering skills for success in their academic and vocational classes. Students will practice and apply skills and strategies learned to their assignments from their academic and vocational classes.

**Health Education (HE)****HE 035                      Personal Health and Hygiene                      (3)***Class Hours: 54 Lecture**Advisory(s): ENG 051A**Transfers to: UC/CSU*

Personal Health and Hygiene

HE 035 is a contemporary course which will promote desirable health attitude and practices. Topics considered will include the following: mental health and emotional health, stress, nutrition, fitness, sexuality, communicable diseases, cancer, drugs and alcohol abuse, death and dying, and tobacco use.

**Health Science (HS)****HS 005                      Medical Terminology                      (3)***Class Hours: 54 Lecture**Advisory(s): ENG 051A**Transfers to: CSU*

Medical Terminology

HS 005 is designed to give students an understanding of terminology used in the medical field. Students will learn to build medical terms by using prefixes, suffixes, roots and stems. Emphasis will be placed on proper spelling, pronunciation and usage of common medical terms and abbreviations.

**HS 015X Occupational Work Experience (1 - 8)***Class Hours: Work Experience**Transfers to: CSU***Occupational Work Experience**

Cooperative Work Experience Education (CWEE) develops skills and knowledge by integrating classroom study with planned, supervised work experience. It is based on the principle that well-educated individuals develop most effectively through an educational plan that 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 Coalinga and are transferable to four year universities (for specific transfer eligibility, please contact a counselor or an advisor).

**HS 061 Nurse Assistant Training (6)***Class Hours: 63 Lecture | 135 Laboratory**Advisory(s): Students must be at least 17 year of age and pass a physical examination, and submit fingerprints for FBI and DOJ clearance (Recommended, Previous or concurrent).***Nurse Assistant Training**

HS 061 is a nine-week course approved by the Department of Health Services. A combination of theory, skills laboratory, and in-hospital training prepares the student for the certification examination.

**HS 080 Intro to Medical Professional (2)***Class Hours: 36 Lecture**Advisory(s): ENG 051A***Introduction to Medical Professional**

HS 080 will present prospective health care professionals with industry related expectations for skills and characteristics needed to be a functional member of the interdisciplinary health care team.

**HS 088 Medical Terminology for Health (2)***Class Hours: 36 Lecture**Advisory(s): ENG 051A***Medical Terminology for Health Careers**

HS 088 will present prospective health care professionals with industry related language, abbreviations, and terminology. Students will learn to build common medical terms by using prefixes, suffixes, roots and stems. Students will apply medical terminology in written and verbal communication activities.

**Heating Ventilation & Air Cond (HVAC)****HVAC 060 Heating, Ventilating, & Air Co (3)***Class Hours: 18 Lecture | 108 Laboratory***Heating, Ventilating, & Air Cond Level I**

HVAC 060 is an introduction to the Heating, Ventilating and Air Conditioning industry. Topics include practical and theoretical training in trade mathematics, basic electricity, introduction to heating and cooling, and an introduction to air distribution systems.

**HVAC 061 Heating, Ventilating, & Air Co (4)***Class Hours: 18 Lecture | 162 Laboratory***Heating, Ventilating, & Air Cond Lev II**

HVAC 061 is an intermediate course in the Heating, Ventilating, and Air Conditioning program. Topics include practical and theoretical training in alternating current, compressors, refrigerants and oils, basic maintenance and duct systems.

## **HVAC 062 Heating, Ventilating, & Air Co (4)**

*Class Hours: 18 Lecture | 162 Laboratory*

Heating, Ventilating, & Air Cond Lev III

HVAC 062 is an intermediate course in the Heating, Ventilating, and Air Conditioning program. Topics include practical and theoretical training in Fasteners, Hardware, Wiring terminations, Control Circuit and Motor Troubleshooting. This course also includes troubleshooting the following areas of HVAC systems including cooling, heat pumps, gas heating, oil heating, and accessories.

## **HVAC 063 Heating, Ventilating, & Air Co (4)**

*Class Hours: 18 Lecture | 162 Laboratory*

Heating, Ventilating, & Air Cond Lev IV

HVAC 063 is an advanced course in the Heating, Ventilating, and Air Conditioning program. Topics include practical and theoretical training in water treatment, indoor air quality, energy conservation equipment, building management systems, system air balancing, system startup and shutdown, construction drawings and specifications, system design, commercial/industrial refrigeration systems, alternative and specialized heating and cooling systems, and fundamentals of crew leadership.

## **Heavy Equipment (HVEQUI)**

### **HVEQUI 060A Level I Heavy Equip Operation (5)**

*Class Hours: 54 Lecture | 108 Laboratory*

*Prerequisite(s): IMT 060*

Level I Heavy Equipment Operations

HVEQUI 060A is an introduction to heavy equipment operation. Topics include practical and theoretical training in heavy equipment safety, basic operation techniques, and introduction to earth moving and grades.

### **HVEQUI 060B Level II Heavy Equip Operation (5)**

*Class Hours: 54 Lecture | 108 Laboratory*

*Prerequisite(s): HVEQUI 060A*

Level II Heavy Equip Operations

HVEQUI 060B is an intermediate course in the Heavy Equipment program. Topics include practical and theoretical training on heavy equipment including dump trucks, scrapers, loaders, and forklifts. The course also includes modules on excavation math and civil blueprint reading.

### **HVEQUI 060C Level III Heavy Equip Op (5)**

*Class Hours: 54 Lecture | 108 Laboratory*

*Prerequisite(s); HVEQUI 060B:*

Level III Heavy Equipment Operations

HVEQUI 060C is an advanced course in heavy equipment operation. This course consists of practical and theoretical training in the operation of dozers; backhoes; excavators; and motor graders. This course also serves as an introduction to crew leadership, project control, and soils.

## **History (HIST)**

### **HIST 004A Western Civilization to 1700 (3)**

*Class Hours: 54 Lecture*

*Advisory(s): ENG 051A*

*Transfers to: UC/CSU*

*C-ID: HIST 170*

Western Civilization to 1700

HIST 004A is a survey of the development of western culture and civilization to the Reformation.



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- HIST 004B Western Civilization From 1700 (3)**  
*Class Hours: 54 Lecture*  
*Advisory(s): ENG 051A*  
*Transfers to: UC/CSU*  
*C-ID: HIST 180*  
Western Civilization From 1700  
HIST 004B is a survey of the development of western culture and civilization from absolutism to the present.
- HIST 017A History of the U.S. 1492-1877 (3)**  
*Class Hours: 54 Lecture*  
*Prerequisite(s): ENG 051A*  
*Transfers to: UC/CSU*  
*C-ID: HIST 130*  
History of the U.S. 1492-1877  
HIST 017A is a historical survey of the European colonization of North America and the United States through Reconstruction.
- HIST 017B History of U.S. 1865-PRESENT (3)**  
*Class Hours: 54 Lecture*  
*Prerequisite(s): ENG 051A*  
*Transfers to: UC/CSU*  
*C-ID: HIST 140*  
History of the U.S. 1865-PRESENT  
HIST 017B is a historical survey of the United States from the end of the Civil War to the present.
- HIST 020 World History I (3)**  
*Class Hours: 54 Lecture*  
*Transfers to: CSU*  
*C-ID: HIST 150*  
World History I  
HIST 020 is a survey of the development of world civilization to 1500.
- HIST 032 Cultural History of the Chican (3)**  
*Class Hours: 54 Lecture*  
*Advisory(s): ENG 051A*  
*Transfers to: UC/CSU*  
Cultural History of the Chicano  
HIST 032 will examine the social, political, and economic experiences of Mexicans living in the United States beginning with their Pre-Columbian heritage through the Spanish colonial era, the Treaty of Guadalupe-Hidalgo, the Great Depression, World War II, and the Civil Rights Movement. Emphasis will be on how these experiences have helped to shape the culture of Chicanos in the modern era.
- HIST 044 Women's Roles in U.S. History (3)**  
*Class Hours: 54 Lecture*  
*Advisory(s): ENG 051A*  
*Transfers to: UC/CSU*  
Women's Roles in United States History  
Women's Roles in United States History will examine the social, economic, and political roles of women in the United States from 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.
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## Hotel, Restaurant, Casino Mgmt (HRCM)

### **HRCM 001                      Intro to Hospitality Management                      (3)**

*Class Hours: 54 Lecture*

*Transfers to: CSU*

Introduction to Hospitality Management

HRCM 001 is an overview of the structure and financial performances of the hospitality industry. Topics include food and lodging, resorts, tourism enterprises, attractions and related operations. The course has a strong focus on orientation to customer services, cultural/economic trends and career opportunities.

## Humanities (HUM)

### **HUM 001                      Intro to Western Culture                      (3)**

*Class Hours: 54 Lecture*

*Advisory(s): ENG 051A*

*Transfers to: UC/CSU*

Introduction to Western Culture

HUM 001 is a survey course dealing with the development of religion, art, literature, drama, music, architecture, philosophy, and "cultural achievements" of the western tradition, with special emphasis upon their historical context.

### **HUM 022                      Intro to Comparative Religion                      (3)**

*Class Hours: 54 Lecture*

*Advisory(s): ENG 001A*

*Transfers to: UC/CSU*

Introduction to Comparative Religion

HUM 022 is a historical and comparative survey of the development of religious ideas out of mankind's origins. Special emphasis is given to primitive and ancient beliefs, Hinduism, Buddhism, Judaism, Christianity and Islam.

## Industrial Mechanics Tech (IMT)

### **IMT 060                      Industrial Core                      (3)**

*Class Hours: 36 Lecture | 54 Laboratory*

Industrial Core

IMT 060 provides students with the basic professional skills needed in the industrial, welding or agricultural industries. The skills covered include basic safety, construction mathematics, hand and power tools, construction drawings, rigging, materials handling and employability skills.

### **IMT 061                      Industrial Maint. Mech Level I                      (3)**

*Class Hours: 18 Lecture | 108 Laboratory*

Industrial Maintenance Mechanic Level I

IMT 061 provides introductory training for the Industrial Maintenance Mechanic credentials. Topics include orientation to the trade, tools, fasteners and anchors, oxyfuel cutting, gaskets and packing, trade mathematics, construction drawings, pumps and drivers, valves, test instruments, material handling, mobile and support equipment, and lubrication.

### **IMT 062                      Industrial Maint. Mech Lev II                      (4)**

*Class Hours: 18 Lecture | 162 Laboratory*

Industrial Maint. Mechanic Level II

IMT 062 provides students with intermediate skills needed to be an industrial maintenance mechanic. Topics include jobsite layout; components of piping systems; copper and plastic pipe; ferrous metal pipe; identification, installation and maintenance of valves; hydrostatic and pneumatic testing; bearings; low-pressure and high-pressure steam systems; distillation towers and vessels; heaters, furnaces, and heat exchangers; cooling tower; fin fans and tube work.

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**IMT 070 Industrial Maint. Mech Lev III (4)**  
*Class Hours: 18 Lecture | 162 Laboratory*

Industrial Maint. Mechanic Level III

IMT 070 provides students with advanced skills needed to be an industrial maintenance mechanic. Topics include advanced trade math, precision measuring tools, installing bearings and couplings, setting baseplates and prealignment, conventional alignment, installing belt and chain drives and mechanical seals.

## Interdisciplinary Studies (IS)

**IS 001 College Success (3)**  
*Class Hours: 54 Lecture*  
*Transfers to: UC/CSU* P/NP

College Success

IS 001 is a course which assists students in obtaining skills and knowledge necessary to reach their educational, career and life objectives. Topics to be covered include orientation to college, motivation, memory development, physiological wellbeing, study skills/techniques, career-life planning, and financial literacy, and skills for dealing with personal issues, interpersonal relationships in addition to other life challenges that students encounter throughout the various stages of their life.

**IS 002 Career Planning (1)**  
*Class Hours: 18 Lecture*  
*Advisory(s): ENG 110B*  
*Transfers to: UC/CSU* P/NP

Career Planning

IS 002 examines the career development process and teaches students a quantifiable decision-making process that will help them identify and plan for their career/life planning and educational goals. The course focuses on self and career exploration, as well as identifying an educational pathway to achieve desired professional goals. Students will identify their interests, values, skills, and personality types as they relate to career/life planning and educational goals.

**IS 020 Ensuring Transfer Success (1)**  
*Class Hours: 18 Lecture*  
*Transfers to: UC/CSU*

Ensuring Transfer Success

IS 020 provides in-depth information and assistance with the transfer process from community college to 4-year colleges/universities. Given their academic and career objective, students will explore transfer requirements through active participation in research and planning. Lower-division major and general education requirements, college/university selection, admission procedures, application deadlines, financial aid and scholarship information will be covered.

**IS 051 Portfolio Development (1)**  
*Class Hours: 18 Lecture* P/NP

Portfolio Development

IS 051 prepares students for the opportunity to earn college WHCC course credit for prior learning acquired through on-the-job training, independent study, or volunteer and personal experiences. Students reflect on their learning experiences and develop a portfolio to showcase their learning and mastery of the material.

**IS 053 Job Readiness (2)**  
*Class Hours: 36 Lecture*

Job Readiness

IS 053 examines the employment process and teaches students to successfully apply and compete for legitimate and viable jobs. Professional resume, cover letter, and interview skills are mastered. The evaluation of job-seeker expectations and responsibilities as well as employer-anticipated 21st-century employability/core skills enhance students ability to acquire a job, remain employed, and further their careers.

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## Kinesiology (KINES)

### **KINES 001                      Introduction to Kinesiology                      (3)**

*Class Hours: 54 Lecture*

*Advisory(s): HE 035*

*Transfers to: UC/CSU*

*C-ID: KIN 100*

Introduction to Kinesiology

KINES 001 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.

### **KINES 002                      Intro to Sport & Exercise Psyc                      (3)**

*Class Hours: 54 Lecture*

*Transfers to: UC/CSU*

Intro to Sport & Exercise Psychology

KINES 002 introduces 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.

### **KINES 046                      Care & Prev of Athletic Injur                      (3)**

*Class Hours: 36 Lecture | 54 Laboratory*

*Transfers to: UC/CSU*

Care & Prevention of Athletic Injuries

KINES 046 is designed for prospective coaches, athletic trainers, and health and physical education instructors. Aids in the recognition, evaluation, and care of athletic injuries. Techniques in taping, prevention, and rehabilitation of injuries.

### **KINES 048                      First Aid and Safety                      (3)**

*Class Hours: 54 Lecture*

*Transfers to: UC/CSU*

*C-ID: KIN 101*

First Aid and Safety

KINES 048 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.

## Linguistics (LING)

### **LING 011                      Introduction to Linguistics                      (3)**

*Class Hours: 54 Lecture*

*Prerequisite(s): ENG 051A*

*Transfers to: CSU*

Introduction to Linguistics

LING 011 serves as a foundation for understanding language from an anthropological perspective, addressing such core questions as how, what, when, where, why with whom we communicate. This course surveys three core areas in linguistic anthropology: (1) structural linguistics (phonetics, phonology, morphology, and syntax, as well as the bicultural basis of language), (2) historical linguistics (origins, evolution, dialects, and language families), and (3) sociocultural linguistics (language acquisition in cultural context, relationship between language and culture, and issues of language conservation and loss). This course meets the content specifications in reading, language, literature, and linguistics in undergraduate teacher preparation to prepare students to think critically about the world.



**MATH 010A                      Structure & Concepts in Math I                      (3)***Class Hours: 54 Lecture**Prerequisite(s): MATH 063**Transfers to: UC/CSU**C-ID: C-ID MATH 120*

Structure &amp; Concepts in Mathematics I

MATH 010A is designed for prospective elementary school teachers. The course covers the development of real numbers including integers, rational and irrational numbers, computation, prime numbers and factorizations, and problem solving strategies. This class does not satisfy G.E. math requirements for non-Liberal Studies majors.

**MATH 010B                      Structure & Concepts in Math.                      (3)***Class Hours: 54 Lecture**Prerequisite(s): MATH 010A**Transfers to: UC/CSU*

Structure &amp; Concepts in Mathematics II

MATH 010B 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. This class does not satisfy the G. E. quantitative reasoning requirement for non- Liberal Studies majors at four-year institutions.

**MATH 015                      Precalculus                      (5)***Class Hours: 90 Lecture**Prerequisite(s): MATH 063 (Required, Previous or concurrent).**Transfers to: UC/CSU*

Precalculus

MATH 015 is an intensive course covering those topics traditionally found in the separate courses of trigonometry and college algebra. This course will include an in-depth analysis and application of linear, quadratic, polynomial, rational, exponential, logarithmic, trigonometric functions and their graphs, systems of equations, and analytic geometry.

**MATH 016                      Precalculus and Trigonometry                      (6)***Class Hours: 108 Lecture**Prerequisite(s); MATH 063 or MATH 064:**Transfers to: CSU*

Precalculus and Trigonometry

MATH 016 is designed to prepare students for calculus, and includes the study of polynomial, absolute value, radical, rational, exponential, and logarithmic functions, analytic geometry, and polar coordinates. The study of trigonometric functions, their inverses and their graphs, identities and proofs related to trigonometric expressions, trigonometric equations, solving right triangles, solving triangles using the Law of Cosines and the Law of Sines, and introduction to vectors.

**MATH 025                      Introduction to Statistics                      (4)***Class Hours: 72 Lecture**Prerequisite(s): MATH 063 or MATH 064 (Required, Previous or concurrent).**Transfers to: UC/CSU**C-ID: MATH 110*

Introduction to Statistics

MATH 025 is an introduction to the use of predictive techniques, hypothesis testing, and predictive techniques to facilitate decision-making. Topics include descriptive statistics; probability and sampling distributions; statistical inference; correlation and linear regression; analysis of variance, chi-square and t-tests; and application of technology for statistical analysis including the interpretation of the relevance of the statistical findings. Applications using data from disciplines including business, social sciences, psychology, life science, health science, and education.

**MATH 045**                      **Contemporary Math**    **(3)**

*Class Hours: 54 Lecture*

*Prerequisite(s): MATH 063*

*Transfers to: UC/CSU*

Contemporary Math

MATH 045 is a college level liberal arts mathematics course surveying a collection of topics including Management Science, Social Choice, Statistics and Growth and Symmetry. (Satisfies CSU Fresno Gen. Ed. CORE, Quantitative Reasoning).

**MATH 049**                      **Mathematics Directed Study**    **(1 - 2)**

*Class Hours: 108 Laboratory*

*Transfers to: CSU*

Mathematics Directed Study

MATH 049/099 are designed for student who wish to undertake special projects related to mathematics. Students, under instructor guidance and acknowledgement, may pursue individual exploration after completing or while currently enrolled in at least one course in the department of directed study.

**MATH 061**                      **Elementary Algebra**    **(5)**

*Class Hours: 90 Lecture*

*Prerequisite(s): MATH 101 or MATH 100*

*P/NP*

Elementary Algebra

MATH 061 is the first course in a two semester sequential elementary and intermediate algebra program. Topics for elementary algebra include arithmetic review, solving linear equations and inequalities in one variable, graphing linear equations and inequalities in two variables, solving linear systems, operations with polynomials, solving equations by factoring, operations with rational expressions, and addition of radical expressions.

**MATH 063**                      **Intermediate Algebra**    **(5)**

*Class Hours: 90 Lecture*

*Prerequisite(s): MATH 061*

*P/NP*

Intermediate Algebra

MATH 063 is the second course in a two semester sequential elementary and intermediate algebra sequence. Topics for intermediate algebra include factoring, solving quadratic, rational and radical equations, inequalities, integer and rational exponents, graphing conics, functions, scientific notation, and applications.

**MATH 064**                      **Elementary & Intermediate Alg**    **(5)**

*Class Hours: 90 Lecture*

*Prerequisite(s): MATH 101 or MATH 100 (Required, Previous or concurrent).*

*Advisory(s): Prior exposure to beginning or intermediate algebra topics. (Recommended, Previous or concurrent).*

Elementary and Intermediate Algebra

MATH 064 covers 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 for learning math. This course satisfies the intermediate algebra requirement for any transfer-level math course.

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## Music (MUS)

|                |                                |             |
|----------------|--------------------------------|-------------|
| <b>MUS 042</b> | <b>Music Appreciation</b>      | <b>(3)</b>  |
|                | <i>Class Hours: 54 Lecture</i> | <i>P/NP</i> |
|                | <i>Advisory(s): ENG 051A</i>   |             |
|                | <i>Transfers to: UC/CSU</i>    |             |
|                | <i>C-ID: MUS 100</i>           |             |

### Music Appreciation

MUS 042 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.

## Non-Credit (NC)

|               |                                   |              |
|---------------|-----------------------------------|--------------|
| <b>NC 100</b> | <b>Supervised Tutoring</b>        | <b>(N/A)</b> |
|               | <i>Class Hours: 90 Laboratory</i> | <i>P/NP</i>  |

### Supervised Tutoring

NC 100 provides tutorial services to assist students in successfully attaining their educational objectives. Hours will vary depending upon individual student needs. Tutoring will take place in the Learning Resource Center.

|               |   |              |
|---------------|---|--------------|
| <b>NC 050</b> | <b>Intro to Tutoring &amp; Supp Instr</b> | <b>(N/A)</b> |
|               | <i>Class Hours: 18 Lecture</i>            | <i>P/NP</i>  |

### Intro to Tutoring & Supp Instruction

NC 050 is an intensive introduction to tutoring and Supplemental Instruction (SI) that provides students with information, techniques, and experiences that will make them more effective tutors/SI leaders.

|               |  |              |
|---------------|--|--------------|
| <b>NC 120</b> | <b>Beg Read Writing &amp; Spk Skills</b> | <b>(N/A)</b> |
|               | <i>Class Hours: 54 Lecture</i>           | <i>P/NP</i>  |

### Beg Reading, Writing & Speaking Skills

NC 120 is for students whose native language is not English. This course includes listening and speaking through correct grammatical use with an emphasis on developing conversation skills for everyday situations.

|               |                                       |              |
|---------------|---------------------------------------|--------------|
| <b>NC 200</b> | <b>College Reading and Writing Pr</b> | <b>(N/A)</b> |
|               | <i>Class Hours: 36 Lecture</i>        | <i>P/NP</i>  |

### College Reading and Writing Preparedness

NC 200 is designed to provide support for students in English 001A. This course will give students additional time in class to better prepare them for the rigorous English 001A material. This course is combined with English 001A; students who wish to receive the additional curricular support will need to be enrolled in this section as well as its 001A counterpart.

|               |   |              |
|---------------|---|--------------|
| <b>NC 201</b> | <b>Algebra Support</b>  | <b>(N/A)</b> |
|               | <i>Class Hours: 36 Lecture</i>  | <i>P/NP</i>  |
|               | <i>Corequisite(s): MATH 063 or MATH 064 (Required, Previous or concurrent).</i> |              |

### Algebra Support

NC 201 is a review of the core prerequisite skills, competencies, and concepts needed in intermediate algebra. Topics include: a review of computational skills, order of operations, factoring, operations on rational and radical expressions, exponential and logarithmic expressions and equations, linear and quadratic functions. Intended for majors in science, technology, engineering, and mathematics who are concurrently enrolled in MATH 064 or MATH 063.



- NC 202**                      **Intro to Statistics Support**                      (N/A)  
*Class Hours:* 36 Lecture  
*Corequisite(s):* MATH 025  
Introduction to Statistics Support  
NC 202 is a review of the core prerequisite skills, competencies, and concepts needed in statistics. Topics include concepts from arithmetic, pre-algebra, elementary and intermediate algebra, and descriptive statistics that are needed to understand the basics of college-level statistics. The course is for students who are concurrently enrolled in MATH 025.
- NC 203**                      **Precalculus Support**                      (N/A)  
*Class Hours:* 36 Lecture                      P/NP  
*Corequisite(s):* MATH 015  
Precalculus Support  
NC 203 is a review of the core prerequisite skills, competencies, and concepts needed in precalculus. Topics include: a review of computational skills developed in intermediate algebra, factoring, operations on rational and radical expressions, absolute value equations and inequalities, exponential and logarithmic expressions and equations, conic sections, functions including composition and inverses, an in-depth focus on quadratic functions, and a review of topics from geometry. This course is intended for students who are concurrently enrolled in MATH 015 or MATH 016.
- NC 204**                      **Contemporary Mathematics Suppo**                      (N/A)  
*Class Hours:* 18 Lecture                      P/NP  
*Corequisite(s):* MATH 045  
Contemporary Mathematics Support  
NC 204 is designed as a corequisite support course for students who are concurrently enrolled in the parent course, MATH045, and are placed into this course using multiple measures. The parent course is designed for prospective elementary school teachers. This course focuses on the necessary supporting skills for the study of the mathematics of voting and gaming systems, apportionment, circuits, algorithms, networks, and scheduling. Also, modeling population and financial growth as well as gathering data and representing data.
- NC 205**                      **Structure & Concepts in Math I**                      (N/A)  
*Class Hours:* 18 Lecture                      P/NP  
*Corequisite(s):* MATH 010A  
Structure & Concepts in Math I Support  
NC 205 is designed as a corequisite support course for students who are concurrently enrolled in the parent course, MATH 010A, and are placed into this course using multiple measures. The parent course is designed for prospective elementary school teachers. This course focuses on the necessary supporting skills for the study of the development of quantitative reasoning and the real number systems and subsystems.
- NC 210**                      **ESL for College and Work**                      (N/A)  
*Class Hours:* 36 Lecture                      P/NP  
ESL for College and Work  
NC 210 is designed to help the English Language Learner acquire general language skills needed to function effectively in work and academic environments. Emphasis is placed on practice of listening, speaking, reading, writing, and computer skills.
- NC 125**                      **Inter Read, Writing & Speaking**                      (N/A)  
*Class Hours:* 54 Lecture                      P/NP  
Intermediate Read, Writing & Speaking  
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, fluency and reading comprehension.
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- NC 130**                      **Advanced Reading, Writi & Spea**                      (N/A)  
*Class Hours: 54 Lecture*                      P/NP  
 Advanced Reading, Writing & Speaking  
 ESL 130 is for students whose native language is not English. This course emphasizes advanced reading, grammar and sentence writing. This course prepares students for college level reading and writing.
- NC 135**                      **Adv Comm Skills for Life & Car**                      (N/A)  
*Class Hours: 54 Lecture*                      P/NP  
 Advanced Com Skills for Life & Career  
 ESL 135 is for students who have advanced ESL skills in reading, writing, and speaking. Students will practice communication skills necessary for career and life. This will be done through presentations, role playing, and mock interviews.
- NC 152A**                      **Citizen/The Naturalization**                      (N/A)  
*Class Hours: 36 Lecture*                      P/NP  
 Citizenship/The Naturalization  
 NC 152A is for legal residents who want to become citizens of the United States. The course provides an introduction to the naturalization process, clarifying eligibility requirements, forms and interview procedures, photo specifications, and the rights and responsibilities of U.S. Citizenship. In addition, this course will prepare the students to demonstrate their proficiency in writing, reading, and the understanding of the English language.
- NC 152B**                      **Citizenship/US Hist & Govern**                      (N/A)  
*Class Hours: 36 Lecture*                      P/NP  
 Citizenship/U.S. Hist & Government  
 NC 152B is for legal residents who want to become citizens of the United States. This course prepares students for the U.S. Citizenship History and Government test requirements.
- NC 157**                      **Fitness for Life**                      (N/A)  
*Class Hours: 54 Laboratory*                      P/NP  
 Fitness for Life  
 NC 157 is a course in mild exercise designed essentially for middle and older adults who, for one reason or another, have not maintained a satisfactory level of physical activity.
- NC 160**                      **GED Preparation Program**                      (N/A)  
*Class Hours: 162 Laboratory*                      P/NP  
 GED Preparation Program  
 NC 160 equips individuals with the skills and knowledge base necessary to pass the GED exam. Students review the five GED content areas (language arts-reading and writing, mathematics, social studies, and science) with particular emphasis on writing and math. Instructors will assess individual skills levels to help the student focus on tutoring weakness into strengths. Additionally, the GED Preparation program will provide students with Adult Basic Education (ABE) lessons which include the Test of Adult Basic Education (TABE) Test, offering opportunities to further build skills in the areas of reading, writing, and math. Along with (ABE) training, the GED Preparation program will also provide Basic Skills/English as a Second language (ESL) instruction. Students will use computer based tutorials to practice and improve their English language skills.
- NC 162**                      **High School equivalency (HSE)**                      (N/A)  
*Class Hours: 54 Lecture | 108 Laboratory*                      P/NP  
 High School Equivalency (HSE) Prep  
 NC 162 prepares individuals with the skills and knowledge base necessary to pass the HSE exam. Students review the examination content areas (language arts - reading and writing, mathematics, social studies, and science) with particular emphasis on writing and math. Instructors will assess individual skill levels to help the student focus on tutoring weaknesses into strengths.
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**PA 021 Play Production (1 - 3)***Class Hours: 162 Laboratory**Transfers to: UC/CSU*

Play Production

PA 021 is the rehearsal and presentation of a serious dramatic play before a public audience. Students will specialize in either acting or technical theatre, working with the director and designers to create production/performance team.

**PA 022 Theater Workshop (4)***Class Hours: 36 Lecture | 108 Laboratory**Transfers to: UC/CSU*

Theater Workshop

PA 022 is the presentation of a full length production before a public audience. Students will learn work readiness skills integrated as a part of the intense disciplined rehearsal process of a dramatic production. Students will specialize in either acting, technical theatre, design, costumes or public relations while working with the director and designers to create a production/performance team. This course is only offered during the summer.

**PA 023 Chicano Theater (3)***Class Hours: 36 Lecture | 54 Laboratory**Transfers to: UC/CSU*

Chicano Theater

PA 023 is a form of theatre which expresses the culture and identity of the Chicano through development of self expression. This course will give the student a basic introduction to the working ideology and methodology of El Teatro Campesino. PA 23 will introduce the student to some acting techniques and Chicano/Latino dramatic works. The course will also illustrate the present reality of the Chicano way of life throughout the stage production.

**PA 025 Theater Dance (1)***Class Hours: 9 Lecture | 27 Laboratory**Transfers to: UC/CSU*

Theater Dance

PA 025 provides instruction in basic modern, jazz and folkloric dance techniques for the performing arts.

**PA 032 Stage Lighting and Sound (3)***Class Hours: 36 Lecture | 54 Laboratory**Advisory(s): ENG 051A**Transfers to: UC/CSU*

Stage Lighting and Sound

PA 032 combines the theory, techniques and procedures necessary to develop and integrate sound and lighting to prepare play and stage productions for major public performance.

**PA 035 Theater Crafts (3)***Class Hours: 36 Lecture | 54 Laboratory**Advisory(s): ENG 051A**Transfers to: UC/CSU*

Theater Crafts

PA 035 introduces students to scene construction, materials and hardware. Students will learn painting techniques, stage lighting techniques and will gain experience in preparing plays for performance.

**PA 042A**                      **Television Prod. Camera Oper.**                      (4)  
*Class Hours:* 54 Lecture | 54 Laboratory                      P/NP  
*Advisory(s):* ENG 051A  
*Transfers to:* CSU

Television Production Camera Operation

PA 042A this course 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). The 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.

**PA 042B**                      **Television Production Editing**                      (4)  
*Class Hours:* 54 Lecture | 54 Laboratory                      P/NP  
*Prerequisite(s):* PA 042A  
*Transfers to:* CSU

Television Production Editing

PA 042B is an introduction to television production editing. It will combine lecture, studio experience at locations such as TV production sites, distance learning sites and independent work.

**PA 042C**                      **Television Production Project**                      (4)  
*Class Hours:* 54 Lecture | 54 Laboratory                      P/NP  
*Prerequisite(s):* PA 042B  
*Transfers to:* CSU

Television Production Project

PA 042C combines lecture, studio experience at locations such as TV production sites, distance learning sites, and independent work. Students will be required to work on a specific video project for use as a portfolio video tape that reflects their efforts on a creative class project program.

**PA 044**                      **Television Workshop**                      (4)  
*Class Hours:* 36 Lecture | 108 Laboratory  
*Transfers to:* UC/CSU

Television Workshop

PA 044 is designed to provide meaningful work experience for students producing and promoting a television series. The course is designed to provide "hands on" experience in all aspects of television production. Participants will be trained in and involved with writing, directing, producing, acting, singing, dancing audio/lighting technology, videography, music scoring, advertising, art, production business, and public relations techniques. Students will rotate responsibilities to gain a variety of experiences related to the production process. The finished product will be a television series designed to air on broadcast television.

## Philosophy (PHIL)

**PHIL 001**                      **Introduction to Philosophy**                      (3)  
*Class Hours:* 54 Lecture  
*Prerequisite(s):* ENG 051A  
*Transfers to:* UC/CSU

Introduction to Philosophy

PHIL 001 introduces philosophical ideas and methods concerning knowledge, reality, and values. Expected topics will include the sources and limits of knowledge, and the nature of reality. Other topics that may be examined from a philosophical perspective include the nature of the self, truth, ethics, religion, science, language, beauty and art, political theory, or mind.

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**PHIL 002 Introduction to Logic (3)***Class Hours: 54 Lecture**Prerequisite(s): ENG 051A**Transfers to: UC/CSU*

Introduction to Logic

PHIL 002 teaches students to use the basic methods of critical thinking, including inductive and deductive forms of reasoning to define and solve academic and everyday problems.

**PHIL 003 Ethics (3)***Class Hours: 54 Lecture**Prerequisite(s): ENG 051A**Transfers to: UC/CSU*

Ethics

PHIL 003 is a study of classical and contemporary ethics to aid students in clarifying their values in response to ethical concerns.

**Physical Education (PE)****PE 002 Pilates (0.5 - 1)***Class Hours: 54 Laboratory**Transfers to: UC/CSU**P/NP*

Pilates

PE 002 will focus on beginning level Pilates movements that may incorporate bands, rings, balls and weights. The student will learn body conditioning routines that seek to build flexibility, strength, endurance and coordination without adding muscle bulk to help sculpt the body and strengthen the "core" or "powerhouse" (torso).

**PE 003 Advanced Pilates (0.5 - 1)***Class Hours: 54 Laboratory**Transfers to: UC/CSU**P/NP*

Advanced Pilates

PE 003 will focus on intermediate level Pilates movements that will incorporate bands, rings, balls, and weights. The student will learn body conditioning routines that seek to build flexibility, strength, endurance and coordination without adding muscle bulk to help sculpt the body and strengthen the "core" or "powerhouse" (torso).

**PE 006 Body Conditioning (1)***Class Hours: 54 Laboratory**Transfers to: UC/CSU*

Body Conditioning

PE 006 will expose the students to stretching, jump rope, lifting, running and various other skills while working toward optimum physical conditioning.

**PE 011 Golf (1)***Class Hours: 9 Lecture | 27 Laboratory**Transfers to: UC/CSU**P/NP*

Golf

PE 011 is designed to provide instruction and practice in the fundamentals of golf, including the swing, use of clubs, strategy and etiquette.

**PE 016 Jogging and Power Walking (1)**  
*Class Hours: 54 Laboratory*  
*Transfers to: UC/CSU*  
P/NP

Jogging and Power Walking

PE 016 involves planning, instruction and participation in a progressive program of jogging and power walking as applied to enjoyment, health and fitness.

**PE 019 Adaptive Physical Education (1)**  
*Class Hours: 54 Laboratory*  
*Prerequisite(s): Student must have a verifiable disability*  
*Transfers to: UC/CSU*  
P/NP

Adaptive Physical Education

PE 019 is designed for assessment of student's fitness and ability levels. With this assessment, and individualized exercise program is designed to meet the student's fitness needs. The fitness components to be emphasized will include an increase in muscular strength and endurance, flexibility and cardiovascular endurance.

**PE 021A Introductory Fitness Lab (1)**  
*Class Hours: 54 Laboratory*  
*Transfers to: UC/CSU*

Introductory Fitness Lab

PE 021A is the first in a series of four courses designed to emphasize proper techniques of stretching and warm-up prior to exercise, proper use of all lifting and cardiovascular endurance stations, and skills that develop overall fitness. This course is an introduction into body composition, metabolism, and heart rate in a lab setting.

**PE 021B Beginning Fitness Lab (1)**  
*Class Hours: 54 Laboratory*  
*Transfers to: UC/CSU*

Beginning Fitness Lab

PE 021B is the second in a series of four courses designed to emphasize a beginning level in proper techniques of stretching and warm-up prior to exercise, proper use of all lifting and cardiovascular endurance stations, and skills that develop overall fitness. Students will develop an intermediate level of expertise in improving weight lifting and aerobic baselines with emphasis on individual programs that target specific outcomes.

**PE 021C Intermediate Fitness Lab (1)**  
*Class Hours: 54 Laboratory*  
*Transfers to: UC/CSU*

Intermediate Fitness Lab

PE 021C is the third in a series of four courses designed to improve overall fitness is by emphasizing proper techniques of stretching and warm-up prior to exercise, and proper use of all lifting and cardiovascular endurance stations.

**PE 021D Advanced Fitness Lab (1)**  
*Class Hours: 54 Laboratory*  
*Transfers to: UC/CSU*

Advanced Fitness Lab

PE 021D is the fourth in a series of four courses designed to improve overall fitness is by emphasizing proper techniques of stretching and warm-up prior to exercise, and proper use of all lifting and cardiovascular endurance stations.

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**PHYSCI 002**                      **Chemistry & Physics for Educat**                      (4)

*Class Hours:* 54 Lecture | 54 Laboratory

*Prerequisite(S); MATH 061 (Required, Previous or concurrent).:*

*Transfers to:* CSU

*C-ID:* CHEM 140

Chemistry and Physics for Educators

PHYSCI 002 is designed to prepare students to teach chemistry and physics at the 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.

## Political Science (POLSCI)

**POLSCI 001**                      **American Government**                      (3)

*Class Hours:* 54 Lecture

*Advisory(s):* ENG 051A

*Transfers to:* UC/CSU

*C-ID:* POLS 110

American Government

POLSCI 001 is an introductory study of American government at the national, state and local level. Included are the institutions, processes and policies of the United States and of California. This course satisfies, in part, the American history and institutions requirements for CSU.

**POLSCI 002**                      **Comparative Government**                      (3)

*Class Hours:* 54 Lecture

*Prerequisite(s):* ENG 051A

*Transfers to:* UC/CSU

*C-ID:* POLS 130

Comparative Government

POLSCI 002 comparative analysis of other countries' political systems. We will study other countries' history, political institutions, processes and policies with an emphasis on contemporary problems.

**POLSCI 004**                      **Intro to International Relatio**                      (3)

*Class Hours:* 54 Lecture

*Advisory(s); ENG 051A:*

*Transfers to:* UC/CSU

*C-ID:* POLS 140

Introduction to International Relations

POLSCI 004 will study how nation states interact with each other in an international system; through the use of various governmental organizations nation states will try to gain advantage over other nation-states to become the hegemony. Students analyze theories of international relations, balance of power, and basic concepts of politics around the world.

**POLSCI 005**                      **Introduction to Political Theo**                      (3)

*Class Hours:* 54 Lecture

*Advisory(s):* ENG 051A

*Transfers to:* UC/CSU

*C-ID:* POLS 120

Introduction to Political Theory

POLSCI 005 will examine the philosophies of great political thinkers from the great Greek thinkers of Socrates, Plato and Aristotle to Locke and Weber. An in-depth analysis of human nature and acquisition of power will be covered. This class will delve deep into Plato's cave to discover the thinking of these great political philosophers.

**POLSCI 010**                      **Modern Politics**    **(3)**  
*Class Hours: 54 Lecture*  
*Advisory(s): ENG 051A*  
*Transfers to: UC/CSU*  
*C-ID: POLS 150*

Modern Politics

POLSCI 010 entails an in depth analysis of the American legal system--constitutional law to statutory and common law implementation. Students will examine court rulings and see how those rulings have evolved, changing civil liberties and society over time. The course will also explore the philosophy of law. For example, what is good and evil and how law deals with each issue on an individual's basis.

**POLSCI 020**                      **Legal and Judicial Reasoning**    **(3)**  
*Class Hours: 54 Lecture*  
*Advisory(s): ENG 051A*  
*Transfers to: UC/CSU*

Legal and Judicial Reasoning

POLSCI 020 entails an in depth analysis of the American legal System. From constitutional law to statutory and common law implementation. Students will examine court rulings and see how those rulings have evolved and changed civil liberties and society.

## Psychiatric Technician (PT)

**PT 101**                              **Psychiatric Tech Training Prog**    **(1.5)**  
*Class Hours: 27 Lecture*

Psychiatric Tech Training Program Orient

PT 101 will prepare the student for the West Hills College Psychiatric Technician Training Program. Students will receive a program handbook, orientation to policy and procedures, calendars, syllabi, travel expectations and required material.

**PT 052**                              **Medical Surgical Nursing**    **(4.5)**  
*Class Hours: 81 Lecture*  
*Prerequisite(s): VNPT 051*  
*Corequisite(s): PT 052L*

Medical Surgical Nursing

PT 052 will present intermediate and advanced nursing care skills and the role and responsibilities of the professional nurse/psychiatric technician. Students will learn medical /surgical nursing skills using a body-systems approach.

**PT 052L**                              **Medical Surgical Nurs Clinical**    **(3)**  
*Class Hours: 162 Laboratory*  
*Corequisite(s): PT 052*

Medical Surgical Nursing Clinical

PT 052L will allow the application of intermediate and advanced nursing care skills in developing the role and responsibilities of the professional nurse/psychiatric technician. Students will learn medical /surgical nursing skills using a body-systems approach, and provide hands-on patient care at community based clinical sites.

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**PT 061 Intro to Developmental Disab. (5)**

*Class Hours:* 90 Lecture

*Prerequisite(s):* PT 052, PT 052L and VNPT 060

*Corequisite(s):* PT 061L, and VNPT 082

Intro. to Developmental Disabilities

PT 061 examines the care of individuals with intellectual and developmental disabilities within the framework of residential care and treatment facilities. Students will learn strategies and concepts that build upon basic nursing skills in the management and care of this special population.

**PT 061L Intro to Developmental Disabil (3)**

*Class Hours:* 162 Laboratory

*Corequisite(s):* PT 061

Intro to Develop Disabilities Clinical

PT 061L will provide students the opportunity to apply foundational principals in the care of clients with developmental and intellectual disabilities. Students will be required to travel to community sites and follow policy and procedures according to industry standards.

**PT 062 Developmental Disabilities (4.5)**

*Class Hours:* 81 Lecture

*Prerequisite(s):* PT 061, and PT 061L

*Corequisite(s):* PT 062L, and VNPT 082

Developmental Disabilities

PT 062 examines the care of individuals with intellectual and developmental disabilities originating from genetic and gestational factors. Students will also be presented with the history and use of applied behavior analysis and behavior modifications strategies.

**PT 062L Develop. Disa Nursing Clinical (3)**

*Class Hours:* 162 Laboratory

*Corequisite(s):* PT 062

Developmental Disab Nursing Clinical

PT 062L will allow the application of nursing care skills in developing the role and responsibilities of the professional nurse/psychiatric technician. Students will develop nursing skills and behavior modification practices within the context of developmental and intellectual disabilities and provide hands-on patient care at community based clinical sites.

**PT 071 Intro to Mental Disorders (5)**

*Class Hours:* 90 Lecture

*Prerequisite(s):* PT 062, PT 062L, and VNPT 070

*Corequisite(s):* PT 071L, and VNPT 083

Introduction to Mental Disorders

PT 071 will introduce psychological and mental health concepts as they relate to the professional Psychiatric Technician. The causes, prevention, and treatment of mental, emotional and behavioral disorders will be examined by providing practice in interpersonal skills, self-understanding, problem solving, communication, and the use of rehabilitation methods in providing patient care.

**PT 071L                      Intro to Mental Disorders Clin                      (3)**

*Class Hours:* 162 Laboratory

*Corequisite(s):* PT 071

Intro to Mental Disorders Clinical

PT 071L will allow the introductory applications of hands-on patient care in the area of psychological and mental health to individuals at the forensic clinical sites relate to the Psychiatric Technician profession. The causes, prevention, and treatment of mental, emotional and behavioral disorders will be examined by providing practice in interpersonal skills, self-understanding, problem solving, communication, and the use of rehabilitation methods in providing patient care. Students will be expected to travel to clinical sites.

**PT 072                              Mental Disorders                              (4.5)**

*Class Hours:* 81 Lecture

*Prerequisite(s):* PT 071, PT 071L

*Corequisite(s):* PT 072L, and VNPT 083

Mental Disorders

PT 072 will be an in-depth study of psychological and mental health concepts as they relate to the professional psychiatric technician. The causes, prevention, and treatment of mental, emotional and behavioral disorders will be examined by providing practice in interpersonal skills, self-understanding, problem solving, communication, and the use of rehabilitation methods in providing patient care.

**PT 072L                              Mental Disorders Clinical                              (3)**

*Class Hours:* 162 Laboratory

*Corequisite(s):* PT 072

Mental Disorders Clinical

PT 072L will allow the application of intermediate and advanced hands-on patient care of the psychological and mental health of individuals at the forensic clinical sites within the role and scope of psychiatric technician. The causes, prevention, and treatment of mental, emotional and behavioral disorders will be examined by providing practice in interpersonal skills, self-understanding, problem solving, communication, and the use of rehabilitation methods in providing patient care. Students will be expected to travel to distance clinical sites.

## **Psychology (PSYCH)**

**PSYCH 001                              Introductory Psychology                              (3)**

*Class Hours:* 54 Lecture

*Prerequisite(s):* ENG 051A

*Transfers to:* UC/CSU

*C-ID:* PSY 110

Introductory Psychology

PSYCH 001 is the scientific study of behavior and mental processes. The content focuses on the exploration of major psychological theories and concepts, methods, and research findings in psychology. Topics include the biological bases of behavior, perception, cognition and consciousness, learning, memory, emotion, motivation, development, personality, social psychology, psychological disorders and therapeutic approaches, and applied psychology.

*P/NP*

**PSYCH 002                      Abnormal Psychology                      (3)**

*Class Hours: 54 Lecture*

*Prerequisite(s): ENG 051A*

*Transfers to: UC/CSU*

*C-ID: PSY 120*

**Abnormal Psychology**

PSYCH 002 introduces the scientific study of psychopathology and atypical behaviors, broadly defined. Students investigate abnormal behavior from a variety of perspectives including biological, psychological, and sociocultural approaches. An integrative survey of theory and research in abnormal behavior, and intervention and prevention strategies for psychological disorders are also introduced.

**PSYCH 003                      Developmental Psychology                      (3)**

*Class Hours: 54 Lecture*

*Prerequisite(s): ENG 051A*

*Transfers to: UC/CSU*

*C-ID: PSY 180*

*P/NP*

**Developmental Psychology**

PSYCH 003 provides an overview, from a psychological perspective, of human development from conception through death, including biological and environmental influences. Theories and research of physical, cognitive, personality, and social development are examined, as well as attention to developmental problems.

**PSYCH 004                      Personal Psychology                      (3)**

*Class Hours: 54 Lecture*

*Prerequisite(s): ENG 051A*

*Transfers to: CSU*

*C-ID: PSY 115*

**Personal Psychology**

PSYCH 004 is designed with an applied focus for students interested in how psychology is used in everyday life and is related to other social sciences. The course surveys different psychological perspectives and theoretical foundations and how these are applied across a person's life taking into account the influence of factors such as culture, gender, ethnicity, historical cohort, and socio-economic status. A broad understanding of how scientists, clinicians, and practitioners study and apply psychology is emphasized.

**PSYCH 005                      Biological Psychology                      (3)**

*Class Hours: 54 Lecture*

*Prerequisite(s): PSYCH 001*

*Transfers to: UC/CSU*

*C-ID: PSY 150*

**Biological Psychology**

PSYCH 005 introduces the scientific study of the biological bases of behavior and its fundamental role in the neurosciences. Physiological, hormonal, and neurochemical mechanisms, and brain-behavior relationships underlying the psychological phenomena of sensation, perception, regulatory processes, emotion, learning, memory, and psychological disorders will be addressed. The course also notes historical scientific contributions and current research principles for studying brain-behavior relationships and mental processes. Ethical standards for human and animal research are discussed in the context of both invasive and non-invasive experimental research.

**PSYCH 006                      Research Methods in Psychology                      (3)**

*Class Hours: 54 Lecture*

*Prerequisites(s): PSYCH 001 and MATH 025 Minimum Grade C*

*Transfers to: UC/CSU*

*C-ID: PSY 200*

Research Methods in Psychology

PSYCH 006 surveys various psychological research methods with an emphasis on research design, experimental procedures, descriptive methods, instrumentation, and the collection, analysis, interpretation, and reporting of research data. Research design and methodology will be examined through a review of research in a variety of the sub-disciplines of psychology.

**PSYCH 029                      Introductio to Sport & Exercis                      (3)**

*Class Hours: 54 Lecture*

*Advisory(s): ENG 051A*

*Transfers to: UC/CSU*

Intro to Sport & Exercise Psychology

PSYCH 029 is the study and application of psychological and foundations to sport and exercise across the lifespan and across activity contexts. This course is designed to promote an understanding of the concepts and applied principles of sport and exercise psychology. Findings and principles from the sport and exercise psychology literature will be applied to sport and physical activity participants, ranging from youth sport and community exercise programs to elite and world class performers.

## **Social Work (SW)**

**SW 020                      Introduction to Social Welfare                      (3)**

*Class Hours: 54 Lecture*

*Advisory(s): ENG 051A*

*Transfers to: UC/CSU*

Introduction to Social Welfare

SW 020 is an introductory course which examines the social, economic, political, historical and philosophic components of social welfare and the development of the social work profession in Western society.

## **Sociology (SOC)**

**SOC 001                      Introduction to Sociology                      (3)**

*Class Hours: 54 Lecture*

*Advisory(s): ENG 051A*

*Transfers to: UC/CSU*

*C-ID: SOCI 110*

Introduction to Sociology

SOC 001 is an introduction to the sociological concepts and theoretical perspectives of sociology and their application to the fundamental problems of social life. The course includes an overview of sociological explanations, methods, and findings in social structure, group dynamics, socialization, social stratification culture, social change, and global dynamics.

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**SOC 002                      Critical Thinking/Social Prob                      (3)***Class Hours: 54 Lecture**Prerequisite(s): ENG 051A**Transfers to: UC/CSU**C-ID: SOCI 115*

Critical Thinking and Social Problems

SOC 002 explores major social problems experienced by society, with an exploration of the role of power in defining social problems, causes and consequences, theoretical perspectives, proposed solutions, and methods of interventions. The course focuses on the application of critical thinking skills to strengthen critical analysis and heighten social awareness.

**SOC 003                      Marriage and Family Relations                      (3)***Class Hours: 54 Lecture**Advisory(s): ENG 051A**Transfers to: UC/CSU**C-ID: SOCI 130*

Marriage and Family Relations

SOC 003 explores diversity in family dynamics including historical and recent changes. Topics focus on socio-cultural and economic forces shaping the family, love, mate selection, sexuality, communication patterns, parenthood, and dissolution. Students will learn how paired relationships work in contemporary mass society, why they succeed, and why they sometimes fail.

**Soil Science (SLSCI)****SLSCI 021                      Introduction to Soil Science                      (4)***Class Hours: 54 Lecture | 54 Laboratory**Transfers to: UC/CSU**C-ID: AG-PS 128L**P/NP*

Introduction to Soil Science

SLSCI 021 is the study of soil formation, classification, and characteristics. Soil use and management including pH, fertility, salinity, erosion, organic matter and microbiology will also be discussed. Laboratory topics include soil type, classification, chemistry, fertility and hydraulic and physical properties of soil.

**Vocational Nursing and Psych T (VNPT)****VNPT 050                      Anatomy for Nurses                      (2)***Class Hours: 36 Lecture**Prerequisite(s): ENG 051A**Advisory(s): HS 005*

Anatomy for Nurses

VNPT 050 will present an overview of basic human anatomy and physiology necessary to provide psychiatric technician and vocational nursing students with the foundational understanding of the structure and function of healthy human body systems.



- VNPT 051 Fundamentals of Nursing (5)**  
*Class Hours: 90 Lecture*  
*Prerequisite(s): ENG 051A, Math 101, or VNPT 090, VNPT 050, or BIO 032:*  
*Advisory(s): HS 005*  
*Corequisite(s): VNPT 051L, VNPT 081*
- Fundamentals of Nursing  
VNPT 051 will present basic nursing care skills and the role and responsibilities of the professional nurse/psychiatric technician. Students will learn entry level patient care skills including the application of critical thinking and the nursing process.
- VNPT 051L Fundamentals of Nursing Clinic (3)**  
*Class Hours: 162 Laboratory*  
*Corequisite(s): VNPT 051, and VNPT 081*
- Fundamentals of Nursing Clinic  
VNPT 051L will present basic nursing care skills and the role and responsibilities of the professional nurse/psychiatric technician. Students will attend course in both skills laboratory and community patient care environments including skilled nursing facilities. Students will be required to travel to community sites.
- VNPT 060 Life Span for Nurses (2)**  
*Class Hours: 36 Lecture*  
*Advisory(s): ENG 051A*
- Life Span for Nurses  
VNPT 060 will present an overview of basic human development from gestation through adult necessary to provide psychiatric technician and vocational nursing students with the foundational understanding of the human life span.
- VNPT 070 Psychology for Nurses (2)**  
*Class Hours: 36 Lecture*
- Psychology for Nurses  
VNPT 070 will present an overview of human psychology and the many approaches psychologists take in understanding human behavior.
- VNPT 081 Pharmacology 1 (1)**  
*Class Hours: 18 Lecture*  
*Prerequisite(s): ENG 051A, MATH 101, VNPT 090, VNPT 050, or BIO 032*  
*Corequisite(s): VNPT 051, VNPT 051L*  
*Advisory(s): HS 005*
- Pharmacology 1  
VNPT 081 is an overview of basic pharmacological principles, terminology, legal, and safety aspects of medication administration as it pertains to the role of the psychiatric technician. This course will help students understand drug classifications, effects, and client teaching principles with emphasis on anti-infective, cardiovascular, respiratory, renal, gastrointestinal and endocrine medications.
- VNPT 082 Pharmacology 2 (1)**  
*Class Hours: 18 Lecture*  
*Prerequisite(s): VNPT 081*  
*Corequisite(s): PT 061, and PT 061L*
- Pharmacology 2  
VNPT 082 is a continuation of basic pharmacological principals, terminology, legal and safety aspects of medication administration as it pertains to the role of the psychiatric technician. This course will help students understand drug classifications, effects, and client teaching principles with emphasis on: central nervous system drugs, medications used to modify behavior, immunizing agents, immune-suppressives, chemotherapeutics, respiratory system medications, analgesics, anti-inflammatories, gastrointestinal medications, and antimicrobials.
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## Administration and Faculty

### College Administration

|                            |  |
|----------------------------|--|
| Brenda Thames. . . . .     | President  |
| Vacant. . . . .            | Vice President of Student Services                               |
| Sam Aunai. . . . .         | Vice President of Educational Services                           |
| Vacant. . . . .            | Dean of Career & Technical Education                             |
| Javier Cazares. . . . .    | Dean of Student Services   |
| Bertha Felix-Mata. . . . . | Associate Dean North District Center                             |
| Terry Brase. . . . .       | Director Farm of the Future                                      |
| Daniel Tamayo. . . . .     | Director International Students Program                          |
| Alex Villalobos. . . . .   | Director Residential Living and Student Activities               |
| Mali Flood. . . . .        | Director of Financial Aid  |
| Bethany Matos. . . . .     | Director of Admissions & Records/Registrar                       |
| Jay Darnell. . . . .       | Food Services Manager (Classified Mgr)                           |
| Shaun Bailey. . . . .      | Director Maintenance and Operations & Auxiliary Services         |
| Staci Mosher. . . . .      | Interim Associate Dean of Athletics                              |
| Amy Long. . . . .          | Director of Title IV Projects                                    |
| April Betterson. . . . .   | Coordinator of Special Grants Workforce (Classified Mgr)         |
| Zack Soto. . . . .         | Director of MESA   |
| Kenny Lopez. . . . .       | Coordinator of Special Grants - Dual Enrollment (Classified Mgr) |
| Justin Berna. . . . .      | Director of Sports Operations (Classified Mgr)                   |

### Full-Time Faculty

|   |   |
|---|---|
| Abela, Brian. . . . .                           | Chemistry 2005  |
| B.S., University of California, Davis           |   |
| M.S., University of California, Riverside       |   |
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B.A., M.S., California State University, Fresno
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B.S., Brigham Young University  
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Ph.D., University of California Riverside
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B.A., M.A., Pacific University
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B.A., M.A., Fresno State College  
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B.A., California State University, Fresno  
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B.A. California State University, Fresno  
M.A., Fresno Pacific University
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A.A., Bakersfield College  
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M.L.I.S., University of Southern Mississippi  
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| A.A., College of the Sequoias                     |  |
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| A.A., College of Sequoias                         |  |
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| M.A., California State University, Fresno         |  |
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