

West Hills College Coalinga

Catalog

2018-2019



WEST HILLS COLLEGE
COALINGA

West Hills College Coalinga

Catalog

2018-2019



**WEST HILLS COLLEGE
COALINGA**

westhillscollge.com

300 Cherry Lane, Coalinga, CA 93210
559.934.2000

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.

Table of Contents

About This Catalog	ii	Agriculture Business	102
Media Release.	ii	Agriculture Engineering Technology	103
President's Message.	iv	Animal Science	104
Vision Statement	v	Art.	104
Mission Statement	v	Athletics Intercollegiate Sports.	106
Goals	v	Biology	108
Accreditation	v	Business.	109
Instructional Calendar	vii	Chemistry	111
General Information	9	Child Development.	112
Admissions.	13	Communication	116
Academics	23	Computer Information Systems	116
Student Services	27	Crop Science.	118
Student Life	29	Earth Science.	120
Student Rights & Responsibilities	31	Economics.	120
Academic Regulations	35	Education	120
Graduation Requirements	43	Emergency Medical Training.	121
Transfer Information	49	English	122
Programs of Study	55	English as a Second Language	123
Administration of Justice	55	Environmental Technology	124
Agriculture Science Technology AS Degree	57	Equine Science	125
Art	59	Foreign Language Spanish	125
Biology AS Degree	60	General Work Experience	126
Business.	61	Guidance Studies.	127
Business Management.	62	Geography.	127
Business Administration AS-T Degree.	64	Geology.	128
Child Development Certificates	65	Health Education	129
Communication Studies AA-T Degree	68	Health Science.	129
Computer Information Systems (CIS).	69	Heavy Equipment	130
Early Childhood Education AS-T	70	History	130
Geography AA-T.	71	Humanities	131
Geology AS-T Degree	72	Industrial Maintenance Technology.	131
Health Science (General) AS Degree	73	Interdisciplinary Studies	132
Heavy Equipment Technician	74	Kinesiology	133
Humanities AA Degree	75	Linguistics.	133
Integrated Pest Management	76	Mathematics	133
Irrigation Engineering Technology	77	Music	135
Kinesiology AA Degree	78	Non-Credit	136
Liberal Arts	79	Nutrition.	137
Liberal Studies - Elementary Education AA Degree.	84	Performing Arts.	137
Mathematics AS-T Degree	85	Philosophy	139
Office Management and Technologies	86	Physical Education Activity Courses	139
Performing Arts.	89	Physical Education Non-activity Courses	141
Political Science.	90	Physical Science.	142
Psychiatric Technician	92	Political Science.	142
Psychology AA-T Degree.	94	Psychiatric Technician	143
Psychology AA Degree.	95	Psychology.	145
Social Work Local Certificate	96	Sociology.	146
Transfer Studies	97	Social Work.	147
Welding Technology	98	Soil Science	147
Course Descriptions.	99	Vocational Nursing and Psychiatric Technician	147
Course Classification.	99	Welding Technology	148
Abbreviations for Degree, Non-Degree, and Transfer		Administration and Faculty	151
Courses	99	Index	154
Administration of Justice.	99		
Agriculture	102		

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 path-

ways 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. We are ready to do the same for you. Our job is to help each student succeed.

Thank you for choosing WHCC. This is your community college and you are always welcomed 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

West Hills College Coalinga

300 Cherry Lane
Coalinga, CA 93210
559.934.2000

North District Center, Firebaugh

1511 Ninth Street
Firebaugh, CA 93622
559.659.1473

www.westhillscollege.com

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. Promote and increase student success, emphasizing educational planning, basic skills and timely completion.
2. Strengthen the district's fiscal position by pursuing resource development and increased efficiency while meeting FTES targets.
3. Maximize access to programs and services throughout the region, focusing on all segments of the adult population.
4. Through the use of technology, increase access to educational programs and services that contribute to student success and strengthen the economic, social and cultural life of its diverse community.
5. Increase and coordinate workforce and economic development activities that are designed to meet the needs of employers and improve employment and success in Career Technical Education

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.

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 — Dr. Stuart Van Horn

Deputy Chancellor of Business Services — Ken Stoppenbrink

Vice Chancellor of Educational Services and Workforce Development — Dr. Linda Thomas

West Hills College Coalinga

Administration

President — Brenda Thames

Executive Vice President — Francisco Banuelos

Associate Dean of Educational Services — Robert Pimentel

Associate Dean of Student Services — Mark Gritton

Associate Dean of Athletics — Eric Mendoza

North District Center

Associate Dean — Dr. Bertha Felix-Mata

Academic Senate

President — Jeff Wanderer

Vice President — Jim Grant

Secretary — Brandy Wilds

Arts/Letters — Jim Grant

CTE — Anna-Lisa Little

Health Careers — Hector Dam-Mikkelsen

Science/Math/Kinesiology — Scott Wilson

Social Science — Kevin Wilds

Student Services Faculty — Matt Magunson

West Hills Community College District

Instructional Calendar

2018-2019

2018 Summer Sessions

May 29 – August 7, 2018 Instruction Begins/Ends
 July 4 Independence Day Observed

2018 Fall Semester

August 8 W Professional Dev Day, No Classes
 August 9 Th Professional Dev Day, No Classes
 August 10 F Instruction Begins
 September 3 M Labor Day, No Classes
 October 12 F Last Day to Petition to Graduate
 October 15 M Second 9-week Classes Begin
 October 26 F Flex Day, No Classes
 November 12 M Veteran’s Day Observed, No Classes
 November 13 T Last Day to Withdraw with a W
 November 22-23 Th-F Thanksgiving, No Classes
 December 10-14 M-F Finals Week
 December 14 F End of Fall Semester
 Total Instructional Days: 87

2019 Spring Semester

January 9 W Professional Dev Day, No Classes
 January 10 Th Professional Dev Day, No Classes
 January 11 F Instruction Begins
 January 21 M Martin Luther King Day, No Classes
 February 8 F Lincoln’s Day Observed, No Classes
 February 18 M Washington’s Day Observed, No Classes
 March 15 F Last Day to Petition to Graduate
 March 18 M Second 9-week Classes Begin
 March 29 F Flex Day, No Classes
 April 15 – April 19 M-F Spring Recess
 April 12 F Last Day to Withdraw with a W
 May 20-24 M-F Finals Week
 May 23 Th Lemoore Commencement
 May 24 F Coalinga Commencement
 May 24 F End of Spring Semester
 Total Instructional Days: 88

Approved by the Board of Trustees:

General Information

WHCC History

General Information

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

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

West Hills College is an Equal Opportunity Employer.

Declaracion de Cumplimiento

West Hills College no discrimina por razón de raza, color, origen nacional, sexo (incluyendo 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).

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 Ken Stoppenbrink, Vice Canciller de negocios servicios y recursos humanos. Las consultas sobre las políticas de igualdad de oportunidades, la presentación de reclamaciones o procedimientos para quejas sobre quejas de discriminación puede ser dirigida a: Ken Stoppenbrink, Vice Canciller, Servicios de Negocios y Recursos Humanos, Distrito Universidad West Hills, 9800 Cody Street, Coalinga, CA 93210, (559) 934-2160.

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

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

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 or
 - 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, and the student has demonstrated eligibility for instruction by completing assessment and orientation.

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 College of the Canyons fulltime, and is enrolled in 12.0 units or more.

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

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

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

Admission Procedure

Students may apply using our online application available at <http://www.westhillscollege.com/coalinga/admission/admission.asp> or by visiting the student services office.

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 - 2018-2019

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) \$258

Capital outlay (per unit) \$67

Total cost per unit for non-resident students' academic year \$371

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) \$258

Capital outlay (per unit) \$67

Total cost per unit for international students \$371

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

United States health insurance coverage is required (per semester)

Fall Semester: \$593.00

Spring Semester: \$822.00

Audit Fee

Class audit fee (per unit) \$15

Residence Hall and Meal Plans

Residence hall. \$1,560 per semester*

Meal plan \$2,343 per semester*

Housing Fees (cable/internet/computer lab and game room usage) \$85.50 per semester*

* Students may be given a 15% discount upon signing and completing a one-year agreement.

Other Fees or Costs

Associated Student Body (ASB) Fee (optional) \$7.50 per semester

Parking No charge

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.

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.

Military Personnel Active and Veterans

Special financial assistance may be available call 559.934.2300 for more information.

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 are guaranteed a place in the residence halls. 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:

2018-2019 Fees and Related Expenses - International Students

International Students Expenses: 30 units annually, 15 units per semester*

Cost of Tuition/Fees	*11,330.00
Housing and Food Plan	7977.00
Insurance, Books, Misc.	4,725.00
TOTAL	24,032.00

*Per unit charge includes enrollment fees, tuition, and capital outlay fees.

International fees and tuition:

Enrollment fees (per unit)	\$46
Tuition (per unit)	\$258
Capital outlay (per unit)	\$67
Total cost per unit for international students	\$371
Non-refundable processing fee (per semester)	\$100

United States health insurance coverage is required (per semester)

Fall Semester:	\$593.00
Spring Semester:	\$822.00

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 students

http://www.westhillscollge.com/coalinga/students/student_programs/international_students/index.asp for an application and information packet or email internationalstudent@whccd.edu or phone 559.934.2433.

Documents Required (Transcripts)

For those applicants who want their high school or official college transcripts reviewed to clear course prerequisites or evaluated to prevent repetition of successfully completed coursework, students should arrange to have academic transcripts from their graduating high school or prior colleges sent to the Admissions and Records Office. Electronic official versions of the transcripts may be sent to transcripts@whccd.edu. For timely evaluation, all transcripts should arrive prior to the student's registration date to prevent an interruption to the automated registration process. All transcripts become the property of the College and photocopies may not be released.

Student Correspondence

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

Academic Credit Accepted

West Hills College accepts credit for degree-applicable courses completed at regionally-accredited colleges and universities.

For students who submit official transcripts, an evaluation is completed to determine which of those degree-applicable courses with grades of D or higher from other colleges and universities 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.

Assessment and Testing

Accurate placement into English and Math courses will help you be successful in reaching your educational goals. Placement tests are scheduled year-round, allowing you to complete this step in the matriculation process before your first class-

es are scheduled to begin. View the schedule and details at www.westhillscollge.com/coalinga or phone 559.934.2300 for more information.

Placement Testing Exemption Policy

Students who have met the prerequisites for a course they intend to enroll in by earning a grade of C or higher in a lower level course at West Hills College Coalinga or in an equivalent course from another educational institution may be exempt from placement testing. Official high school transcripts may also potentially be utilized as a 'Multiple Measure' for placement purposes, along with testing results. This requires official academic records be provided to Admissions and Records before registration. Call 559.934.2300 for more information.

Counseling

Counseling faculty 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. Students are encouraged to meet with a counselor to develop their student educational plan (SEP) prior to their first semester of attendance.

West Hills College Coalinga counseling services include the following:

1. Academic counseling, in which the student is assisted in assessing, planning and implementing immediate and long-range academic goals;
2. Career counseling, in which the student is assisted in assessing his/her aptitudes, abilities, and interests; the student is advised concerning the current and future employment outlook, and how to best prepare for an occupation;
3. Personal counseling, 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:

1. Plan to pursue a certificate, associate degree or transfer program; or
2. Need to change or correct their major and/or educational goal; or
3. Need a current Student Educational Plan for other programs such as financial aid or veterans' services.

Registration and Course Schedule

Class schedules are available online at www.westhillscollge.com/coalinga. 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:

1. 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
2. Members of the West Hills College President's Scholars Program
3. 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
4. Continuing students with between 30 and 44.9 completed or in progress units
5. Continuing students with between 15 and 29.9 completed or in progress units
6. 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.

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

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.

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

Residency

Determining Residency for Tuition Purposes

Each student enrolled at or applying for admission to any California community college provides information and evidence deemed necessary by the district governing board to determine his or her residency classification. When appropriate, additional documentation may be requested to determine a student's residency status.

The determination of a student's residency classification is made in accordance with California state policies. The residence determination date is the day prior to the semester start date for which the student proposes to attend.

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

Resident — a student who has resided in California for more than one year immediately preceding the residence determination date coupled with the intent to remain in California.

Non-Resident — a student who has not established residence in California for one year as of the residence determination date.

Residence determination date — the day immediately preceding the first day of instruction of the semester that the student proposes to attend.

Residence requires actual physical presence in California with the intent to make one's home here. The Information necessary to demonstrate intent to become a California resident is available in the Admissions Office. Continuing or new students seeking to change their non-resident status to California residency must complete a request for a residency determination supported by appropriate documentation and submit to staff in the Admissions and Records Office. Call 559.934.2300 with any questions concerning this process. Submitted documents may take 2-3 business days to review and make a determination. All determinations are sent to the student applicant via their myWestHills assigned email address.

Residency and Fee Waiver Exceptions

- Active military personnel stationed in California are considered residents for enrollment fee purposes. Non-resident fees are waived on receipt of documentation.
- 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. Details available in Admissions and Records Office 559.934.2300

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 by filing your free application for federal student aid. You can reach the financial aid office at 559.934.2310

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:

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

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:

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

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. The maximum Pell Grant for 2016/17 is \$5,815.

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.

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

BOG — Board of Governors Fee Waiver (BOG) 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 BOG 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 BOG covers an academic year beginning with summer term and eligibility continues for the fall and spring terms as long as academic progress is maintained. BOG Applications are available in the Financial Aid Office. .

Maintaining Board of Governors (BOG) Fee Waiver Eligibility:

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

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

- Improving GPA or course completion 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. The maximum grant is \$1670.00 per academic year. Further information is available at <http://www.csac.ca.gov> or you may contact the financial aid office 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 \$547.00 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 — CCCCCG is available as a stackable grant for students who qualify for the Full-time Student Success Grant and are enrolled in at least 15 units, have a minimum cumulative GPA of 2.0, have a comprehensive edplan, and are making pace. For additional information and requirements please contact the Financial Aid Office 559-934-2310.

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 and the California Chafee Grant Application, which is available online at www.csac.ca.gov

Local Programs

Emergency Loan — The Emergency Student Loan Program may offer short-term loans to students who need a small sum to tide them over for a brief period of time. Students may borrow up to \$100.00 from West Hills Community College District. All loans must be repaid within 30 days of receipt.

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.west-hillscollge.com/district/foundation/scholarships/coalinga-scholarships.php>

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](#). Select Academic Profile, Transcript Request. Additional academic records can be ordered online. Rush academic records are available at student services as a walk up 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. Information is available from student services at 559.934.2300

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 PINP 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 Section 51306 of Title 5, the grading practices of West Hills College Coalinga shall be as follows:

Grade Symbol	Definition	Points
AExcellent	4
B.Good	3
CSatisfactory	2
DPassing, 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

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.

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. (Section 55025 of the 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. Once the change of grade is processed, students may view the grade via [MyWestHills](#)

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.

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 on page 37

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 — Course activities are online and students do not have to come to any college facility. Instructors may arrange proctored tests, 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 not be replaced with online activities.

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 559.934.2174.
- Career Center** — Offers a variety of services and resources for career planning and job preparation. The career center assists students with career and educational decisions, resumes, interviewing skills, cover letters, career exploration/planning and job search. For more information, contact 559.934.2174.
- 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 in Coalinga or 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 the DSPS office at West Hills College Coalinga.
- 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 559.934.2300 in Coalinga or 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.
- 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.
- 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 559.934.2455.
- 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.
- 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 for Coalinga or 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.
-

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.

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 559.934.2496.

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 559.925.3215.

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..

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 <http://www.westhillscollge.com/coalinga/academics/library/>. For further information check the Web site or call 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 laptops. 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.

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 for more information, or take a look at the website at: www.westhillscollge.com/coalinga/students/student_organizations/asb

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 <https://www.bkstr.com/westhillscollge/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. <http://www.westhillscollge.com/district/administration/board-of-trustees/documents/ap3570smokingoncampus.pdf>

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/landing

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 class room, 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 for more information.

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.westhillscollege.com/coalinga 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.westhillscollege.com/coalinga/students/student_services/food_services

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. <http://www.westhillscollge.com/district/administration/board-of-trustees/documents/5500standardsconduct.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.
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:
 - a. Unauthorized entry into a WHCCD system file to use, read, or change the contents or for any other purpose.
 - b. Unauthorized or illegal transfer or downloading of files
 - c. Unauthorized use of another individual's identification and password.
 - d. Unauthorized use of electronic devices in the classroom including, but not limited to, head phones, cellular phones, and pagers.
 - e. Use of computing facilities to interfere with the work of another student, faculty member, or WHCCD staff member.
 - f. Use of computing facilities to download or view material deemed to be lewd, indecent and/or obscene matter that is not education related.
 - g. Use of computing facilities to send obscene or abusive threatening messages.
 - h. Use of computing facilities to interfere with normal operation of WHCCD computing systems.
25. Abuse of the Standards of Student Conduct including, but not limited to:
 - a. Failure to obey the summons of a Student Conduct Hearing Panel or WHCCD official.
 - b. Falsification, distortion, or misrepresentation of information.
 - c. Disruption or interference with the orderly conduct of a judicial proceeding or Student Conduct Hearing Panel.
 - d. Institution of a judicial proceeding or Student Conduct Hearing Panel knowingly without cause.
 - e. Attempting to discourage an individual's proper participation in, or use of, the WHCCD judicial system.
 - f. Attempting to influence the impartiality of a member of a judicial body prior to and/or during the course of the judicial proceeding or Student Conduct Hearing Panel.
 - g. Failure to comply with the sanctions imposed under the Student Code of Conduct and/or Education Code.
 - h. Influencing or attempting to influence another person or commit an abuse of the judicial system

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.

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

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 559.934.2324, or visit our website at <http://www.westhillscollge.com/coalinga/about/campus-safety/crime-statistics.asp>

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 <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 <http://extranet.cccco.edu/Divisions/Legal/Discrimination.aspx>

Academic Regulations

Attendance

All students of West Hills College Coalinga are expected to attend all sessions of each class in which they are enrolled. Failure to attend the first class session may result in being dropped from the course as a no-show. Excessive absences may result in the student being dropped from his/her class. If unusual circumstances prevent the student from attending, he/she should notify the instructor and the Admissions and Records Office at 559.934.2300. However, the decision to retain a student in class is the decision of the instructor. To assure no grade penalty for the course, the student must withdraw from the class via [MyWestHills](#). Students may also withdraw by consulting with Student Services Staff/Faculty. Students are responsible for ensuring that they are dropped from class and should not rely on the instructor or other processes dropping them. It is the responsibility of each student to check their schedule of courses by the second week of the term to verify they are enrolled in the correct classes. No person may attend or participate in a class without being properly 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.

Academic Probation

Notification of Academic and Progress Probation

1. Each student shall be notified of his/her academic difficulty and the availability of college support services.
2. Notification will consist, at a minimum, of the following:
3. 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.
4. When the percentage of a student's recorded entries of "W," "I," "NC" and "NP" reaches or exceeds one third (33%) of all units in which a student has enrolled, the student shall be placed on progress probation and notified.
5. 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

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%).

Dismissal Notification

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

Appeal of Dismissal

The student has the right to appeal a proposed dismissal action if the student thinks facts exist that warrant an exception to the dismissal action. The student must file the written petition of appeal with 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.
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.

Contact the Vice President of Student Services at 559.934.2324.

Withdrawal from College

Any student leaving West Hills College Coalinga at any time after registration must formally withdraw from the institution. Students may withdraw from courses using *MyWestHills*. If you are considering withdrawal, please contact the counseling office at 559.934.2300.

The student who discontinues work without formal withdrawal does so at the risk of having registration privileges curtailed and recommendations to another institution or employer denied. Students may be at risk of receiving a grade of F in classes in which he/she is enrolled. All books and equipment belonging to the college must be returned or purchased from the college.

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

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.

Credit by Examination

Credit by examination may be obtained by any one or more of the following methods (Title 5, Section 55050, AP 4235):

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

For all credit by examination methods:

- The student must be currently registered at the college.
- The student must not be subject to academic probation or dismissal.
- Credits acquired by examination shall not be counted in determining the 12 semester hours of credit in residence required for an Associate degree.
- Credits acquired 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.

For credit by examinations administered by the college:

- A maximum of 15 units may be earned and applied to an Associate degree.
- The student must have completed 12 units in residence and be in good standing.
- The course must be listed in the college catalog.
- The course must currently be offered at the college.
- A grade will be recorded in accordance with the official district grading policy.
- A per unit fee equal to the per unit enrollment fee will be charged for the administration of the examination.

Credit for Military Schools

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

- West Hills College Coalinga will award equivalent college course credit for Military Service Schools as recommended by the ACE Directory.
- A maximum of twelve (12) semester units of elective degree credit may be awarded for those service schools that the ACE Directory recommends for specific lower division credit, but for which West Hills College 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 and twelve (12) semester units of residency must be completed.
- West Hills College Coalinga Request for Evaluation of Military Record must be an official military academic record (SMART, AARTS).
- All units granted by West Hills College Coalinga, such credit will be placed officially on the current academic record 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 the completion of two semesters.

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.

Administrative Provisions for Changes or Waivers

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

Any regulation adopted by the administration of the college, and approved by the 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.

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.

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.

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 1A
2. Analytical Thinking (3 units)
 - _____ Math 1A, 1B, 2A, 2B, 10A, 10B, 15, 25, 45, 63

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

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

- _____ Biology 10, 15, 32, 35, 38
- _____ Chemistry 1A, 1B, 2A,
- _____ Crop Science 1, 2
- _____ Geography 1
- _____ Geology 1, 3
- _____ Physical Science 1
- _____ Psychiatric Technician 52/52L
- _____ Soil Science 21
- _____ Vocational Nursing and Psychiatric Technician 51/51L

Area C. Humanities (3 units)

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

- _____ Art 2, 4, 5A, 13A, 15A, 16A, 16B, 42
- _____ English 1B, 25
- _____ Foreign Language Spanish 1, 2, 3, 4, 11, 12, 51, 52, 53, 54
- _____ Geography 3
- _____ History 4A, 4B
- _____ Humanities 1, 22
- _____ Linguistics 11
- _____ Music 42
- _____ Performing Arts 1, 3, 14
- _____ Philosophy 1, 2, 3
- _____ Political Science 5

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 1, 29
- _____ Agriculture Business 40
- _____ Business 20
- _____ Child Development 2, 5, 10
- _____ Economics 1A, 1B
- _____ Geography 2, 3, 18
- _____ History 4A, 4B, 17A, 17B, 32, 44
- _____ Physical Education 29
- _____ Political Science 1, 2, 4, 5, 10, 20
- _____ Psychology 1, 2, 3, 4, 5, 29
- _____ Social Work 20
- _____ Sociology 1, 2, 3
- _____ Vocational Nursing and Psychiatric Technician 60, 70

Area E. Local District Requirements

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

- _____ * Health Education 35 (3 units)

* *The following students may be granted credit for HE35 upon petition;*

- *Any student who has completed more than one year of military service*
- *Any student who is a licensed vocational nurse, registered nurse, psychiatric technician or licensed cosmetologist who has not previously received credit in health education.*

- _____ **Activity Courses (2 units) P. E. Activity Courses or PA 25 Activity Course

** *Students completing AA-T and AS-T degrees are not required to complete the local district requirement.*

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 1A 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 1A.

Mathematics

- _____ Completion of Mathematics 63 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 63.

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.

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 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 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 1, 3, 4

A2. Written Communication

English 1A, 1B

A3. Critical Thinking

Communication 3

Education 5

English 1B

Philosophy 2

Sociology 2

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 1A, 1B, 2A
Crop Science 2
Geography 1
Geology 1, 3
Physical Science 1
Soil Science 21

B2. Life Science

Biology 10, 15, 32, 35, 38

B3. Laboratory Activity

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

B4. Mathematics/Quantitative Reasoning

Mathematics 1A, 1B, 2A, 2B, 10A, 15, 25, 45

Area C. Arts and Humanities (9 units)

At least 1 course in Arts and 1 from Humanities.

C1. Arts

Art 5A, 13A, 16A, 16B, 42
Humanities 1
Music 42
Performing Arts 1, 3

C2. Humanities

English 1B
Foreign Language Spanish 1, 2, 3, 4, 11, 12
Geography 3
History 4A, 4B, 17A, 17B
Humanities 1, 22
Linguistics 11
Philosophy 1, 3
Political Science 5

Area D. Social Sciences (9 units)

Courses must be from at least 2 disciplines.

D0. Sociology and Criminology

Administration of Justice 29
Sociology 1, 2, 3

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

Agriculture Business 40
Economics 1A, 1B

D3. Ethnic Studies

History 32

D4. Gender Studies

History 44
Sociology 3

D5. Geography

Geography 2, 3, 18

D6. History

Geography 2

History 4A, 4B, 17A*, 17B*, 32, 44*

US History, Constitution, and American Ideals are satisfied by completing History 17A, 17B, or 44 and Political Science 1.*D7. Interdisciplinary Social or Behavioral Science**

Social Work 20

D8. Political Science, Government and Legal Institutions

Administration of Justice 1

Political Science 1*, 2, 4, 5, 10, 20

D9. Psychology

Child Development 5, 10

Physical Education 29

Psychology 1, 2, 3, 5, 29

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

Child Development 4, 5, 18

Communication 5

Health Education 35

Nutrition 1

Physical Education 29

Psychology 1, 2, 3, 4, 29

Sociology 3

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 1A

1B. Critical Thinking - English Composition

English 1B

1C. Oral Communication (CSU requirement only)

Communication 1

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

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

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

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

3A. Arts

Art 16A, 16B, 42

Music 42

3B. Humanities

Foreign Language Spanish 3, 4

Geography 3

History 4A, 4B

Humanities 1, 22

Philosophy 1, 3

Political Science 5

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

Courses must be from at least two disciplines.

- 4A.** Anthropology and Archaeology
- 4B.** Economics
 - Agriculture Business 40
 - Economics 1A, 1B
- 4C.** Ethnic Studies
 - History 32
- 4D.** Gender Studies
 - History 44
- 4E.** Geography
 - Geography 2, 3, 18
- 4F.** History
 - History 4A, 4B, 17A, 17B, 32, 44
- 4G.** Interdisciplinary, Social and Behavioral Sciences
 - Social Work 20
- 4H.** Political Science, Government and Legal Institutions
 - Political Science 1, 2, 4, 5, 10
- 4I.** Psychology
 - Psychology 1, 2, 3, 5
- 4J.** Sociology and Criminology
 - Sociology 1, 2, 3

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 1A, 1B, 2A
 - Geography 1
 - Geology 1, 3
 - Physical Sciences 1
 - Soil Science 21
- 5B.** Biological Sciences
 - Biology 10, 15, 32, 35, 38

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 2, 3, 4, 12

Associate Degree and Certificate Programs Offered

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 – Correctional Science	AA/AS
Administration of Justice – Transfer	AD-T
Agriculture Science Technology	LC/AS
Agriculture Science Technology - Precision Agriculture	C
Art – Studio Arts	AD-T
Biology	AS
Business Administration	AD-T
Business Bookkeeping	C/AA/AS
Business Management	C/AA/AS
Retail Business Management	C/AA/AS
Child Development	LC
Options: Administrative, Assistant Teacher, Associate Teacher, School-Age, Teacher	
Communication Studies	AD-T
Computer Information Systems (CIS): Microcomputer Applications Specialist	C/AA/AS
Early Childhood Education	AD-T
Geography	AD-T
Geology	AD-T
Health Science	AA/AS
Heavy Equipment Operation	C
Humanities	AA
Kinesiology	AA
Liberal Arts	AA
Area of Emphasis: English & Communication, Math & Science, Arts & Humanities, Social & Behavioral Sciences	
Liberal Studies – Elementary Teaching	AA
Mathematics	AD-T
Office Management and Technologies	AA/AS/C
Options: Office Management and Technologies, Secretary/Word Processing, Clerk/Typist	
Performing Arts	C
Options: Technical Theater Production, Television Production	
Political Science	AD-T
Psychiatric Technician	C/AA/AS
Psychology	AD-T, AA
Social Work	LC
Transfer Studies (CSU)	C
Transfer Studies (IGETC)	C

For more information see our website at www.westhillscollge.com/coalinga/students/student_services/counseling

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 for more information.

Programs of Study

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>
Required Core		
AOJ 1	Introduction to Criminal Justice.	3
AOJ 20	Criminal Law	3
Plus 6 units from below		
AOJ 3	Introduction to Corrections	3
AOJ 10	Principals and Procedures Criminal Justice	3
AOJ 16	Human and Community Relations in Criminal Justice	3
AOJ 22	Criminal Evidence	3
AOJ 24	Criminal Investigations	3
AOJ 32	Juvenile Delinquency	3
Plus 6-7 units from below		
PSYCH 1	Introductory Psychology	3
SOC 1	Introduction to Sociology	3
MATH 25	Introduction to Statistics	4
	Total	18-19
	CSU GE Breadth or IGETC	41-42
	Total Units Required for AA-T Degree	60

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

Required

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

Plus 3 units from the courses listed below:

AOJ 16.	Human and Community Relations in Criminal Justice	3
AOJ 24.	Criminal Investigation	3
AOJ 29.	Criminology.	3
AOJ 32.	Juvenile Delinquency	3
	Total	21

Agriculture Science Technology AS Degree

The Precision Agriculture program 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

Required Courses

<i>Course #</i>	<i>Title</i>	<i>Units</i>
AG 15X	Occupational Work Experience	1
AGBUS 15	Computer Application to Agriculture	3
CRPSCI 1	Introduction to Plant Science	3
CRPSCI 6	Introduction to Precision Agriculture	3
CRPSCI 7	Advanced Precision Agriculture	3
CRPSCI 19	California Water	3
SLSCI 21	Introduction to Soil Science	4

Plus at least 6 units from the courses listed below:

AG 10	Introduction to Agriculture	3
AG 11	Agriculture Sales and Communication	3
CRPSCI 32	Weeds and Poisonous plants	3
CRPSCI 36	Fertilizers and Soil Amendments	3
CRPSCI 44	Economic Entomology	3
CRPSCI 45	California Pest Control Laws And Regulations	2
AET 21	Ag-Irrigation Management	3
AET 22	Irrigation Evaluation and Design Principles	4
AET 24	Drip and Micro Irrigation Design and Management	3
GEOL 1	Physical Geology	4
	Total	26

Precision Agriculture Certificate of Achievement

Completion of the 26-33 units listed above fulfills the requirements for Agriculture Science and Technology Certificate of Achievement.

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.

Course #	Title	Units
AGBUS 15	Computer Application to Agriculture	3
CRPSCI 1	Introduction to Plant Science	3
CRPSCI 6	Introduction to Precision Agriculture	3
CRPSCI 7	Advanced Precision Agriculture	3
CRPSCI 19	California Water	3
Total		15

CIP Code for Program: 19.9999

CIP Program Description: 19.9999 Agriculture, Agriculture Operations, and Related Sciences, Other. Any instructional program in agriculture, agricultural operations, and related sciences not listed above.

Program Length: 29 months

of units/credits required for this program: 28

Related Occupations: 11-9013.02 Farm and Ranch Managers, 11-9013.03 Aquaculture Managers, 25-1041.00 Agricultural Sciences Teachers, Postsecondary. Cost:

Total Tuition and Required Fees for the entire program completed in normal time: \$1,390

Total estimated costs for books and supplies for the entire program: \$1,764

Total room and board charges for living on campus: \$4,770 per semester and \$125.00 deposit

Debt at Program Completion:

Number of students completing the program between July 1, 2013 and June 30, 2014: 10

Of these students, the number of student completing the program with any student loan debt: 0

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

Federal student loan debt: NA

Private loan debt: NA

Institutional financing plan debt: NA

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

Required Courses:

<i>Course #</i>	<i>Title</i>	<i>Units</i>
ART 2	Two Dimensional Design	3
ART 3	Three Dimensional Design Fundamentals	3
ART 5A	Basic Drawing	3
ART 5B	Intermediate Drawing	3
ART 13A	Beginning Ceramics	3
ART 15A	Beginning Painting	3
ART 16A	Survey of Western Art Prehistoric to Proto Renaissance	3
ART 16B	Survey of Western Art Renaissance to Present	3
	Total	24
	Units to be double-counted as General Education	6
	CSU GE Breadth or IGETC Units	39
	Transferable Elective Units	3
	Total	60

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

Course #	Title	Units
BIO 32.	Human Anatomy	4
BIO 35.	Human Physiology	4
BIO 38.	Microbiology	4
Plus at least 8 units from the courses listed below:		
*CHEM 1A .	General Chemistry I	5
*CHEM 1B .	General Chemistry II	5
*CHEM 2A .	Introductory Chemistry I	4
MATH 1A . .	Introduction to Calculus	5
*MATH 1B .	Calculus with Applications	5
	Total	20

* 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.

Associate Degree

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.

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 business information orally and in writing.

<i>Course #</i>	<i>Title</i>	<i>Units</i>
BUS 1A	Beginning Principles of Accounting	4
BUS 13A . . .	Word for Windows I	1.5
BUS 13B . . .	Word for Windows II	1.5
BUS 20	Introduction to Business.	3
BUS 24	Business Mathematics.	3
BUS 28	Business Communication.	3
CIS 7	Computer Concepts	3
CIS 34	Introduction to Spreadsheets	3
Total		22

Business Bookkeeping Certificate of Achievement

Completion of the 22 units listed above fulfills the requirements for Business Bookkeeping Certificate of Achievement.

CIP Code for Program: 52.0299

CIP Program Description: 52.0299 Business Administration, Management and Operations, Other. Any instructional program in business and administration not listed above.

Program Length (in months): 13.5

of units/credits required for this program: 22

Related Occupations

SOC Code(s): Related Occupation(s) 11-9199 Managers, All Other

Cost:

Total Tuition and Required Fees for the entire program completed in normal time: \$756.00

Total estimated costs for books and supplies for the entire program: \$991.25

Total room and board charges for living on campus: \$3988.50 per semester and \$125.00 deposit

Debt at Program Completion:

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

Of these students, the number of student completing the program with any student loan debt: 0

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

Federal student loan debt: NA

Private loan debt: NA

Institutional financing plan debt: NA

Business Management

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

Management Option

Core Requirements

<i>Course</i>	<i>Title</i>	<i>Units</i>
BUS 1A	Beginning Principles of Accounting	4
<i>or BUS 55</i>	<i>Bookkeeping.</i>	<i>3</i>
BUS 20	Introduction to Business.	3
BUS 24	Business Mathematics	3
BUS 28	Business Communication	3
CIS 7	Computer Concepts	3
BUS 35	Human Resources Management	3
BUS 18	Business Law	4
BUS 32	Small Business Management.	3
Total		25 – 26

Management Certificate of Achievement

Completion of the 25-26 units listed above fulfills the requirements for Business Management Certificate of Achievement.

CIP Code for Program 52.0201

CIP Program Description: 52.0201 Business Administration and Management, General. A program that generally prepares individuals to plan, organize, direct, and control the functions and processes of a firm or organization. Includes instruction in management theory, human resources management and behavior, accounting and other quantitative methods, purchasing and logistics, organization and production, marketing, and business decision-making.

Program Length (in months): 12

of units/credits required for this program: 24-26

Related Occupations

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

Cost:

Total Tuition and Required Fees for the entire program completed in normal time: \$1390.00

Total estimated costs for books and supplies for the entire program: \$1,764.00

Total room and board charges for living on campus: \$4,770.00 per semester and \$125.00 deposit

Debt at Program Completion:

Number of students completing the program between July 1, 2013 and June 30, 2014: 10

Of these students, the number of student completing the program with any student loan debt: 0

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

Federal student loan debt: 0

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>
BUS 1A	Beginning Principles of Accounting	4
or BUS 55	Bookkeeping.	3
BUS 18	Business Law	4
BUS 20	Introduction to Business.	3
BUS 28	Business Communication.	3
BUS 32	Small Business Management.	3
BUS 35	Human Resource Management	3
CIS 7	Computer Concepts.	3
Total		22 – 23

Retail Business Management Certificate of Achievement

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

CIP Code for Program: 52.1803

CIP Program Description: 52.1803 Retailing and Retail Operations. A program that prepares individuals to perform operations associated with retail sales in a variety of settings. Includes instruction in over-the-counter and other direct sales operations in business settings, basic book-keeping principles, customer service, team/staff leadership and supervision, floor management, and applicable technical skills.

Program Length (in months): 12

of units/credits required for this program: 22-23

Related Occupations

SOC Code(s) Related Occupation(s): 41-2011 Cashiers, 41-9011 Demonstrators & Product Promoters, 53-3031 Driver/Sales Workers, 41-1011 First-Line Supervisors/Managers of Retail Sales Workers, 41-2012 Gaming Change Persons & Booth Cashiers, 41-2031 Retail Salespersons, 41-9099 Sales & Related Workers All Other, 41-3099 Sales Representatives, Services, All Other, 43-5081 Stock Clerks & Order Fillers, 41-2011 Cashiers, 41-9011 Demonstrators & Product Promoters, 53-3031 Driver/Sales Workers, 41-1011 First-Line Supervisors/Managers of Retail Sales Workers, 41-2012 Gaming Change Persons & Booth Cashiers

Cost:

Total Tuition and Required Fees for the entire program completed in normal time: \$1390.00

Total estimated costs for books and supplies for the entire program: \$1,764.00

Total room and board charges for living on campus: \$4,770.00 per semester and \$125.00 deposit

Debt at Program Completion:

Number of students completing the program between July 1, 2013 and June 30, 2014: 10

Of these students, the number of student completing the program with any student loan debt: 0

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

Federal student loan debt: 0

Private loan debt: NA

Institutional financing plan debt: NA

Business Administration AS-T Degree

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>
BUS 1A	Beginning Principles of Accounting	4
BUS 1B	Elementary Principles of Accounting	4
BUS 18	Business Law	4
BUS 20	Introduction to Business.	3
CIS 7	Computer Concepts.	3
ECON 1A	Macroeconomics	3
ECON 1B	Microeconomics.	3
MATH 25	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
	Total.	60

Child Development Certificates

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

Child Development Assistant Teacher Local Certificate

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.

Choose 6 units from the following list:

<i>Course #</i>	<i>Title</i>	<i>Units</i>
CD 2	Teaching in a Diverse Society	3
CD 3	Child Study and Assessment.	3
CD 4	Parenting	3
CD 5	Child Development	3
CD 10	The Child, Family & Society	3
CD 12A	Principles and Practices of Early Childhood Education.	3
CD 12B	Principles and Practices of Early Childhood Education Field Work	3
CD 15	Literature and Language Arts for Young Children.	3
CD 16	Introduction to Curriculum	3
CD 17A	Sex Education for Parents & Teachers of Young Children.	1
CD 17B	Child Abuse Recognition & Prevention	1
CD 17C	Single Parenting	1
CD 18	Health, Safety and Nutrition	3
CD 21	Infant and Toddler Caregiving	3
CD 23	Domestic Violence Recognition and Prevention	1
	Total	6

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>
CD 5	Child Development*	3
CD 10	The Child, Family & Society *	3
CD 12A	Principles and Practices of Early Childhood Education*	3
Plus any 3 units from the following:		
CD 2	Teaching in a Diverse Society	3
CD 3	Child Study and Assessment	3
CD 4	Parenting	3
CD 12B	Principles and Practices of Early Childhood Education Field Work	3
CD 15	Literature and Language Arts For Young Children	3
CD 16	Introduction to Curriculum	3
CD 17A	Sex Education for Parents and Teachers	1
CD 17B	Child Abuse Recognition and Prevention	1
CD 17C	Single Parenting	1
CD 18	Health, Safety and Nutrition	3
CD 21	Infant and Toddler Care Giving	3
CD 23	Domestic Violence Recognition and Prevention	1
Total		12

** 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.*

CIP Code for Program: 19.0709

CIP Program Description: 19.0709 Child Care Provider/Assistant. A program that prepares individuals to be primary providers of home, family, residential, or institutional-based child care services. Includes instruction in child growth and development; nutrition; recreation; planning and supervision of play and learning activities; child abuse and neglect prevention; parent-child relationships; and applicable legal and administrative requirements.

Program Length (in months): 25

of units/credits required for this program: 30

Related Occupations

SOC Code(s): Related Occupation(s) 39-9011 Child Care Workers

COST:

Total Tuition and Required Fees for the entire program completed in normal time: \$1080.00

Total estimated costs for books and supplies for the entire program: \$906.25

Total room and board charges for living on campus: \$3988.50 per semester and \$125.00 deposit

Debt at Program Completion:

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

Of these students, the number of student completing the program with any student loan debt: 0

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

Federal student loan debt: 0

Private loan debt: NA

Institutional financing plan debt: NA

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>
CD 2	Teaching in a Diverse Society	3
CD 3	Child Study and Assessment.	3
CD 5	Child Development	3
CD 10	The Child, Family & Society	3
CD 12A	Principles and Practices of Early Childhood Education.	3
CD 12B	Principles and Practices of Early Childhood Education Field Work	3
CD 16	Introduction to Curriculum	3
CD 18	Health, Safety, and Nutrition	3
Plus 6 units from the courses listed below:		
CD 4	Parenting	3
CD 14A	Administration and Supervision of Children's Programs	3
CD 14B	Administration and Supervision of Children's Programs Fieldwork.	3
CD 17A	Sex Education for Parents & Teachers of Young Children.	1
CD 17B	Child Abuse Recognition & Prevention	1
CD 17C	Single Parenting	1
CD 22	Supervising Adults Working in Children's Programs	2
	Total	30

Child Development School-Age Local Certificate

<i>Course #</i>	<i>Title</i>	<i>Units</i>
CD 24	School-Age Development	3
CD 25	School-Age Curriculum	3
CD 26A	Foundations of School-Age Child Care	1
CD 26B	Quality School-Age Care	1
CD 26C	School-Age Sports and Activities	1
CD 18	Health, Safety, and Nutrition	3
	Total	12

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>
CD 14A	Administration & Supervision of Children's Programs	3
CD 14B	Administration & Supervision of Children's Programs Fieldwork	3
CD 22	Supervising Adults Working in Children's Programs	2
.	Computer and/or Business Electives	4
	Total	12

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

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>
COM 1	Elements of Speech.	3
COM 2	Oral Interpretation of Literature.	3
COM 3	Argumentation and Debate	3
COM 4	Small Group Dynamics and Presentation	3
COM 5	Interpersonal Communication	3
Select One Course (3 units):		
PSYCH 1	General Psychology	3
SOC 1	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
	Total	60

Computer Information Systems (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>
BUS 13A . . .	Word for Windows I	1.5
BUS 13B . . .	Word for Windows II	1.5
BUS 20	Introduction to Business	3
BUS 24	Business Mathematics	3
CIS 7	Computer Concepts	3
CIS 19B	Database Creation & Management	3
CIS 34	Introduction to Spreadsheets	3
Total		18

CIS: Microcomputer Applications Specialist

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

CIP Code for Program: 11.0301

CIP Program Description: 11.0301 Data Processing and Data Processing Technology/Technician. A program that prepares individuals to master and use computer software programs and applications for inputting, verifying, organizing, storing, retrieving, transforming (changing, updating, and deleting), and extracting information. Includes instruction in using various operating system configurations and in types of data entry such as word processing, spreadsheets, calculators, management programs, design programs, database programs, and research programs.

Program Length (in months): 46

of units/credits required for this program:18

Related Occupations, SOC Code(s) Related Occupation(s): 43-9011 Computer Operators, 15-1099 Computer Specialists, All Other, 15-1041 Computer Support Specialists, 51-4012 Numerical Tool & Process Control Programmers

Cost:

Total Tuition and Required Fees for the entire program completed in normal time: \$648.00

Total estimated costs for books and supplies for the entire program: \$914.00

Total room and board charges for living on campus: \$3988.50 per semester and \$125.00 deposit

Debt at Program Completion:

Number of students completing the program between July 1, 2009 and June 30, 2010: 4

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

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

Federal student loan debt: 0

Private loan debt: NA

Institutional financing plan debt: NA

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>
CD 2	Teaching in a Diverse Society	3
CD 3	Child Study and Assessment	3
CD 5	Child Development	3
CD 10	The Child, Family & Society	3
CD 12A	Principles and Practices of Early Childhood Education	3
CD 12B	Principles and Practices of Early Childhood Education Fieldwork	3
CD 16	Introduction to Curriculum	3
CD 18	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
	Total	60

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>
GEOG 1 . . .	Physical Geography	4
GEOG 2 . . .	World Regional Geography	3
GEOG 3 . . .	Cultural Geography	3
GEOG 18 . .	Geography of California.	3

Select 6 units minimum from the courses listed below:

GEOG 16 . .	Regional Field Studies	1
CIS 7	Computer Concepts.	3
GEOL 1 . . .	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
Total		60

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

Course #	Title	Units
GEOL 1 . . .	Physical Geology	4
GEOL 3 . . .	Historical Geology	4
*CHEM 1A .	General Chemistry I	5
*CHEM 1B .	General Chemistry II	5
MATH 1A . .	Introduction to Calculus	5
*MATH 1B .	Calculus with Applications	5
Total		28
Units to be double-counted as General Education		10
CSU GE Breadth or IGETC Units		39
Transferable Elective Units		3
Total		60

**This course offered infrequently.*

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>
BIO 32.	Human Anatomy	4
BIO 35.	Human Physiology	4
BIO 38.	Microbiology	4
CHEM 2A.	Introductory Chemistry I.	4
NUT 1.	Basic Nutrition.	3
Total.		19 - 20

Recommended Electives: PSYCH 1, SOC 1

Heavy Equipment Technician

Certificate of Achievement

West Hills College Coalinga Heavy Equipment Technician 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 Technician 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 Technician 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>
IMT 60	Industrial Core	3
HVYEQUI 60A . .	Level I Heavy Equipment Operation	5
HVYEQUI 60B . .	Level II Heavy Equipment Operation	5
HVYEQUI 60C . .	Level III Heavy Equipment Operation	5
Total		18

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>
HUM 1	Introduction to Western Culture	3
HUM 22 . . .	Introduction to Comparative Religion	3
PHIL 1. . . .	Introduction to Philosophy	3
PHIL 2. . . .	Introduction to Logic	3
Plus 6 units from the courses listed below:		
ART 16A . . .	Survey of Western Art Prehistoric to Proto Renaissance	3
ART 16B . . .	Survey of Western Art Renaissance to Present	3
ENG 1B. . . .	Literature/Critical Thinking and Writing	3
ENG 25	Creative Writing	3
FLSPN 1 . . .	Introductory Spanish for Non-Native Speakers	4
FLSPN 2 . . .	Elementary Spanish for Non-Native Speakers	4
FLSPN 3 . . .	Intermediate Spanish	4
FLSPN 4 . . .	Advanced Spanish	4
FLSPN 11 . .	Introduction to Spanish for the Limitedly Bilingual	4
FLSPN 12 . .	Elementary Spanish for the Limitedly Bilingual	4
HIST 4A . . .	Western Europe to 1700	3
HIST 4B . . .	Western Europe from 1700	3
MUS 42	Music Appreciation	3
PHIL 3. . . .	Ethics	3
Total		18

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.

Required Courses:

<i>Course #</i>	<i>Title</i>	<i>Units</i>
CRPSCI-32	Weeds and Poisonous Plants	3
CRPSCI-44	Economic Entomology	3
CRPSCI-45	California Pest Control Laws and Regulations	2
CRPSCI-46	Integrated Pest Management	3
Plus 3 units from the following:		
CRPSCI-1	Introduction to Plant Science	3
CRPSCI-2	Plant Science Theory	3
Plus 4 units from the following:		
AG-10	Introduction to Agriculture	3
AG-11	Agriculture Sales and Communications	3
AGBUS-15	Computer Applications for Agriculture	3
AET-10	Surveying	3
AET-11	Advanced Surveying and GIS Applications	2
AET-15	CAD for Agriculture	2
AET-16	Applications for Land Management in Agriculture	1
AET-21	Ag-Irrigation Management	3
AET-22	Irrigation Evaluation and Design Principles	4
CRPSCI-6	Introduction to Precision Agriculture	3
CRPSCI-7	Advanced Precision Agriculture	3
CRPSCI-19	California Water	3
CRPSCI-36	Fertilizers and Soil Amendments	3
SLSCI-21	Introduction to Soil Science	4
Total		18

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.

Required Courses:

<i>Course #</i>	<i>Title</i>	<i>Units</i>
AET-15	CAD for Agriculture	2
AET-21	Ag-Irrigation Management	3
AET-22	Irrigation Evaluation and Design Principles	4
AET-23	Advanced Irrigation Design	3
AET-24	Drip and Micro Irrigation Design and Management	3

Plus 3 units from the following:

AET-10	Surveying	3
AET-11	Advanced Surveying with GIS Applications	2
AET-16	Applications for Land Management in Agriculture	1
CRPSCI-6 . . .	Introduction to Precision Agriculture	3
CRPSCI-19 . .	California Water	3
SLSCI-21 . . .	Introduction to Soil Science	4
Total		18

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

Course #	Title	Units
BIO 32.	Human Anatomy	4
BIO 35.	Human Physiology	4
NUT 1.	Basic Nutrition.	3
KINES 1 . . .	Introduction to Kinesiology	3
PE 29 /PSYCH 29**	Intro to Sport & Exercise Psychology	3
PE 46.	Care & Prevention of Athletic Injury	2
PE	Two different activity courses	2
	Total	21

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

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 11	Agriculture Sales and Communication	3
BUS 28	Business Communication	3
COM 1	Elements of Speech	3
COM 2	Oral Interpretation of Literature	3
COM 3	Argumentation and Debate	3
COM 4	Small Group Dynamics and Presentation	3
COM 5	Interpersonal Communication	3
EDUC 5	Critical Thinking in the Classroom	3
ENG 51A.	Introduction to Communication Skills	3
ENG 1A.	Composition and Reading	3
ENG 1B.	Literature/Critical Thinking and Writing	3
PA 5	Voice and Diction	3
PHIL 2.	Introduction to Logic	3
Total		18

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:

ASCI 12 Introduction to Animal Science	3
BIO 10 Fundamentals of Biology	3
BIO 15 Biology for Education	3
BIO 32 Human Anatomy	4
BIO 35 Human Physiology	4
BIO 38 Microbiology	4
CHEM 2A . . Introductory Chemistry I	4
CRPSCI 1 . . Introduction to Plant Science	3
CRPSCI 2 . . Plant Science Theory	3
CRPSCI 6 . . Introduction to Precision Agriculture	3
CRPSCI 7 . . Advanced Precision Agriculture	3
GEOG 1 . . . Physical Geography	4
GEOL 1 . . . Physical Geology	4
GEOL 3 . . . Historical Geology	4
*PHYSICI 1 . Survey of the Physical Sciences	4
PSYCH 6 . . Research Methods in Psychology	3
SLSCI 21 . . Introduction to Soils Science	4
MATH 63 . . Intermediate Algebra	5
MATH 10A . Structure and Concepts in Mathematics I	3
MATH 10B . Structure and Concepts in Mathematics II	3
MATH 25 . . Introduction to Statistics	4
MATH 15 . . Precalculus	5
MATH 45 . . Contemporary Math	3
MATH 1A . . Introduction to Calculus	5
*MATH 1B . Calculus with Applications	5
*MATH 2A . Multivariate Calculus	4
*MATH 2B . Differential Equations	4
Total	18

**This course offered infrequently.*

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.

ART 2 Two-Dimensional Design	3
ART 3 Three-Dimensional Design Fundamentals	3
ART 5A Basic Drawing	3
ART 5B Intermediate Drawing	3
ART 13A Beginning Ceramics	3
ART 13B Intermediate Ceramics	3
ART 13C Advanced Ceramics	3
ART 15A Beginning Painting	3
ART 15B Intermediate Painting	3
ART 15C Advanced Painting	3
ART 16A Survey of Western Art: Pre-history to Proto-renaissance.	3
ART 16B Survey of Western Art: Renaissance to the Present	3
ART 42 Art Appreciation	3
COM 2 Oral Interpretation of Literature	3
ENG 1B Literature/Critical Thinking and Writing	3
FLSPN 1 Introductory Spanish for Non-Native Speakers	4
FLSPN 2 Elementary Spanish for Non-Native Speakers	4
FLSPN 3 Intermediate Spanish	4
FLSPN 4 Advanced Spanish	4
FLSPN 11 Introduction to Spanish for the Limitedly Bilingual	4
FLSPN 12 Elementary Spanish for the Limitedly Bilingual	4
FLSPN 51 Intro Conv Span for Personal/Pro Use	3
FLSPN 52 Elem Conv Span for Personal/Pro Use	3
FLSPN 54 Advanced Conv Span for Personal/Prof Use	3

GEOG 3 . . . Cultural Geography	3
HIST 4A . . . Western Europe to 1700.	3
HIST 4B . . . Western Europe from 1700	3
HIST 20 . . . World History I	3
HUM 1 Introduction to Western Culture	3
HUM 22 . . . Introduction to Comparative Religion	3
LING 11 . . . Introduction to Linguistics.	3
MUS 42. . . . Music Appreciation	3
PA 1 Introduction to Theater	3
PA 3 Film Appreciation.	3
PA 5 Voice and Diction.	3
PA 14 Fundamentals of Acting	3
PA 32 Stage Lighting and Sound.	3
PA 35 Theater Crafts.	3
PHIL 1 Introduction to Philosophy	3
PHIL 2 Introduction to Logic	3
PHIL 3 Ethics	3
POLSCI 5 . . Introduction to Political Theory	3
Total	18

Area of Emphasis 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:

AGBUS 40 . . . Introductory Agricultural Economics	3
AOJ 1 Introduction to Criminal Justice.	3
AOJ 29 Criminology.	3
BUS 20 Introduction to Business.	3
CD 2 Teaching in a Diverse Society	3
CD 5 Child Development	3
CD 10 The Child, Family & Society	3
CRPSCI 19 . California Water	3
ECON 1A . . . Macroeconomics	3
ECON 1B . . . Microeconomics	3
GEOG 2 . . . World Regional Geography	3
GEOG 3 . . . Cultural Geography	3
GEOG 18 . . . Geography of California.	3
HIST 4A . . . Western Europe to 1700.	3
HIST 4B . . . Western Europe from 1700	3
HIST 17A . . . History of the United States: 1492-1877	3
HIST 17B . . . History of the United States: 1865-Present.	3
HIST 20 . . . World History I	3
HIST 32 . . . Cultural History of the Chicano.	3
HIST 44 . . . Women's Role in United States History	3
PE 29** Introduction to Sport and Exercise Psychology	3
POLSCI 1 . . . American Government	3
POLSCI 2 . . . Comparative Government	3
POLSCI 4 . . . Introduction to International Relations	3
POLSCI 5 . . . Introduction to Political Theory	3
POLSCI 10 . Modern Politics	3
POLSCI 20 . Legal & Judicial Reasoning	3
PSYCH 1 . . . Introductory Psychology.	3
PSYCH 2 . . . Abnormal Psychology.	3
PSYCH 3 . . . Developmental Psychology.	3
PSYCH 4 . . . Personal Psychology	3
PSYCH 5 . . . Biological Psychology	3
PSYCH 29** Introduction to Sport and Exercise Psychology	3
SOC 1 Introduction to Sociology.	3
SOC 2 Critical Thinking & Social Problems	3
SOC 3 Marriage and Family Relations	3
SW 20 Introduction to Social Welfare	3
Total	18

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

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.

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 5	Child Development	3
EDUC 1 . . .	Introduction to Teaching	3
CIS 7	Computer Concepts	3
ECON 1A . .	Macroeconomics	3
ECON 1B . .	Microeconomics	3
SOC 1	Introduction to Sociology	3
GEOG 3 . . .	Cultural Geography	3
LING 11 . . .	Introduction to Linguistics	3
MATH 10B .	Structure & Concepts of Math II.	3
Total		18

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

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

Course#	Title	Units
MATH 1A	.. Introduction to Calculus	5
*MATH 1B	..Calculus with Applications	5
*MATH 2A	.. Multivariate Calculus	4
*MATH 2B	..Differential Equations	4
MATH 25	.. Introduction to Statistics	4
	Total	22

**This course is offered infrequently.*

Office Management and Technologies

Office Management and Technologies AA or AS Degree

The Office Management and Technologies Degree offers options that guide students toward successful employment in business and government.

Upon completion of the Office Management and Technologies Degree, the student will be able to:

- Understand business concepts related to accounting, management, and human resource management.
- Be proficient in using information technology in a business environment

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>
BUS 2	Introductory Keyboarding	3
BUS 3	Intermediate Keyboarding	3
BUS 15X	Occupational Work Experience	1-8
BUS 13A	Word for Windows I	1.5
BUS 13B	Word for Windows II	1.5
BUS 20	Introduction to Business	3
BUS 28	Business Communication	3
BUS 67	Filing and Records Management	2
CIS 34	Introduction to Spreadsheets	3
Total		21-28

Office Management and Technologies Certificate of Achievement

Completion of the 21-28 units listed above fulfills the requirements for Office Management and Technologies Certificate of Achievement.

CIP Code for Program: 52.0408

CIP Program Description: 52.0408 General Office Occupations and Clerical Services. A program that prepares individuals to provide basic administrative support under the supervision of office managers, administrative assistants, secretaries, and other office personnel. Includes instruction in typing, keyboarding, filing, general business correspondence, office equipment operation, and communications skills.

Program Length (in months): 40.5

of units/credits required for this program: 24

Related Occupations, SOC Code(s) Related Occupation(s): 43-4199 All Other Financial, Information, & Record Clerks, 43-5011 Cargo & Freight Agents, 43-4021 Correspondence Clerks, 43-4031 Court, Municipal, & License Clerks, 43-4071 File Clerks, 43-4161 Human Resources Assistants, Except Payroll & Timekeeping, 43-9041 Insurance Claims & Policy Processing Clerks, 43-9051 Mail Clerks & Mail Machine Operators, Except Postal Service, 43-9199 Office & Administrative Support Workers, All Other, 43-9061 Office Clerks, General, 43-9071 Office Machine Operators, Except Computer 43-4151 Order Clerks, 43-5051 Postal Service Clerks, 43-5052 Postal Service Mail Carriers, 43-5053 Postal Service Mail Sorters, Processors, & Processing Machine Operators, 43-3061 Procurement Clerks, 43-4171 Receptionists & Information Clerks, 43-5071 Shipping, Receiving, & Traffic Clerks, 43-5111 Weighers, Measurers, Checkers, & Samplers, Recordkeeping, 43-9022 Word Processors & Typists

Cost:

Total Tuition and Required Fees for the entire program completed in normal time: \$864.00

Total estimated costs for books and supplies for the entire program: \$986.95

Total room and board charges for living on campus: \$3988.50 per semester and \$125.00 deposit

Debt at Program Completion:

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

Of these students, the number of student completing the program with any student loan debt: 0

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

Federal student loan debt: 0

Private loan debt: NA

Institutional financing plan debt: NA

Secretary/Word Processing AA or AS Degree

The Secretary/Word Processing Degree offers options that guide students toward successful employment in business and government.

Upon completion of the Secretary/Word Processing Degree, the student will be able to:

- Understand business concepts related to accounting, management, and human resource management.
- Be proficient in using information technology in a business environment

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>
BUS 2	Introductory Keyboarding	3
BUS 3	Intermediate Keyboarding	3
BUS 15X	Occupational Work Experience	1- 8
BUS 13A	Word for Windows I	1.5
BUS 13B	Word for Windows II	1.5
BUS 20	Introduction to Business.	3
BUS 28	Business Communication.	3
BUS 67	Filing and Records Management	2
CIS 8	Microcomputer Operating Environment	1
CIS 21	Desktop Publishing	3
CIS 34	Introduction to Spreadsheets	3
Total	25-32

Secretary/Word Processing Certificate of Achievement

Completion of the 25-32 units above fulfills the requirements for Secretary/Word Processing Certificate of Achievement.

Additional Certification: Bilingual emphasis with basic competence in FLSPN 3, 4

CIP Code for Program: 52.0401

CIP Program Description: 52.0401 Administrative Assistant and Secretarial Science, General. A program that generally prepares individuals to perform the duties of administrative assistants and/or secretaries and stenographers. Includes instruction in business communications, principles of business law, word processing and data entry, office machines operation and maintenance, office procedures, public relations, secretarial accounting, filing systems and records management, and report preparation.

Program Length (in months): 27

of units/credits required for this program: 29

Related Occupations

SOC Code(s): Related Occupation(s), 43-6011 Executive Secretaries & Administrative Assistants 43-6014 Secretaries, Except Legal, Medical, & Executive 39-9011 Child Care Workers

COST:

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

Total estimated costs for books and supplies for the entire program: \$1186.95

Total room and board charges for living on campus: \$3988.50 per semester and \$125.00 deposit

Debt at Program Completion:

Number of students completing the program between July 1, 2010 and June 30, 2011: 3

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

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

Federal student loan debt: 0

Private loan debt: NA

Institutional financing plan debt: NA

Clerk Typist AA or AS Degree

The Clerk Typist Degree offers options that guide students toward successful employment in business and government.

Upon completion of the Clerk Typist Degree, the student will be able to:

- Understand business concepts related to accounting, management, and human resource management.
- Be proficient in using information technology in a business environment
- 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>
BUS 2	Introductory Keyboarding	3
BUS 3	Intermediate Keyboarding	3
BUS 15X	Occupational Work Experience	1-8
BUS 13A	Word for Windows I	1.5
BUS 13B	Word for Windows II	1.5
BUS 20	Introduction to Business	3
BUS 28	Business Communication	3
BUS 67	Filing and Records Management	2
CIS 8	Microcomputer Operating Environment	1
CIS 19B	Database Creation and Management	3
CIS 21	Desktop Publishing	3
CIS 34	Introduction to Spreadsheets	3
	Total	28-35

Clerk Typist Certificate of Achievement

Completion of the 28-35 units listed above fulfills the requirements for Clerk Typist Certificate of Achievement.

Performing Arts

The Edward James Olmos Teatro de las Americas Academy offers students the opportunity to develop skills in performing arts and television video production as they apply to the modern world of communications and education. Teatro offers a transfer-level associate degree and two certificate programs. Many graduates may find their Teatro training to be an asset in careers such as advertising, public relations, business, law, and politics. The rapid expansion of worldwide performing arts in communications and home video entertainment promises even more opportunities in the field.

Television Production Local Certificate

<i>Course #</i>	<i>Title</i>	<i>Units</i>
PA 32	Stage Lighting & Sound	3
PA 42A	Television Production Camera Operation	4
PA 42B	Television Production Editing	4
PA 42C	Television Production Project	4
Total		15

Technical Theater Production Local Certificate

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.

<i>Course #</i>	<i>Title</i>	<i>Units</i>
PA 1	Introduction to Theater	3
PA 21	Play Production	1-3
PA 32	Stage/Television Lighting & Sound	3
PA 35	Theater Crafts	3
PA 42A	Television Production Camera Operation	4
Total		14-17

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

Required Course:

<i>Course</i>	<i>Title</i>	<i>Units</i>
POLSCI 1	American Government	3
Select Three Courses (9 units):		
POLSCI 2	Comparative Government	3
POLSCI 4	Introduction to International Relations	3
POLSCI 5	Introduction to Political Theory	3
POLSCI 10	Modern Politics	3
MATH 25	Introduction to Statistics	4

Select Two Courses (6 units):

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.

AOJ 1	Introduction to Criminal Justice	3
AOJ 29	Criminology	3
CD 5	Child Development	3
ECON 1A	Macroeconomics	3
ECON 1B	Microeconomics	3
GEOG 2	World Regional Geography	3
GEOG 3	Cultural Geography	3
GEOG 18	Geography of California	3
HIST 4A	Western Europe to 1700	3
HIST 4B	Western Europe from 1700	3
HIST 17A	History of the United States 1492-1877	3
HIST 17B	History of the United States 1865-Present	3
PE 29**	Introduction to Sport and Exercise Psychology	3
POLSCI 20	Judicial and Legal Reasoning	3

PSYCH 1 . . . Introductory Psychology	3
PSYCH 2 . . . Abnormal Psychology	3
PSYCH 3 . . . Developmental Psychology	3
PSYCH 5 . . . Biological Psychology	3
SOC 1 Introduction to Sociology	3
SOC 2 Critical Thinking and Social Problems	3
SOC 3 Marriage and Family Relations	3
SW 20 Introduction to Social Welfare	3
Total	18-19
Units to be double-counted as General Education	6-18
CSU GE Breadth or IGETC Units	39
Transferable Elective Units	8-21
Total	60

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

Psychiatric Technician

AA or 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

Required Courses:

PT 101 Psychiatric Technician Training Program Orientation	1.5
VNPT 50 . . . Anatomy for Nurses	2
VNPT 51 . . . Fundamentals of Nursing	5
VNPT 51L . . Fundamental of Nursing Clinical	3
PT 52 Medical Surgical Nursing	4.5
PT52L Medical Surgical Nursing Clinical	3
VNPT81 . . . Pharmacology 1	1
VNPT 60 . . . Lifespan for Nurses	2
PT 61 Introduction to Developmental Disabilities	5
PT 61L Introduction to Developmental Disabilities Clinical	3
PT 62 Developmental Disabilities	4.5
PT 62L Developmental Disabilities Clinical	3
VNPT 82 . . . Pharmacology 2	1
VNPT 70 . . . Psychology for Nurses	2
PT 71 Introduction to Mental Disorders	5
PT 71L Introduction to Mental Disorders Clinical	3
PT 72 Mental Disorders	4.5
PT 72L Mental Disorders Clinical	3
VNPT 83 . . . Pharmacology 3	1
Total	57

Certificate of Achievement

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

CIP Code for Program: 51.1610

CIP Program Description: 51.1610 Psychiatric/Mental Health Nurse/Nursing. A program that prepares registered nurses (RNs) to promote mental health and provide nursing care to patients with mental, emotional or behavioral disorders, in mental institutions or other settings. Includes instruction in psychopathology, behavioral health, counseling and intervention strategies, psychoeducation, mental health assessment and dual diagnosis, stabilization and management of psychotic illness, psychiatric care and rehabilitation, substance abuse, and crisis intervention.

Program Length (in months): 12

of units/credits required for this program: 57

Related Occupations, SOC Code(s) Related Occupation(s): 29-2053.00 Psychiatric Technicians

Cost:

Total Tuition and Required Fees for the entire program completed in normal time: \$1,390.00

Total estimated costs for books and supplies for the entire program: \$1,764.00

Total room and board charges for living on campus: \$4,770.00 per semester and \$125.00 deposit

Debt at Program Completion:

Number of students completing the program between July 1, 2013 and June 30, 2014: 101

Of these students, the number of student completing the program with any student loan debt: 0

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

Federal student loan debt: 0

Private loan debt: NA

Institutional financing plan debt: NA

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

Required Courses (16 units):

<i>Course</i>	<i>Title</i>	<i>Units</i>
PSYCH 1 . . .	Introductory Psychology	3
PSYCH 5 . . .	Biological Psychology	3
PSYCH 6 . . .	Research Methods in Psychology	3
MATH 25 . .	Introduction to Statistics	4
BIO 10	Fundamentals of Biology	3

Select One Course (3 units):

PSYCH 2 . . .	Abnormal Psychology	3
PSYCH 3 . . .	Developmental Psychology	3
PSYCH 4 . . .	Personal Psychology	3
PSYCH 29**	Introduction to Sport and Exercise Psychology	3

Total 19

Units to be double-counted as General Education 12-15

CSU Breadth or IGETC Units 39

Transferable Elective Units 14-17

Total 60

***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

Psychology

Course #	Title	Units
PSYCH 1 . . .	General Psychology	3
PSYCH 2 . . .	Abnormal Psychology	3
PSYCH 3 . . .	Developmental Psychology	3
PSYCH 4 . . .	Personal Psychology	3
PSYCH 5 . . .	Biological Psychology	3
.	Electives taken from list below	3
TOTAL		18

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

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.

Course #	Title	Units
AOJ 6.	Correctional Interviewing and Counseling	3
AOJ 12.	Written Criminal Justice Communications.	3
BUS 13A	Word for Windows I	1.5
BUS 13B	Word for Windows II	1.5
CD 10	The Child, Family & Society	3
CD 17B	Child Abuse Recognition & Prevention	1
CD 23	Domestic Violence Recognition and Prevention	1
SW 20	Introduction to Social Welfare	3
	Total	17

Transfer Studies

CSU Certificate of Achievement

Completion of the California State University System general education breadth requirements outlined in this catalog satisfies the requirements of the Transfer Studies (CSU) Certificate of Achievement for a minimum of 39 units. For admission to the CSU of your choice, the student is responsible for completing the additional major preparation and/or elective credits to complete the 60 units. Students can use www.assist.org to review major preparation courses and are advised to see a counselor for educational planning for successful admission to the university of their choice.

IGETC Certificate of Achievement

Completion of the Intersegmental General Education Transfer Curriculum (IGETC) requirements outlined in this catalog satisfies the requirements of the in Transfer Studies (IGETC) Certificate of Achievement for a minimum of 37 units. The student is responsible for completing the additional major preparation and/or elective credits to complete the 60 units required for admission for all UC campuses. Students can use www.assist.org to review major preparation courses and are advised to see a counselor for educational planning for successful admission to the university of their choice.

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.

Required Courses:

<i>Course #</i>	<i>Title</i>	<i>Units</i>
IMT-60	Industrial Core	3
WT-70	Introduction to Certified Welding	2.5
WT-71	Beginning SMAW	3
WT-72	Advanced SMAW	3
WT-73	Introduction to Metallurgy and Weld Symbols	1.5
WT-74	GMAW and FCAW: Plate	3
WT-75	SMAW Pipe Welding	2
WT-76	Welding Certification Preparation	5
	Total	18.5

Course Descriptions

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. Unless stated otherwise, all courses are non-repeatable except under certain conditions.

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

Administration of Justice

AOJ 001 Introduction to Criminal Justice (3)

Class Hours: 54 Lecture

Strongly Recommended Preparation: ENG 051A or the equivalent

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. (C-ID AJ 110) (AA, CSU, UC)

AOJ 003 Introduction to Corrections (3)

Class Hours: 54 Lecture

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. (C-ID AJ 200) (AA, CSU)

AOJ 004 Control & Supervision of Inmates (3)

Class Hours: 36 Lecture, 54 Laboratory

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. (AA, CSU)

AOJ 006 Correctional Interviewing and Counseling (3)*Class Hours: 54 Lecture**Strongly Recommended Preparation: ENG51A or equivalent.*

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 may 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. (AA, CSU)

AOJ 007 Legal Aspects of Corrections (3)*Class Hours: 54 Lecture**Strongly Recommended Preparation: ENG51A or equivalent.*

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. (AA, CSU)

AOJ 010 Principles and Procedures of Criminal Justice (3)*Class Hours: 54 Lecture*

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. (C-ID AJ 122) (AA, CSU)

AOJ 012 Written Criminal Justice Communications (3)*Class Hours: 54 Lecture*

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 is on law enforcement and correctional terminology, organization of information and use of English; practice experience in note taking and report writing using standard law enforcement and correction forms; presentation of testimony in court. (AA, CSU)

AOJ 015X Occupational Work Experience (1-8)*Class Hours: 75 hours per unit paid work or 60 hours per unit unpaid work*

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). (AA, CSU)

AOJ 016 Human and Community Relations in Criminal Justice (3)*Class Hours: 54 Lecture*

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. (C-ID AJ 160) (AA, CSU, UC)

AOJ 020 Criminal Law (3)*Class Hours: 54 Lecture**Prerequisite: AOJ 1**Strongly Recommended Preparation: ENG 051A or equivalent.*

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. (C-ID AJ 120) (AA, CSU)

AOJ 022 Criminal Evidence (3)*Class Hours: 54 Lecture*

AOJ 022 examines categories of evidence and legal rules governing its admission and exclusion in the criminal process. (C-ID AJ 124) (AA, CSU)

AOJ 024 Criminal Investigation (3)*Class Hours: 54 Lecture*

AOJ 024 addresses the techniques, procedures, and ethical issues in the investigation of crime, including organization of the investigative process, crime scene searches, interviewing and interrogating, surveillance, source of information, utility of evidence, scientific analysis of evidence and the role of the investigator in the trial process. (C-ID AJ 140) (AA, CSU)

AOJ 029 Criminology (3)*Class Hours: 54 Lecture**Strongly Recommended Preparation: ENG 001A or the equivalent*

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

AOJ 032 Juvenile Delinquency (3)*Class Hours: 54 Lecture**Strongly Recommended Preparation: ENG 001A or the equivalent*

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. (C-ID AJ 220) (AA, CSU)

AOJ 049 Directed Study (1-2)*Class Hours: 54 Laboratory for each semester unit. No more than 2 units per semester per 049 series.*

AOJ 049 is designed for student 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 in at least one course in the department of directed study. (AA, CSU)

AOJ 056 Hospital Peace Officer Training Academy (3)*Class Hours: 54 Lecture**Advisory: Strongly Recommended Preparation of ENG 051A or equivalent.*

AOJ 056 is a basic course in hospital peace officer training as determined by the California Department of Mental Health and the California Penal Code. This course provides training in powers of arrest, search, seizure and firearms, and covers topics in forensic law enforcement. Prerequisite: California law requires that students provide proof of a Department of Justice Fingerprint Clearance (BID-7 Card) letter in order to attend firearms training. A clearance is not required if the student has a prior clearance on file with this institution or is sponsored by a law enforcement agency.

AOJ 058 Behind the Badge (3)*Class Hours: 54 Lecture*

AOJ 058 is designed to expose the student to the many different careers that make up the criminal justice system and guide them toward the specialized training required for the individual student to obtain those careers. (AA)

AOJ 099 Directed Study (1-2)*Class Hours: 54-108 Laboratory*

Administration of Justice 099 is designed for student 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 enrolled in at least one course in the department of directed study (AA)

Agriculture

AG 010 Introduction to Agriculture (3)

Class Hours: 54 Lecture

AG 010 will provide the student with a general overview of California agriculture. Employment opportunities and current socio-economic issues will be discussed. (AA, CSU)

AG 011 Agriculture Sales and Communication (3)

Class Hours: 54 Lecture

AG 011 is the study of 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. (C-ID AG-AB 112) (AA, CSU)

AG 014 Tractor Operations (3)

Class Hours: 36 Lecture, 54 Lab

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. (C-ID AG-MA 108L) (AA, CSU)

AG 015X Occupational Work Experience (1-8)

Class Hours: 75 hours per unit paid work or 60 hours per unit unpaid work

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). (AA, CSU)

AG 049 Directed Study (1-2)

Class Hours: 54 Laboratory for each semester unit. No more than 2 units per semester per 049 series.

AG 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. (AA)

Agriculture Business

AGBUS 011 Agricultural Sales and Marketing (3)

Class Hours: 54 Lecture

AGBUS 011 will provide instruction regarding the role that marketing plays in business activities that direct the flow of products from agriculture procedures to consumers. Students will study the principles and practices of the selling process, selling strategies, approaches, prospecting and territory management. Students will gain experience through role-play and formal sales and marketing presentations. (AA, CSU)

AGBUS 015 Computer Application to Agriculture (3)

Class Hours: 54 Lecture

AGBUS 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. (C-ID AG-AB 108) (AA, CSU)

AGBUS 020 Farm and Agriculture Business Management**(3)***Class Hours: 54 Lecture*

AGBUS 020 covers the organization and operation of farm and ranch businesses, identification of factors affecting profitability, evaluation of the business for increased efficiency and profit and the application of budgeting to laboratory farm and independent analysis of a farm. (C-ID AG-AB 120L) (AA, CSU)

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

AGBUS 024 is the study of the principles of agricultural accounting 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. (C-ID AG-AB 128) (AA, CSU)

AGBUS 040 Introductory Agricultural Economics**(3)***Class Hours: 54 Lecture*

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. (C-ID AG-AB 124L) (AA, CSU, UC)

Agriculture Engineering Technology

AET 010 Surveying**(3)***Class Hours: 36 Lecture, 54 Laboratory*

AET 010 is an introduction to the selection, care and use of tapes and levels; field observations, note taking and office computations, use of surveying instruments and equipment for land measurement and mapping; practice in differential, profile, and contour leveling; building foundation layout; public lands surveying, legal descriptions, horizontal angles and cost evaluations. (C-ID AG-MA 160L) (AA, CSU)

AET 011 Advanced Surveying with GIS Applications**(2)***Class Hours: 18 Lecture, 54 Laboratory**Strongly Recommended Preparation: AET 010 or the equivalent*

AET 011 will introduce students to the interface of surveying and GIS with an emphasis on agricultural land management. Topics covered will include collecting field data; processing the data, generating graphical representation of the data, design based on the data, and laying out the design in the field; and available record resources for use in GIS systems and their accuracy. (AA, CSU)

AET 015 CAD for Agriculture**(2)***Class Hours: 108 Laboratory**Strongly Recommended Preparation: AGBUS 015 or the equivalent*

AET 015 is an introduction to computer aided drafting for agriculture; including engineering, design and construction. Laboratories will utilize Auto CAD software to complete projects. Topics include: drawing setup, 2-D projections including automatic dimensioning and hatching, isometric construction, drawing layers, library symbols, and use of 3-D drawing software. (AA, CSU)

AET 016 Applications for Land Management in Agriculture**(1)***Class Hours: 54 Laboratory**Strongly Recommended Preparation: AET 015 or the equivalent*

AET 016 covers the essentials of Autodesk® Civil 3D® as it relates to agriculture land management applications. Students learn how to work with point data, how to create and analyze surfaces, how to develop a site, how to model roads, corridors, and pipe networks, how to work with survey data, and how to import and export data. Hands-on exercises throughout the course explore how to create 2D and 3D production drawings. (AA, CSU)

AET 021 Ag-Irrigation Management**(3)***Class Hours: 36 Lecture, 54 Laboratory*

AET 021 is designed to teach the principles of irrigation system management for dealers, regulators and farmers (or those interested in those areas). Topics such as surface irrigation methods (furrow and border strips) and pressurized systems (micro and sprinklers) are covered. Students will learn when and how much to irrigate; includes sections on

evapotranspiration and crop coefficients, practical irrigation scheduling techniques, how irrigation efficiency and uniformity influence irrigation scheduling, and salinity effects. The principles and practices of California water delivery will be covered including: plant-soil-moisture relationships and water movement in the soil; water quality, water law, measurement of water; evaluation of irrigation methods, systems, wells and pumps. This course aligns with the Irrigation Association's Certified Irrigation Specialist Program (CAIS). (C-ID AG-PS 140L) (AA, CSU)

AET 022 Irrigation Evaluation and Design Principles (4)

Class Hours: 36 Lecture, 108 Laboratory

AET 022 will cover on-farm irrigation system evaluation and management; including drip, micro-spray, furrow, border strip, and sprinkler systems. Irrigation efficiency and uniformity, land grading design and operation, management, and evaluation of irrigation methods will be discussed. Basic principles of on-farm irrigation system design; micro, surface, and sprinkler irrigation systems will be covered. This course aligns with the Irrigation Association's Certified Irrigation Designer certification. (AA, CSU)

AET 023 Advanced Irrigation Design (3)

Class Hours: 36 Lecture, 54 Laboratory

Strongly Recommended Preparation: AET 021 and AET 022 or the equivalent

AET 023 covers irrigation design including the preparation of irrigation designs to meet the needs of a particular project, selecting the most effective irrigation equipment or materials for the application and utilizing the information in such a manner that efficient and cost-effective irrigation designs are produced which meet the watering requirements for the plant or crop material being irrigated. (AA, CSU)

AET 024 Drip and Micro Irrigation Design and Management (3)

Class Hours: 36 Lecture, 54 Laboratory

Strongly Recommended Preparation: AET 021, AET 022, and AET 023 or the equivalent

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. (AA, CSU)

Animal Science

ASCI 012 Introduction to Animal Science (3)

Class Hours: 36 Lecture, 54 Laboratory

ASCI 012 is a survey of the livestock industry, supply of animal products and their uses; special emphasis on the origin, characteristics, adaptation and contributions of farm animals to the global Ag industry; analysis of the economic trends and career opportunities in animal agriculture. (C-ID AG-AS 106L) (AA, CSU)

ASCI 049/099 Animal Science Directed Study (1-2)

Class Hours: 54 Laboratory for each semester unit. No more than 2 units per semester per 049 series.

ASCI 049/099 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. (AA)

Art

ART 002 Two-Dimensional Design (3)

Class Hours: 27 Lecture, 81 Lab

Strongly Recommended Preparation: ENG 051A or the equivalent.

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. (C-ID ARTS 100) (AA, CSU, UC)

ART 003 Three-Dimensional Design Fundamentals**(3)***Class Hours: 27 Lecture, 81 Lab**Strongly Recommended Preparation: ENG 051A or the equivalent.*

ART 003 is a course designed to introduce the student to the fundamentals of three-dimensional design, including historical and conceptual applications. (C-ID ARTS 101), (AA, CSU)

ART 005A Basic Drawing**(3)***Class Hours: 27 Lecture, 81 Laboratory**Strongly Recommended Preparation: ENG 051A or the equivalent.*

ART 005A is the study of the drawing discipline with emphasis upon the “Historical Context” and how it relates to the drawing medium. (AA, CSU, UC)

ART 005B Intermediate Drawing**(3)***Class Hours: 27 Lecture, 81 Laboratory**Prerequisite: Art 05A**Strongly Recommended Preparation: ENG 051A or the equivalent.*

ART 005B offers additional lecture and studio time to further explore the drawing principles. Recommended for art majors. (AA, CSU, UC)

ART 008 Color Theory**(3)***Class Hours: 27 Lecture, 81 Laboratory**Strongly Recommended Preparation: ENG 051A or the equivalent.*

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. (C-ID ARTS 270) (AA, CSU)

ART 013A Beginning Ceramics**(3)***Class Hours: 27 Lecture, 81 Laboratory**Strongly Recommended Preparation: ENG 051A or the equivalent.*

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. (C-ID ARTS 230) (AA, CSU, UC)

ART 013B Intermediate Ceramics**(3)***Class Hours: 27 Lecture, 81 Laboratory,**Prerequisite: Art 013A**Strongly Recommended Preparation: ENG 051A or the equivalent.*

ART 013B offers additional lecture and studio time to further explore hand building, glazing, and wheel throwing techniques. (AA, CSU, UC)

ART 013C Advanced Ceramics**(3)***Class Hours: 27 Lecture, 81 Laboratory**Prerequisite: ART 013B**Strongly Recommended Preparation: ENG 051A or the equivalent.*

ART 013C will offer further lecture and studio time to explore concepts and theories of ceramics (AA, CSU, UC)

ART 015A Beginning Painting**(3)***Class Hours: 27 Lecture, 81 Laboratory**Strongly Recommended Preparation: ENG 051A or the equivalent.*

ART 015A will offer lecture and studio time to explore the heritage and fundamentals of painting. (C-ID ARTS 210) (AA, CSU, UC)

ART 015B Intermediate Painting**(3)***Class Hours: 27 Lecture, 81 Laboratory**Prerequisite: ART 015A**Strongly Recommended Preparation: ENG 051A or the equivalent.*

ART 015B will offer further lecture and studio time to explore the heritage and fundamentals of painting (AA, CSU, UC)

ART 015C Advanced Painting (3)*Class Hours: 27 Lecture, 81 Laboratory**Prerequisite: ART 015B**Strongly Recommended Preparation: ENG 051A or the equivalent.*

ART 015C will offer further lecture and studio time to explore concepts and theories of painting. (AA, CSU, UC)

ART 016A Survey of Western Art: Pre-history to Proto-renaissance (3)*Class Hours: 54 Lecture**Strongly Recommended Preparation: ENG 051A or equivalent.*

ART 016A is a survey of the arts from the beginning of recorded history to the Renaissance. Additionally, non-Western art and civilizations from the same time period may be covered. (AA, CSU, UC)

ART 016B Survey of Western Art: Renaissance to the Present (3)*Class Hours: 54 Lecture**Strongly Recommended Preparation: ENG 051A or equivalent.*

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. (AA, CSU, UC)

ART 042 Art Appreciation (3)*Class Hours: 54 Lecture**Strongly Recommended Preparation: ENG 051A or the equivalent.*

ART 042 provides a general introduction to art and offers a look at works of art through the study of theory, terminology, themes, design principles, media, and techniques, with an introduction to the visual arts across time and diverse cultures. No art background is necessary. (C-ID ART 100) (AA, CSU, UC)

ART 049 Direct Study (1-2)*Class Hours: 54 Laboratory for each semester unit. No more than 2 units per semester per 049 series.*

ART 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. (AA, CSU)

ART 099 Directed Study (1-2)*Class Hours: 54 Laboratory for each semester unit. No more than 2 units per semester per 049 series.*

ART 099 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. (AA)

Athletics Intercollegiate Sports

ATHL 002 Fundamentals of Softball (.5-3)*Class Hours: Max. 175 Laboratory**Prerequisite: Medical approval from a licensed physician.*

ATHL002 is designed to provide fundamental instruction for those interested in competing in softball at the community college level. (AA, CSU, UC)

ATHL 003 Fundamentals of Football (.5-3)*Class Hours: Max. 175 Laboratory**Prerequisite: Medical approval from a licensed physician.*

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. (AA, CSU, UC)

ATHL 004 Fundamentals of Men's Basketball (.5-3)*Class Hours: Max. 175 Laboratory**Prerequisite: Medical approval from a licensed physician.*

ATHL 004 is designed to provide fundamental instruction for those interested in competing in basketball at the community college level. (AA, CSU, UC)

ATHL 006 Fundamentals of Baseball**(.5-3)***Class Hours: Max. 175 Laboratory**Prerequisite: Medical approval from a licensed physician.*

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. (AA, CSU)

ATHL 016 Fundamentals of Men's Rodeo**(.5-3)***Class Hours: Max. 175 Laboratory**Prerequisite: Medical approval from a licensed physician.*

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. (AA, CSU)

ATHL 017 Fundamentals of Women's Rodeo**(.5-3)***Class Hours: 29 - 175 Laboratory**Prerequisite: Medical approval from a licensed physician.*

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. (AA, CSU)

ATHL 022 Intercollegiate Softball**(3)***Class Hours: 175 Laboratory**Prerequisite: Medical approval from a licensed physician.*

ATHL 022 is designed to provide an introduction to competition in softball at the community college level. (AA, CSU, UC)

ATHL 023 Intercollegiate Football**(3)***Class Hours: 175 Laboratory**Prerequisite: Medical approval from a licensed physician.*

ATHL 023 provides the opportunity for students to further their football skills and utilize them in competitive sport, competing with other colleges. (AA, CSU, UC)

ATHL 024 Intercollegiate Men's Basketball**(1.5)***Class Hours: 87.5 Laboratory**Prerequisite: Medical approval from a licensed physician.*

ATHL 024 is designed to provide competition in basketball at the community college level. (AA, CSU, UC)

ATHL 026 Intercollegiate Baseball**(3)***Class Hours: 175 Laboratory**Prerequisite: Medical approval from a licensed physician.*

ATH 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. (AA, CSU)

ATHL 027 Intercollegiate Women's Volleyball**(3)***Class Hours: 175 Laboratory**Prerequisite: Medical approval from a licensed physician.*

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. (AA, CSU)

ATHL 036 Intercollegiate Men's Rodeo (1.5)*Class Hours: 87.5 Laboratory**Prerequisite: Medical approval from a licensed physician.*

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. (AA, CSU)

ATHL 037 Intercollegiate Women's Rodeo (1.5)*Class Hours: 87.5 Laboratory**Prerequisite: Medical approval from a licensed physician.*

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. (AA, CSU)

Biology

BIO 010 Fundamentals of Biology (3)*Class Hours: 36 Lecture, 54 Laboratory**Strongly Recommended Preparation: ENG 051A.*

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. (AA, CSU, UC)

BIO 015 Biology for Education (3)*Class Hours: 36 Lecture, 54 Laboratory**Strongly Recommended Preparation: ENG 051A or equivalent*

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. (AA, CSU)

BIO 032 Human Anatomy (4)*Class Hours: 54 Lecture, 54 Laboratory**Prerequisite: MATH 063, ENG 051A**Strongly Recommended Preparation: Non-majors general biology course (BIO 010 or BIO 015) or one-semester anatomy and physiology course or medical terminology course (HS 005).*

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. (C-ID BIO 110B) (AA, CSU, UC)

BIO 035 Human Physiology (4)*Class Hours: 54 Lecture, 54 Laboratory**Prerequisite: MATH 063, ENG 051A**Strongly Recommended Preparation: Non-majors general biology course (BIO 010 or BIO 015) and college-level chemistry (CHEM 02A).*

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. (C-ID BIO 120B) (AA, CSU, UC)

BIO 038 Microbiology**(4)***Class Hours: 54 Lecture, 54 Laboratory**Prerequisite: CHEM 02A or the equivalent**Strongly Recommended Preparation: ENG 051A and BIO 010 or equivalents*

BIO 038 is a consideration of the morphology, anatomy, physiology, and taxonomy of micro-organisms with an emphasis on the methods of isolation, identification, and the diseases they cause. (AA, CSU, UC)

BIO 049 Directed Study**(1-2)***Class Hours: 54 -108 Laboratory*

Biology 049 is designed for student 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. (AA, CSU)

Business

BUS 001A Beginning Principles of Accounting**(4)***Class Hours: 72 Lecture**Strongly Recommended Preparation: ENG 051A and MATH 061 or equivalents*

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. (C-ID ACCT 110) (AA, CSU, UC)

BUS 001B Elementary Principles of Accounting**(4)***Class Hours: 72 Lecture**Prerequisite: BUS 001A or equivalent.*

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. (C-ID ACCT 120) (AA, CSU, UC)

BUS 002 Introductory Keyboarding**(3)***Class Hours: 36 Lecture, 54 Laboratory**Strongly recommended preparation: ENG 110B or equivalent*

BUS 002 is an introductory keyboarding course emphasizes operating alphabetic, numeric, and symbol keys by touch. It includes computer keyboarding information. BUS 002 is a prerequisite to BUS 003. (AA, CSU)

BUS 003 Intermediate Keyboarding**(3)***Class Hours: 36 Lecture, 54 Laboratory**Prerequisite: BUS 002 or the ability to key 25 wpm**Strongly recommended preparation: ENG 110B or equivalent*

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. (AA, CSU)

BUS 013A Word for Windows I**(1.5)***Class Hours: 18 Lecture, 27 Laboratory**P/NP**Strongly Recommended Preparation: Knowledge of keyboarding by touch*

BUS 013A teaches basic features of Word for Windows for the non-office occupations major. The course is designed to equip students with the skills to prepare personal correspondence and reports. This course, along with Word for Windows II, is required for the Office Technology major. (AA, CSU)

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

P/NP

*Prerequisite: BUS 013A**Strongly Recommended Preparation: Ability to key 35 wpm*

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. (AA, CSU)

BUS 015X Occupational Work Experience**(1-8)***Class Hours: 75 hours per unit paid work or 60 hours per unit unpaid work*

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). (AA, CSU)

BUS 018 Business Law**(4)***Class Hours: 72 Lecture**Strongly Recommended Preparation: ENG 051A or equivalent*

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. (C-ID BUS 125) (AA, CSU, UC)

BUS 020 Introduction to Business**(3)***Class Hours: 54 Lecture**Strongly Recommended Preparation: ENG 051A or equivalent*

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. (C-ID BUS 110) (AA, CSU, UC)

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

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

BUS 028 Business Communication**(3)***Class Hours: 54 Lecture**Strongly Recommended Preparation: ENG 051A or equivalent.*

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. (AA, CSU)

BUS 032 Small Business Management**(3)***Class Hours: 54 Lecture**Strongly Recommended Preparation: ENG 051A or equivalent.*

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. (AA, CSU)

BUS 035 Human Resources Management (3)

Class Hours: 54 Lecture

Strongly Recommended Preparation: ENG 051A or equivalent.

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. (AA, CSU)

BUS 055 Bookkeeping (3)

Class Hours: 54 Lecture

P/NP

BUS 055 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. (AA)

BUS 067 Filing and Records Management (2)

Class Hours: 18 Lecture, 54 Laboratory

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. (AA)

BUS 074 Computerized Accounting (3)

Class Hours: 36 Lecture, 54 Laboratory

BUS 074 is designed to teach both the accounting and non-accounting students how to use QuickBooks Pro. QuickBooks 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 001A General Chemistry I (5)

Class Hours: 54 Lecture, 108 Laboratory

Prerequisite: MATH 063 or equivalent.

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. (C-ID CHEM 120S) (AA, CSU, UC)

CHEM 001B General Chemistry II (5)

Class Hours: 54 Lecture, 108 Laboratory

Prerequisite: CHEM 001A

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. (AA, CSU, UC) The Chemistry 001A, 001B 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 120A) (AA, CSU, UC)

CHEM 002A Introductory Chemistry I**(4)***Class Hours: 54 Lecture, 54 Laboratory**Prerequisite: MATH 063 or equivalent*

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 002A, 002B 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. (C-ID CHEM 110) (AA, CSU, UC)

Child Development**CD 002 Teaching in a Diverse Society****(3)***Class Hours: 54 Lecture**Strongly Recommended Preparation: ENG 051A or equivalent*

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

CD 003 Child Study and Assessment**(3)***Class Hours: 54 Lecture**Strongly Recommended Preparation: ENG 051A or equivalent*

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. (C-ID ECE 200) (AA, CSU)

CD 004 Parenting**(3)***Class Hours: 54 Lecture**Strongly Recommended Preparation: ENG 051A or the equivalent*

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. (AA, CSU)

CD 005 Child Development**(3)***Class Hours: 54 Lecture**Strongly Recommended Preparation: ENG 051A or equivalent*

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. (C-ID CDEV 100) (AA, CSU, UC)

CD 006 Child and Adolescent Development**(3)***Class Hours: 54 Lecture**Strongly Recommended Preparation: ENG 051A or equivalent*

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.

CD 010 The Child, Family & Society (3)

Class Hours: 54 Lecture

Strongly Recommended Preparation: ENG0 051A or equivalent

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 process 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. (C-ID CDEV 110) (AA, CSU)

CD 012A Principles and Practices of Early Childhood Education (3)

Class Hours: 54 Lecture

Strongly Recommended Preparation: ENG0 051A or equivalent & Concurrent Enrollment with CD 012B

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. (C-ID ECE 120) (AA, CSU)

CD 012B Principles and Practices of Early Childhood Education Field Work (3)

Class Hours: 18 Lecture, 108 Laboratory

Prerequisite: CD 005, CD 010, CD 012A, CD 016, Negative TB Test

Strongly Recommended Preparation: ENG 051A or equivalent & Concurrent Enrollment with CD 012B

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. (C-ID ECE 210) (AA, CSU)

CD 014A Administration and Supervision of Children's Programs (3)

Class Hours: 54 Lecture

Strongly Recommended Preparation: ENG 051A or equivalent

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. (AA, CSU)

CD 014B Administration and Supervision of Children's Programs Field Work (3)

Class Hours: 54 Lecture

Strongly Recommended Preparation: ENG 051A or equivalent

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. (AA, CSU)

CD 015 Literature and Language Arts for Young Children (3)

Class Hours: 54 Lecture

Strongly Recommended Preparation: ENG 051A or equivalent

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 identity information as it pertains to children's literature. (AA, CSU)

CD 015X Occupational Work Experience**(1-8)***Class Hours: 75 hours per unit paid work or 60 hours per unit unpaid work*

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). (AA, CSU)

CD 016 Introduction to Curriculum**(3)***Class Hours: 54 Lecture**Strongly Recommended Preparation: ENG 051A or equivalent*

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. (C-ID ECE 130) (AA, CSU)

CD 017A Sex Education for Teachers & Parents of Young Children**(1)***Class Hours: 18 Lecture**Strongly Recommended Preparation: ENG 051A or equivalent*

CD 017A is designed for teachers and parents of children. This course provides basic sex education, which includes the stages of sexual development from prenatal development through adolescence, useful communication skills for adults when talking to children about sexual development and relationship, and the influences of media upon children as it pertains to sexuality. (AA, CSU)

CD 017B Child Abuse Recognition & Prevention**(1)***Class Hours: 18 Lecture**Strongly Recommended Preparation: ENG 051A or equivalent*

CD 017B provides information concerning child abuse recognition and prevention. The types of abuse and the psychological impact of abuse on young children are presented. Mandated reporting for educators and the California Penal Code, as it pertains to child abuse, are addressed. (AA, CSU)

CD 017C Single Parenting**(1)***Class Hours: 18 Lecture**Strongly Recommended Preparation: ENG 051A or equivalent*

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. (AA, CSU)

CD 018 Health, Safety And Nutrition**(3)***Class Hours: 54 Lecture**Strongly Recommended Preparation: ENG 051A or equivalent*

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. (C-ID ECE 220) (AA, CSU)

CD 021 Infant & Toddler Caregiving**(3)***Class Hours: 54 Lecture**Strongly Recommended Preparation: ENG 051A or equivalent*

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. (AA, CSU)

CD 022 Supervising Adults Working in Children's Programs**(2)***Class Hours: 36 Lecture**Strongly Recommended Preparation: ENG 051A or equivalent*

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 who are employed in publicly funded children's programs. (AA, CSU)

CD 023 Domestic Violence Recognition and Prevention**(1)***Class Hours: 18 Lecture**Strongly Recommended Preparation: ENG 051A or the equivalent*

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. (AA, CSU)

CD 024 School-age Development**(3)***Class Hours: 54 Lecture**Strongly Recommended Preparation: ENG 051A or equivalent*

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. (AA, CSU)

CD 025 School-age Curriculum**(3)***Class Hours: 54 Lecture**Strongly Recommended Preparation: ENG 051A or equivalent*

CD 025 provides basic information pertaining to school-age curriculum. Emphasis is on understanding and planning curriculum for the school-age child that includes assessing, implementing and evaluating programs. Other topics discussed include scheduling, policies, indoor/outdoor environments, special needs and cultural issues. (AA, CSU)

CD 026A Foundations of School-age Child Care**(1)***Class Hours: 18 Lecture**Strongly Recommended Preparation: ENG 051A or equivalent*

CD 026A 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. (AA, CSU)

CD 026B Quality School-age Care**(1)***Class Hours: 18 Lecture**Strongly Recommended Preparation: ENG 051A or equivalent*

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 relationships, indoor and outdoor environments, daily activities, safety and health issues, and administration. (AA, CSU)

CD 026C School-age Sports and Activities**(1)***Class Hours: 18 Lecture**Strongly Recommended Preparation: ENG 051A or equivalent*

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. (AA, CSU)

Communication

COM 001 Elements of Speech (3)

Class Hours: 54 Lecture

Prerequisite: ENG 051A or equivalent

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. (C-ID COM 110) (AA, CSU, UC)

COM 002 Oral Interpretation of Literature (3)

Class Hours: 54 Lecture

Prerequisite: COM 001

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). (C-ID COM 170) (AA, CSU, UC)

COM 003 Argumentation and Debate (3)

Class Hours: 54 Lecture

Prerequisite: COM 001

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. (C-ID COM 120) (AA, CSU, UC)

COM 004 Small Group Dynamics and Presentation (3)

Class Hours: 54 Lecture

Prerequisite: ENG 051A or equivalent

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 discussion, 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. (C-ID COM 140) (AA, CSU, UC)

COM 005 Interpersonal Communication (3)

Class Hours: 54 Lecture

Prerequisite: ENG 051A or equivalent

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. (C-ID COM 130) (AA, CSU)

Computer Information Systems

CIS 002 Internet Programming HTML/CSS (3)

Class Hours: 54 Lecture

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. (AA)

CIS 002B Internet Programming CSS**(3)***Class Hours: 54 Lecture*

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. (AA)

CIS 002C Internet Programming Scripting Languages**(3)***Class Hours: 54 Lecture*

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 (AA).

CIS 002D Introduction to Programming Concepts and Methodologies - Java**(3)***Class Hours: 54 Lecture*

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. (AA)

CIS 007 Computer Concepts**(3)***Class Hours: 36 Lecture, 54 Laboratory*

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. (C-ID BUS 140) (AA, CSU, UC)

CIS 008 Microcomputer Operating Environment**(1)***Class Hours: 9 Lecture, 27 Laboratory*

P/NP

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. (AA, CSU)

CIS 015X Occupational Work Experience**(1-8)***Class Hours: 75 hours per unit paid work or 60 hours per unit unpaid work*

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). (AA, CSU)

CIS 019B Database Creation & Management**(3)***P/NP**Class Hours: 36 Lecture, 54 Laboratory*

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. (AA, CSU)

CIS 020 Internet Graphics - Photoshop**(3)***P/NP**Class Hours: 54 Lecture**Strongly Recommended Preparation: ENG 101B or equivalent.*

The art of Web design involves combining code, text, and images to creatively communicate a message. Computer Information Systems 020 will teach students to create, optimize, and utilize, in moderation, images that can add balance, motion, and interaction to a page without significantly hindering load time. This course is for the beginning Photoshop student as well as those interested in exploring the vast possibility of the Photoshop program. (AA, CSU)

CIS 021 Desktop Publishing**(3)***Class Hours: 36 Lecture, 54 Laboratory**Strongly Recommended Preparation: BUS 013A/B*

CIS 021 teaches the student common sense design techniques used in the production of reports, presentation materials, newsletters, forms, manuals, catalogs, advertising materials, books, and other typical business publications. Knowledge of word processing techniques and the use of a mouse is suggested. (AA, CSU)

CIS 034 Introduction to Spreadsheets**(3)***P/NP**Class Hours: 54 Lecture**Strongly Recommended Preparation: ENG 101B and MATH 101 or equivalent*

CIS 034 is an introduction to microcomputer spreadsheets using Micro-soft Excel. Primary emphasis will be on the use of the command structure and operation. Topics covered will include spreadsheet design and format, graphs, and database functions. (AA, CSU)

CIS 035 Advanced Spreadsheets**(3)***P/NP**Class Hours: 54 Lecture**Prerequisite: CIS 034 or equivalent*

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. (AA, CSU)

CIS 049 Directed Study**(1-2)***Class Hours: 54 Laboratory for each semester unit. No more than 2 units per semester per 049 series.*

CIS 049 is designed for students who wish to undertake special projects related to a particular field. Student, 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. (AA, CSU)

Crop Science

CRPSCI 001 Introduction to Plant Science**(3)***Class Hours: 36 Lecture, 54 Laboratory*

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. (C-ID AG-PS 106L)(AA, CSU, UC)

CRPSCI 002 Plant Science Theory**(3)***Class Hours: 36 Lecture, 54 Laboratory*

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. (C-ID AG-PS 104)(AA, CSU)

CRPSCI 006 Introduction to Precision Agriculture**(3)***Class Hours: 35 Lecture, 54 Laboratory*

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. (AA, CSU)

CRPSCI 007 Advanced Precision Agriculture**(3)***Class Hours: 36 Lecture, 54 Laboratory*

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. (AA, CSU)

CRPSCI 019 California Water**(3)***Class Hours: 54 Lecture*

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. (C-ID AG 116) (AA, CSU)

CRPSCI 032 Weeds and Poisonous plants**(3)***Class Hours: 36 Lecture, 54 Laboratory*

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, mechanical, biological, and chemical methods. Weeds establishment and chemical resistance will also be discussed. Laboratory required. (C-ID AG-PS 132L)(AA, CSU)

CRPSCI 036 Fertilizers and Soil Amendments**(3)***Class Hours: 36 Lecture, 54 Laboratory*

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. Laboratory required. (C-ID AG-PS 136L) (AA, CSU)

CRPSCI 044 Economic Entomology**(3)***Class Hours: 36 Lecture, 54 Laboratory*

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. (C-ID AG-PS 144L) (AA, CSU)

CRPSCI 045 California Pest Control Laws and Regulations**(2)***Class Hours: 36 Lecture*

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. (AA, CSU)

CRPSCI 046 Integrated Pest Management**(3)***Class Hours: 36 Lecture, 54 Laboratory*

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. Laboratory required. (C-ID AG-PS 156L) (AA, CSU)

CRPSCI 049 Directed Study**(1-2)**

Class Hours: 54 Laboratory for each semester unit. No more than 2 units per semester per 049 series.

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. (AA)

CRPSCI 061 Introduction to Precision Agriculture**(1)**

Class Hours: 9 Lecture, 27 Laboratory

CRPSCI 061 is a short course specifically designed to provide interested persons with an introduction to the field of precision agriculture. This course will provide the necessary knowledge to operate and apply Global Positioning Systems, as well as mapping, swathing, soil condition evaluation, and variable rate application and guidance. (AA)

Earth Science

ESCI 002 Introduction to Earth Science**(4)**

Class Hours: 54 Lecture, 54 Laboratory

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. (C-ID GEOL 121L) (AA, CSU)

Economics

ECON 001A Macroeconomics**(3)**

Class Hours: 54 Lecture

Prerequisite: Math 061 or equivalent

Strongly Recommended Preparation: Math 063 or equivalent

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. (C-ID ECON 202) (AA, CSU, UC)

ECON 001B Microeconomics**(3)**

Class Hours: 54 Lecture

Prerequisite: Math 061

Strongly Recommended Preparation: MATH 063

ECON 001B 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. (C-ID ECON 201) (AA, CSU, UC)

Education

EDUC 001 Introduction to Teaching**(3)**

Class Hours: 54 Lecture

Strongly Recommended Preparation: ENG 051A.

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. (C-ID EDUC 200) (AA, CSU, UC)

EDUC 005 Critical Thinking in the Classroom**(3)***Class Hours: 54 Lecture**Prerequisite: ENG 051A and EDUC 001 or equivalents*

EDUC 005 is a critical thinking class intended for students who are considering teaching at the 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. (AA, CSU)

Emergency Medical Training**EMT 001 Emergency Medical Responder/First Responder****(6)***Class Hours: 99 Lecture, 27 Laboratory**Prerequisite: Current certification in American Heart Association Basic Life Support for Healthcare Providers (CPR certification).**Advisory(s): It is strongly recommended that students be at least 18 years of age due to the liability insurance of the agencies and employment opportunity.*

EMT 001 prepares the student for certification as a Nationally Registered EMT-Basic. Instruction includes topics pertaining to emergency medical care in the pre-hospital setting in accordance with the U.S. Department of Transportation's NHTSA 1996 National Standard Curriculum, Title 22 of the California Code of Regulations and Local EMS policies, procedures and protocols. Satisfactory completion of this course will prepare the student for the National Registry of EMT's certification exam. Certification will allow the student to work on an ambulance, fire apparatus, or in a hospital emergency department. This course requires 10 hours of supervised instruction on an operational emergency ambulance. This course will occasionally meet at off campus locations and the student will be responsible for arranging his/her own transportation to those locations. (AA, CSU)

EMT 050 Emergency Medical Technician**(6.5)***Class Hours: 90 Lecture, 81 Laboratory**Prerequisite: Current certification in American Heart Association Basic Life Support for Healthcare Providers (CPR certification).**Strongly Recommended Preparation: ENG 051A, Minimum 18 years of age.*

EMT 050 prepares the student for certification as a Nationally Registered EMT and subsequent state certification. Instruction includes topics pertaining to emergency medical care in the pre-hospital setting. This is in accordance with the content of an EMT course and shall meet the objectives contained in the U.S. Department of Transportation (DOT) National EMS Education Standards (DOT HS 811 077A, January 2009), California Code of Regulations Title 22 (Social Security) Division 9 (Prehospital Emergency Medical Services) Chapter 2 (Emergency Medical Technician), and Local EMS policies, procedures and protocols. Successful completion of this course will prepare the student for the National Registry of EMT's certification exam. As part of the course, the student requires at least twenty-four (24) hours of supervised instruction on an operational emergency ambulance. This course will occasionally meet at off campus locations and the student will be responsible for arranging his/her own transportation to those locations. Once certified, this will allow the student to work on an ambulance, fire apparatus, or in a hospital emergency department (AA)

EMT 055 Emergency Medical Responder/First Responder**(1.25)***Class Hours: 18 Lecture, 13.5 Laboratory*

EMT 055 is designed to enhance the education of any pre-EMT student, firefighter, peace officer, and lifeguard. The title of First Responder is currently transitioning to Emergency Medical Responder. This course exceeds the minimum requirements set by the California Code of Regulations, Title 22. Social Security, Division 9. Pre-hospital Emergency Medical Services and the U.S. Department of Transportation (US DOT) National Emergency Medical Services (EMS) Education Standards (with related Instructional Guidelines) and National Standard Curricula (NSC). This course is also an advisory course for any pre-EMT student and will facilitate a smooth transition into the EMT course (EMT 050) (AA).

EMT 056 Emergency Medical Technician Refresher**(1.25)***Class Hours: 18 Lecture, 13.5 Laboratory**Prerequisite: Current EMT Certification*

EMT 056 prepares the student for recertification as a Nationally Registered EMT and subsequent state recertification. Instruction includes topics pertaining to emergency medical care in the pre-hospital setting. This is in accordance with the content of an EMT course and shall meet the objectives contained in the U.S. Department of Transportation

(DOT) EMT-Basic Refresher National Standard Curriculum, DOT HS 808 624, September 1996, California Code of Regulations Title 22 (Social Security) Division 9 (Prehospital Emergency Medical Services) Chapter 2 (Emergency Medical Technician), and Local EMS policies, procedures and protocols. Successful completion of this course will prepare the student for the National Registry of EMT's recertification requirement. As part of the course, the student will be able to complete the state required skills verification. Once recertified, this will allow the student to work on an ambulance, fire apparatus, or in a hospital emergency department. (AA)

English

ENG 001A Composition and Reading (3)

Class Hours: 54 Lecture

Prerequisite: ENG 051A or equivalent

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. (C-ID ENG 100) (AA, CSU, UC)

ENG 001B Literature/Critical Thinking & Writing (3)

Class Hours: 54 Lecture

Prerequisite: ENG 001A or equivalent

English 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. (C-ID ENG 110) (AA, CSU, UC)

ENG 002 Introduction to Literature (3)

Class Hours: 54 Lecture

Prerequisite: ENG 001A or equivalent

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. (C-ID ENGL 120)

ENG 003 Critical Thinking & Writing (3)

Class Hours: 54 Lecture

Prerequisite: ENG 001A or equivalent

English 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. (C-ID ENGL 105)

ENG 025 Creative Writing (3)

Class Hours: 54 Lecture Prerequisite: ENG 051A or equivalent

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. (AA, CSU, UC)

ENG 049/099 Directed Study (.5-3)

Class Hours: 54 Laboratory for each semester unit. No more than 3.0 units per semester per 049 series.

ENG 049/099 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. (AA)

ENG 050 Research Tools (.5)

Class Hours: 9 Lecture

P/NP Only

ENG 050 introduces 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. (AA)

ENG 051A Introduction to Communication Skills**(3)***Class Hours: 54 Lecture**Prerequisite: ENG 100, ENG 101B, or ENG 110B or equivalent*

ENG 051A provides instruction for students who do not make a satisfactory score on an English placement test for ENG 001A. This course aids students in developing the necessary skills and experiences to make them effective readers, writers, and speakers. The course provides practice in reading, in writing essays of 500 words or more, and in verbal communication. (AA)

ENG 070 Adaptive Reading**(.5-1)***Class Hours: 54 Laboratory**P/NP*

ENG 070 is designed primarily for students with learning disabilities. The content of the class relates primarily to the fundamentals of reading and related language arts. Students work toward individualized and group instructional objectives. Reading will be taught in the context of other language and life skills. May be repeated as many times as necessary to achieve course objectives. (AA)

ENG 089 Supplemental and Adaptive Language Skills**(1)***Class Hours: 54 Laboratory**P/NP*

ENG 089 is designed primarily for students with learning disabilities. The content of the course will relate to writing, spelling and related language arts. Students will work toward individualized and group objectives. May be repeated as many times as necessary to achieve course objectives. (AA)

ENG 100 Introduction to College Reading and Writing**(4)***Class Hours: 72 Lecture*

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. (NDA)

English as a Second Language

ESL 110 ESL Bridge**(1)***Class Hours: 54 Laboratory*

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 120 Conversation Practice and Everyday English**(1-3)***Class Hours: 36 Lecture, 54 Laboratory**P/NP only*

ESL 120 is for students whose native language is not English. This course includes listening and speaking practice with an emphasis on developing conversation skills for everyday situations. Students may enroll in 1 unit (6 weeks of study), 2 units (12 weeks of study), or 3 units (18 weeks of study) per semester. (NDA)

ESL 125 Conversation Practice Intermediate Level**(1-3)***Class Hours: 36 Lecture, 54 Laboratory**P/NP Only*

ESL 125 is for students whose native language is not English but who can already speak Basic English. This course continues conversation practice with an emphasis on increasing vocabulary and fluency. Students may enroll in 1 unit (6 weeks of study), 2 units (12 weeks of study), or 3 units (18 weeks of study) per semester. (NDA)

ESL 130 Reading and Writing Beginning Level**(1-3)***Class Hours: 36 Lecture, 54 Laboratory**P/NP Only*

ESL 130 is for students whose native language is not English. This course emphasizes beginning reading, basic grammar, and sentence writing. Students may enroll in 1 unit (6 weeks of study), 2 units (12 weeks of study), or 3 units (18 weeks of study) per semester. (NDA)

ESL 135 Reading & Writing Intermediate Level**(1-3)***Class Hours: 36 Lecture, 54 Laboratory**P/NP Only*

ESL 135 is for students whose native language is not English but who can already read and write Basic English. This course focuses on improving reading and writing skills, intermediate grammar, and vocabulary development. Student may enroll in 1 unit (6 weeks of study), 2 units (12 weeks of study), or 3 units (18 weeks of study) per semester. (NDA)

ESL 140 Beginning ESL Computer Lab (1)*Class Hours: 54 Laboratory*

ESL 140 provides ESL students with an introduction to the computer. Students learn basic computer skills and use the computer to practice English language skills. (NDA)

ESL 200 Integrated Skills (4)*Class Hours: 72 Lecture**Strongly Recommended Preparation: TOEFL iBT Score of 37 or above and/or IELTS 4.0/4.5.*

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. (NDA)

Environmental Technology

ET 052 Energy Industry Fundamentals (5.5)*Class Hours: 63 Lecture, 108 Laboratory*

ET 052 is an introduction to alternative energy and will provide students with a foundation of energy fundamentals. The course content focuses on understanding various types of energy and their conversion to useable energy such as electrical power and how generated electrical power is transmitted and distributed to the point of use. In addition, OSHA-10, bloodborne pathogen and HAZWOPER training will be covered. (AA)

ET 061 Energy Efficiency (4)*Class Hours: 36 Lecture, 108 Laboratory*

ET 061 will provide instruction on energy efficient concepts and applications for residential homes and small businesses, taking a holistic view to ensure dwellings are comfortable and energy efficient. Practical portions will focus on the house-as-a-system approach towards improving efficiency. BPI certification information and test preparation will be included. (AA)

ET 062 Residential Electrical (3.5)*Class Hours: 36 Lecture, 81 Laboratory*

ET 062 introduces residential electrical fundamentals including but not limited to panels, sub-panels, breakers, circuits, wiring techniques, and associated calculations. (AA)

ET 063 Solar Installation (4)*Class Hours: 36 Lecture, 108 Laboratory**Prerequisite: ET 062*

ET 063 will provide instruction on photovoltaic solar panel installations. The main focus will be on residential roof application; however, ground mount and solar farm applications will be included. (AA)

HVAC 060 Heating, Ventilating, & Air Conditioning Level I (3)*Class Hours: 18 Lecture, 108 Laboratory*

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 Conditioning Level II (4)*Class Hours: 18 Lecture, 162 Laboratory*

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 Conditioning Level III (4)*Class Hours: 18 Lecture, 162 Laboratory*

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 Conditioning Level IV**(4)***Class Hours: 18 Lecture, 162 Laboratory*

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.

Equine Science**EQSCI 004 Elements of Horse Management****(3)***Class Hours: 54 Lecture*

EQSCI 004 is a survey of the equine industry, encompassing the evolution and role of the equine species throughout history, breed selection and development, nutrition, disease, preventative health, reproductive management, basic horsemanship and stabling alternatives. (AA, CSU)

Foreign Language Spanish**FLSPN 001 Introductory Spanish for Non-Native Speakers****(4)***Class Hours: 72 Lecture**P/NP**Strongly Recommended Preparation: No previous Spanish in other schools; special placement with consent of instructor.*

FLSPN 001 introduces current Spanish. This first semester course stresses pronunciation, understanding, speaking, writing, and reading. Emphasis is placed on basic vocabulary and essentials of grammar, along with an introduction to Hispanic culture. (Spanish 001 is not suggested for the bilingual student.) Spanish 001 and 11 cannot both be taken for credit. (AA, CSU, UC)

FLSPN 002 Elementary Spanish for Non-Native Speakers**(4)***Class Hours: 72 Lecture**P/NP**Prerequisite: FLSPN 001, one year of high school Spanish, or consent of instructor.*

FLSPN 002 continues an introduction to current Spanish. This second semester course stresses pronunciation, understanding, speaking, writing and reading. Emphasis is placed on basic vocabulary and essentials of grammar, along with an introduction to Hispanic culture. (Spanish 002 is not suggested for the bilingual student.) Spanish 002 and 012 cannot both be taken for credit. (AA, CSU, UC)

FLSPN 003 Intermediate Spanish**(4)***Class Hours: 72 Lecture**P/NP**Prerequisite: FLSPN 002, or 012; two years of high school Spanish or equivalent.*

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. (AA, CSU, UC)

FLSPN 004 Advanced Spanish**(4)***Class Hours: 72 Lecture**P/NP**Prerequisite: FLSPN 003, three years of high school Spanish.*

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. (AA, CSU, UC)

FLSPN 011 Introduction to Spanish for the Limitedly Bilingual**(4)***Class Hours: 72 Lecture**P/NP**Strongly Recommended Preparation: Very Limited Spanish-speaking background and no schooling in Spanish either in U.S. or any Spanish speaking country, or consent of instructor.*

FLSPN 011 is a first-year Spanish course, providing an introduction to correct Spanish for the very minimally bilingual student, with emphasis on writing, reading and grammar. Expansion of basic vocabulary and the essentials of grammar are presented along with an introduction to Hispanic culture. Spanish 001 and 011 cannot both be taken for credit. (AA, CSU, UC)

FLSPN 012 Elementary Spanish for the Limitedly Bilingual (4)

P/NP

*Class Hours: 72 Lecture**Strongly Recommended Preparation: FLSPN 011, preliminary level schooling in a Spanish-speaking country (1-4 yrs.); limited Spanish-speaking background and one year of high school Spanish, or consent of instructor.*

FLSPN 012 continues an introduction to correct Spanish for the very minimally bilingual student with emphasis on writing, reading, and grammar. Expansion of basic vocabulary and the essentials of grammar are presented, along with an introduction to Hispanic culture, communication, and speaking. Spanish 002 and 012 cannot both be taken for credit. (AA, CSU, UC)

FLSPN 049/099 Spanish Directed Study Course (1-3)*Class Hours: 54 Laboratory for each semester unit. No more than 3 units per semester per 049 series.*

FLSPN 049/099 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. (AA)

FLSPN 051 Intro to Conversational Spanish for Personal/Professional Use (3)

P/NP

*Class Hours: 54 Lecture**Strongly Recommended Preparation: ENG 051A or equivalent.*

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. (AA)

FLSPN 052 Elementary Conversational Spanish for Personal/Professional Use (3)

P/NP

*Class Hours: 54 Lecture**Prerequisite: FLSPN 051 or equivalent.**Strongly Recommended Preparation: It is also recommended that the students repeat FLSPN 051 if more than one semester has elapsed since FLSPN 051 was taken.*

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. (AA)

FLSPN 053 Intermediate Conversational Spanish for Personal/Professional Use (3)

P/NP

*Class Hours: 54 Lecture**Prerequisite: FLSPN 052 or equivalent.*

FLSPN 053 builds upon FLSPN 052 and introduces further essentials of grammar with an emphasis on oral practice to develop skill in communication for personal or professional use. Practice is designed to focus on specific vocabulary needs by expanding the vocabulary of the previous course in specific areas that address professional or personal need. May be taken two times for credit. (AA)

FLSPN 054 Advanced Conversational Spanish for Personal/Professional Use (3)

P/NP

*Class Hours: 54 lecture**Prerequisite: FLSPN 053 or equivalent*

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. (AA)

General Work Experience

WE 015xx General Work Experience (1-6)*Class Hours: 75 hours of paid work equals 1.0 unit and 60 hours of volunteer work equal 1.0 units.*

General Work Experience is designed to aid the student in developing desirable work habits and need not be related to the college major or career intent. Students may earn up to 6 units per semester or a maximum of 16 units of total credit in general work experience for paid or voluntary work. Please note, general work experience is not a payable class under VA benefits. (AA, CSU)

Guidance Studies

GS 061 Content Area Support **(.5-1)**

Class Hours: 27-54 Laboratory

GS 061 is intended primarily for students with learning or other disabilities. The aim of this course is to assist students in mastering skills for success in their academic and vocational classes. Students will practice and apply GS 061 course content to their assignments from their academic or vocational classes. (AA)

GS 100 Transition to College for Students with Disabilities **(1)**

Class Hours: 54 Laboratory

P/NP

GS 100 will assist students with disabilities in preparing for initial semester in a community college. Navigation of West Hills College-Coalinga campus, resources, academic policies, procedures, and services. Course content will cover issues related to accommodations and resources available to students with disabilities to enable them to be successful in a college setting, including disability evaluation and assessment, alternative media, course selection, and scheduling.

GS 102 Guidance Studies Math **(.5-1)**

Class Hours: 27-54 Laboratory

P/NP

GS 102 is a course designed primarily for students with learning disabilities. This non-transferable, non-degree applicable course offers both group and individual instruction in the fundamentals of mathematics. Students will work toward individual and group instructional objectives. Students registered in Disabled Students Program and Services may repeat this course as many times as necessary to achieve course objectives.

GS 103 Guidance Studies Reading and Writing **(1)**

Class Hours: 54 Laboratory

P/NP

GS 103 is designed primarily for students with learning disabilities. This non-transferable, non-degree-applicable course offers both group and individual instruction in the development of basic reading and written language skills. Students will utilize assistive technology to further enhance the development of English skills. Students registered in Disabled Students Program and Services may repeat this course as many times as necessary to achieve course objectives.

GS 104 Adopted Computer Literacy **(2)**

Class Hours: 108 Laboratory

P/NP

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

P/NP

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

P/NP

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..

Geography

GEOG 001 Physical Geography **(4)**

Class Hours: 54 Lecture, 54 Laboratory

Strongly Recommended Preparation: ENG 051A or equivalent.

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. (C-ID GEOG 115) (AA, CSU, UC)

GEOG 002 World Regional Geography (3)*Class Hours: 54 Lecture**Strongly Recommended Preparation: ENG 051A or equivalent.*

GEOG 002 is a survey of the physical, cultural, and economic features of the world's major geographic 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. (AA, CSU, UC)

GEOG 003 Cultural Geography (3)*Class Hours: 54 Lecture**Strongly Recommended Preparation: ENG 051A or equivalent.*

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). (AA, CSU, UC)

GEOG 016 Regional Field Studies (1)*Class Hours: 3 Lecture, 45 Laboratory*

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. (C-ID GEOG 160) (AA, CSU)

GEOG 018 Geography of California (3)*Class Hours: 54 Lecture**Strongly Recommended Preparation: ENG 051A or equivalent.*

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. (C-ID GEOG 140) (AA, CSU, UC)

GEOG 049/099 Directed Study Course (1-2)*Class Hours: 54 Laboratory for each semester unit. No more than 2 units per semester per 049/099 series.*

GEOG 049/099 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. (AA)

GEOG 059 Geography Field Experience (1)*Class Hours: 54 Laboratory*

Geography 059 is a short-term course designed primarily for the non-traditional student and is built around a series of one-day field trips. Examples: Yosemite, Sequoia National Park, the Delta, etc. (This course may be taken for a maximum of one unit for degree credit.) (AA)

Geology

GEOL 001 Physical Geology (4)*Class Hours: 54 Lecture, 54 Laboratory*

GEOL 001 is an introduction to the physical and chemical forces active on the earth, including a survey of minerals, rocks, volcanism, geomorphology, and structural geology. Also covered are the agents of weathering, erosion, earthquakes, the earth's interior, glaciation, oceans, rock mobility, metamorphism, sedimentation and the formation of economic mineral deposits. (C-ID GEOL 101) (AA, CSU, UC)

GEOL 003 Historical Geology (4)*Class Hours: 54 Lecture, 54 Laboratory*

GEOL 003 is the study of the origin and history of the Earth, the formation of the continents, and oceans, and the changes they have experienced, the history, and distribution of rock formations and mountains, fossils as aids to the dating of rocks, geological time, and the development of living things. (C-ID GEOL 110L) (AA, CSU, UC)

GEOL 049 Historical Geology**(1-2)***Class Hours: 54-108 Laboratory*

GEOL 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. (AA, CSU)

Health Education**HE 035 Personal Health and Hygiene****(3)***Class Hours: 54 Lecture*

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. (AA, CSU, UC)

Health Science**HS 005 Medical Terminology****(3)***Class Hours: 54 Lecture**Advisory(s): ENG 051A or equivalent.*

HS 005 is designed to give students an understanding of terminology used in a 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. (AA, CSU)

HS 015X Occupational Work Experience**(1-8)***Class Hours: 75 hours per unit paid work or 60 hours per unit unpaid work*

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). (AA, CSU)

HS 061 Nurse Assistant Training**(6)***Class Hours: 63 Lecture, 135 Laboratory**Prerequisite: Students must be at least 17 years of age and pass a physical examination, and submit fingerprints for FBI and DOJ clearances.*

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. (AA)

HS 062 Home Health Aide Training**(2)***Class Hours: 27 Lecture, 27 Laboratory**Prerequisite: HS 061 or equivalent with a grade of "C" or better.*

HS 062 is a short-term course that builds upon the knowledge, skills and abilities that individuals possess as nursing assistants. Home health aides provide light housekeeping and homemaking tasks including: laundry and bed linen care, meal planning and preparation and assisting with errands and appointments. A combination of theory, skills laboratory and off-campus clinical training prepares the student for the certification examination. (AA)

HS 080 Introduction to Medical Professional**(2)***Class Hours: 36 Lecture**Strongly Recommended Preparation: ENG 051A or equivalent*

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 Careers (2)*Class Hours: 36 Lecture**Strongly Recommended Preparation: ENG 051A or equivalent*

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.

Heavy Equipment

HVYEQUI 001 ABC Corre Curricula (4)*Class Hours: 72 Lecture*

Heavy Equipment 001 is a prerequisite for all heavy equipment courses certified by ABC (Associated Builders and Contractors). It is also a useful course for anyone interested in the construction and maintenance industries. It provides a basic introduction to construction work for all crafts. The content of the course includes basic safety, basic math, hand tools, power tools, blueprints and basic rigging required. This course may be used as credit for either the Heavy Equipment or Welding but not for both. (AA)

HVYEQUI 060A Level I Heavy Equipment Operation (5)*Class Hours: 54 Lecture, 108 Laboratory**Prerequisite: IMT 060*

HVYEQUI 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. (AA)

HVYEQUI 060B Level II Heavy Equipment Operation (5)*Class Hours: 54 Lecture, 108 Laboratory**Prerequisite: HVYEQUI 060A*

HVYEQUI 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. (AA)

HVYEQUI 060C Level III Heavy Equipment Operation (5)*Class Hours: 54 Lecture, 108 Laboratory**Prerequisite: HVYEQUI 060B*

HVYEQUI 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. (AA)

History

HIST 004A Western Europe to 1700 (3)*Class Hours: 54 Lecture**Strongly Recommended Preparation: ENG 051A or equivalent*

HIST 004A is the study of European history to 1700, emphasizing Western Europe and its contribution to the American settlement. (C-ID HIST 170) (AA, CSU, UC)

HIST 004B Western Europe from 1700 (3)*Class Hours: 54 Lecture**Strongly Recommended Preparation: ENG 051A or equivalent*

HIST 004B is the study of European history from 1700 to the present. (C-ID HIST 180) (AA, CSU, UC)

HIST 017A History of the United States 1492-1877 (3)*Class Hours: 54 Lecture**Prerequisite: ENG 051A or equivalent*

HIST 017A is a historical survey of the European colonization of North America and the United States through Reconstruction. (C-ID HIST 130) (AA, CSU, UC)

HIST 017B History of the United States: 1865 - Present**(3)***Class Hours: 54 Lecture**Prerequisite: ENG 051A or equivalent*

HIST 017B is a historical survey of the United States from the end of the Civil War to the present. (C-ID HIST 140) (AA, CSU, UC)

HIST 020 World History I**(3)***Class Hours: 54 Lecture*

HIST 020 is a survey of the development of world civilizations to 1500. (C-ID HIST 150) (AA, CSU, UC)

HIST 032 Cultural History of the Chicano**(3)***Class Hours: 54 Lecture**Strongly Recommended Preparation: ENG 051A or equivalent*

HIST 032 will examine the social, political, and economic experience of Mexicans living in the United States beginning with Pre-Columbian heritage through the Spanish colonial era, the Treaty of Guadalupe-Hidalgo, the Great Depression, World War II, and the Civil Rights Movement. Emphasis will be on how these experiences have helped to shape the culture of Chicanos in the modern era. (AA, CSU, UC)

HIST 044 Women's Role in United States History**(3)***Class Hours: 54 Lecture**Strongly Recommended Preparation: ENG 051A or equivalent*

HIST 044 will examine the social, economic, and political roles of women in the United States from the Pre-Columbian era through the Colonial period, Victorian period, and into the modern era. Contributions of women from various racial and ethnic backgrounds will be discussed. (AA, CSU, UC)

HIST 049 Directed Study**(1-2)***Class Hours: 54 Laboratory for each semester unit. No more than 2 units per semester per 049 series.*

HIST 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. (AA, CSU)

Humanities

HUM 001 Introduction to Western Culture**(3)***Class Hours: 54 Lecture**Strongly Recommended Preparation: ENG 001A or equivalent*

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. (AA, CSU, UC)

HUM 022 Introduction to Comparative Religion**(3)***Class Hours: 54 Lecture**Strongly Recommended Preparation: ENG 001A or equivalent*

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. (AA, CSU, UC) *(This course will occasionally meet at off campus locations and the student will be responsible for arranging his/her own transportation to those locations.)*

Industrial Maintenance Technology

IMT 060 Industrial Core**(3)***Class Hours: 36 Lecture, 54 Lab*

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. (AA)

IMT 061 Industrial Maintenance Mechanic Level I (3)*Class Hours: 18 Lecture, 108 Lab*

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. (AA)

IMT 062 Industrial Maintenance Mechanic Level II (4)*Class Hours: 18 Lecture, 162 Lab*

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. (AA)

IMT 070 Industrial Maintenance Mechanic Level III (4)*Class Hours: 18 Lecture, 162 Lab*

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. (AA)

Interdisciplinary Studies

IS 001 College Success (3)*Class Hours: 54 Lecture**P/NP*

IS 001 is a course which assists students in obtaining skills and knowledge necessary to reach their educational objectives. Topics to be covered include orientation to college, motivation, memory development, study skills and techniques, introduction to career-life planning, skills for dealing with personal issues and challenges that face many college students. (AA, CSU, UC)

IS 002 Career Planning (1)*Class Hours: 18 Lecture**P/NP**Strongly Recommended Preparation: ENG 110B or equivalent*

IS 002 is an examination of the career development process including self-assessment, career exploration and decision-making. During this course, students will identify their interests, values, skills and personality type as they relate to career/life planning. Extensive use of internet resources will be required. (AA, CSU)

IS 007 Student Leadership Development (2)*Class Hours: 18 Lecture, 54 Laboratory*

IS 007 is a course designed for the development of leadership skills. Class members will serve as officers on the Associated Student Body Council, student clubs, Cheer squad or as representatives on campus wide committees. Emphasis will be placed on participation in governing and organizational operations of specific college groups. Students will learn effective planning, personal and professional leadership skills, organizational structure and conducting meetings using parliamentary procedure. (AA, CSU)

IS 020 Ensuring Transfer Success (1)*Class Hours: 18 Lecture**Strongly Recommended Preparation: ENG 110B or equivalent*

IS 020 provides in-depth information and assistance with the transfer process to 4-year colleges/universities. It is designed to enable students to actively participate in planning their educational and career goals by providing information about the process and requirements for transferring from a community college to a university. Lower division major and general education requirements, college/university selection, admission procedures, application deadlines, financial aid and scholarship information will be covered. Use of college catalogs, printed directories and the Internet will be necessary to complete assignments. (AA, CSU, UC)

IS 050 Orientation for International Students (1)*Class Hours: 18 Lecture*

IS 050 is designed to acquaint the international student with community college and university requirements, college and community services, and strategies for student's success. (AA)

Kinesiology

KINES 001 Introduction to Kinesiology (3)

Class Hours: 54 Lecture

Strongly Recommended Preparation: HE 035 or equivalent

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. (C-ID KIN 100) (AA, CSU)

KINES 048 First Aid and Safety (3)

Class Hours: 54 Lecture

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. (C-ID KIN 101) (AA, CSU)

Linguistics

LING 011 Introduction to Linguistics (3)

Class Hours: 54 Lecture

LING 011 examines the nature, structure, acquisition, and biology of human language; the nature of linguistic diversity; the relationship between linguistic structure; and literacy development. The course also highlights the areas of linguistics most relevant to future elementary and secondary teachers. It is recommended for Liberal Studies Blended majors or for students entering the Multiple Subject or Singular Subject Credential Program. (AA, CSU)

Mathematics

MATH 001A Introduction to Calculus (5)

Class Hours: 90 Lecture

Prerequisite: MATH 015 or Equivalent

MATH 001A is an introduction to differential calculus of elementary functions (including trigonometric, exponential and logarithmic). The course covers limits, continuity derivatives, basic integrals, the Fundamental Theorem and applications. (C-ID MATH 210) (AA, CSU, UC)

MATH 001B Calculus with Applications (5)

Class Hours: 90 Lecture

Prerequisite: MATH 001A or equivalent

MATH 001B is an introduction to integral calculus. The course covers techniques of integration, applications of integration, improper integrals, polar coordinates and infinite series. (C-ID MATH 220) (AA, CSU, UC)

MATH 002A Multivariate Calculus (4)

Class Hours: 72 Lecture

Prerequisite: MATH 001B or equivalent

MATH 002A is concerned with three-dimensional vectors, lines and planes, vector-valued functions, partial derivatives, multiple integrals and calculus of vector fields. (Please Note: This course is offered infrequently). (C-ID MATH 230) (AA, CSU, UC)

MATH 002B Differential Equations (4)

Class Hours: 72 Lecture

Prerequisite: MATH 002A or equivalent

MATH 002B is the study of first-order linear differential equations and their applications in science and engineering, linear differential equations of higher order applications of second-order differential equations to vibrational models, differential equations with variable coefficients, Laplace transformations, and systems of linear differential equations. (Please note: This course is offered infrequently). (C-ID MATH 240) (AA, CSU, UC)

MATH 010A Structure & Concepts in Mathematics I (3)*Class Hours: 54 Lecture**Prerequisite: MATH 063 or equivalent*

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. (C-ID MATH 120) (AA, CSU, UC)

MATH 010B Structure & Concepts in Mathematics II (3)*Class Hours: 54 Lecture**Prerequisite: MATH 010A or equivalent*

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 G. E. quantitative reasoning requirements for non-liberal studies majors at four-year institutions. (AA, CSU)

MATH 015 Precalculus (5)*Class Hours: 90 Lecture**Prerequisite: MATH 063 or equivalent*

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, exponential, logarithmic, trigonometric functions and their graphs, systems, and analytic geometry. (C-ID MATH 955) (AA, CSU, UC)

MATH 025 Introduction to Statistics (4)*Class Hours: 72 Lecture**Prerequisite: MATH 063 or equivalent*

MATH 025 is an introduction to the use of probability techniques, hypothesis testing, and predictive techniques to facilitate decision-making. Topics include descriptive statistics; probability and sampling distributions; statistical inference; correlation and linear regression; analysis of variance, chi-square and 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. (C-ID MATH 110) (AA, CSU, UC)

MATH 045 Contemporary Math (3)*Class Hours: 54 Lecture**Prerequisite: MATH 063 or equivalent*

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). (AA, CSU, UC)

MATH 049/099 Mathematics Directed Study (1-2)*Class Hours: 54 Laboratory hours for each semester unit. No more than 2 units per semester per 049/099 series.*

MATH 049/099 is designed for students 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. (AA)

MATH 061 Elementary Algebra (5)*Class Hours: 90 Lecture**Prerequisite: MATH 100*

P/NP

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. (AA)

MATH 063 Intermediate Algebra**(5)***Class Hours: 90 Lecture**P/NP**Prerequisite: MATH 061 or equivalent*

MATH 063 is the second course in a two semester sequential elementary and intermediate algebra program. Topics for intermediate algebra include factoring, solving quadratic, rational and radical equations, inequalities, integer and rational exponents, graphing conics, functions, scientific notation, and applications. (AA)

MATH 064 Elementary and Intermediate Algebra**(5)***Class Hours: 90 Lecture**P/NP**Prerequisite: MATH 100, 101 or equivalent*

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 prerequisite for any transfer level math course. (AA)

MATH 075 Adaptive Mathematics**(.5)***Class Hours: 27 Laboratory*

MATH 075 is designed primarily for students with learning disabilities. It covers the fundamentals of mathematics including whole numbers and the operations: addition, subtraction, multiplication and division. Mathematical concepts will be taught in the context of life skills development. May be taken as many times as needed to meet objective. (AA)

MATH 087 Mathematics for Life**(3)***Class Hours: 54 Lecture*

MATH 087 consists of a quick review of common fractions, decimals and percents; consumer applications, basic operations of algebra; simple equations; formula manipulation; and basic facts and formulas from geometry. (Students who have received credit for MATH 061 will not be granted units for this course). (AA)

MATH 100 Prealgebra**(3)***Class Hours: 54 Lecture*

MATH 100 is designed to prepare students for MATH 061 (Elementary Algebra). Topics include fractions, decimals, ratios and proportion, percentages, unit analysis and conversions, geometry, algebraic expressions and linear equations in one variable. This course requires a minimum placement score on the Math Placement Exam. (NDA)

MATH 101 Basic College Mathematics**(.5-5)***Class Hours: 90 Lecture**P/NP*

MATH 101 is a comprehensive course providing review of basic computational math skills and their applications. The topics for basic mathematics include whole numbers, fractions, decimals, ratios, proportions, percents, consumer application, statistics, U.S. measurement, metric measurement, rational numbers, pre-algebra, and geometry. (NDA)

Music

MUS 042 Music Appreciation**(3)***Class Hours: 54 Lecture**Strongly Recommended Preparation: ENG 051A or equivalent*

MUS 042 is designed as a survey of art music in western civilization. Topics include, but are not limited to elements of music, basic musical forms, music periods, styles, and the role of music and musicians in the world. (AA, CSU, UC)

MUS 049 Music Directed Study**(1-2)***Class Hours: 54-108 Laboratory**Strongly Recommended Preparation: ENG 051A or equivalent*

Music 049 is designed for students who wish to undertake special projects related to Music. 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.

Non-Credit

NC 050 Introduction to Tutoring and Supplemental Instruction (0)

Class Hours: 54 (Max) Lecture, 54 (Max) Laboratory

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. (NDA)

NC 100 Supervised Tutoring (0)

Class Hours: 90 (max), Laboratory by arrangement

NC 100 provides tutoring assistance to increase the probability of a student's successfully completing his or her educational objectives. Hours will vary depending upon individual student needs. Tutoring will take place in the Learning Resource Center. (NDA)

NC 157 Fitness for Life (0)

Class Hours: 54 Laboratory

NC 157 is a course in mild exercise designed essentially for middle and older adults who, for one reason or another, have not maintained a satisfactory level of physical activity. (NDA)

NC 160 GED Preparation (0)

Class Hours: 162 Laboratory

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 skill levels to help the student focus on tutoring weaknesses into strengths. Additionally, the GED Preparation Program will provide students with Adult Basic Education (ABE) lessons that 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. (NDA)

NC 161 Pre-release Program (0)

Class Hours: 60 hours Lecture, 60 hours Laboratory

Strongly Recommended Preparation: Institutionalized at the Claremont Custody Center, Coalinga, CA. This course must be completed no more than 45 days, nor no less than 15 days from date of release.

NC 161 is designed by the Department of Corrections, this course prepares the client with living skills and resources that will assist the clients' transition to outside living. Topics such as money management, employability skills, communication skills, community resources, and resources will be covered in-depth. (NDA)

NC 171 VESL/Truck Driving (0)

Class Hours: 60 hours Lecture, 60 hours Laboratory

Advisory(s): DT-090

NC 171 is designed to assist limited-English speaking Truck Driving students in the translation of necessary truck driving vocabulary. The course includes preparation for the walk-around inspection portion of the DMV tests which must be taken in English. (NDA)

NC 200 College Reading and Writing Preparedness (0)

Class Hours: 36 Lecture

NC 200 is designed to prepare the Basic Skills English student for successful placement into ENG 100. Content includes, but is not limited to, parts of speech, sentence structure, and reading comprehension. (NDA)

NC 201 Elements of Arithmetic (0)

Class Hours: 36 Lecture

NC 201 is a non-credit mathematics course designed for students who score below 8 on the mathematics placement exam, and are therefore not eligible to enroll in Math 100. This course covers basic arithmetic operations and concepts including addition, subtraction, multiplication and division of whole numbers, exponents, order of operations, prime factorization, fractions, decimals and signed numbers. (NDA)

NC 210 ESL for College and Work**(0)***Class Hours: 36 Lecture*

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. (NDA)

Nutrition**NUT 001 Basic Nutrition****(3)***Class Hours: 54 Lecture**Strongly Recommended Preparation: ENG 051A or equivalent*

NUT 001 is an introductory course emphasizing the basic nutrient needs of the human body and the body's use of these nutrients. Concepts of nutrition and diet planning are applied to specific life situations. (AA, CSU, UC)

Performing Arts**PA 001 Introduction to Theater****(3)***Class Hours: 54 Lecture**Strongly Recommended Preparation: ENG 051A or equivalent*

PA 001 is a survey of major dramatic forms and works for theater. Areas to be covered include the purpose of theatre, major historical literary periods and their relationships to the socio-economic and political issues of their times, a behind-the-scenes look at play production, multi-cultural contributions to Western theatre, and contemporary trends. Lectures will be combined with play reading and viewing of videotaped scenes. (AA, CSU, UC)

PA 003 Film Appreciation**(3)***Class Hours: 54 Lecture**P/NP*

PA 003 looks at the cinema as a 20th century art form. Students will view historically and artistically significant films in class and learn how to critique them. Students will also develop an understanding of both the artistic and technical aspects of film as well as the business and politics of the film industry. (AA, CSU, UC)

PA 005 Voice and Diction**(3)***Class Hours: 54 Lecture**P/NP*

PA 005 is a basic approach in the theory and practice of the principles of voice and speech with the objective of freeing the natural voice. Skills that will be covered include the following: centering sound, increasing clarity, resonance, vocal range, and expressiveness. Voice improvement is achieved through vocal and physical exercises in posture, relaxation, articulation, enunciation, characterization, breathing and free vocal release. Standard American English is taught through the use of the International Phonetic Alphabet. Though this course aims at the stage performer, it is equally as valuable for those whose seek to improve vocal quality and achieve effective oral communication. (AA, CSU)

PA 014 Fundamentals of Acting**(3)***Class Hours: 54 Lecture*

PA 014 is designed to introduce the novice actor to the theatre. With emphasis on personal and artistic growth in a supportive environment, the students will learn proper methods of warming up and basic vocal, physical, emotional, and psychological characterizations. The student will develop confidence on stage by performing in short scenes and by learning techniques of auditioning, including monologues, prepared scripts, and cold reading. The course will also include theatre games and a backstage tour of the West Hills College theatre facility. (AA, CSU, UC)

PA 021 Play Production**(3)***Class Hours: 54 Laboratory hours for each semester unit*

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. (AA, CSU, UC)

PA 022 Theater Workshop**(4)***Class Hours: 36 Lecture, 108 Laboratory*

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. (AA, CSU, UC)

PA 023 Chicano Theater (3)

Class Hours: 36 Lecture, 54 Laboratory

PA 023 is a form of theatre that 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 023 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. (AA, CSU, UC)

PA 025 Theater Dance (1)

Class Hours: 9 Lecture, 27 Laboratory

PA 025 provides instruction in basic modern, jazz and folkloric dance techniques for the performing arts. (This course satisfies, in part, the Associate Degree Physical Activity Requirement, Area E, and Local District Requirement). (AA, CSU, UC)

PA 032 Stage Lighting and Sound (3)

Class Hours: 36 Lecture, 54 Laboratory

Strongly Recommended Preparation: ENG 051A or equivalent

PA 032 combines the theory, techniques and procedures necessary to develop and integrate sound and lighting to prepare play productions for major public performance. (AA, CSU, UC)

PA 035 Theater Crafts (3)

Class Hours: 36 Lecture, 54 Laboratory

Strongly Recommended Preparation: ENG 051A or equivalent

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. (AA, CSU, UC)

PA 042A Television Production Camera Operation (4)

Class Hours: 54 Lecture, 54 Laboratory

Strongly Recommended Preparation: ENG 051A or equivalent

PA 042A 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. (AA, CSU)

PA 042B Television Production Editing (4)

Class Hours: 54 Lecture, 54 Laboratory

Prerequisite: PA 042A or equivalent

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. (AA, CSU)

PA 042C Television Production Project (4)

Class Hours: 54 Lecture, 54 Laboratory

Prerequisite: PA 042B or equivalent

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. (AA, CSU)

PA 044 Television Workshop (4)

Class Hours: 36 Lecture, 108 Laboratory

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. (AA, CSU, UC)

PA 049/099 Directed Study**(1-2)**

Class Hours: 54 Laboratory hours for each semester unit. No more than 2 units per semester per 049 series.

PA 049/099 is designed for students who wish to undertake special projects related to a theater specialty. 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. (AA)

Philosophy

PHIL 001 Introduction to Philosophy**(3)**

Class Hours: 54 Lecture

Prerequisite: ENG 051A or equivalent

PHIL 001 is a study of the principles underlying ethics, social philosophy, art, religion, epistemology, metaphysics, and science. (AA, CSU, UC)

PHIL 002 Introduction to Logic**(3)**

Class Hours: 54 Lecture

Prerequisite: ENG 051A or equivalent

PHIL 002 is the study of critical thinking, to include inductive and deductive forms of reasoning and informal logic relevant to evaluating arguments presented in everyday contexts. (AA, CSU, UC)

PHIL 003 Ethics**(3)**

Class Hours: 54 Lecture

Prerequisite: ENG 051A or equivalent

PHIL 003 is a study of classical and contemporary ethics to aid students in clarifying their values in response to ethical concerns. (AA, CSU, UC)

Physical Education Activity Courses

PE 002 Pilates**(.5-1)**

Class Hours: 54 Laboratory

P/NP

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). (AA, CSU, UC)

PE 003 Advanced Pilates**(.5-1)**

Class Hours: 54 Laboratory

P/NP

PE 003 will focus on a higher level of Pilate’s movements that will incorporate bands, rings, balls, and weights. The focus is on doing one precise and perfect movement, rather than many halfhearted ones. Eventually this precision becomes second nature and carries over into everyday life and activities. (AA, CSU)

PE 006 Body Conditioning**(1)**

Class Hours: 54 Laboratory

PE 006 will expose the students to stretching, jump rope, lifting, running, and various other skills while working toward optimum physical conditioning. (AA, CSU, UC)

PE 011 Golf**(1)**

Class Hours: 9 Lecture, 27 Laboratory

P/NP

PE 011 is designed to provide instruction and practice of the fundamentals of golf, including the swing, use of the club, strategy and etiquette. (AA, CSU, UC)

PE 016 Jogging and Power Walking**(1)**

Class Hours: 54 Laboratory

P/NP

PE 016 involves planning, instruction and participation in a progressive program of jogging and power walking as applied to enjoyment, health, and fitness. (AA, CSU, UC)

PE 019 Adaptive Physical Education**(.5-1)***P/NP**Class Hours: 54 Laboratory**Prerequisite: Student must have a verifiable disability.*

PE 019 is designed for assessment of student's fitness and ability levels. With this assessment, an individualized exercise program is designed to meet the student's fitness needs. The fitness components to be emphasized will include an increase in muscular strength and endurance, flexibility, and cardiovascular endurance. May be taken four times for credit. (AA, CSU, UC)

PE 021A Introductory Fitness Lab**(1)***Class Hours: 54 Laboratory*

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. (AA, CSU)

PE 021B Beginning Fitness Lab**(1)***Class Hours: 54 Laboratory*

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. (AA, CSU)

PE 021C Intermediate Fitness Lab**(1)***Class Hours: 54 Laboratory*

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. Students will develop skills to understand, practice, and assess their personal baseline for the California Physical Fitness Test (PTF) and FITNESSGRAM. (AA, CSU)

PE 021D Advanced Fitness Lab**(1)***Class Hours: 54 Laboratory*

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. Students will develop skills to understand, practice, and assess their personal baseline for the California Physical Fitness Test (PTF) and FITNESSGRAM. Students will also assess a classmate's skills for the PTF and FITNESSGRAM. (AA, CSU)

PE 022A Beginning Volleyball**(1)***Class Hours: 54 Laboratory*

PE 022A is the first in a series of three courses designed to provide instruction and practice in the basic skills necessary for participation in competitive volleyball. The course will develop introductory skills and knowledge of the game, with specific emphasis on the individual skills of passing, setting, serving, and attacking. (AA, CSU)

PE 022B Intermediate Volleyball**(1)***Class Hours: 54 Laboratory**Prerequisite: PE 022A*

PE 022B is the second in a series of three courses designed to provide instruction and practice in the intermediate skills necessary for participation in competitive volleyball. The course will develop intermediate skills and knowledge of the game, with specific emphasis on the individual skills of passing, setting, serving, and attacking. (AA, CSU)

PE 022C Advanced Volleyball**(1)***Class Hours: 54 Laboratory**Prerequisite: PE 022B*

PE 022C is the third in a series of three courses designed to provide instruction and practice in the advanced skills necessary for participation in competitive volleyball. The course will develop advanced skills and knowledge of the game, with specific emphasis on the individual skills as they relate to defensive and offensive systems. (AA, CSU)

PE 022D Master Volleyball**(1)***Class Hours: 54 Laboratory**Prerequisite: PE 022C*

PE 022D is the fourth in a series of four courses designed to provide instruction and practice in the advanced skills necessary for participation in competitive volleyball. The course will develop advanced skills and knowledge of the game, with specific emphasis on the individual skills as they relate to defensive and offensive systems. (AA, CSU, UC)

PE 023 Weight Training**(1)***Class Hours: 54 Laboratory**P/NP*

PE 023 is designed for physical conditioning, with emphasis on power, strength, endurance, and cardiovascular fitness. (AA, CSU, UC)

PE 024 Circuit Training**(.5-1)***Class Hours: 54 Laboratory*

PE 024 Circuit Training is an activity class involving a series of weight training stations. The weight trainer performs an exercise at one station and rapidly moves to the next station with little or no rest. (AA, CSU, UC)

PE 025A Introductory Soccer**(1)***Class Hours: 9 Lecture, 27 Laboratory*

PE 025A is an introductory course designed to present basic skills in the sport of soccer, including dribbling, passing, trapping, shooting and goal keeping. This course will also give the student knowledge and practice in the offensive and defensive strategies involved in the game of soccer. (AA, CSU, UC)

PE 032A Beginning Basketball**(1)***Class Hours: 54 Laboratory*

PE 032A is the first in a series of three courses designed to provide instruction and practice in the basic skills necessary for participation in competitive basketball. The course will develop introductory skills and knowledge of the rules, with specific emphasis on the individual skills of passing, dribbling, and shooting. (AA, CSU)

PE 032B Intermediate Basketball**(1)***Class Hours: 54 Laboratory*

PE 032B is the second in a series of three courses designed to provide instruction and practice in the intermediate skills necessary for participation in competitive basketball. The course will develop intermediate skills and knowledge of the game, with specific emphasis on the individual skills of passing, dribbling, and shooting. (AA, CSU)

PE 032C Advanced Basketball**(1)***Class Hours: 54 Laboratory*

PE 032C is the third in a series of three courses designed to provide instruction and practice in the advanced skills necessary for participation in competitive basketball. The course will develop advanced skills and knowledge of the game, with specific emphasis on the individual and team skills as they relate to defensive and offensive systems. (AA, CSU)

Physical Education Non-activity Courses

PE 029 Introduction to Sport and Exercise Psychology**(3)***Class Hours: 54 Lecture*

The study and application of psychological principles and foundations to sport and exercise across the lifespan 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 exercises psychology literature will be applied to sport and physical activity participants, ranging from youth sport and community exercise programs to elite and world class performers. (AA, CSU, UC)

PE 045 Coaching Team Sports**(3)***Class Hours: 54 Lecture**P/NP**Strongly Recommended Preparation: ENG 051A or equivalent.*

This class is designed for students interested in coaching team sports. The course will emphasize the components of team concepts and the organizational skills needed to implement and conduct a team sport program. Many of the concepts are applicable to individuals, etc. (AA, CSU)

PE 046 Care & Prevention of Athletic Injuries (2)*Class Hours: 36 Lecture**Strongly Recommended Preparation: ENG 051A or equivalent.*

This course partially fulfills the regulations and requirements of the National Athletic Trainers Association Certificate. The course is open and recommended for all students who have an interest in learning about sport(s) injuries and their prevention and management. (AA, CSU, UC)

PE 049/099 Directed Study (1-2)*Class Hours: 54 Laboratory for each semester unit. No more than 2 units per semester per 049 series.*

PE 049/099 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. (AA)

Physical Science

PHYSICI 001 Survey of the Physical Sciences (4)*Class Hours: 54 Lecture, 54 Laboratory*

PHYSICI 001 is a general study of physical principles that operate throughout the universe, including a brief integrated study of force, motion energy, electricity, light, structure of the atom, interaction of matter, and study of the earth, planets, and stars. No credit will be allowed for physical science if the student is concurrently enrolled in, or has taken, a college chemistry, physics, geology, or astronomy course. (AA, CSU, UC)

PHYSICI 002 Chemistry and Physics for Educators (4)*Class Hours: 54 Lecture, 54 Laboratory**Prerequisite: MATH 061*

PHYSICI 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. (C-ID CHEM 140)(AA)

PHYSICI 049 Directed Study (1-2)*Class Hours: 54-108 Laboratory*

All courses numbered 049 are designed for students who wish who 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.

Political Science

POLSCI 001 American Government (3)*Class Hours: 54 Lecture**Strongly Recommended Preparation: ENG 051A or equivalent*

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. (C-ID POLS 110) (AA, CSU, UC)

POLSCI 002 Comparative Government (3)*Class Hours: 54 Lecture**Strongly Recommended Preparation: ENG 051A or equivalent*

POLSCI 002 is the study of the government and politics of Great Britain, Nigeria, China, Mexico, Iran and Russia compared with each other and with that of the United States, with emphasis on contemporary problems. (AA, CSU, UC)

POLSCI 004 Introduction to International Relations (3)*Class Hours: 54 Lecture**Strongly Recommended Preparation: ENG 051A or equivalent*

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 an 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. (AA, CSU, UC)

POLSCI 005 Introduction to Political Theory**(3)***Class Hours: 54 Lecture**Strongly Recommended Preparation: ENG 051A or equivalent*

POLSCI 005 examines the various theoretical approaches to politics and basic political problems and proposed solutions: Analysis of selected political theories, relevance of theory to contemporary problems, and new approaches to political thought. (C-ID POLS 120) (AA, CSU, UC)

POLSCI 010 Modern Politics**(3)***Class Hours: 54 Lecture**Strongly Recommended Preparation: ENG 001A or equivalent*

This course is designed to introduce the student into the field of Political Science. The course will have a broad overview of political theories, the nature, power and development of government. Students will apply political science methodologies to the different fields of political science such as how the individual will interact with the state within the sub field of political theory. (C-ID POLS 150) (AA, CSU, UC)

POLSCI 020 Legal and Judicial Reasoning**(3)***Class Hours: 54 Lecture**Strongly Recommended Preparation: ENG 051A or equivalent*

This course 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. (AA, CSU)

POLSCI 049 Political Science Directed Study**(1-2)***Class Hours: 54-108 Laboratory*

Political Science 049 courses are 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. (AA, CSU)

POLSCI 051 American Institutions**(3)***Class Hours: 54 Lecture*

Political Science 051 is the study of the role of the citizen in political action at local, state and national levels of government. Stress is given to the influence of this role in American history. The course is not open to those with credit in Political Science 001. (AA)

Psychiatric Technician

PSYTEC 091 State Board Review for Psychiatric Technician Students**(1.5)***Class Hours: 27 Lecture*

PSYTEC 091 is intended to prepare students enrolled in or recently completed a Psychiatric Technician Program with a review of Nursing Science, Developmental Disabilities, and Mental Disabilities and provide testing strategies and build student confidence in preparation for the State Licensure Exam for Psychiatric Technicians. (AA)

PT 052 Medical Surgical Nursing**(4.5)***Class Hours: 81 Lecture Prerequisite: VNPT 051 Corequisite: PT 052L**Enrollment Limitations: Acceptance into the West Hills College Psychiatric Technician Program*

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. (AA)

PT 052L Medical Surgical Nursing Clinical**(3)***Class Hours: 162 Laboratory**Corequisite: PT 052*

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. (AA)

PT 061 Introduction to Developmental Disabilities (5)

Class Hours: 90 Lecture

Prerequisite: PT 052, VNPT 060

Corequisite: PT 061L, VNPT 082

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. (AA)

PT 061L Introductions to Developmental Disabilities Clinical (3)

Class Hours: 162 Laboratory

Corequisite: PT 061

PT 061L will provide students the opportunity to apply foundational principles 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. (AA)

PT 062 Developmental Disabilities (4.5)

Class Hours: 81 Lecture

Prerequisite: PT 061

Corequisite: PT 062L, VNPT 082

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. (AA)

PT 062L Developmental Disabilities Clinical (3)

Class Hours: 162 Laboratory

Corequisite: PT 062

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 develop mental and intellectual disabilities and provide hands-on patient care at community based clinical sites. (AA)

PT 071 Introduction to Mental Disorders (5)

Class Hours: 090 Lecture

Prerequisite: PT 062, VNPT 070

Corequisite: PT 071L, VNPT 083

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. (AA)

PT 071L Introduction to Mental Disorders Clinical (3)

Class Hours: 162 Laboratory

Corequisite: PT 071

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. (AA)

PT 072 Mental Disorders (4.5)

Class Hours: 81 Lecture

Prerequisite: PT 071

Corequisite: PT 072L, VNPT 083

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. (AA)

PT 072L Mental Disorders Clinical**(3)***Class Hours:* 162 Laboratory*Corequisite:* PT 072

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 clinical sites. (AA)

PT 101 Psychiatric Technician Training Program Orientation**(1.5)***Class Hours:* 27 Lecture*Enrollment Limitations:* Acceptance into the West Hills College Psychiatric Technician Program

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. (NDA)

Psychology

PSYCH 001 Introductory Psychology**(3)***Class Hours:* 54 Lecture*Prerequisite:* ENG 051A or equivalent

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. (C-ID PSY 110) (AA, CSU, UC)

PSYCH 002 Abnormal Psychology**(3)***Class Hours:* 54 Lecture*Strongly Recommended Preparation:* ENG 051A or the equivalent

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. (C-ID PSY 120) (AA, CSU, UC)

PSYCH 003 Developmental Psychology**(3)***Class Hours:* 54 Lecture*Prerequisite:* ENG 051A or equivalent

This course provides an overview, from a psychological perspective, of human development from conception through death, including biological and environmental influences. Theories and research of physical, cognitive, personality, and social development are examined, as well as attention to developmental problems. (C-ID PSY 180) (AA, CSU, UC)

PSYCH 004 Personal Psychology**(3)***Class Hours:* 54 Lecture*Prerequisite:* ENG 051A or equivalent

PSYCH 004 is a general course in the principles of mental hygiene. It involves the analysis of personal behavior and attitudes in adjustment at home, at work, and in social relationships. (AA, CSU)

PSYCH 005 Biological Psychology**(3)***Class Hours:* 54 Lecture*Prerequisite:* PSYCH 001 or equivalent

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. (C-ID PSY 150) (AA, CSU, UC)

PSYCH 006 Research Methods in Psychology**(3)***Class Hours: 54 Lecture**Prerequisite: PSYCH 001 or equivalent, MATH 025 or equivalent*

This course surveys various psychological research methods with an emphasis on research design, experimental procedures, descriptive methods, instrumentation, and the collection, analysis, interpretation, and reporting of research data. Research design and methodology will be examined through a review of research in a variety of the sub-disciplines of psychology. (C-ID PSY 200) (AA, CSU)

PSYCH 029 Introduction to Sport and Exercise Psychology**(3)***Class Hours: 54 Lecture*

This study and application of psychological principles and foundations to sport and exercise across the lifespan activity contests. 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 exercises psychology literature will be applied to sport and physical activity participants, ranging from youth sport and community exercise programs to elite and world class performers. (AA, CSU, UC)

PSYCH 049 Psychology Directed Studies**(1-2)***Class Hours: 54 - 108, Laboratory*

Psychology 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.

Sociology

SOC 001 Introduction to Sociology**(3)***Class Hours: 54 Lecture**Strongly Recommended Preparation: ENG 051A or equivalent*

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. (C-ID SOCI 110) (AA, CSU, UC)

SOC 002 Critical Thinking & Social Problems**(3)***Class Hours: 54 Lecture**Prerequisite: ENG 051A or equivalent*

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. (C-ID SOCI 115). (AA, CSU, UC)

SOC 003 Marriage and Family Relations**(3)***Class Hours: 54 Lecture**Strongly Recommended Preparation: ENG 051A or equivalent*

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 some times fail. (C-ID SOCI 130) (AA, CSU, UC)

SOC 049 Directed Study**(1-2)***Class Hours: 54-108 Laboratory**Strongly Recommended Preparation: ENG 051A or equivalent*

SOC 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 in at least one course in the department of directed study. (AA, CSU)

Social Work

SW 020 Introduction to Social Welfare (3)

Class Hours: 54 Lecture

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. (AA, CSU, UC)

Soil Science

SLSCI 021 Introduction to Soil Science (4)

Class Hours: 54 Lecture, 54 Laboratory

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. (C-ID AG-PS 128) (AA, CSU, UC)

Vocational Nursing and Psychiatric Technician

VNPT 050 Anatomy for Nurses (2)

Class Hours: 36 Lecture

Prerequisite: ENG 051A or the equivalent

Strongly recommended preparation: HS 005

Enrollment Limitations: Acceptance into the West Hills College Psychiatric Technician Program

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. (AA)

VNPT 051 Fundamentals of Nursing (5)

Class Hours: 90 Lecture

Prerequisite: ENG 051A or equivalent, MATH 101 or VNPT 090 or equivalent, VNPT 050 or BIO 032 or equivalent

Corequisite: VNPT 051L, VNPT 081

Strongly recommended preparation: HS 005

Enrollment Limitations: Acceptance into the West Hills College Psychiatric Technician Program

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. (AA)

VNPT 051L Fundamentals of Nursing Clinical (3)

Class Hours: 162 Laboratory

Corequisite: VNPT 051, VNPT 081

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. (AA)

VNPT 060 Life Span for Nurses (2)

Class Hours: 36 Lecture

Strongly recommended preparation: ENG 051A or equivalent

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. (AA)

VNPT 070 Psychology for Nurses (2)

Class Hours: 36 Lecture

VNPT 070 will present an overview of human psychology and the many approaches psychologists take in understanding human behavior. (AA)

VNPT 081 Pharmacology 1**(1)***Class Hours: 18 Lecture**Prerequisite: ENG 051A or equivalent, MATH 101 or VNPT 090 or equivalent, VNPT 050 or BIO 032 or equivalent**Corequisite: VNPT 051, VNPT 051L**Strongly recommended preparation: HS 005**Enrollment Limitations: Acceptance in the West Hills College Psychiatric Technician Program*

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. (AA)

VNPT 082 Pharmacology 2**(1)***Class Hours: 18 Lecture**Prerequisite: VNPT 081**Corequisite: PT 061, PT 061L*

VNPT 082 is a continuation 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: central nervous system drugs, medications used to modify behavior, immunizing agents, immune-suppressive, chemotherapeutics, respiratory system medications, analgesics, anti-inflammatories, gastrointestinal medications, and antimicrobials. (AA)

VNPT 083 Pharmacology 3**(1)***Class Hours: 18 Lecture**Prerequisite: VNPT 082**Corequisite: PT 071, PT 071L*

VNPT 083 is a continuation of basic pharmacological principles, terminology, and legal and safety aspects of medication administration as it pertains to the role of psychiatric technician. This course will help students understand drug classifications, effects, and client teaching principles with emphasis on: adrenergic, cholinergic, antipsychotic, antidepressant, and anxiolytic drugs. (AA)

VNPT 090 Math for the Medical Professions**(1)***Class Hours: 18 Lecture*

VNPT 090 is a remedial math course designed primarily for students enrolled in a vocational program related to the health field. The main topics covered include long division, operations with fractions, decimals and percents, decimal fractions and the various conversions associated with these forms. (AA)

Welding Technology

WT 015X Occupational Work Experience**(1-8)***Class Hours: 75 hours per unit paid work or 60 hours per unit unpaid work*

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). (AA, CSU)

WT 049 Welding Technology Directed Study**(1-2)***Class Hours: 54 Laboratory for each semester unit. No more than 2 units per semester per 049 series.*

WT 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. (AA)

WT 070 Introduction to Certified Welding**(2.5)***Class Hours: 36 Lecture, 27 Laboratory*

WT 070 is the introductory course for the certified welding program designed as an introduction for the entry level welder. Topics include practical and theoretical instruction in welding safety, oxyfuel cutting, plasma arc cutting, air carbon cutting and gouging, base metal preparation and weld quality. (AA)

WT 071 Beginning SMAW**(3)***Class Hours: 18 Lecture, 108 Laboratory**Strongly Recommended Preparation: WT 070 or equivalent*

WT 071 is an introduction to shielded metal arc welding (SMAW). Topics include practical and theoretical training in SMAW-equipment and setup; shielded metal arc electrodes; SMAW-beads and fillet welds and joint fit-up and alignment. (AA)

WT 072 Advanced SMAW**(3)***Class Hours: 18 Lecture, 108 Laboratory**Strongly Recommended Preparation: WT 071 or equivalent*

WT 072 is the study and application of advanced shielded metal arc welding (SMAW). This course consists of practical and theoretical training intended to build upon basic SMAW skills including groove welds and backing. Topics also include V-groove and open root V-groove welds for the following positions: flat, horizontal, vertical and overhead. (AA)

WT 073 Introduction to Metallurgy and Weld Symbols**(1.5)***Class Hours: 27 Lecture**Strongly Recommended Preparation: WT 072 or equivalent*

WT 073 is an introduction to metallurgy and common weld symbols used for certified welders. Topics include theoretical instruction in reading welding symbols and welding detail drawings, physical characteristics and mechanical properties and preheating and post-heating of metals. (AA)

WT 074 GMAW and FCAW: Plate**(3)***Class Hours: 18 Lecture, 108 Laboratory**Strongly Recommended Preparation: WT 073 or equivalent*

WT 074 consists of practical and theoretical training in gas metal arc welding (GMAW) and flux cored arc welding (FCAW). Topics include equipment and filler metals, plate in the 1G (flat), 2G (horizontal), 3G (vertical) and 4G (over head) positions. (AA)

WT 075 SMAW Pipe Welding**(2)***Class Hours: 0 Lecture, 108 Laboratory**Strongly Recommended Preparation: WT 074 or equivalent*

T 075 consists of practical training on the setup of SMAW equipment for open-root V-groove welds. Students will learn procedures for making open-root V-groove welds with SMAW equipment on carbon-steel pipe in the 1G-rotated, 2G, 5G and 6G positions. (AA)

WT 076 Welding Certification Preparation**(.5)***Class Hours: 27 Laboratory**Strongly Recommended Preparation: WT 071 or equivalent*

WT 076 prepares the student to take a welding certification test in the various processes, procedures and standards established by the American Welding Society (AWS). (AA)

Administration and Faculty

College Administration

Brenda Thames	President
Francisco Bañuelos	Executive Vice President
Robert Pimentel	Associate Dean of Educational Services
Mark Gritton	Associate Dean of Student Services
Dr. Bertha Felix-Mata	Associate Dean North District Center
Terry Brase	Interim Director Farm of the Future
Kathryn Defede	District Director of Health Careers
Daniel Tamayo	Director International Students Program
Alex Villalobos	Director Residential Living and Student Activities
Mali Flood	Director of Financial Aid
Jay Darnell	Food Services Manager
Shaun Bailey	Director Maintenance and Operations & Auxiliary Services
Eric Mendoza	Associate Dean of Athletics
Raquel Rodriguez	Director of CalWORKs and Title IV Programs
Cecilio Mora	Coordinator of Special Grants Workforce
Zack Soto	Coordinator of Special Grants
Kenny Lopez	Coordinator of Special Grants Dual Enrollment

Full-Time Faculty

Abela, Brian	Chemistry 2005
B.S., University of California, Davis	
M.S., University of California, Riverside	
Andrews, Nicholas	Basic Skills English Instructor 2015
B.A., M.A., California State University, Fresno	
Arce, Mark	Head Men's Basketball Coach/P. E. / Health Instructor 2001
A.A., St. Gregory's College	
B.S., M.A., Oklahoma State University	
M.A., California State University, Bakersfield	
Barragan, Sherry	Psychiatric Technician Instructor 2007
A.S., College of Sequoias	
B.S.N., American Sentinel University	
Bart, Anita	Administration of Justice Instructor 2001
A.S., Southwestern Oregon Community College	
B.A., M.A., California State University, San Bernardino	
Bonds, Jill	English Instructor 2017
B.A., San Diego State University	
M.Ed., University of San Diego	
Ed.D., Pepperdine University,	
Ceballos, Maria	Counselor 2015
B.A., M.S., California State University, Fresno	

- Chaney, Christopher**.....Agriculture Industrial Technologies Instructor 2015
A.S., C., L.C., West Hills Community College District
B.S., Cal Poly State University San Luis Obispo
- Corea, Erin** Counselor 2005
A.S., West Hills Community College District
B.A., M.S., California State University Fresno
- Dam-Mikkelsen, Hector**.....Psychiatric Technician Instructor 2001
A.S.N., A.A., Cuesta College, San Luis Obispo
- El Naggar, Atif**..... Biology Instructor 2015
BSc., MSc., Zagazig University, Egypt
PhD. Ain shams University, Cairo w/Brigham Young University, Provo, UT
Fulbright- Post Doctor, Brigham Young University, Provo UT
- Ellsworth, Timothy** Agriculture/Geology Instructor 2013
B.S., Brigham Young University
M.S., University of Minnesota
Ph.D., University of California Riverside
- Glaspie, Joyce**Psychiatric Technician Instructor 2018
RN ADN West Hills College Lemoore
BSN Grand Canyon University
- Grant, James**..... Communication Instructor 1990
B.A., M.A., Pacific University
- Graves, Al**Geography Instructor 2007
B.A., M.A., Fresno State College
Ph.D., University of California, Los Angeles
- Hampton, Justin**.....History Instructor/Rodeo Coach 2014
B.A., California State University, Fresno
M.A., History, Southern New Hampshire University
- Hanjiev, Arkady**..... Math Instructor 2005
B.A. California State University, Fresno
M.A., Fresno Pacific University
- Holsonbake, Melissa**.....Art Instructor 2006
B.A., MA, California State University, Fresno
- Jorgens, Anna**DSPS Instructor 2011
M.A., Point Loma Nazarene
- Kobzeff, Suzanne** English Instructor 2017
B.A., Fresno Pacific University
M.A., California State University, Fresno
- Little, Anna-Lisa**..... Child Development Instructor 1997
A.A., Bakersfield College
B.A., M.A., California State University, Bakersfield
- Long, Amy**..... Counselor 2010
B.A., Ashford University
M.S., California State University, Fresno
Ed.S. Liberty University
- Magnuson, Matthew** Librarian 2006
B.A., Connecticut College
M.L.I.S., University of Southern Mississippi
M.A., University Massachusetts Boston

- Mann, Lynnette** Basic Skills Math Instructor 2015
 B.S., University of California, Riverside
 M.Sc., University of Washington
- Matteson, Mark** Counselor 2014
 A.A., College of the Sequoias
 B.A., M.S., California State University, Fresno
- Mayer, Rhonda** Psychiatric Technician Instructor 2006
 A.S., College of the Sequoias
 B.S.N., University of Phoenix
- Mitchell, Jody** Psychiatric Technician Instructor 2010
 B.A., Child Development
- Mosher, Staci** Head Softball Coach, Psychology Instructor 1997
 A.A., College of Sequoias
 B.A., United States International University
 M.A., National University
- Pratt, Eugenie** Child Development Instructor 2001
 M.A., California State University, Fresno
- Selim, Alex** Math Instructor 2018
 B.S., Mercy College
 M.A., Manhattanville College
- Shepard, Sarah** Business Instructor 2001
 A.A., San Joaquin Delta College
 B.S., M.B.A., California State University, Fresno
- Skaggs, Robert** English Instructor 2005
 B.A., M.A., California State University, Fresno
- Smith, Jason** Head Baseball Coach, Kinesiology Instructor 2018
 B.S., Chapman University
 M.A., Azusa Pacific University
 M.Ed., National University
- Sowden, Kenneth** Math Instructor 2001
 B.A., M.A., California State University, Fresno
- Twist, Jennifer** DSPS Counselor 2015
 B.A., M.S., California State University, Fresno
- Walker, Valerie** EOPS Counselor 2015
 B.S., M.A., California State University, Fresno
- Wanderer, Jeffrey** Head Volleyball Coach, Biology Instructor 1998
 B.S., M.A., California State University, San Jose
- Wilds, Brandy** English Instructor 2005
 B.A., M.A., California State University, Fresno
- Wilds, Kevin** Political Science Instructor 2005
 B.A., M.A., California State University, Fresno
- Wilson, Scott** Math Instructor 2000
 B.A., M.A., California State University, Fresno
- Wright, Steve** Health/Nutrition Instructor 2008
 B.A., M.A. University of Tennessee
-

Index

A

Abbreviations [26](#)
 About This Catalog [ii](#)
 Academic
 Dishonesty [31](#)
 Dismissal [38](#)
 Freedom [9](#)
 Probation [37](#)
 Regulations [35](#)
 Renewal Policy [39](#)
 Standing [37](#)
 Academic Senate [vi](#)
 Accreditation [v](#)
 Administration
 College [vi, 151](#)
 District [vi](#)
 Administration of Justice
 Courses [99](#)
 Degree [53, 55](#)
 Admission
 International Student [13](#)
 Procedure [13](#)
 Admissions [13](#)
 Eligibility [13](#)
 Advanced Placement [18](#)
 Agriculture
 Business Courses [102](#)
 Courses [102](#)
 Engineering Technology Courses [103](#)
 Agriculture Science Technology
 Degree/Certificate [53, 57](#)
 Animal Science
 Courses [104](#)
 Art
 Courses [104](#)
 Degree [59](#)
 ASB [29](#)
 assessment [16, 35, 39](#)
 ASSIST [53](#)
 Associate Degree
 Additional [47](#)
 Arts, in [44](#)
 Programs Offered [53](#)
 Requirements [45](#)
 Science, in [44](#)
 Transfer, for [46, 49](#)
 associate degree level courses [26](#)
 Athletics
 General [30](#)
 Intercollegiate Sports Courses [106](#)
 Attendance [35](#)
 Auditing [18, 41](#)

B

baccalaureate level (transfer) courses [26](#)
 Baseball [30](#)
 Basketball [30](#)
 Biology
 Courses [108](#)
 Degree [60](#)
 BOG [20](#)
 Books
 Open Educational Resources (OER) [29](#)
 Bookstore [29](#)
 Business
 Courses [109](#)
 Degree [61](#)
 Business Administration
 Degree [64](#)
 Business Management
 Degree [62](#)

C

Cafeteria [30](#)
 Cal Grant B Program [21](#)
 Cal Grant C Program [21](#)
 CalWORKs [27](#)
 CARE [27](#)
 Career Center [27](#)
 Career Program [44](#)
 Catalog Rights [39](#)
 Certificate of Achievement [47](#)
 Chafee Grant [21](#)
 Cheating [31](#)
 Chemistry
 Courses [111](#)
 Child Development
 Courses [112](#)
 Degree [65](#)
 Class
 Adding [18](#)
 Cancellations [18](#)
 Dropping [18](#)
 Class Hours [25](#)
 Classification of Students [23](#)
 Clery Act [33](#)
 Code of Conduct [31](#)
 Commencement [43](#)
 Communication
 Courses [116](#)
 Degree [68](#)
 Compliance Statement [10](#)
 Computer Information Systems
 Courses [116](#)
 Degree [69](#)
 Conduct, Code of [31](#)

contempt 31
 controlled substance 31
 Corequisite 25, 35, 36
 Challenge 36
 Counseling 17
 Course Classification 26
 Course Information 25
 Course Schedule 17
 Credit by Examination 39
 Credit for Military Schools 40
 Crop Science
 Courses 118
 CSU General Education 49

D

damage to property 31
 dangerous object 31
 Deans List 23
 Directed Studies 40
 Direct Loans 20
 discrimination 31, 32
 Disruption or obstruction 31, 32
 Distance Learning 26
 Drug Abuse 32
 DSPS 27
 Duty to Grant 43

E

Early Childhood Education
 Degree 70
 Earth Science Course 120
 Economics Courses 120
 Educational Rights 41
 Education Courses 120
 Emergency Loan 21
 Emergency Medical Training Courses 121
 English as a Second Language - ESL courses 123
 English Courses 122
 Enrollment Priorities 17
 Environmental Technology courses 124
 EOPS 27
 Equine Science course 125
 Examinations 35

F

Faculty 151
 fafsa 20
 Fees
 Enrollment 14
 Materials 14
 Field Trips 29
 Voluntary 29
 Financial Aid 19
 Federal Programs 20
 Repayment 19
 firearm 31

Fitness Lab 30
 Football 30
 Foreign Language Spanish courses 125
 Foster Youth Alliance 27
 Freshmen 23
 FSEOG 20
 FTSSG 21
 Full-time student 23

G

General Ed Requirements 43
 Geography
 Courses 127
 Degree 71
 Geology
 Courses 128
 Degree 72
 Goals v
 Grade Changes 25
 Grade Point Average (GPA) 24
 Grades/Grading 23
 Graduation
 Requirements 43
 Grievance, Student 33
 Guidance Studies Courses 127

H

Health Education Course 129
 Health Science
 Courses 129
 Degree 73
 Heavy Equipment
 certificate 74
 Courses 130
 History Courses 130
 Honors 23
 Hours 25
 Humanities
 Courses 131
 Degree 75
 Hybrid 26

I

IGETC General Education 51
 I (Incomplete) 23, 24
 Industrial Maintenance Technology Courses 131
 Interdisciplinary Studies Courses 132
 IP (In Progress) 23, 24

K

Kinesiology
 Courses 133
 Degree 78
 knife 31

-
- L**
- Late Registration 18
 - Liberal Arts Degree
 - Arts and Humanities 81
 - English and Communication 79
 - Math and Science 79
 - Social and Behavioral Science 82
 - Liberal Studies
 - Degree 84
 - Library 28
 - Limitation on Enrollment 36
 - Challenge 36
 - Linguistics Courses 133
 - Local Certificate 47
 - Lounge 29
- M**
-
- Major 44
 - Mathematics
 - Courses 133
 - Degree 85
 - Media Release *ii*
 - Military Personnel 15
 - Mission Statement *v*
 - Modified Online 26
 - Music Courses 135
 - MW (Military Withdrawal) 23, 24
- N**
-
- Non-Credit Courses 136
 - non-degree applicable 26
 - Non-Resident 19
 - NP (No Pass) 23
 - Nutrition Course 137
- O**
-
- Off Campus Meetings 29
 - Office Management and Technology
 - Degree 86
 - Online 26
 - Open Enrollment 25
 - Organizations 29
- P**
-
- Parking 29
 - Part-time student 23
 - Pass/No Pass (P/NP) 24
 - Payment 15
 - Pell Grants 20
 - Performing Arts
 - Certificate 89
 - Courses 137
 - Petition to Graduate 43
 - Philosophy Courses 139
 - Physical Education
 - Activity Courses 139
 - Non-activity Courses 141
 - physical injury 31
 - Physical Science Courses 142
 - plagiarism 31
 - PLUS Loans 20
 - Political Science
 - Courses 142
 - Degree 90
 - P (Pass) 23
 - Prerequisite
 - Challenge 36
 - Policy 35
 - Prerequisites 25, 36
 - Presidents Citation 23
 - Privacy 41
 - Provisions
 - Changes, Waivers 41
 - Psychiatric Technician
 - Courses 143
 - Degrees 92
 - Psychology
 - Courses 145
 - Degree 94
 - Psychology AA Degree 95
- R**
-
- RD (Report Delayed) 23
 - Records 23
 - Refunds 15
 - Registration 17
 - Remedial Coursework 35
 - Repetition, Course 37
 - Requirements
 - Changes, Waivers 41
 - Graduation 43
 - Residence Halls 30
 - Residency 18
 - Exceptions 19
 - Resident 19
 - robbery or extortion 31
 - Rodeo 30
- S**
-
- SaVE Act 33
 - Scholarships 21
 - Servicemens Opportunity College 16
 - Sexual Harassment 31, 33
 - Smoking 29, 31
 - Social Work
 - Certificate 96
 - Course 147
 - Sociology Courses 146
 - Softball 30
 - Soil Science Course 147
 - Sophomores 23
 - Special admit student 23
 - SSS (Student Support Services) 27
-

Stealing 31
Student Equity Program 27
Student transportation 29
Study-Load Regulations 35
Successful Completion 25
Support Programs 27

T

Testing 16
 Exemption 17
Transfer 49
Transfer Center 27
Transfer of Upper Division Coursework 40
Transfer Studies
 CSU Cert., IGETC Cert. 97
TRiO 27
Tuition 14
Tutoring 27

U

Unauthorized entry 31
Unauthorized entry into system file (hacking) 32
Unit or Credit Value 25
UpGrade 28
Upward Bound Program 28

V

Veterans 28
Videoconference 26
Violation of federal, state or local law 32
Violation of published WHCCD policies 32
Vision Statement v
Vocational Nursing and Psychiatric Technician Courses
147
Volleyball 30

W

Web Enhanced 26
Welding Technology
 Certificate 98
 Courses 148
Wellness Center 30
WHCC History 9
Withdrawal 38
Work Experience
 General course 126
Workforce Connection 28
Work-Study 20
W (Withdrawal) 23, 24



westhillscollge.com
300 Cherry Lane, Coalinga, CA 93210