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Instructional Calendar 2008-2009

2008 Summer Sessions

May 27.....	T	Instruction begins, 10 week classes
June 9.....	M.....	Instruction begins, 8 week classes
June 16.....	M.....	Instruction begins, 6 week classes
July 4.....	F	Holiday, no classes
July 25.....	F	End of 6 week classes
August 1.....	F	End of Summer Session

2008 Fall Semester

August 7.....	Th	Faculty Flex Day, No Classes
August 8.....	F	Duty Day, No Classes
August 11.....	M.....	Instruction Begins
September 1.....	M.....	Labor Day, No Classes
October 3.....	F	Last Day to Petition to Graduate
October 13.....	M.....	Second 9-week Classes Begin
November 7	F	Last Day to Withdraw with a W
November 10	M.....	Veteran's Day Observed, No Classes
November 27-28	Th-F.....	Thanksgiving, No Classes
December 8-12	M-F.....	Finals Week
December 12.....	F	End of Fall Semester

Total Instructional Days: 87

2009 Spring Semester

January 8.....	Th	Faculty Flex Day, No Classes
January 9.....	F	Duty Day, No Classes
January 12.....	M.....	Instruction Begins
January 19.....	M.....	Martin Luther King Day, No Classes
February 13.....	F	Lincoln's Day Observed, No Classes
February 16.....	M.....	Washington's Day Observed, No Classes
March 6	F	Last Day to Petition to Graduate
March 16	M.....	Second 9-week Classes Begin
April 6-10	M-F.....	Spring Recess
April 17.....	F	Last Day to Withdraw with a W
May 18-22	M-F.....	Finals Week
May 21.....	Th	Lemoore Commencement
May 22.....	F	Coalinga Commencement
May 22.....	F	End of Spring Semester

Total Instructional Days: 88 Registration Dates 2008-2009

Summer 2008 Open Registration April 26, 2008 – 2nd class meeting of the course

Fall 2008 Open Registration April 26, 2008 – August 17, 2008

Registration with Instructor Permission..... August 18, 2008 – August 24, 2008

Spring 2009 Open Registration October 25, 2008 – January 19, 2009

Registration with Instructor Permission..... January 20, 2009 – January 25, 2009

Associate Degree and Certificate Programs Offered

AA = Associate in Arts Degree

C = Certificate of Achievement

AS= Associate in Science Degree

LC = Local Certificate

Administration of Justice – Law Enforcement	AA/AS
Administration of Justice – Corrections	AA/AS
Agriculture Science Technology	C/AS
Agriculture Science Technology – Precision Ag	LC
Art	AA
Biology	AA/AS
Business Administration.....	AA/AS
Business Management.....	C/AA/AS
Business Retail Store Operations.....	C/AA/AS
Chemistry.....	AA/AS
Child Development - Administrative	C
Child Development - Early Care and Education	C/AA/AS
Child Development - Early Intervention Assistant	C
Child Development - Family Day Care.....	LC
Computer Information Systems.....	C/AA/AS
Geography	AA
Geology	AA/AS
Health Science	AA/AS
Humanities	AA
Mathematics	AA
Office Management and Technology	C/AA/AS
Office Technology - Clerk Typist.....	C/AA/AS
Office Technology - Secretary/Word Processing	C/AA/AS
Performing Arts	AA
Performing Arts – Technical Theater Production.....	LC
Performing Arts – Television Production.....	LC
Physical Education.....	AA
Psychiatric Technician.....	C/AA/AS
Psychology.....	AA
Social Work	LC
Social Science.....	AA
Teaching Assistant – Elementary.....	C
Teaching Assistant – Secondary.....	C

Instructional Services

Cooperative Work Experience Education (CWEE)

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

There are two types of work experience programs:

1. General Work Experience Education

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

2. Occupational Work Experience Education

This program is designed to extend occupational work opportunities through work, paid or voluntary, in the occupation of the student's major. Students may earn up to 8 units of credit During a term, up to a total of 16 credits. Occupational work experience is offered in the following majors:

- Administration of Justice
- Agriculture Science and Technology
- Business
- Computer Information Systems
- Child Development
- Educational Assistant
- Health Science
- Welding Technology

Associate Degree Requirements

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

conductive 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:

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

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

1. Require reading, writing, computation, and critical thinking.
2. 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.
3. 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

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 life-time interest

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

Programs of Study

Child Development

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

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

Associate Degree

Refer to the General Education Requirements for specific information regarding general education, unit, and scholarship requirements. Completion of the following program requirements, in addition to the general education and college requirements, qualifies the student for an associate of arts degree.

Teacher Level

Course #	Title	Units
CD 5.....	Child Development	3
CD 10.....	Child, Family and Society	3
CD 12A.....	Principle and Practices of ECE	3
CD 12B.....	Principles and Practices ECE Field Work.....	3
CD 15.....	Literature & Language Arts for Young Children	3
CD 18.....	Health, Safety & Nutrition	3
Electives: CD 3, 4, 7, 8, 9, 11, 16, 17A, 17B, 17C, 20, 21, 22, or 23		<u>12</u>
TOTAL		30

Child Development Permits

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

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

West Hills College Certificates

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

Child Development Certificate: Assistant Teacher Level

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

Course #	Title	Units
CD 3.....	Child Study and Assessment.....	2
CD 4:.....	Parenting.....	3
CD 5.....	Child Development	3
CD 10.....	Child, Family and Society	3
CD 12A.....	Principle and Practices of ECE	3
CD 12B.....	Principles and Practices ECE Field Work.....	3
CD 15.....	Literature & Language Arts for Young Children	3
CD 16.....	Creative Activities.....	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, & Nutrition.....	3
CD 20.....	Behavioral Management in the ECE.....	
	Classroom.....	2
CD 23.....	Domestic Violence Recognition & Prevention.....	1
TOTAL		6

Child Development Certificate: Associate Teacher Level

(12 units from the following course list)

Course #	Title	Units
CD 5.....	Child Development	3
CD 10.....	Child, Family and Society	3
CD 12A.....	Principle and Practices of ECE	3
Electives: CD 3, 4, 7, 8, 9, 11, 12B, 16, 17A, 17B, 17C, 20, 21, and 23		<u>3</u>
TOTAL.....		12

Child Development Certificate of Achievement:

Teacher Level

Course #	Title	Units
CD 5.....	Child Development	3
CD 10.....	Child, Family and Society	3
CD 12A.....	Principle and Practices of ECE	3
CD 12B.....	Principles and Practices ECE Field Work.....	3
CD 15.....	Literature & Language Arts for Young Children	3
CD 18.....	Health, Safety & Nutrition	3
Electives: CD 3, 4, 7, 8, 9, 11, 16, 17A, 17B, 17C, 20, 21, 22, or 23		12
TOTAL		30

Child Development Certificate of Achievement: Early Intervention Assistant

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

A student who completes the Early Intervention Assistant Certificate plus an Associates Degree in Child Development is professionally qualified at the level of Early Intervention Assistant II of the California Early Start Personnel Model.

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

Course #	Title	Units
CD 5.....	Child Development.....	3
CD 10.....	Child, Family and Society	3
CD 12A.....	Principles/Practices of ECE	3
CD 12B.....	Principles/Practices of ECE Practicum.....	3
(Completed in an inclusive setting)		
CD 18.....	Health, Safety and Nutrition	3

Required Specialization Units:

Course #	Title	Units
CD 7.....	Early Intervention	3
CD 8.....	Infant Massage.....	5
CD 9.....	Using Infant Gestures.....	5
CD 11.....	Young children with Exceptional Needs.....	3
CD 15X	Work Experience (Completed in an approved setting under the supervision of an interventionist)	
CD 17B	Child Abuse Recognition & Prevention.....	1
CD 20A	Child Study and Assessment	1
CD 21.....	Infant/Toddler Care Giving.....	3
TOTAL.....		28

Child Development Certificate: School-Age

Course #	Title	Units
CD 24.....	School-Age Development	3
CD 25.....	School-Age Curriculum.....	3
CD 26A	Foundations of School-Age Care	1
CD 26B	Quality School-Age Care.....	1
CD 26C.....	School-Age Sports & Activities.....	1
CD 18.....	Health, Safety, & Nutrition.....	3
TOTAL.....		12

Child Development Certificate of Achievement:

Administrative

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

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

Course #	Title	Units
CD 14A	Administration & Supervision of Children's Programs.....	3
CD 14B	Administration & Supervision of Children's Programs	
.....Practicum		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.

Family Day Care Certificate

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

Course #	Title	Units
CD 19.....	Home Day Care.....	2
CD 20.....	Behavioral Management in the Classroom.....	2
CD 17B	Child Abuse	1
	TOTAL.....	5

Transfer

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

Child Support Services Local Certificate

Careers in Child Support Services offers a unique opportunity for those interested in providing services to parents and their obligation to provide financial support for their children. Students must be able to work independently and in a team setting, multitask, interact with people of various socioeconomic backgrounds, and have computer application skills. As a condition of employment, applicant must take a pre-employment examination with the county prior to the hiring process in addition to college coursework.

Course #	Title	Units
AOJ 16.....	Human & Community Relations.....	3
BUS50	Employability Skills.....	1
BUS 13A/B	Microsoft Word.....	3
CD 10.....	Child, Family & Society.....	3
CIS 67	Computer Essentials.....	3
SP 5	Interpersonal Communications	3
	TOTAL.....	16

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Geology

Geology trains individuals in the physical aspects and history of the earth. These individuals are then able to locate natural resources such as petroleum and minerals and work in laboratories. They also advise construction companies and government agencies. Some administer and manage research and exploration programs; others work in environmental research. Geologists also work in related fields such as drafting, engineering technology, petroleum engineering, surveying, and science teaching. Geologists, in general, are analytical, curious, able to work as a team, and are required to communicate effectively.

Associate Degree

Refer to the General Education Requirements for specific information regarding general education, unit, and scholarship requirements. Completion of the following program requirements, in addition to the general education and college requirements, qualifies the student for an associate degree.

Course #	Title	Units
GEOL 1	Physical Geology	4
GEOL 3	Historical Geology	4
Plus ten units from the list below:		
CHEM 1A	General Chemistry I.....	5
CHEM 1B	General Chemistry II	5
CHEM 2A/B.....	Introductory Chemistry	8
	Total	18

Transfer

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

Courses recommended for those students pursuing a bachelor's degree in geology:

CHEM 1A	General Chemistry I.....	5
CHEM 1B	General Chemistry II	5
GEOL 1	Physical Geology	4
GEOL 3	Historical Geology	4
MATH 1A	Introduction to Calculus	5
MATH 1B	Calculus with Applications.....	5
	Total	28

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Office Management and Technologies

The Office Management and Technologies program offers a variety of options that guide students toward successful employment in business and government.

Associate Degree: Office Management and Technologies (OMT)

Refer to the General Education Requirements for specific information regarding general education, unit, and scholarship requirements. Completion of the following program requirements, in addition to the general education and college requirements, qualifies the student for an associate degree.

The core courses listed below are required for each certificate and associate degree in the field of office management and technologies.

Core Courses

Course #	Title	Units
BUS 81A/BIntermediate Keyboarding	3
BUS 15XWork Experience	4
BUS 13A/BWord for Windows I & II	3
BUS 20Introduction to Business.....	3
BUS 28Business Communication.....	3
BUS 59Business English	3
BUS 67Filing and Records Management	2
CIS 34Introduction to Spreadsheets	3
	Total	24

Certificate of Achievement: Office Management and Technologies

Students are eligible for a certificate of achievement in office management and technologies upon the completion of the core courses listed above.

Associate Degree: OMT Secretary/Word Processing

The OMT secretary/word processing associate degree requires the General Education Requirements and core courses listed above plus the following:

CIS 8Microcomputer Operating Environment.....	1
CIS 21Desktop Publishing	3
	Total	28

Certificate of Achievement: OMT Secretary/Word Processing

Students are eligible for a certificate of achievement in OMT secretary/word processing upon the completion of the core and two courses listed above.

Associate Degree: OMT Clerk Typist

The OMT clerk typist associate degree requires the General Education Requirements and core courses listed above plus the following:

CIS 8Microcomputer Operating Environment.....	1
CIS 21Desktop Publishing.....	3
CIS 19BDatabase Creation & Management	3
	Total	31

Certificate of Achievement: OMT Clerk Typist

Students are eligible for a certificate of achievement in OMT Clerk Typist upon the completion of the core and three courses listed above.

Approved electives for Office Management and Technologies programs:

BUS 1A, 18, 24, 35, 55, 63, 80

CIS 7, 9, 19B, 21, 34, 35

PHIL 3

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

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Physical Education

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

Associate Degree

Refer to the General Education requirements for specific information regarding general education, unit, and scholarship requirements. Completion of the following program requirements, in addition to the general education and college requirements, qualifies the student for an associate degree.

Course #	Title	Units
BIO 32.....	General Human Anatomy	4
BIO 35.....	Human Physiology.....	4
NUT 1	Basic Nutrition.....	3
PE 40	Introduction to Physical Education	3
PE 46	Care and Prevention of Athletics Injuries.....	2
PE Activity Course (four units taken from list below, must be four different courses)		4
TOTAL.....		20

Activity Courses:

PE 4, 6, 7, 11, 16, 19, 20, 21, 22, 23, 24

Recommended Electives:

EA 31
PE 34, 38A, 45, 45A, 45B, 48
PSYCH 1

Transfer

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

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Psychiatric Technician

The Psychiatric Technician Program will prepare the student for employment in state hospitals or any facility requiring psychiatric technicians. Upon completion of the Psychiatric Technician certificate or associate degree, the student qualifies to take the licensure exam from the California Board of Vocational Nursing and Psychiatric Technicians.

This is an intensive 12-month certificate program. Classes will be held at the college, local hospitals, or mental health facilities, Atascadero State Hospital, or other nearby approved facilities able to accommodate the clinical aspects of instruction.

For consideration of eligibility to the Psychiatric Technician Program, applicants must meet the following criteria:

1. Be 18 years of age or older.
2. Show evidence of high school graduation or the equivalent (GED or CHSPE).
3. Submit an application to West Hills College.
4. Submit a current application to the Psychiatric Technician Program.
5. Take the West Hills College assessment tests.
6. Show proficiency in English or Mathematics by completing English 105 (or the equivalent) AND Math 87 or Math 101 (or the equivalent) all with a C grade or better OR have equivalent scores on the West Hills College assessment exams.
7. Completed physical and criminal background check.
8. Completed the course PSY TEC 10 (Introduction to Psychiatric Technician) with a passing grade.

Meeting each of these criteria does not guarantee admission to the Psychiatric Technician Program or the next beginning class. Completion of the above makes the applicant eligible for consideration for admission to the program.

Associate Degree

Refer to the General Education Requirements for specific information regarding general education, unit, and scholarship requirements. Completion of the following program requirements, in addition to the general education and college requirements, qualifies the student for an associate degree.

The local requirement of HE-35 Personal Health and Hygiene is waived for psychiatric technician students.

Certificate of Achievement

Course #	Title	Units
PSY TEC 10...	Introduction to Psychiatric Technician	1.5
PSY TEC 12...	Nursing Science.....	18.5
PSY TEC 14...	Psychiatric Nursing	18.5
PSY TEC 16...	Care of the Developmentally Disabled	18.5
TOTAL.....		57

Social Work

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 must complete 60 units of college level work and will receive an Associate of Arts Degree in Liberal Arts with Social Work Certificate Option to meet minimum qualifications for various positions. Students should be aware that a pre-employment examination is required before an applicant begins the hiring process in addition to college-level coursework.

Social Work Certificate

Course #	Title	Units
AOJ 6	Interviewing and Counseling	3
AOJ 12	Written Communications	3
BUS 13A/B	Microsoft Word	3
CD 10	Child, Family & Society	3
CD 17B	Child Abuse Recognition & Prevention	1
CD 23	Domestic Violence Recognition & Prevention	1
HS 20	Introduction to Social Welfare (new course)	3
TOTAL		17

Teaching Assistant

California's recruitment of teachers will provide one of the fastest growing opportunities over the next decade. West Hills Community College responds to the growing need by offering two teaching assistant certificates. The teaching assistant curriculum will provide students with the opportunity to enhance their abilities to perform various teaching assignments in an elementary, secondary, middle school, senior high classroom, and adult education setting.

Certificate of Achievement: Teaching Assistant

– Elementary

Course #	Title	Units
EA 31	Introduction to Teaching	3
ECE 10	Child, Family and Society	3
3ECE 16	Creative Activities for Young Children	3
ECE 5	Child Development	3
ECE 4	Parenting	3
Electives		2
TOTAL		17

Recommended Electives:

Art 4
 Art 12
 CIS 8
 HE 35
 Mus 42
 PE 48
 Psych 1
 EA 55, 56

Certificate of Achievement: Teaching Assistant

– Secondary

Course #	Title	Units
EA 31	Introduction to Teaching	3
ENG 1A	Composition and Reading	3
or ENG 51A. Introduction to Communication Skills		3
or ENG 51B Intermediate Communications Skills		3
MATH 45	Contemporary Math	3
or MATH 87. Mathematics for Life		3
EA 15X	Cooperative Work Experience	3
Electives		2
TOTAL		17

Recommended Electives:

ART 5A, 15A, 13A, or 42
 BIO 10 or 15
 CIS 8
 ENG 1A
 GEOG 2A, 2B, 3, or 18
 HE 35
 HIST 4A, 4B, 17A, or 17B
 MATH 10A, 25, or 45
 MUS 42
 PE 48
 PHYSICI 1
 POLSCI 1 or 2
 Psych 5 or ECE 5
 COM 1 or 2
 EA 55
 EA 56
 EA 57

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Course Descriptions

AGRICULTURE SCIENCE AND TECHNOLOGY

AG 15X OCCUPATIONAL WORK EXPERIENCE (1-8)

Class Hours: 75 hours of paid work equals 1.0 unit and 60 hours of volunteer work equal 1.0 units.

Cooperative work Experience (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 incorporated work experience. Through these structured experiences, the students enrich their college studies, which enhance their total development.

Occupational Work Experience Education 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. Student may earn up to 8 units per semester for a maximum of 16 totals units. Credits are awarded for paid or voluntary work. For every 75 hours of paid work completed within the semester, 1 units of credit is awarded, for every 60 hours of volunteer work completed within the semester, 1 units of credit is awarded. Student must enroll in a minimum of 7 semester units (work experience units included) and taking at least one class within the occupational major in order to participate in Occupational Work Experience.

Occupational Work Experience credits are counted as electives towards an Associates of Arts (AA) degree at West Hills College and are transferable to four year universities (for specific transfer eligibility, please contact an advisor).

ADMINISTRATION OF JUSTICE

AOJ 15X OCCUPATIONAL WORK EXPERIENCE (1-8)

Class Hours: 75 hours of paid work equals 1.0 unit and 60 hours of volunteer work equal 1.0 units.

Cooperative work Experience (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 incorporated work experience. Through these structured experiences, the students enrich their college studies, which enhance their total development.

Occupational Work Experience Education 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. Student may earn up to 8 units per semester for a maximum of 16 totals units. Credits are awarded for paid or voluntary work. For every 75 hours of paid work

completed within the semester, 1 units of credit is awarded, for every 60 hours of volunteer work completed within the semester, 1 units of credit is awarded. Student must enroll in a minimum of 7 semester units (work experience units included) and taking at least one class within the occupational major in order to participate in Occupational Work Experience.

Occupational Work Experience credits are counted as electives towards an Associates of Arts (AA) degree at West Hills College and are transferable to four year universities (for specific transfer eligibility, please contact an advisor).

AOJ 53 SECURITY GUARD ACADEMY (4)

Class Hours: 54 lecture, 54 laboratory

Strongly recommended preparation: AOJ 12

This course prepares students to function as a Security Officer. It provides a foundation for the application of the skills necessary to become a registered security guard. This course follows the prescribed standards by section 7583.6(b) of the Business and Professions Code and has described skill sets required by local employers. The course will familiarize and instruct individuals of basic employer and state requirements in the performance of guard duties. May be taken two times for credit. (NDA)

AOJ 58 BEHIND THE SHIELD (3)

Class Hours: 54 lecture

AOJ 58 is designed to expose the student to the many different careers that make up the criminal justice system and guide them towards the specialized training required for the individual student to obtain those careers. (AA)

ART

ART 3A INTRODUCTION TO 3-D FUNDAMENTALS (3)

Class Hours: 27 lecture, 81 laboratory

This course introduces concepts, applications and historical references related to three-dimensional form in visual art and design. It further explores the expressive potential and conceptual possibilities of three-dimensional forms through lecture, slide and video presentations, written assignments, and studio projects using a variety of tools, materials and techniques. (AA, CSU)

BIOLOGY**BIO 15 BIOLOGY FOR EDUCATION (3)***Class Hours: 36 lecture, 54 laboratory*

Strongly recommended preparation: ENG 51A or equivalent
 Biology 15 is required for Liberal Studies students seeking a Multiple Subject Teaching Credential and transferring to the California State University system. The primary objective of this course is to teach biological concepts as they relate to the cell and the organism as a whole. Consideration will be given to the cellular and chemical basis of life, genetics, evolution, and ecology. (AA, CSU, UC)

BUSINESS**BUS 15X OCCUPATIONAL WORK EXPERIENCE (1-8)***Class Hours: 75 hours of paid work equals 1.0 unit and 60 hours of volunteer work equal 1.0 units.*

Cooperative work Experience (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 incorporated work experience. Through these structured experiences, the students enrich their college studies, which enhance their total development.

Occupational Work Experience Education 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. Student may earn up to 8 units per semester for a maximum of 16 totals units. Credits are awarded for paid or voluntary work. For every 75 hours of paid work completed within the semester, 1 units of credit is awarded, for every 60 hours of volunteer work completed within the semester, 1 units of credit is awarded. Student must enroll in a minimum of 7 semester units (work experience units included) and taking at least one class within the occupational major in order to participate in Occupational Work Experience.

Occupational Work Experience credits are counted as electives towards an Associates of Arts (AA) degree at West Hills College and are transferable to four year universities (for specific transfer eligibility, please contact an advisor).

CHILD DEVELOPMENT**CD 15X OCCUPATIONAL WORK EXPERIENCE (1-8)***Class Hours: 75 hours of paid work equals 1.0 unit and 60 hours of volunteer work equal 1.0 units.*

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CD 17C SINGLE PARENTING (1)*Class Hours: 18 lecture*

Strongly recommended preparation: ENG 51A or equivalent
 CD 17C is designed for single parents and for teachers working with single parents. Information in this course will include the effects of divorce on children, child custody issues, and the family dynamics of the single parent family. (AA, CSU)

COMPUTER INFORMATION SYSTEMS

CIS 15X OCCUPATIONAL WORK EXPERIENCE (1-8)

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EDUCATION

EA 15X OCCUPATIONAL WORK EXPERIENCE (1-8)

Class Hours: 75 hours of paid work equals 1.0 unit and 60 hours of volunteer work equal 1.0 units.

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EDUC 1 INTRODUCTION TO TEACHING (3)

Class Hours: 54 lecture

EDUC 1 is an orientation course for prospective teachers. EDUC 1 students will be exposed to contemporary issues in education, teaching methods, curriculum and content standards, the elements of schools, the diversity of students, requirements for teaching, and the history, philosophy, and reforms of our education system. Classroom discussion, assignments, and pedagogy are framed around the California Standards for the Teaching Profession (CSTP) and are enforced with a minimum of 30 hours of guided fieldwork and observation in local k-12 schools. (AA,CSU)

ENGLISH

ENG 110A INTRODUCTORY READING AND WRITING (4)

Class Hours: 54 lecture, 54 laboratory

English 110A is an introductory reading and writing course designed to provide students with group and individual instruction in the development of college-level reading and writing skills through the use of textbook material, fiction, and expository essays. At this level, students will begin with basic reading comprehension skills, vocabulary development, and the parts of speech and progress toward sentence skills and well developed paragraphs in Standard English. This course is preparation for English 110B and may not be skipped without either the consent of a member of the English faculty or a score as determined by the placement test in reading and writing. The lab component may consist of using a computer, so prior keyboarding experience is recommended. While this course may address certain issues of pronunciation, it is not designed to teach students verbal English skills. (NDA)

ENG 110B INTERMEDIATE READING AND WRITING (4)

Class Hours: 54 lecture, 54 laboratory

Prerequisite: successful completion of ENG 110A or equivalent, such as placement determined by assessment test

English 110B is an intermediate reading and writing course designed to provide students with group and individual instruction in the development of college-level reading and writing skills through the use of textbook material, fiction, and expository essays. At this level, students will continue to strengthen reading comprehension skills while writing well-developed paragraphs, eventually progressing to short essays with a specific emphasis on the function of the introduction, body, and conclusion paragraphs. This course is preparation for ENG 51A and may not be skipped without either the consent of a member of the English faculty or a score as determined by the placement test in reading and writing. The lab component may consist of using a computer, so prior keyboarding experience is recommended. (NDA)

HEALTH SCIENCE**HS 15X OCCUPATIONAL WORK EXPERIENCE (1-8)**

Class Hours: 75 hours of paid work equals 1.0 unit and 60 hours of volunteer work equal 1.0 units.

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LINGUISTICS**LING 11 INTRODUCTION TO LINGUISTICS (3)**

Class Hours: 54 Lecture

Prerequisite: successful completion of English 51A or the equivalent
Linguistic 11 examines the nature, structure, acquisition, and biology of human language; the nature of linguistic diversity; the relationship between linguistic structure; and literacy development. The course also highlights the areas of linguistics most relevant to future elementary and secondary teachers. It is recommended for Liberal Studies Blended majors or for students entering the Multiple Subject or Singular Subject Credential Program. (CSU, UC)

NON-CREDIT**NC 160 GED PREPARATION PROGRAM (0)**

Class Hours: 162 laboratory maximum

The General Equivalency Diploma (GED) Preparation Program 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 which include the Test of Adult Basic Education (TABE) Test, offering opportunities to further build skills in the areas of reading, writing, and math. Along with (ABE) training, the GED Preparation program will also provide Basic Skills/English as a Second Language (ESL) instruction. Students will use computer based tutorials to practice and improve their English language skills. (NDA)

PERFORMING ARTS**PA 5 VOICE AND DICTION (3)**

Class Hours: 54 lecture

PA 5 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)

PHYSICAL EDUCATION

PE 45 COACHING TEAM SPORTS (3)

Class Hours: 54 lecture

Strongly recommended preparation: ENG 51A or the 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, UC)

WELDING TECHNOLOGY

WT 15X OCCUPATIONAL WORK EXPERIENCE (1-8)

Class Hours: 75 hours of paid work equals 1.0 unit and 60 hours of volunteer work equal 1.0 units.

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WORK EXPERIENCE

WE 15XX 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.

This program 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.