

## 2004 - 2005 Catalog



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# GENERAL INFORMATION

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## INSTRUCTIONAL CALENDAR

### SUMMER 2004 (May 29- August 11)

**May 29 – August 11** (S,W) Instruction Begins/Ends

**June 7 – August 6** (M-F) Instruction Begins/Ends (9-week classes)

**June 22– July 29** (T,W,TH,F) Instruction Begins/Ends (6-week classes)

**July 5** - Independence Day observed – No classes; all offices closed

### FALL 2004 (August 16 - December 17)

#### August 2004

12 Faculty Flex Day, No Classes

13 Duty Day, No Classes

16 Instruction Begins

23-29 Register for full-semester fall classes with instructor permission only

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#### September 2004

6 Labor Day observed, No Classes

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**October 2004**

- 8 Last Day to Petition to Graduate
  - 18 Second 9-week Classes Begin
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**November 2004**

- 12 Veteran's Day Observed, No Classes
  - 15 Last Day to Withdraw with a W (Full Semester)
  - 25-26 Thanksgiving, No Classes
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**December 2004**

- 13-17 Finals Week
- 17 End of Semester
- Total Instructional Days: 87**

**SPRING 2005 (January 18 - May 27)****January 2005**

- 13 Faculty Flex Day, No Classes
  - 14 Duty Day, No Classes
  - 17 Martin Luther King Day, No Classes
  - 18 Instruction Begins
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**February 2005**

- 11 Lincoln's Day Observed, No Classes
  - 21 Washington's Day Observed, No Classes
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**March 2005**

- 18 Last Day to Petition to Graduate
  - 21-25 Spring Recess
  - 28 Second 9-Week Classes Begin
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**April 2005**

- 22 Last Day to Withdraw with a W (Full Semester)
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**May 2005**

- 23-27 Finals Week
- 27 Commencement (Coalinga Campus)
- TBA Commencement (Lemoore Campus)
- 27 End of Spring Semester
- Total Instructional Days: 88**

**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.

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.

## **Academic Regulations**

### **Attendance**

All students at West Hills College Coalinga and the North District Center are expected to attend all sessions of each class in which they are enrolled. 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 Admissions and Records Office. However, the decision to retain a student in class is the decision of the instructor. Students who do not attend the first class meeting may be dropped by the instructor as a no-show. To assure no grade penalty for the course, the student should file a drop form in the Admissions and Records Office. Students are responsible for insuring that they are dropped from class. 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 laboratory or in comparable experience under classroom supervision.

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

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

A student's need for remedial coursework shall be determined by the student's counselor through the use of appropriate assessment instruments. 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:

1. Students enrolled in one or more courses of English as a Second Language.
2. 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 2.00 cumulative grade-point average, students may be allowed additional units of remedial coursework upon petition to the Curriculum Academic Review Committee. If a waiver of the 30 unit limit is granted, the committee will specify the additional course (s) in which the student may enroll.

## **Credit/No Credit Classes**

Students planning to transfer to a four-year college or university should take classes for a letter grade because the CR/NC option generally will not transfer.

A student attending West Hills College Coalinga may elect to take up to a maximum of 15 semester units of work on a CR (Credit)/NC (No Credit) basis. For CIS/Business programs, a maximum of twelve (12) units will be allowed towards the associate degree or certificate. Only selected courses are offered on this basis. A student must select the Credit/No Credit option in a class by the end of the fourth week of the semester. Under the CR/NC policy, if a student successfully completes the course requirements, he/she will be granted credit and will receive units but no grade points. If the student does not successfully complete the course requirements, he/she will not be charged units attempted nor will he/she receive grade points.

This policy is designed primarily to permit the student to explore areas of curriculum with which he/she is not familiar without jeopardizing his/her grade point average.

See course descriptions for courses offered under this option.

## **Adding/Dropping a Class**

1. A student may make program changes during the first week of instruction.
2. A student may add a class by using My West Hills or by completing a West Hills College Coalinga Change of Program form in consultation with his/her counselor or advisor and return the form to the registration personnel.
3. To drop a class a student may use My West Hills or complete a Change of Program form in consultation with his/her counselor/advisor and return the form to the registration personnel. A course may be dropped during the first three weeks of instruction without a notation appearing on the transcript. 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, then a grade other than W must be assigned. A student is not officially enrolled or dropped from a class until completing a registration process using Falcon Express or by completing a Change of Program Form. 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 Courses may be cancelled due to low enrollment. If a class is cancelled, fees will automatically be refunded. 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.

## **Examinations**

Final examinations are required in all courses. Students are expected to take the examinations at the regularly scheduled times.

## 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
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Passing, less than satisfactory	1
F	Failing	0
CR	Credit (at least satisfactory-units awarded; not counted in grade point average)	
NC	No Credit (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	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).	
In RD	Report Delayed (shall be assigned only by the District Director of Enrollment Services and will not be used in calculating grade point averages).	
W	Withdrawal (shall not be used in calculating grade point averages).	
MW	Military Withdrawal.	

### CR (Credit)/NC (No Credit) Grade

1. A CR (credit) indicates a grade of C or better.
2. The CR grade will not be included in computing the student's GPA.
3. The student will decide no later than the end of the fourth week of instruction whether he/she wishes to take the course on a CR/NC basis or on the conventional grading system basis-a letter grade of ABCDF.
4. For credit toward his/her AA or AS degree, a student will not be permitted to take more than fifteen (15) units on the CR/NC basis or twelve (12) units if majoring in the CIS/Business program.

### In Progress (IP) Grades

Instructors assigning an In Progress (IP) grade will be required to submit a "present status" grade at the end of the first term. The student must then enroll in the course and complete all course work during the following semester. Should the student not re-enroll and complete the course work within the following semester, the "present status" grade will be entered on the student's transcript.

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## **Incomplete Grade (I)**

Incomplete academic work for unforeseeable emergency and justifiable reasons, at the end of the term may result in an I grade being entered in the student's record. The condition for removal of the I shall be stated by the instructor in a written record. The record shall contain the conditions for the removal of the I and the grade assigned in lieu of its removal. Grades of "Incomplete" will not be issued unless the student has completed at least 75% of the coursework required. This record must be given to the student with a copy on file with the Admissions and Records Office until the I is made up or the time limit has passed. A final grade shall be assigned when the work stipulated has 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 the "I" in which grade was issued.

The I must be made up no later than one year following the end of the term in which it was assigned.

A student may petition in writing to the Curriculum Academic Review Committee for a time extension (one semester only) due to unusual circumstances.

## **Withdrawal Grade (W)**

A student may withdraw from a class or classes prior to the end of the thirteenth week or prior to attending 70% of the class sessions of a short term course and receive a grade of W (Withdrawal). 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 compelling 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 shall not be counted in progress probation and dismissal calculations. In all cases, verification of orders compelling a student to withdraw from courses must be filed in the Office of Admissions and Records before the MW symbol will be assigned.

## **Grade Point Average (G.P.A.)**

To graduate from West Hills College Coalinga, a student must attain a 2.0, or C grade point average. Scholastic standing is determined by dividing accumulated grade points by the number of units attempted. In addition, a G.P.A. of 2.0 must be maintained within the major.

## **Grade Changes**

To conform to the provision of Section 55760(a) of the California Administrative Code, Title 5, the determination of the student's grade by the instructor shall be final in absence of mistake, fraud, bad faith or incompetence. The following policies apply to changes of grades except for changes of Incomplete (I) and Withdrawal (W) grades.

1. In general, all course grades are final when filed by the instructor at the end of the term. These grades become a part of the student's permanent record.
2. A change of grade shall not occur as a consequence of the acceptance of additional work or re-examination beyond the specified course requirements.
3. A request for a grade change shall be initiated by the student affected or by the instructor within the next regular semester following the award of the original grade. If the instructor determines that there is a valid basis for the grade change, a grade change form shall be used to notify the Admissions and Records Office. 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.

4. The change of grade form must be completed by the instructor, signed by the Dean of Student Learning and submitted to the Admissions and Records Office. Once the change of grade is processed, students shall be notified by the Office of Admissions and Records.

## Prerequisite/Corequisite Policy

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

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

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

1. **Prerequisite** is a course requirement that a student must meet in order to demonstrate current readiness for enrollment in a course or educational program.
2. **Corequisite** means a course that a student is required to take simultaneously in order to enroll in another course.
3. **Strongly recommended preparation** means a student is advised, but not required, to meet certain conditions before or in conjunction with a course or educational program.

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

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

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

## Prerequisite/ Corequisite Challenge Procedure

Any prerequisite/corequisite may be challenged by a student. It is advised that a counselor/advisor is seen to discuss this procedure. The forms may be obtained from the counseling/advising staff and will explain what must be done. Criteria for challenging a course may be:

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

There are deadlines in which the prerequisite/corequisite challenge must be met in order to enroll. The challenge will be reviewed after the challenge procedure has been completed. The student will be informed

challenge will be reviewed after the challenge procedure has been completed. The student will be notified 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:

1. Health and safety, or
2. 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
3. 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:

1. 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
2. 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 Admission and Records Office 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. 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:

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

West Hills College Coalinga 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 or NC 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 or F grade was issued, one time only. The better of the two grades will be used in the cumulative grade point computation. Both grades will be recorded on the transcript, but units will be granted for only one course. 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 Dean of Students.

## **Course Repetition under Special Circumstances**

West Hills College Coalinga 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 Dean of Student Learning based upon findings that circumstances exist which justify course repetition. Such circumstances may be a significant lapse of time since the student previously took the course, significant changes in technology, methodology and content have occurred or a higher grade is required by a specific educational program. When a student is allowed to repeat courses under these circumstances, the student's permanent academic record shall be maintained in such a manner that all work remains legible, insuring a true and complete academic history. Grades awarded for courses repeated under the provisions of this policy shall not be counted in calculating a student's grade point average.

## **Community Service Option**

A student who has taken a course designated as repeatable the total number of times allowed for credit may then opt, with instructor's permission, to repeat certain classes under the auspices of Community Service for no credit. Students are not allowed to enroll for the Community Service option until the second week of instruction. Instructor permission forms may be obtained in the Admissions and Records Office. Fees for students enrolled in the Community Service Option shall be \$15.00 per unit.

## **Honors**

### **President's Citation**

A student will receive the President's Citation if 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 if that student completes a total of twelve units or more with a G.P.A. of at least 3.0, with no grade below C, in one semester. Physical education activity classes and credit/no-credit 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.

### **Academic Probation**

1. A student must maintain a C average, 2.0 G.P.A. on all attempted course work at West Hills College with 12 or more accumulated units, or he/she will be placed on academic probation.
2. A student transferring from another college with a grade point average of less than 2.0, with 12 or more units or who has been placed on probation by the college from which he/she has transferred, shall be placed on academic probation.
3. A student will be removed from academic probation when his/her accumulated grade point average at West Hills College Coalinga is 2.0 or higher.

## **Progress Probation**

1. A student who has enrolled in at least 12 units will be placed on progress probation if one-third of those units receive grades of W, I, or NC.
2. A student will be removed from progress probation when he/she has less than one-third of the enrolled units with the grade of W, I, or NC.

## **Academic Dismissal**

1. A student who is on academic probation shall be subject to dismissal if he/she has earned a cumulative grade point average of less than 1.75 in all units attempted in each of three consecutive semesters.
2. A student shall be subject to dismissal if he/she has failed to earn a grade point average of 1.0, D, or higher after the completion of twelve units.
3. Students who have been academically dismissed from West Hills College Coalinga may return to West Hills College Coalinga after staying out one semester.
4. Any student who is subject to academic dismissal who wishes to appeal should submit an appropriate letter to the Dean of Student Learning.

## **Progress Dismissal**

1. A student who is on progress probation shall be subject to dismissal if the percentage of units in which he/she has enrolled and received grades of W, I, or NC in at least three consecutive semesters reach or exceed one-third of the attempted units.
2. Any student who has been subject to dismissal and wishes to appeal should submit an appropriate letter to the Dean of Student Learning.
3. Students dismissed from West Hills College Coalinga or any other community college for scholastic deficiency may apply for readmission following a one-semester lay-out. Any student admitted after dismissal is on probation and must comply with the regulations in the above sections pertaining to Academic Standards.

## **Withdrawal from College**

Any student leaving West Hills College Coalinga at any time after registration must formally withdraw from the institution. A withdrawal petition must be obtained from the Counseling Office. It is the responsibility of the student to file the withdrawal petition with the Admissions and Records Office.

The student who discontinues work without formal withdrawal does so at the risk of having registration privileges curtailed and recommendations to another institution or employer denied, and of receiving a grade of F in classes in which he/she is enrolled.

All books and equipment belonging to the college must be returned or purchased from the college.

## **Transcript of Record**

The West Hills College Coalinga transcript is a duly certified record of all work completed or undertaken by the student at the college. Two transcripts are furnished free upon written request. For each additional transcript, the student is required to pay two dollars. Students must request in writing that their transcripts be sent. There will be a \$10.00 rush fee charged for transcripts issued within 24 hours of receipt of the request.

High school and college transcripts of record that are submitted to the Admissions and Records Office become the property of West Hills College Coalinga and cannot be forwarded to other institutions.

## Election of Graduation

A student must fulfill degree requirements as stipulated in the West Hills College Coalinga Catalog. A student who maintains "continuous enrollment" may elect:

1. 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
2. The catalog in effect at the time the student began attending West Hills College Coalinga, or
3. The catalog in effect at the time the student is graduated from West Hills College Coalinga.

Continuous enrollment is defined as being officially enrolled each semester during an academic year regardless of the number of units completed. Also, a student is considered to be in attendance even if he/she registered and totally withdrew from the school during that semester/term as long as the official transcript so indicates. Active military duty will maintain a student's continuous attendance status providing the student returns at the first registration for fall/spring semester following release.

## Academic Renewal Policy and Procedures

1. The "Academic Renewal Policy and Procedures" agency shall be the Curriculum Academic Review Committee.
2. Grades of D, F, and NC, 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.
3. Up to 12 semester units of substandard (D,F,NC) course work at West Hills College Coalinga may be alleviated.
4. Since completion of the work to be alleviated, the student must have completed a minimum of:
  - a. 24 semester units of course work with a GPA of 2.00 or
  - b. 18 semester units of course work with a GPA of 2.50 or
5. At least three years have elapsed since the course work to be disregarded was recorded.
6. The student petitions in writing to the Curriculum Academic Review Committee stating the reasons for requesting academic renewal.
7. The student states in the petition the specific courses to be considered under the academic renewal policy.
8. Whenever possible, students should repeat courses for which substandard grades were earned rather than seek academic renewal.

## Accreditation

West Hills College Coalinga is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, 3402 Mendocino Avenue, Santa Rosa, CA 95403 (707) 569-9177, 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.

## Associate Degree 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:

### 1. 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 (a) at least 18 semester units in general education courses (b) a major area of study, with a grade point average of at least 2.0 (c) elective units to complete 60 units, (d) 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.

### 2. Transfer to the California State University System

If you intend to transfer to a CSU campus, you should complete the requirements for your area of study as listed in this catalog and the maximum lower-division general education units allowed by the 23 California State University campuses. All CSU campuses require transfer-level English, speech/communication, critical thinking, and math completed or in-progress prior to admission to the college.

### 3. Transfer to the University of California

If you intend to transfer to a UC campus or if you are unsure if you will transfer to a UC or CSU campus, you should complete the requirements for your area of study as listed in this catalog and the Intersegmental General Education Transfer Curriculum (IGETC). Completion of the IGETC requirements results in all lower division general education units required by the 23 CSU campuses and the 9 UC campuses (except Eleanor Roosevelt and Revelle at (University California San Diego) being completed. You should consult a West Hills College Coalinga counselor to make sure this is your best AA degree choice.

## Associate Arts 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*

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, 51A, 51B

2. Analytical Thinking (3 units)

\_\_\_ CIS 14, 15

\_\_\_ Math 1A, 1B, 2A, 2B, 10A, 10B, 15, 25, 45, 61, 63, 64, 87

### *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, 20, 24, 32, 35, 38, 52

\_\_\_ Chemistry 1A, 1B, 2A, 2B, 35

\_\_\_ Crop Science 1

\_\_\_ Geography 1, 4

\_\_\_ Geology 1, 3

\_\_\_ Physical Science 1

\_\_\_ Physics 2A, 2B, 4A, 4B, 4C

\_\_\_ Soil Science 21

### *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 2A, 2B, 4, 5A, 12,13A, 15A, 16A, 16B, 17, 42
- \_\_\_\_ English 1B, 25
- \_\_\_\_ Geography 3
- \_\_\_\_ History 4A, 4B
- \_\_\_\_ Humanities 1, 22
- \_\_\_\_ Music 1A, 1B, 2A, 2B, 17A, 17B, 17C, 17D, 42
- \_\_\_\_ PA 1, 3, 14
- \_\_\_\_ Phil 1, 2, 3
- \_\_\_\_ Spanish 1, 2, 3, 4, 11, 12, 51, 52, 53, 54

*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.

- \_\_\_\_ Anthropology 2
- \_\_\_\_ Economics 1A, 1B
- \_\_\_\_ Geography 2A, 2B, 3, 18, 51
- \_\_\_\_ History 4A, 4B, 17A, 17B, 18, 32, 44
- \_\_\_\_ Journalism 40
- \_\_\_\_ Political Science 1, 2, 51
- \_\_\_\_ Psychology 1, 2, 3, 4, 5
- \_\_\_\_ Social Science 32B
- \_\_\_\_ Sociology 1, 2, 3

*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)

Activity Courses (2 units, selected from options below, if under 21 at graduation):

\*\* B. E. Activity Courses

**Physical Education Courses****PA 25 Activity Course**

\* Any student who has completed more than one year of military service may be granted credit for Health Education 35 (3 units) upon petition.

\* Any student who is a licensed registered nurse or licensed cosmetologist who has not previously received credit in health education may be granted credit for Health Education 35 (3 units) upon petition.

\*\* The physical education activity course requirement is waived for students 21 years of age or older.

**III. Electives to complete the total of 60 units.****IV. Competencies***Reading and Writing*

1. Completion of English 51A or 51B or 1A with a grade of C or higher, or
2. Transferring to West Hills College Coalinga from another accredited college with a C grade or higher in a course equivalent to English 51A or 51B or 1A.

*Mathematics*

1. Completion of Mathematics 61 or 87 with a grade of C or higher, or
2. Transferring to West Hills College Coalinga from another accredited college with a C grade or higher in a course equivalent to Mathematics 61 or 87, or
3. Matriculating from an accredited high school to West Hills College Coalinga with a C grade or higher in a course equivalent to Mathematics 61.
4. Maintain a grade point average of 2.0 within the major, and a 2.0 grade point average over-all.

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

**Associate Science Degree Requirements**

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

**Additional Associate Degree**

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

1. Completing all requirements for the additional major (units used as part of the major program for the first degree shall not be counted toward a subsequent major).
2. Completing necessary application forms for the degree.
3. A minimum of 12 units for the additional degree must be completed in residence.

**Certificate Programs**

## Certificate Programs

Certificate programs are designed to give the student a concentration of skill courses adequate to provide immediate employment capability in a specialized field.

The course content and course patterns have been developed after considerable study of industry and employer requirements.

The advice and recommendations of several lay advisory councils and information obtained in occupational surveys were utilized in the development of these programs.

Certificate requirements include: 1) a grade point average of at least 2.0 in the area of certification, 2) a minimum of 12 units of the total completed in residence, 3) required major courses. The courses required for a major are found in the college catalog under that major. Waiver of any of these courses or substitution of required courses is not permitted.

## Certificate and Associate Degree Programs Offered

C = Certificate      AA = Associate Degree      AS = Associate Science

Administration of Justice - Law Enforcement		AA/AS
Administration of Justice - Corrections		AA/AS
Art		AA
Biology		AA/AS
Business		C/AA/AS
Business Administration		AA
Child Development	C	AA
Computer Information Systems		AA/AS
Geography		AA
Health Science (General)		AA/AS
Humanities		AA
Liberal Arts		AA
Office Management & Technologies	C	AA/AS
Performing Arts	C	AA
Physical Education		AA/AS
Psychiatric Technician	C	AA/AS
Psychology		AA
Social Science		AA
Teaching Assistant	C	

## Admissions Information

### Eligibility Requirements

To enroll at West Hills College Coalinga, a student must satisfy one of the following requirements:

1. High school graduation.
2. Successful completion of the California High School Equivalency Examination or G.E.D.
3. Attainment of adult status-18 years of age.
4. Recommendation of the principal of high school student is attending and parental permission.

### Admission Procedure

Students must apply using our [online application](#).

International Students may NOT apply on-line. All international students are required to apply through a written application. Please contact the [International Student Programs Office](#) to request an information package and application

### Transcript Requirements

High school transcripts and transcripts from other colleges attended must be on file with West Hills College Coalinga. Students with transcripts from institutions outside the United States should contact the West Hills College Coalinga Office of Admissions and Records for information on transcript evaluation. The student must notify the institution previously attended to mail official transcripts directly to the Admissions and Records Office.

Records Office.

### Registration

**Course schedules** will be published on the West Hills College website prior to the summer intersession and fall and spring semesters. To search and register for courses students must use [My West Hills](#). Please follow the instructions outlined on the West Hills College Coalinga website for registration in course sections.

### Student Fees

The Legislature of the State of California has made it mandatory for West Hills College Coalinga to charge a California Community College fee of \$26.00 per unit. This fee is subject to change by the Legislature. California Education Code Section 72252 (amended, effective 1/1/90) allows exemption from the enrollment fee to any dependents, or surviving spouse who has not remarried, or any member of the California National Guard, who, in the line of duty and while in the active service of the state, was killed, died of a disability from an event that occurred while in active service of the state, or who is permanently disabled as a result of an event that occurred in the active service of the state. In addition, the college is mandated to charge an out-of-state tuition fee for those students who do not qualify as California residents (see non-resident tuition).

Cost of student textbooks, supplies, and membership in the Associated Student Body may average \$250 to \$300 per semester. A considerable savings is possible through the purchase of used textbooks from the college bookstore.

Active military personnel applying for Tuition Assistance that pays for 75% of the registration fees must submit a completed authorization form to the college prior to registration; otherwise, registration fees must be paid in full. For more information, call (559) 925-3352.

### Non-Resident/International Student Tuition

A student classified as a non-resident/international student shall be required to pay non-resident tuition. The fee for non-residents is \$149.00 per unit. Non-resident/international students must also pay an additional \$10.44 per unit non-refundable capital outlay fee, \$26.00 California Community College fee per unit, and a \$100.00 one-time non-refundable processing fee.

### Refund of Enrollment Fees and Tuition

Refund or reversal of enrollment fees and tuition shall be made as follows: (Refund must be requested by the student.)

Full Semester Classes, 16-18 weeks.

1. Withdrawal during the first two weeks of instruction: 100% refund.
2. Withdrawal after the second week of instruction: no refund.

Short-term Classes

1. Withdrawal during the first 10% of the course length: 100% refund.
2. Withdrawal after 10% of course length: no refund.

### Materials Fees

Required instructional materials of continuing value outside the classroom must be paid for by the student. These are tangible materials that are essential to satisfaction of course objectives, have value to the student outside the classroom, belong to the student, and may be taken home. These materials include, but are not limited to, such items as textbooks, workbooks, syllabus, computer disks, tools, uniforms, and canvases. They also include material, such as clay, that can be transformed into materials of lasting value.

Students are advised to provide certain instructional materials of an optional nature that will enhance a student's learning experience in the classroom but are not essential to completion of course objectives.

Some classes require a fee for instructional materials. These fees are for the types of materials described above. When such fees are charged, the materials for which the fees are levied are supplied at district cost.

NOTE: All fees must be paid in full at registration and are subject to change without advance notice by the Board of Trustees of West Hills Community College District. A full refund will be given to students if they completely withdraw from a class the last day of registration before classes begin or if the classes are canceled by the college.

### 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.

**Placement Tests**

Placement tests to assess writing, reading and math skills are administered to each entering student. The results of these tests are used to assist students and counselors in the selection of college classes. These tests are not entrance examinations, and they will not prevent any prospective student from admission to the college.

A schedule of testing times and dates will be printed in the schedule of classes and made available prior to registration each semester at each location. For more information on placement testing please contact the West Hills College Coalinga Counseling Office, 934-2320 or North District Center, Firebaugh, 934-2957.

**Placement Testing Exemption Policy**

The following students are exempt from placement testing:

1. 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 articulated course from another educational institution.
2. In all cases, the exemption for assessment listed above is available only to students who provide official records or transcripts to the Director of Admissions and Records before registration.

**Residency Requirements****A. Adults*****resident***

A "resident" is a student who has resided in the State of California for more than one year immediately preceding the residence determination date and who has demonstrated intent to be a California resident with financial independence. Student must apply for residency in the Admissions and Records Office.

***non-Resident***

A "non-resident" is a student who does not have legal residence in the state at the time of the residence determination date.

**B. Minors**

The residence of the parent with whom the minor child resides is considered the legal residence of that minor child.

The residence of an unmarried minor who has a parent living cannot be changed by his/her own act, by the appointment of a legal guardian, or by relinquishment of a parent's right of control. A married minor may establish his/her own residence.

Residency status is allowed for a student who, (1) has not been an adult resident of California for more than one year, and (2) is either the dependent child of a California resident who has not had residence for more than one year prior to the residence determination date, or has a parent who has both contributed court-ordered support for the student on a continuous basis and has been a California resident for a minimum of one year. The exception continues until the student has been in the state the minimum time necessary to become a resident (one year from time of California entry), as long as continuous attendance is maintained at the college.

**C. Active Duty Military**

A student who is a member of the armed forces of the United States stationed in this state on active duty, except a member of the armed forces assigned for educational purposes of state supported institutions of higher education, is entitled to resident classification.

**D. Military Dependents**

A student who is a natural or adopted child, stepchild or spouse who is a dependent of a member of the

armed forces of the United States stationed in this state on active duty shall be entitled to resident classification until he/she has resided in the state the minimum time necessary to become a resident. The minimum time necessary to become a resident for California Community College tuition purposes is one year and one day preceding the semester for which the student is applying. If that member of the armed forces of the United States, whose dependent natural or adopted child, stepchild or spouse is in attendance at an institution, (1) is therefore transferred on military orders to a place outside this state where the member continues to serve in the armed forces of the United States or, (2) if thereafter retired as an active member of the armed forces of the United States, the student dependent shall not lose his or her residence classification until he or she has resided in the state the minimum time necessary to become a resident.

#### **E. United States Bureau of Indian Affairs**

California Education Code Section 68077 (amended 1993): A student who is a graduate of any school located in California that is operated by the United States Bureau of Indian Affairs, including but not limited to, the Sherman Indian High School, shall be entitled to resident classification. This exception shall continue so long as continuous attendance is maintained by the student at an institution.

## **COMPLIANCE STATEMENT**

West Hills College does not discriminate on the basis of race, color, national origin, sex (including sexual harassment), handicap (or disability), or age in any of its policies, procedures, or practices, in compliance with Title V of the Civil Rights Act of 1964 pertaining to race, color, and national origin; and Title IX of the Educational Amendments of 1992. 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. Inquiries regarding the equal opportunity policies, the filing of grievances, or grievance procedures covering discrimination complaints may be directed to: Ken Stoppenbrink, Equal Opportunity Officer, West Hills College, 9900 Cody Avenue Coalinga, CA 93210 1-800-266-1114 ext. 2160.

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. Contact the Section 504 Coordinator to obtain information as to the existence and location of services, activities, and facilities that are accessible to and usable by 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, 221 Main Street, Suite 1020, San Francisco, California 94105.

West Hills College Is An Equal Opportunity Employer

## **DECLARACION DE CUMPLIMIENTO**

West Hills College no discrimina por razones de raza, color, origen de nacionalidad, sexo (incluso hostigamiento sexual), desventajas físicas, o edad en ninguna de sus pólizas, o procedimientos conforme a las leyes del Título V del Acta de Derechos Civiles de 1964 que incluye raza, color, y país de origen; El título IX de la Enmienda de la Ley de Educación de 1972. La Sección 504 del Acta de Deshabilitates Americanos de 1990 (que se refiere a personas incapacitadas) y el Acta Contra la Discriminación por Razones de Edad de 1975. Esta póliza contra la discriminación abarca la entrada y el acceso al colegio, el trato y el empleo en los programas y actividades de WHC, incluyendo la educación vocacional. Pregustas sobre la póliza de oportunidad equitativa en el empleo, quejas, y procedimientos sobre las quejas en cuanto a la discriminación, deben ser dirigidas a: Ken Stoppenbrink, Affirmative Action Officer, West Hills College, 9900 Cody Avenue, Coalinga, CA 93210 (559) 935-0801 ó 1-800-266-1114 ext. 2160.

El hecho de no hablar o escribir inglés no le impide participar en los programas vocacionales de WHC. WHC reconoce su obligación de ofrecer todo el acceso y toda la ayuda que sea necesaria a las personas incapacitadas. Favor de Contactar al coordinador de la Sección 504 para obtener información acerca de la existencia y el lugar de servicios, actividades, e instalaciones a las cuales tienen acceso y pueden ser empleadas por personas incapacitadas.

Dirija sus preguntas acerca de las leyes y los reglamentos federales antidiscriminatorios en la educación o acerca del cumplimiento del distrito con esas provisiones a: Office for Civil Rights U.S. Department of Education 221 Main Street, Suite 1020 San Francisco, California 94105.

West Hills College Ofrece Empleo En Forma Equitativa Y Cumple Con Las Leyes Y Reglamentos.

## **Course Information**

## **COURSE INFORMATION**

### **General Information**

#### **Open Enrollment**

It is the policy of West Hills College Coalinga, unless specifically exempted by statute, every course section or class, the average daily attendance of which is to be reported for state aid, wherever offered and maintained by the District, shall be fully open to enrollment and participation by any person who has been admitted to the College and who meets such prerequisites as may be established pursuant to Chapter 11, Division 2, Part VI, Title 5 of the California Administrative Code, commencing with Section 41820.

#### **Unit or Credit Value**

Each course carries a certain credit or unit value. The amount is indicated in parentheses at the right of the title. A lecture class requires the equivalent of one academic hour, (50 minutes) per week for each semester unit conferred. Laboratory classes require three academic hours, (150 minutes) per week for each semester unit conferred.

#### **Prerequisite**

Prerequisites are prescribed courses covering skills and or knowledge that are normally expected to be acquired prior to enrolling in another course. The intent of prerequisites is to ensure that any student enrolling in a course in which specific information is required will have the necessary background so that every opportunity exists to experience success. Therefore, any course with a prerequisite presumes that subject matter will be acquired in a sequential way.

#### **Corequisite**

Corequisites are courses that a student is required to take simultaneously in order to enroll in another course.

#### **Successful Completion of a Prerequisite/Corequisite**

Successful completion is defined as a grade C or better for the minimum prerequisite/corequisite requirement.

Students enrolling in courses without the appropriate prerequisite may find that they are ill-prepared to continue their studies in that course. Prerequisites are designed to enhance success. Please refer to the West Hills College Coalinga prerequisite policy in the Academic Regulations portion of this catalog.

#### **Class Hours**

The number of classes or lecture periods and of shop or laboratory periods for each week is indicated in the course description for each. The schedule of classes, which is available at the time of class registration, will indicate which periods of the day and which days of the week the class is scheduled to meet.

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

#### **Course Numbering**

Courses numbered 1-49 are baccalaureate level (transfer) courses. 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 100-199 are non-transfer and are non-degree applicable; they are skill building or remedial.

NOTE: In case of transfer and non-transfer courses taught concurrently, a student may receive credit only for the course in which he/she is enrolled, not both. A student cannot change from one course to the other except according to regular drop/add procedures. He or she should be guided by the course description and may need to consult a counselor or advisor for aid.

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

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

AA..... Associate Degree

CSU... Transferable to California State University System

UC..... Transferable to University of California System

NDA... Non-Degree Applicable

## General Education Symbols and Abbreviations

Designates CSU baccalaureate level general education courses.

### AREA A: Communication in the English Language and Critical Thinking

Oral Communication..... A1

Written Communication..... A2

Critical Thinking..... A3

### AREA B: Physical Universe and Its Life Forms

Physical Science..... B1

Life Science..... B2

Laboratory Activity..... B3

Mathematics/Quantitative Reasoning..... B4

### AREA C: Arts, Literature, Philosophy and Foreign Languages

Arts (Art, Dance, Music, Theatre)..... C1

Humanities (Literature, Philosophy, Foreign Languages)..... C2

**AREA D:** Social, Political, and Economics Institutions and Behavior; Historical Background

- Anthropology and Archeology..... D1
- Economics..... D2
- Ethnic Studies\*..... D3
- Gender Studies\*..... D4
- Geography..... D5
- History..... D6
- Interdisciplinary Social or Behavioral Science..... D7
- Political Science, Government, and Legal Institutions..... D8
- Psychology..... D9
- Sociology and Criminology..... D 10

**AREA E:** Lifelong Understanding and

Self-Development..... E

Students planning to transfer to a four-year college or university should take classes for a letter grade, since the CR/NC option generally will not transfer.

\* Ethnic Studies or Gender Studies courses emphasizing artistic or humanistic perspectives may be categorized in Area C.

## California Articulation Number System (CAN)

The California Articulation Number (CAN) System is a cross-reference course identification system for many lower-divisions, transferable major preparation courses commonly taught on college campuses. The CAN System is based on course articulation - courses considered to be comparable, but not necessarily identical, and acceptable "in lieu of" each other. The System is simple, functional, and flexible, yet is structured to provide accuracy and consistency. The System allows each campus to retain its own course number, prefix, and title. When a course has met the criteria and is qualified to use a CAN, it is printed as an addendum to the campus catalog and other publications. The following is a list of qualifying West Hills College Coalinga courses and their corresponding CAN numbers. See your counselor for additional information.

### West Hills College Coalinga Course CA Articulation Number (CAN)

**(CAN)**

ASCI 1.....	CAN AG 14
AOJ 1.....	CAN AJ 2
AOJ 20.....	CAN AJ 4
AOJ 22.....	CAN AJ 6
AOJ 24.....	CAN AJ 8
ANTHRO 2.....	CAN ANTH 4
ART 15A.....	CAN ART 10
ART 16A.....	CAN ART 2
ART 16B.....	CAN ART 4
ART 16A + 15B.....	CAN ART SEQ A
BIO 20.....	CAN BIOL 4
BIO 24.....	CAN BIOL 6
BIO 32.....	CAN BIOL 10
BIO 35.....	CAN BIOL 12
BIO 32 + 35.....	CAN BIOL SEQ B
BIO 38.....	CAN BIOL 14
BUS 1A.....	CAN BUS 2
BUS 1B.....	CAN BUS 4
BUS 1A + 1B.....	CAN BUS SEQ A
BUS 18.....	CAN BUS 8
CHEM 1A.....	CAN CHEM 2
CHEM 1B.....	CAN CHEM 4
CHEM 1A + 1B.....	CAN CHEM SEQ A
CHEM 2A.....	CAN CHEM 6
CHEM 2B.....	CAN CHEM 8
CHEM 2A + 2B.....	CAN CHEM SEQ B
CHEM 5.....	CAN CHEM 12
ECON 1A.....	CAN ECON 2

ECON 1B.....	CAN ECON 4
ENG 1A.....	CAN ENGL 2
ENG 1B.....	CAN ENGL 4
ENG 1A + 1B.....	CAN ENGL SEQ A
FL SPN 1.....	CAN SPAN 2
FL SPN 2.....	CAN SPAN 4
FL SPN 1 + 2.....	CAN SPAN SEQ A
FL SPN 3.....	CAN SPAN 8
FL SPN 4.....	CAN SPAN 10
FL SPN 3 + 4.....	CAN SPAN SEQ B
GEOG 1.....	CAN GEOG 6
GEOG 3.....	CAN GEOG 4
GEOG 1.....	CAN GEOL 2
GEOG 3.....	CAN GEOL 4
HIST 4A.....	CAN HIST 2
HIST 4B.....	CAN HIST 4
HIST 4A + 4B.....	CAN HIST SEQ A
HIST 17A.....	CAN HIST 8
HIST 17B.....	CAN HIST 10
HIST 17A + 17B.....	CAN HIST SEQ B

**West Hills College Coalinga Course CA Articulation Number  
(CAN)**

MATH 1A.....	CAN MATH 18
MATH 1B.....	CAN MATH 20
MATH 1A + 1B.....	CAN MATH SEQ B
MATH 2A.....	CAN MATH 22
MATH 2B.....	CAN MATH 24
MATH 1A + 1B + 2A.....	CAN MATH SEQ C
MATH 15	CAN MATH 16

MATH 25.....	CAN STAT 2
NUT 1.....	CAN FCS 2
PA 1.....	CAN DRAM 18
PA 14.....	CAN DRAM 8
PA 35.....	CAN DRAM 12
PHIL 1.....	CAN PHIL 2
PHIL 2.....	CAN PHIL 6
PHIL 3.....	CAN PHIL 4
PHYSICS 2A.....	CAN PHYS 2
PHYSICS 2B.....	CAN PHYS 4
PHYSICS 2A + 2B.....	CAN PHYS SEQ A
PHYSICS 4A.....	CAN PHYS 8
POL SCI 1.....	CAN GOVT 2
PSYCH 1.....	CAN PSY 2
SL SCI 21.....	CAN AG 14
SOC 1.....	CAN SOC 2
SOC 2.....	CAN SOC 4
SP 1.....	CAN SPCH 4
SP 3.....	CAN SPCH 6

## 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 that 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 videoconference courses that allow students on multiple campuses to participate in class together.

## Online

Online courses at West Hills College Coalinga do not have a campus attendance requirement; instead, students and faculty communicate using West Hills College email, discussion boards, group chats and the online classroom. These classes are fully asynchronous and serve students worldwide. A pioneer in online education, West Hills Community College began offering online instruction in 1998. There are currently three Associate of Arts degrees available online in the areas of Administration of Justice Law Enforcement, Liberal Studies, and Social Science. The district physical education requirement is not required for students over 21.

Online courses are available in the following subject areas: Administration of Justice, Biology, Business, Computer Information Systems, Economics, English, Geography, Health Education, History, Humanities, Mathematics, Music, Physical Science, Political Science, Psychology and Sociology. We expect to add more subjects to our offerings in the future.

## **Videoconference**

Videoconference courses allow the full breadth of academic curricula to be available to each campus. The technology of multi-conferencing brings together students and instructors throughout the district to optimize the interaction and learning experience of students at each site.

## **Graduation Requirements**

### **Duty to Grant**

The Governing Board of 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:

1. The Associate Arts degree;
2. The Associate Science degree;
3. Certificates of Achievement.

## **Physical Education Requirements**

Students under 21 years of age are required to complete a minimum of two courses in physical education activity totaling not less than two units while working toward an associate degree. Intercollegiate athletics will not count toward the required units.

A student may be exempted upon presentation of a medical excuse from a physician. A student with a physical disability should file a physician's certificate of disability each semester requesting exemption.

## **Petition to Graduate**

It is the student's responsibility to file a "Petition to Graduate" at the time of registration and 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. Original transcripts of college or equivalent work must be on file in the Admissions and Records Office at this time.

Students who file petitions after the end of the eighth week of the semester might not receive diplomas until after the end of the following 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.

## **Transfer to Four-Year Colleges and Universities**

It is generally to the advantage of the transfer student to complete his or her general education requirements at West Hills College Coalinga. It is also important that the student take the proper lower division prerequisites for his/her major. The sooner a student decides upon a major and chooses which

college to attend, the better his or her course choices will be. Students planning to transfer should work closely with counseling staff as soon as possible after enrolling in the first semester to ensure seamless transfer process.

## California State University

Copies of general educational certification will be sent with transcripts upon student request. Requests for certification of general education to the California State University system must be initiated by the student on forms available in the Admissions and Records Office.

## University of California

Copies of general educational certification will be sent with transcripts upon student request. Requests for certification of general education to the University of California system must be initiated by the student on forms available in the Admissions and Records Office.

## Commencement Exercises

Students who wish to be awarded the Associate Arts degree, Associate Science degree 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

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 Communication in the English Language and Critical Thinking;

Area B Physical Universe and its Life Forms;

Area C Arts, Literature, Philosophy, and Foreign Language;

Area D Social, Political, and Economic Institutions and Behavior, Historical Background;

Area E Lifelong Learning and Development.

## History

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

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

In order to effectively serve the college district, West Hills College built the North District Center in the city of Firebaugh in 1971. 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.

## Instructional Services

## **INSTRUCTIONAL SERVICES**

### **Instructional Goals**

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, the physically and educationally handicapped, 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 which will develop in students a sense of pride in themselves, their community, their nation, and West Hills College Coalinga.

### **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 3 units per semester or a maximum of 6 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 4 units of total credit. Occupational work experience is offered in the following majors:

- Administration of Justice;
- Agriculture;
- Business;
- Computer Information Systems;
- Child Development;

- Educational Assistant;
- Health Science;
- Hotel, Restaurant & Casino Management;
- Welding Technology

These two types of work experience may be taken under two plans:

### 1. **Parallel Plan**

This plan allows the student to simultaneously enroll in classes (at least 7 units, including work -experience) and work part-time (up to 20 hours per week). This plan is available for both general and occupational work experience.

### 2. **Alternate Plan**

This plan allows the student to attend college full-time one semester and work full-time the next semester. A student may take 8 units of work experience but may only be enrolled in one other course. A student must complete 12 units of credit the semester before enrolling in the alternate plan. This plan is only available for occupational work experience.

Students may transfer from the Parallel Plan to the Alternate Plan or vice versa but must complete an additional 12 units of credit the semester between switching plans.

In addition, a student may not enroll in General and Occupational Work Experience concurrently. If General and Occupational Work Experience are combined, a student may earn a maximum of 16 units of credit. A student receives 1 unit for each 60 hours of volunteer work, or 1 unit for every 75 hours of paid employment.

Specific requirements for enrollment are:

1. Fulfill the requirements for enrollment under either the parallel or alternate plan.
2. Pursue work experience that in the opinion of the CWEE Coordinator includes new or expanded responsibilities beyond those expected in previous volunteer service or employment
3. Ensure the cooperation of the employer with the college in the supervision and evaluation of the student
4. For occupational work experience, the on-the-job experience must be related to the major
5. Attend all coordination/consultation meetings in addition to other work and class expectations

## **Library/Learning Resource Center**

West Hills College Coalinga provides a variety of support services in Coalinga and at North District Center. According to research findings, those students who regularly use the library/learning resources center in the course of their college education are the ones who make the best grades and succeed in higher education.

Locating information in the library is not limited to looking in the card catalog drawers. There are now computer terminals that contain information on books as well as journal articles in full text and information gateways to the World Wide Web. Additionally, each year significant money is spent on updating our library holdings. These materials are there to use. The library staff is available to aid in the learning process of finding information.

### **Services include:**

- A circulation book collection
- A reference book collection
- An automated materials catalog
- A coin-operated copy machine
- A computer laboratory
- Group study rooms
- Internet research services to the World Wide Web
- A newspaper collection - access to online newspapers from 180 titles
- A periodical collection-access to online periodical articles from 1,850 titles

## Electronic Resources

Licensed electronic resources provided by the District are available for writing research papers. All these databases are available in the library, or from a home computer. See a librarian for user ID and password.

## Outreach

The Outreach Program strives to maintain a well-rounded list of class offerings in the vast area served by West Hills College Coalinga. The program serves the needs of people in the communities of Avenal, Cantua Creek, Coalinga, Firebaugh, Five Points, Helm, Huron, Mendota, San Joaquin, Tranquillity, and surrounding areas. There are program offerings in adult basic education; classes of college-level credit; various non-credit classes; and community non-credit classes and community services classes meeting specific needs of interested persons and groups.

Students at the college level may earn credits in designated programs which lead to occupational certificates and/or the Associate Arts or Science degrees. desiring a four-year bachelor's degree may complete most of the course work of the first two years at West Hills College Coalinga.

## Mission Statement

To Commit college-wide staff and resources to the student learning process. To provide educational, cultural, and economic development opportunities to our current and future student and the local and global communities that we serve.

## Non-Traditional Credit

### West Hills College Coalinga Credit by Examination Policy

1. Only courses that are actively being taught may be challenged.
2. A maximum of 15 units may be earned through the credit by examination process.
3. Petitions must be filed through the Office of Dean Student Learning. Final approval of each petition is granted by the instructor concerned and the Dean of Student Learning.
4. The challenge examination option for course credit may be given at the discretion of the individual instructor.
5. The student, upon receiving approval to take an examination, will pay West Hills College Coalinga \$12.00 for the first unit and \$6.00 for each successive unit of the course challenged.
6. Challenge examinations may be given only by full-time instructors who currently teach the course. In the event that the course is being taught completely by part-time instructors, the Dean of Student Learning will identify which part-time instructor will give the examination.
7. The student is eligible to petition if he/she is currently enrolled and has successfully completed twelve (12) units in residence at West Hills College Coalinga. Successful completion is defined for this purpose as having a C (2.0) average.
8. Units for which credit is given pursuant to the provisions of this section shall not be counted in determining the 12 semester hours of credit in residence required by California Education Code Section 51623.
9. Credit may be granted only for a course listed in the current West Hills College Coalinga Catalog.
10. Normally, activity and performance courses will not be approved for credit by examination. Summer session courses and short term classes may not be challenged.

11. Students wishing to challenge a class in which they are currently enrolled must file a petition prior to the beginning of the third week of instruction. Upon approval of the petition, the student must drop the class.
12. Students wishing to challenge a class in which they are currently not enrolled must file a petition prior to the sixth week of instruction.
13. From the date of notification of approval, a maximum of four weeks will be allowed to pay the fee and complete the challenge.
14. Challenge of the same course will be allowed no more than twice. The required fee will be imposed on each challenge.
15. Letter grades A through F, unit value, and grade points will be entered on the transcript in the usual manner. Courses cannot be challenged on a credit/no credit basis. The instructor's grade with date of test will be filed in the permanent record section of the college.

## Advanced Placement Examinations

West Hills College Coalinga will grant unit credit to those students who participate in the Advanced Placement Examinations offered by The College Board. Students will receive unit credit, not a letter grade, for scores of 3, 4 or 5 for purposes of general education requirements, graduation, and/or advanced placement into West Hills College Coalinga courses. In order to receive credit, a student must be currently enrolled at West Hills College Coalinga and have completed at least twelve (12) units of course work at West Hills College Coalinga. Students must submit their requests AND have their official copy of the College Board test scores forwarded to West Hills College Coalinga Office of Admissions and Records. Requests should be made prior to registration, or as soon as possible during the first semester of attendance. No duplication of credit will be allowed for students who complete or will complete any courses equivalent to those covered by the examination. Students should understand that some transfer institutions do not allow and/or limit credit by examination.

## Credit for Military Schools

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

1. West Hills College Coalinga will award equivalent college course credit for Military Service Schools as recommended by the ACE Directory.
2. 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.
3. West Hills College Coalinga will not award college credit for military rank.

In compliance with existing college policy, a student seeking an evaluation of Military Service School must first complete a minimum of twelve (12) semester units of actual classroom work with West Hills College Coalinga.

There are two forms which are acceptable when requesting an evaluation of Military Service Schools:

1. Application for the Evaluation of Educational Experience during Military Service (Form DD-295).
2. West Hills College Coalinga Request for Evaluation of Military Record.

The counselor who evaluates the Military Service School records will notify students by letter of any credit received. If granted by West Hills College Coalinga, such credit will be placed officially on the current transcript of the student. (See also Veterans in the student services section for additional information)

transcript of the student. (See also Veterans in the Student Services section for additional information).

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

West Hills College Coalinga allows a maximum of 24 semester units of credit which can be earned for successful completion of the College Level Examination Program (CLEP) - General Examinations at the 50th percentile or above. The English portion is not acceptable at West Hills College Coalinga. Further information concerning this program is available in the Counseling Offices in Coalinga and North District Center.

## **Transfer of College Units to High School**

A high school non-graduate may choose to transfer college units to high school to satisfy the high school graduation requirements. The student should understand that high school graduation is not a requirement for admission to West Hills College Coalinga for persons eighteen years of age or older and that course credit may be applied toward high school or college graduation. The student should check with the high school regarding the transfer of college units to the high school for graduation before enrolling in college courses. Courses used for high school credit may not be repeated for college credit.

## **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 49/99.

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 classes by paying a \$15.00 per unit fee. 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 towards a degree or certificate. Students must have the instructor's permission to audit the class.

## **Special Programs**

### **International Students' Admission**

West Hills College Coalinga will accept a limited number of properly-qualified international students for admission each year. International student enrollment is limited to five (5) percent of the total day enrollment of the previous fall semester. 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:

1. Be a graduate of an educational institution comparable to U.S. high schools.
2. Submit a letter of financial responsibility from a correspondent sponsor, from the student's home country or a sponsor in the US. The bank statement must provide evidence that the student will meet all of his/her financial obligations while studying in the US.
3. Be able to use the English language with a degree of proficiency that will enable the student to profit from instruction.

4. 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.)
5. Submit a complete transcript of previous secondary and college or university schooling. The transcript (s) must be an English translation.
6. Enroll in a minimum of twelve (12) semester units at West Hills College Coalinga. The student will be allowed five (5) semesters to complete his/her objectives.
7. 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.

## **Servicemen's Opportunity College**

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

## **Student Life Program**

### **Student Activities Program**

Memorable and valuable college experiences often include more than classroom instruction. To this end, the Student Activities Program mission is the development of the entire person. Opportunities include cultural and social issues awareness, video and lecture series, leadership development through club involvement and social events. (The Student Activities Office is located in the Student Center at West Hills College Coalinga).

### **Associated Student Body (ASB)**

The official student organization of West Hills College Coalinga is the Associated Student Body (ASB) and all students are encouraged to join.

The ASB Council is made up of elected and appointed student officers and serves as the "voice" of the students to the college administration. The council works to improve the relationship between the student and the college through open communications with the student population and college staff, representation on college committees, and activities designed to enhance the collegiate experience. The council meets weekly to conduct the business of the Associated Student Body. All students are encouraged to attend.

Members receive a photo ASB card that entitles them to reduced or free admission to home games, ASB events, and club events. The card costs \$7.50 per semester and can be purchased in the Student Services Building in Coalinga or at North District Center. The receipt is taken to the library where the card is made.

Without an ASB card, students may be required to obtain a Student Identification Card to gain access to computer labs and to check out library books. Access to discounts at student games, etc. is not included. A \$10 replacement fee is charged for lost or damaged cards.

## **Student Organizations**

**Clubs and organizations** with service, political, academic, social, and cultural objectives offer students the opportunity to participate in areas of specific interest. Representatives from each campus club comprise the Inter-Club Council and serve as a recommending body to the Student Council.

For further information on the above programs, consult the Student Handbook.

## **Athletics and Related Activities**

West Hills College Coalinga is a participating member of the Central Valley Conference. Participation in men's intercollegiate **football**, **baseball**, and **basketball** and women's intercollegiate **volleyball**, **softball**, and **tennis** is open to all full-time students. West Hills College Coalinga is also home to the nationally ranked West Hills College Coalinga Redeo Team for men and women.

An intramural athletics program is offered to all students of West Hills College Coalinga and is designed to promote positive competition and life-long physical fitness.

## Scholarships

A variety of scholarships are offered to students each year. Awards are made on the basis of scholastic achievement, selected major, citizenship, leadership, and/or need. Scholarships are offered through the generosity of citizens and civic groups in the West Hills College District and surrounding area. Criteria vary with each scholarship. Brochures and applications for the following academic year are available each spring from the Financial Aid Office.

## Food and Lodging

West Hills College Coalinga offers **residential living** in its 121-bed Gordon Hall for men and the 56-bed Ivans Hall women's residential facilities on the Coalinga campus. Capacity is based upon double room occupancy. Additional information and applications for residential housing may be obtained from the office of the Director of Residential Living, or inquire at the Student Services Office.

Students can enjoy a hearty meal or a simple snack and everything in between at the **residential dining** hall in Coalinga. It is open for breakfast, lunch and dinner daily.

## Students' Rights and Responsibilities

### Code of Conduct

West Hills College Coalinga exists to educate individuals in its community. All other considerations are secondary. The college will not infringe on anyone's constitutional rights, and the right to dissent and to protest will be supported. However, the right to dissent and to protest must not be confused as a right to disrupt operation of the institution. No individual or group can be permitted to infringe on the rights of others to secure an education.

This general policy will apply to any student who deliberately prevents, physically or verbally:

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

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

1. Any cause set forth in California Education Code Section 76033.

2. Dishonesty, including, but not limited to cheating, plagiarism, or knowingly furnishing false information to the college.
3. Unlawful forgery or malicious misuse of college documents, records or identification card, misrepresentation of oneself or of an organization to be an agent of the college, to the detriment of the district.
4. Willful and malicious obstruction or disruption of teaching, research, administration, disciplinary procedures, or other college activities including, but not limited to its community service functions, or of other authorized activities on or off college premises.
5. Physical abuse or threat of physical abuse on or off college property of any person or damage to the property of any member of the college community or family members or the threat of any such physical abuse.
6. Theft of, or damage to, property of the college or of a member of the college community or campus visitor while on college property or during an authorized college function.
7. Unauthorized entry to, or use of, college supplies, equipment and/or facilities.
8. Violation of college policies, including but not limited to, campus regulations concerning student organizations, the use of college facilities, or the time, place, and manner of public expression.
9. Knowing possession of, or use of, explosives, dangerous chemicals or deadly weapons on college property or at a college function without prior authorization of the college president or his/her designee.
10. Disorderly conduct or lewd, indecent, or obscene conduct or expression on college-owned or college-controlled property or at college-sponsored or college-supervised functions.
11. Failure to comply with lawful directions of college officials acting in the performance of their duties.
12. Possession or use of alcoholic beverages or illegal drugs or narcotics on college property, at any college-sponsored event, or appearance on campus or at any college-sponsored event while under the influence of alcohol or illegal drugs or narcotics.
13. Possession, while on a college campus or at a college-sponsored function, of any of the following weapons; including, but not limited to, any instrument or weapon of the kind commonly known as black-jack, sling shot, fire bombs, billy club, sandbag, metal knuckles; any dirk, dagger, firearm (loaded or unloaded, such as pistol, revolver, rifle, etc.); any knife having a blade longer than five inches, and switchblade longer than two inches; any razor with an unguarded blade used for unlawful purposes; any metal pipe or bar used or intended to be used as a club; or any item, such as a chain used to threaten bodily harm (except persons given permission by the college president or his/her designated representatives; members of law enforcement agencies, such as police officers).
14. Abusive behavior directed toward, or hazing of, a member of the college community.
15. Violation of any lawful order of the college president, notice of which has been given prior to such violation, and which order is not inconsistent with any of the other provisions of the policy.
16. Unlawfully assisting another to do any act that would subject a student to expulsion, suspension, probation, or other discipline pursuant to this policy.
17. Attempting to do any of the causes identified above.

### Academic Honesty

Students are expected to abide by ethical standards in preparing and presenting material which demonstrates their level of knowledge and which is used to determine grades. Such standards are founded on basic concepts of integrity and honesty. These include, but are not

limited to the following area:

1. Students shall not plagiarize, which is defined as stealing or passing off as one's own, ideas or words of

another and as using creative production without

crediting the source. The following cases constitute

plagiarism:

paraphrasing published material without acknowledging the source.

making significant use of an idea or a particular arrangement of ideas, e.g. outlines.

writing a paper after consulting persons who provide suitable ideas and incorporating these ideas into the paper without acknowledging the debt.

submitting under one's own name term papers or other reports which have been prepared by others.

2. Students shall not cheat, which is defined as using notes, aids, or the help of

other students on tests or exams in ways other than those expressly permitted by

the teacher; and as misreporting or altering the data in laboratory or research

projects involving the collection of ideas.

3. Students shall not submit an original paper or project to more than one class

without approval from the second instructor. Instructors who do not accept

previously submitted papers should so inform the students in the course syllabus.

4. Students shall not furnish materials or information in order to enable another

student to plagiarize or cheat.

An instructor who has evidence that an act of academic dishonesty has occurred, after speaking with the student, is obligated to take the following steps:

1. Assign an appropriate academic penalty such as an oral reprimand (as in cases where there is reasonable doubt that the student knew that the action violated the standards of honesty); or assign an "F" on all or part of a particular paper, project, or exam, ( for example, where there was proof that it was a one-time occurrence). In cases where an "F" was assigned, report the incident to all appropriate personnel (see step 3).
2. In cases where the dishonesty was serious, premeditated, or part of an ongoing scheme, request an ad-hoc review board made up of at least three faculty from the instructional area of the instructor involved. This review board is to be appointed by the Academic Senate President or his/her delegate in consultation with the Dean of Student Learning or designee. Supply to the review board the documents which are suspected and any other documents completed by the student which might help determine if academic dishonesty occurred. It would then be the responsibility of the review board to determine academic penalties as appropriate.
3. Report the findings of the review board to the student involved, to the Dean of Student Learning and the President the alleged incident of academic honesty, including relevant documentation, and recommendations for action that he/she deems appropriate.

4. The Dean of Student Learning shall maintain an academic dishonesty file of all cases of academic dishonesty with the appropriate documentation.

5. Students shall be informed when their names are inserted into the file and provided with copies of any appeals or disciplinary procedures in which they may become involved. The Dean of Student Learning or his/her designee may initiate disciplinary proceeding under Education Code, Article 3, Section 76030-76037; when two or more incidents involving the same student occur, he/she shall do so.

6. Students charged with violations resulting in disciplinary action have the right to appeal the finding to the Student Grievance Committee under the Rules and Procedures of Due Process.

Adapted from the academic honesty policies of Fullerton College and California State University Fullerton as published in their catalogs.

## **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 Dean of Student Learning 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.

## **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

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 any ruling on the same subject which may appear in the printed catalog and other official bulletins of the college.

Students are responsible for meeting in full the requirements for graduation set forth in the college catalog. The West Hills College 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 Dean of Student Learning.

## **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 the Admissions and Records Office.

To inspect, review, or challenge any of their educational records, students must make such a request in writing to the Dean of Student Learning.

Under the Family Educational Rights and Privacy Act (FERPA), the rights currently held by parents transfer to the student once the student enters a post-secondary institution, without regard to the student's age. Students at the post-secondary institutions have the right to inspect and review their education records. Under FERPA, schools may, but are not required to, provide parents of students who are dependent for tax purposes access to the student's education records.

Particular questions with respect to a student's prerogatives under the Family Educational Rights and Privacy Act of 1974 should be directed to the office of the Dean of Student Learning.

## **Sexual Harassment Policy**

It is the policy of West Hills Community College District to prohibit sexual harassment in the workplace and in all programs and activities of the district. The Board of Trustees declares that it intends to act promptly, visibly, and vigorously in demonstrating a strong disapproval of sexual harassment.

SEXUAL HARASSMENT DEFINED. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

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.

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

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

## Student Grievance Procedure

In order to protect the rights of individual students, the Board of Trustees of the West Hills Community College District has adopted certain due process procedures. If a student feels that they have been subjected to unjust action or denied their rights by a member of the academic community, the student can seek redress according to the West Hills College grievance procedure. Copies of these procedures may be obtained by any student from the Dean of Student Learning's Office at any time during office hours.

## Policies Prohibiting Discrimination in Education

It is the policy of West Hills Community College District not to discriminate on the basis of race, sex, color, religion, age, national origin, disability, marital status, Vietnam-era veteran status or sexual orientation. This policy extends to all programs and activities, as required by Federal Law, including Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Vietnam Era Readjustment Assistance Act of 1974, and the Americans with Disabilities Act of 1990. The DSPS Director/Counselor is the Section 504 Coordinator. The Director of Human Resources/Affirmative Action Officer is the Title IX Coordinator and the ADA Coordinator.

## Off Campus Meetings and Field Trips

**Student Transportation** - Throughout the school year many classes may meet at off campus locations. The college does not provide transportation to these sites and all transportation arrangements are the responsibility of each of the students enrolled in the class. Although district personnel may assist in coordinating this transportation and/or may recommend travel time, routes, caravan, etc., these recommendations are not mandatory. West Hills College Coalinga 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.

## Student Services

Student services are an important and integral function at West Hills College Coalinga. The

college develops and offers a wide scope of support services dedicated to supplementing and complimenting instructional programs and providing educational and cultural resources to students, faculty, administrative staff, and the community.

Our goal is to recruit, retain, and graduate students. We believe that education that is accessible to all is a sound investment for the individual and the community. We want to ensure and facilitate student academic success by providing high quality supportive services responsive to the needs of our college's diverse population.

As a result of our vision and determination, Student Services is a leader and catalyst for change within West Hills College Coalinga .

We are proud of the respect Student Services has earned throughout our district. We encourage students to utilize these services as a part of their goal for educational success.

## Counseling Services

All students should consult a counselor to develop a Student Educational Plan if they:

1. Plan to pursue a certificate, associate degree or transfer program; or
2. Need to update their Student Education Plan to correct the major and/or educational goal; or
3. Need a current Student Educational Plan for other departments (e.g. Financial Aid, Veterans, etc.)

West Hills College Coalinga counseling programs 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**, in which the student is assisted with personal, family, or other social concerns when the assistance is related to the student's education.

## Matriculation

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

On the college's part, the agreement includes providing an admission process, an orientation to college programs, services and procedures, pre-enrollment assessment and counseling for course selection, a suitable curriculum or program of courses, continuous follow-up on student progress with referral to support services when needed, and a program of institutional research and evaluation.

On the student's part, the agreement includes expression of at least a broad educational intent at entrance and willingness to declare a specific educational objective within a reasonable period of enrollment diligence in class attendance and completion of assigned

reasonable period of enrollment, diligence in class attendance and completion of assigned course work, and completion of course and maintenance of progress toward an educational goal according to standards established by West Hills College and the State of California.

The purpose of matriculation is to ensure access to appropriate programs and courses offered by community colleges to all students who can benefit, and to facilitate successful completion of student educational objectives in accordance with applicable standards of educational quality as determined by the Board of Governors and the Board of Trustees of West Hills Community College District.

The goals of matriculation include, but are not limited to, the following primary and subsidiary goals:

1. Student success
2. Institutional effectiveness

## **Students' Rights and Responsibilities Relating to the Matriculation Process**

### **Student Educational Plan**

Students will be required to express at least a broad educational intent upon admission and to declare a specific educational goal within a reasonable period. They are also required to participate in counseling or advisement, diligently attend class, and complete assigned coursework. Students will be expected to maintain progress toward an educational goal according to standards established by the district.

Each student will be required to identify a specific educational goal during the term after which he or she completes 12.0 units. Once a specific educational goal has been declared, students will be given 90 days to complete a Student Educational Plan in consultation with a counselor. Students who fail to fulfill these responsibilities or fail to cooperate with the district may be suspended, or services may be terminated as authorized in Section 55520 of the California Educational Code, provided that the district does not suspend or terminate any service to which a student is otherwise entitled under any other provision of law.

West Hills College Coalinga shall ensure that information in written form describing their rights and responsibilities is available to all students.

West Hills College Coalinga shall also ensure that the matriculation process is efficient, so that students are not discouraged from participating in college programs. Whenever possible, students will be permitted to avoid additional testing by submitting scores on recently-taken tests that correlate with those used by the district.

Information obtained from the matriculation process shall be considered student records and shall be subject to the requirements of district policy in accordance with the Family Education Rights and Privacy Act of 1974.

West Hills College Coalinga has established the following exemptions within the Matriculation Plan:

1. Orientation services have already been provided by the college.
2. The student has received an AA/AS degree or higher.
3. The student is enrolled exclusively in physical education activity courses or other

3. The student is enrolled exclusively in physical education activity courses or other courses with no basic skills or prerequisites/corequisites required.
4. The student attends West Hills College Coalinga courses for which high school credit will be awarded.

## Extended Opportunity Program and Services (EOPS)

**The Extended Opportunity Program and Services (EOPS)** is a state-funded program that provides additional support services to students with financial and educational needs. Eligibility is determined by income level and demonstration of need. The following services are available:

- Individual counseling;
- Academic programming;
- Vocational planning;
- Grants and/or books;
- Career guidance;
- Priority registration and instructional assistance;
- Transfer assistance to four-year schools.

## Cooperative Agencies Resources for Education (CARE)

The CARE Program at West Hills College Coalinga is a cooperative effort between Fresno Human Services System (HSS), Employment Development Department (EDD), and the college's Extended Opportunity Program and Services (EOPS). The focus of the CARE Program is to assist single parents on AFDC via Supplemental Grants and workshops that will provide the necessary support for their academic success and retention. Students are required to maintain full time status of 12 units.

For more information call the EOPS Director/Counselor, CARE Coordinator, (559) 934-2333, at North District Center 934-2950.

## Disabled Students Programs and Services (DSPS)

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

- Individual, academic and vocational counseling;
- Priority registration;
- Note takers/Readers;
- Diagnostic testing;
- Alternative testing services;
- Mobility assistance;

- Liaison with the State Department of Rehabilitation and other agencies;
- Assistive Technology;
- Alternative Media;

Our Learning Skills Program provides individual and small group instruction for students with learning disabilities in a high-tech lab setting. Computer-assisted instruction is available to all students with disabilities.

For more information, please contact the DSPS Director/Counselor at West Hills College Coalinga.

## **Title IV Student Support Services**

**One Step Beyond (OSB)** Program is a federally -funded program designed to retain and transfer students to four-year colleges. Eligible students for this program include low income, first generation college students and students with disabilities.

Services for students enrolled at West Hills College Coalinga or who are accepted for enrollment include:

Counseling - priority registration, educational planning, academic, career and personal counseling.

College, Community and Social Service Referrals - Referral and resource information available for services outside the college community.

Financial Aid - Assistance with the financial aid application process.

Comprehensive Study Program - Free instructional support in addition to tutoring offered by the college.

Social and cultural activities - free field trips and workshops and presentations to stimulate academic awareness, personal growth and student interaction.

For further information, please contact the Program Director .

## **UPWARD BOUND Program**

**UPWARD BOUND** is a federally-funded program under Title IV offered to high school freshman, sophomore, junior and senior students. West Hills College Coalinga 's Upward Bound Program serves Avenal, Coalinga, Firebaugh, and Mendota High Schools. Eligible students include those who are low income, potential first generation college students, demonstrate an academic need, and/or individuals with disabilities. The focus of UPWARD BOUND is to provide encouragement, preparation and support to eligible high school students attending college after high school. The program accomplishes this through three major components:

- Tutorial sessions held one day per week for two hours at each high school site.
- Once a month Saturday sessions held at West Hills College Coalinga

- Once a month Saturday sessions held at West Hills College Coalinga.
- A six-week residential summer session held at West Hills College Coalinga.
- The program offers academic tutoring, personal, educational, and financial aid counseling; free field trips to universities

and colleges; social and cultural activities and events, and motivational guest speakers.

For more information, please contact the Director.

## College Assistance Migrant Program - CAMP

**College Assistance Migrant Program** (CAMP) provides academic and support services, as well as financial assistance to eligible migrant students who are admitted and enrolled on a full-time basis within the first academic year.

Students participating in this program learn strategies to better cope with lifestyle changes, adjustments and personal situations that can impair educational achievement within migrant families.

The criterion for becoming a CAMP student is the student has a migrant educational identification number or that the student be a migrant/seasonal farm worker. A student may also qualify if a parent or legal guardian of the student has worked at least 75 days in the past two years as a migrant/seasonal farm worker.

Students may attend any campus West Hills Community College District serves, including online courses. One-to-one constant contact will be kept throughout the student's first year of college so the student remains in college and completes his or her educational goal.

Students interested in applying for the CAMP Program need to contact West Hills Community College District and ask to speak with the CAMP Director at 934-2974. The program offers:

- Financial Aid Review and Advising;
- Summer Bridge Program;
- Health Screening;
- Career Exploration;
- Career Development Plan;
- Cultural/Diversity Research and Presentation;
- Tutorial Services (catered to students' needs and schedule);
- Learning Community Classes

## Re-entry Services

**Re-entry services** provide support and encouragement for students who are returning to school after an absence of two or more years. Services include:

Pre-admission advising

Individual academic, career and personal counseling  
Referrals to on-campus and community resources

Designed for all adults in transition, the Re-entry Program serves men and women seeking a career change, single parents returning to school, homemakers preparing for the world of paid employment, and adults struggling with career choices. For more information, please contact a counselor at any of our campus locations.

## **Career/Placement Center**

The Career Center provides a variety of services and materials to students planning their careers. College catalogs, career resources, job search manuals, and the COIN Career Guidance program, a computerized information and scholarship search system, are available to help students with the career development process. In addition, career assessments and career counseling, available upon request, heighten students' self-awareness, thereby enabling them to make satisfying career choices.

## **Transfer Center**

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

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

## **Dual Admission Program**

The Dual Admission Program is a partnership formed between West Hills Community College District and California State University, Fresno and is designed to provide a seamless transfer for students whose primary goal is to obtain a bachelor's degree. While a student completes the requirements for transfer, the student can gain admission to the CSU Fresno's Dual Admission Program with one application, enroll in courses at both institutions, have access to CSUF advisors, library services and university athletic events and facilities. For more information, contact the counseling office.

## **veterans**

West Hills College Coalinga is approved for training of **veterans**, dependents of deceased veterans, and children of disabled veterans under applicable federal and state laws administered by the Veterans' Administration and the State Department of Veterans' Affairs. Eligibility for benefits under any of these programs is determined by the appropriate federal or state agency. The college will make certifications of enrollment and progress for such eligible students and will provide any desirable or necessary counseling and planning of programs of study.

Individuals may apply for military credit after completion of 12 units at West Hills College Coalinga. (A maximum of 12 units can be awarded based on recommendations by the ACE Guide.) A petition for Health Ed 35 must be completed. An evaluation of all the student's prior credits (military, transfer, cumulative total) in relation to the student's declared major should be applied for before or upon completion of two semesters. A student may only receive benefits for units fulfilling an AA/AS degree, an approved transfer program or a certificate of achievement.

Non-payable courses include physical education (except for dependents and P.E. majors), health education (except for dependents, HE majors and future teachers), NC (non-credit reported as a drop at the end of the semester), an F grade as the result of non-attendance, or general work experience classes.

The VA will allow two semesters of academic probation (grades below 2.0). Students will not receive benefits for the third consecutive semester of academic probation. (Students are recommended to make an appointment with the VA counselor for student options.)

Students enrolled in short-term classes should be aware they will only be paid for those units during the time of actual class time.

The VA will only pay for classes that have been completed. If a student must drop a class, "Mitigating Circumstances" must be shown or a large overpayment may result. The student is required to repay all benefits received for a dropped class from the beginning of the term when no mitigating circumstances (as determined by the VA) exist. Students are responsible for dropping a class and must advise the college immediately. Students should also report any changes in classes, units, address or program to the West Hills VA Counselor. Contact the VA Counselor at West Hills College Lemoore.

## **Tutorial Services**

The **tutorial program at West Hills College Coalinga** serves the Coalinga campus and North District Center. Tutorial services are free to all West Hills College Coalinga students.

The Tutorial Centers are located in the college libraries and are open weekdays. The West Hills College Coalinga Tutoring Program has been certified by the College Reading and Learning Association, which is an international organization.

The tutors are students referred to the program by instructors because of outstanding accomplishments in their subject areas. After completing the Tutorial Training Class, the students are entitled to a regular certificate. An advanced certificate is available by completing an independent study.

## **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 the federal and state governments. Priority application deadlines are established each year, and students are encouraged to apply in advance of these deadlines. Any student who can demonstrate a degree of need qualifies for financial assistance and can, therefore, expect help depending upon the availability of funds.

Information can be obtained from the Student Services Building.

## **Student Refunds/Repayments**

### **Pro-Rata Refund**

Federal regulations require institutions to extend refunds of institutional costs through the 60% point (11th week at West Hills College Coalinga) of the enrollment period for which the aid was intended. This requirement applies to students who withdraw or are dropped from school on before the 60% point. This refund/repayment policy applies to any student who withdraws from or stops attending some or all classes prior to the 60% point of the semester. For a more detailed description of the West Hills College Coalinga refund policy, inquire in the Financial Aid Office and ask for the Refund Policy.

Students may apply for refunds of institutional costs in the Fiscal Services. If a refund is due the financial aid programs, it will be processed by the Fiscal Services whether or not the student applies for a refund of money due to the student.

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 (Supplemental Educational Opportunity Grant);
4. State Grant

### **Repayment Policy**

When a student withdraws, drops out, or is expelled on or after the first day of class 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 received as cash disbursements and the amount incurred for non-institutional costs during the portion of the payment period that the student was actually enrolled. Employment (including Federal College Workstudy) and Direct Student Loans are not considered in determining the amount of cash disbursement.

A student who owes a repayment on a Federal Pell Grant, FSEOG, or SSIG is ineligible for further Title IV assistance until the repayment is made. This information will be reported to the national student aid database and will be reflected on future student aid reports 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. Three written requests for repayment are 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.

## **Scholarships**

West Hills College Coalinga offers a variety of local and institutional scholarships and maintains applications for outside scholarships.

Institutional and local scholarship applications may be obtained on the Coalinga Campus and Borth District Center. Applications for outside scholarships may also be obtained.

West Hills College Coalinga scholarship applications must be received by the April 15th deadline and must be legible and complete to be considered.

Scholarships administered by West Hills College include:

### **AAUW Scholarship**

This scholarship is awarded to a female student with at least a 3.0 grade point average, who is transferring to a four-year university and majoring in education.

### **Alpha Gamma Sigma Honor Society**

The AGS scholarship is in recognition of community service and academic excellence. This scholarship is awarded to a student who is at least a half time continuing student at West Hills College with at least a 3.0 grade point average, as well as a continuing member of Alpha Gamma Sigma. Not awarded every year.

### **AmeriCorp/TRPP Scholarship**

These three scholarships are given to members of AmeriCorp/TRPP.

### **ASB Scholarship**

The associated student body of West Hills College Coalinga gives a scholarship to continuing and transferring students.

### **Chevron Scholarship**

The Chevron Corporation scholarship is given to a transferring student and continuing student. Student must have at least a 2.5 grade point average and major in math and engineering.

### **Coalinga Lions Club Scholarship**

This scholarship is given usually to an incoming freshman student, but the club occasionally chooses a continuing student. The Coalinga club makes the selection.

### **Coalinga Women's Club Scholarship**

The Coalinga Women's Club usually chooses an incoming freshman for this scholarship.

### **Delta Kappa Gamma Scholarship**

The Delta Kappa Gamma scholarship is awarded to a female student, transferring to a four-year university wanting to continue her education in the teaching field.

### **Estela Cranston Scholarship**

This scholarship is given in memory of Estela Cranston, a former employee of West Hills College Coalinga and a lifelong Coalinga resident. This memorial scholarship is given to a Coalinga High School entering freshman.

### **Fellowship of Christian Athletes Scholarship**

This scholarship awarded by the Fellowship of Christian Athletes, is given to a full time West Hills College student transferring to a four-year college or university.

### **General Foundation**

This book voucher scholarship is awarded to students with a 2.5 GPA and taking 12 units.

### **J.D. Johnson Scholarship**

A lifelong Coalinga resident and owner of Johnson Trucking, J.D. was a rodeo booster for many years. The J.D. Johnson family gives this memorial scholarship to two full-time entering freshman, rodeo students with a minimum high school grade point average of 3.0.

### **Laura Renton Mendes Scholarship**

Laura Renton Mendes was a West Hills College student and graduate of California State University, Fresno with a degree in Child Development. She was a founding board member of Wee Friends Nursery School in Riverdale. The scholarship is given in her memory to a full time student majoring in Child Development with a minimum grade point average of 2.5 from a west side high school.

### **Manual Toste Scholarship**

Manual Toste was a student at West Hills College Coalinga who was majoring in agriculture. This memorial scholarship is given to a full time West Hills College student, either a continuing or entering student majoring in agriculture with at least a 2.0 grade point average.

### **Marion Basham Scholarship**

Marion Basham was a member of the faculty at West Hills College who taught U.S. history from 1954 to 1991. This scholarship is given in his memory to a student going into the field of teaching.

### **Maxine McIntyre Scholarship**

Maxine McIntyre was involved in community theater through the West Hills College drama department for many years and also participated with the Good Company Players in Fresno. This memorial scholarship is given to a continuing student majoring in the arts or performing arts area. The student must have a minimum grade point average of 2.8, must be taking theater classes and/or participating in school productions, and demonstrate financial need.

### **Nick & Edna Ivans Scholarship**

This scholarship is awarded to a business or science major student attending full-time.

### **North District Center Scholarship**

The North District Center scholarship is offered to new or continuing students at West Hills College who have a grade point average of 2.0 or above, possess paid employment or regular volunteer job, are not eligible for financial aid, and who provide three current job or character references, and submit a resume and essay.

### **Presidents' Scholarship**

#### **Renton Family Scholarship**

This scholarship is awarded to a full time continuing or transferring West Hills College student with at least a 2.5 grade point average.

#### **Robert & Collette Keller Scholarship**

This scholarship is awarded to an entering full time freshman student from Coalinga High School with at least a 3.0 grade point average that plans to transfer to a four-year university and pursue a career in business. This scholarship is a voucher for books.

#### **Rodney B. Fitch Scholarship**

Rodney B. Fitch was a member of the faculty at West Hills College from 1954 to 1984 full time and part time until 1992 teaching English. This scholarship is given to a full time student majoring in English with a minimum 2.7 grade point average who wishes to go into the field of education.

#### **Sawyer Family Scholarship**

The Sawyer family gives this memorial scholarship in memory of Charlotte Sawyer a WHC alumni, to students wanting to continue their studies in the field of education. This scholarship is presented to a full time entering or continuing student planning to transfer to a four-year university. All scholarship recipients must have at least a 2.7 grade point average.

#### **Scrivner Family Scholarship**

This scholarship is given in memory of Keith Scrivner, lifelong Coalinga resident and former Board of Trustees member of West Hills College. The Scrivner family gives a scholarship to a continuing student chosen by West Hills College Coalinga with at least a 2.0 grade point average and entering freshman chosen by Coalinga High School in the form of book vouchers. Students must be majoring in business.

#### **Stephanie Lyles Scholarship**

Stephanie Lyles was a student in the disabled students program at West Hills College. This scholarship is a book voucher to be used to purchase textbooks and is given to a qualifying student in the disabled students program. Students may be part time or full time, but must have at least a 2.0 grade point average and include a personal essay and two letters of recommendation with their application.

### **Stephen Orradre Scholarship**

The Orradre scholarship is given in memory of Stephen Orradre, a student at West Hills College. One scholarship will be given to a continuing and to a student transferring to a four-year university. Students must be majoring in agriculture or pre-veterinary studies.

### **Theresa Mendes Scholarship**

This memorial scholarship given by Mr. & Mrs. Tony Mendes in memory of their daughter Theresa is to encourage Riverdale High School students to attend West Hills College. Students must have at least a 3.2 grade point average and attend West Hills College full time. For entering freshmen and one year completion of two sessions only.

### **Vernice E. & Ruth I. Thomsen Scholarship**

The Thomsen memorial scholarship is awarded to continuing and one entering freshman student enrolling at West Hills College who is a resident of Kings County and is eligible for learning disabled or in special education programs.

### **Wakefield Everett Scholarship**

Wakefield V. Everett was English, Humanities and Philosophy instructor from 1956 to 1980. The Wakefield Everett scholarship is awarded to a graduating student or students intending to continue their collegiate education in Humanities.

### **West Hills Faculty Association Scholarship**

This scholarship is awarded to one transferring student and one continuing student

### **Wolfenberger Family Scholarship**

Roland "Slats" Wolfenberger was a Coalinga cattleman from the early 1900s on and had many children who attended West Hills College. This memorial scholarship is given to a full time agriculture major transferring to a four-year university with at least a 2.0 grade point average.

### **Woodson Memorial Scholarship**

Richard Woodson was a Life Sciences faculty member at West Hills College from 1949 to 1984. This scholarship is given in his memory to a student majoring in science with at least a 3.2 grade point average.

### **Emergency Student Loan Program**

These short-term loans may be made to students who need a small sum to tide them over for a brief period of time. Students may borrow from \$15 to \$30 from Associated Student Body. Larger amounts may be borrowed under certain conditions, but all loans must be repaid within 30 days of receipt.

### **Direct Student Loan Program**

This program provides loans to students ranging from \$500 to \$3,500. Interest begins six months after the student is no longer enrolled. Payment begins six months after the student leaves college, or drops below six units.

Loan applicants must complete a Financial Aid Application.

## **Grants**

### **Pell Grants (Federal)**

This grant must be applied for by students before consideration of any other grant aid program can be made. The Pell Grant for the 2002-2003 year ranged from \$400 to \$3,750 (as of 2001-2002) for students who qualified. Applications may be obtained from high school counselors or from any college financial aid office.

### **Cal Grant B Program (State)**

College Opportunity Grants are available through the California Student Aid Commission for entering college students who come from low income families and who are not necessarily able to obtain scholarships by the use of conventional selection methods. No minimum level of grades or test scores is required for acceptance into this program; however, preference is given to high potential students. Awards range from \$300 to \$1,548 for each academic year. Applications and further information are available at all California high school counseling offices.

### **Cal Grant C Program (State)**

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. Maximum grants are \$530/year.

### **Supplemental Education Opportunity Grant (SEOG)**

The basic purpose of this program is to assist undergraduate students whose exceptional financial need would prevent them from attending college. The grants normally range from \$100 to \$2,000 each academic year, depending on family contribution and financial need.

Grants are renewable if financial need continues and the student remains in good standing. All undergraduate students who apply for financial aid are automatically considered for this grant.

Applications are available in the West Hills College Coalinga Financial Aid Office. Because funds are limited, early application is strongly encouraged.

### **College Work Study (Federal and State)**

The College Work Study Program provides part-time employment opportunities that give students the chance to earn money to cover school expenses. An effort is made to find jobs which are related to students' academic programs, yet do not conflict with their class schedules. Students work a maximum of 19 hours per week during the regular academic period, and up to 40 hours per week when classes are not in session. Jobs may be on or off campus. Off campus jobs must be for a non-profit agency.

## **Job Placement**

The Financial Aid Office assists students with community job placement, both during school and after graduation. Referrals are posted for both part-time and full-time permanent jobs.

## Transfer Information

### General Information

This section includes the specific requirements for transfer to four-year colleges and universities.

West Hills College Coalinga offers lower-division transfer courses to meet the requirements for most baccalaureate majors. Students should consult a counselor or academic advisor to be certain they enroll in courses to meet the freshman and sophomore level requirements of the college or university of their choice. Most of the transfer students from West Hills College Coalinga plan to enter either the California State University (CSU) system or the University of California (UC) system.

Students are encouraged to consult the catalog of the college or university to which they intend to transfer. Admission requirements, as well as major and general education requirements, vary from institution to institution; and students must assume the responsibility for selecting the courses that will permit them to achieve their educational objectives.

### ASSIST

ASSIST is a computerized student-transfer information system that can be accessed over the World Wide Web. It displays reports of how course credits earned at one California college or university can be applied when transferred to another. ASSIST is the official repository of articulation for California's colleges and universities and therefore provides the most accurate and up-to-date information available about student transfer in California.

ASSIST is available at [www.assist.org](http://www.assist.org).

### California University System General Education Requirements

Students who were eligible for admission to California State University based on their high school grade point average and SAT or ACT scores may transfer with less than 56 college units. The student must, however, have maintained a C average in all college work and must be in good standing. Students who were not eligible for admission from high school must complete 56 transferable college units with a 2.0 average. Students, who meet these minimum standards, while eligible for admission to a CSU campus, might not be accepted into an impacted major or department.

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

West Hills College Coalinga will certify completion of this pattern by area or in its entirety for students transferring to one of the 22 campuses of the California State University system. West Hills College Coalinga will give full certification upon the completion of the thirty-nine (39) designated units.

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

### Area A-Communication in the English Language and Critical thinking (3 courses - 9 units)

One course in each area, written communication, oral communication, critical thinking

English 1A  
Speech 1, 4

One additional course to satisfy critical thinking requirement from: Philosophy 2, English 1B, Sociology 2, Speech 3, and Educ 5

### **Area B-Physical Universe and its Life Forms (3 courses - 9 units)**

1 course in each area: life science, physical science, and mathematics.

#### **Life Science**

Biology 10, 20, 24, 32, 35, 38

#### **Mathematics**

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

#### **Physical Science**

Chemistry 1A, 1B, 2A, 2B, 35

Geography 1

Geology 1, 3

Physical Science 1

Physics 2A, 2B, 4A, 4B, 4C

### **Area C-Arts, Literature, Philosophy and Foreign Languages (9 units)**

At least 1 course in the arts

#### **Arts**

Art 5A, 13A, 16A, 16B, 42

PA 3

Music 42

#### **Humanities**

English 1B, 25

Geography 3

History 4A, 4B

Foreign Language Spanish 1, 2, 3, 4, 11, 12

Philosophy 1, 2, 3

Humanities 1, 22

### **Area D-Social, Political, and Economic Institutions and Behavior; Historical Background (9 units)**

Courses in at least 2 disciplines

Administration of Justice 1, 29

Anthropology 2

Economics 1A, 1B

Geography 2A, 2B, 3, 18

History 4A, 4B, 17A\*, 17B\*, 18, 32, 44

Political Science 1\*, 2

Psychology 1, 2, 3, 5

Social Science 32B

Sociology 1, 2, 3

\* To meet U.S. History and constitutional requirements, History 17A or 17B and Political Science 1 is required.

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

Health Education 35

Nutrition 1

Psychology 1, 2, 3, 4

Speech 5

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

Following the Intersegmental General Education Transfer Curriculum (IGETC) will permit a student who is undecided about a specific major or college choice to ultimately transfer from the community college to a campus in either the University of California (UC) or the California State University (CSU) systems without the need, after transfer, to take additional lower-division, general education courses. Courses may be used for credit in one area only.

Please note that completion of the IGETC is not a requirement for transfer to UC or CSU, nor is it the only way to fulfill the lower division, general education requirements of the UC or CSU prior to transfer. Depending on a student's major and field of interest, the student may find it advantageous to take courses fulfilling the CSU's general education requirements or those of the UC campus or college to which the student plans to transfer.

### **List of courses by IGETC subject area:**

**Area 1-English Communication** (3 courses, 9 semester units)

1A: English Composition

Course & Number	Title	Units
ENG 1A	Composition and Reading	3

1B: Critical Thinking - English Composition

Course & Number	Title	Units
ENG 1B	Literature, Critical Thinking, and Writing	3

1C: Oral Communication (CSU requirement only)

Course & Number	Title	Units
SP 1	Elements of Speech	3

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

Course & Number	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 10A	Structure and Concepts in Mathematics I	3
MATH 10B	Structure and Concepts in Mathematics II	3
MATH 15	Pre-Calculus	5
MATH 25	Introduction to Statistics	3

**Area 3-Arts and Humanities** (at least 3 courses, 9 semester units - at least one course from the arts and one from the humanities.)**The Arts**

Course & Number	Title	Units
ART 16A	Pre-History to Proto-Renaissance	3
ART 16B	Renaissance to the Present	3
ART 42	Art Appreciation	3
MUS 42	Music Appreciation	3

**The Humanities**

Course & Number	Title	Units
GEOG 3	Cultural Geography	3
HIST 4A	Western Europe to 1700	3
HIST 4B	Western Europe from 1700	3
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
PHIL 3	Ethics	3

**Area 4-Social and Behavioral Sciences** (at least 3 courses (9 semester units) - courses from at least two disciplines )

(Courses from at least two disciplines.)

Course & Number	Title	Units
ANTHRO 2	Cultural Anthropology	3
ECON 1A	Macroeconomics	3
ECON 1B	Microeconomics	3
GEOG 2A	World Regional Geography	3
GEOG 2B	World Regional Geography	3
GEOG 3	Cultural Geography	3
HIST 4A	Western Europe to 1700	3
HIST 4B	Western Europe from 1700	3
HIST 17A	History of the U.S. 1492-1877	3
HIST 17B	History of the U.S. 1865-Present	3
HIST 32A	Cultural History of the Chicano	3
HIST 44	Women's Role in United State History	3
POL SCI 1	American Government	3
POL SCI 2	Comparative Government	3
PSYCH 1	General 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	Introduction to Social Problems	3
SOCSCI 32B	Cultural History of Black Americans	3

**Area 5-Physical and Biological Sciences** (at least 2 courses required (7-9 semester units) - one physical science and one biological science course.)

#### The Physical Sciences

Course & Number	Title	Units
CHEM 1A	General College Chemistry I	5
CHEM 1B	General College Chemistry & Qualitative Analysis II	5
CHEM 2A	Introductory Chemistry	4
CHEM 2B	Introductory Chemistry	4
GEOG 1	Physical Geography	4
GEOL 1	Physical Geology	4
GEOL 3	Historical Geology	4
PHYS 2A	Mechanics and Thermodynamics	4
PHYS 2B	Electricity, Magnetism, Optics, & Modern Physics	4
PHYS 4A	Classical Mechanics	4
PHYS 4B	Electricity, Magnetism and Waves	4
PHYS 4C	Thermodynamics, Optics, & Modern Physics	4
PHYS SCI 1	Survey of the Physical Sciences	4

#### The Biological Sciences

Course & Number	Title	Units
BIO 10	Fundamentals of Biology	3
BIO 20	General Zoology	5
BIO 24	General Botany	5
BIO 32	General Human Anatomy	4
BIO 35	Human Physiology	4
BIO 38	Microbiology	4

#### Language other than English

(UC Requirement Only) Proficiency equivalent to two years of high school study in the same language or

(UC Requirement Only) Proficiency equivalent to two years of high school study in the same language or the following:

<b>Course &amp; Number</b>	<b>Title</b>	<b>Units</b>
FLSPN 2	Elementary Spanish	4

OR

FLSPN 12	Elementary Spanish for the Limitedly Bilingual	4
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## Vision Statement

West Hills College Coalinga strives to become a premiere interactive learner-centered community college recognized for its contribution to the educational, social, cultural, and economic vitality of the region and the state.

## PROGRAMS OF STUDY

### Administration of Justice

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

### 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 General Education and college requirements, qualifies the student for an associate degree.

### Law Enforcement Option

<b>Course Number</b>	<b>Title</b>	<b>Units</b>
AOJ 1	Introduction to Criminal Justice	3
AOJ 10	Principles & Procedure of the Criminal Justice System	3
AOJ 12	Written Criminal Justice Communications	3
AOJ 16	Human & Community Relations in Criminal Justice	3
AOJ 20	Criminal Law	3
AOJ 22	Criminal Evidence	<u>3</u>
	<b>TOTAL</b>	<b>18</b>

### Correctional Science Option

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

<b>Course Number</b>	<b>Title</b>	<b>Units</b>
AOJ 3	Introduction to Corrections	3
AOJ 4	Control and Supervision in Corrections	3
AOJ 6	Correctional Interviewing and Counseling	3
AOJ 7	Legal Aspects of Corrections	3
AOJ 12	Written Criminal Justice Communications	3
AOJ 20	Criminal Law	<u>3</u>
	TOTAL	18

In addition to Law Enforcement or Correctional Science option requirements the student must take one of the following courses:

<b>Course Number</b>	<b>Title</b>	<b>Units</b>
AOJ 5	Concepts of Probation and Parole	3
AOJ 16	Human & Community Relations in Criminal Justice	3
AOJ 24	Criminal Investigation	3
AOJ 29	Crime and Delinquency	3
AOJ 32	Juvenile Delinquency	3
AOJ 15X	Parallel Work Experience	3
AOJ 15XY	Alternate Work Experience	<u>3</u>
	TOTAL	21

Other Law Enforcement/Correctional Science Options certified by POST and CPOST:

<b>Course Number</b>	<b>Title</b>	<b>Units</b>
AOJ 50A	PC 832 Arrest Control Module	3
AOJ 50B	PC 832 Firearms Module	5
AOJ 51	Level III Reserve Officer Training	4
AOJ 55	Adult Corrections Officer Core Training Course	9
	TOTAL	21

Recommended Electives: AOJ 5, 8, 16, 24, 29, 32, 50A/B 55, BUS 80A/B, CD 17B, one or more of: (FLSPAN 1, 2, 3, 4, 11, 12, 32 or 51, 52), PSYCH 1, SOC 1

## Transfer

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## Art

The associate degree offers concentrations in Studio Art and Art History. The Studio Art concentration is a general curriculum that provides a broad education in the visual arts. The Art History concentration is recommended for those students who wish to pursue a BA in museum studies.

## 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, is required for the student to earn the associate degree.

education and college requirements, qualifies the student for an associate degree.

<b>Course Number</b>	<b>Title</b>	<b>Units</b>
ART 2B	Two-Dimensional Design Color & Design	3
ART 5A	Basic Drawing	3
ART 13A	Introduction to Ceramic Design Studio	3
ART 15A	Introduction to Painting	3
ART 16A	Survey of Western Art History	3
ART 16B	Survey of Western Art History	3
	Electives taken from list below	<u>3</u>
	<b>TOTAL</b>	<b>21</b>

Recommended Electives:

### **Art History Major:**

Foreign Language, ART 13B, 15B, 42

### **Studio Art Major**

All electives in the studio area should conform to area of emphasis (e.g., a painting major would take painting classes; a ceramics major would take ceramic classes).

ART 12, 15B, 49

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## **Biology**

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.

### **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.

Required courses: 12 units from the following:

<b>Course Number</b>	<b>Title</b>	<b>Units</b>
BIO 20	General Zoology	5
BIO 24	General Botany	5
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	4
CHEM 2B	Introductory Chemistry	4
MATH 1A	Introduction to Calculus	5
MATH 1B	Calculus with Applications	5
* PHYSICS 2A	Mechanics and Thermodynamics	4
* PHYSICS 2B	Electricity, Magnetism, Optics and Modern Physics	<u>4</u>
	TOTAL	20

\* This course is offered infrequently.

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## 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.

## 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.

### Bookkeeping Certificate

Course Number	Title	Units
BUS 55	Elementary Accounting	4
BUS 56	Applied Intermediate Accounting	3
BUS 20	Introduction to Business	3
BUS 24	Business Mathematics	3
BUS 28	Business Communication	3
CIS 7 or CIS 67	Computer Concepts/Computer Essentials	3
CIS 34	Introduction to Spreadsheets (Excel)	3
BUS 13A/B	Word for Windows I & II	<u>3</u>
	TOTAL	25

### Business Management Certificate

Course Number	Title	Units
BUS 1A/B	Beginning/Elementary Principles of Accounting (In lieu of BUS 55/56 in Core)	8
BUS 13A/B	Word for Windows I & II	<u>3</u>
BUS 18	Business Law	4

BUS 20	Introduction to Business	3
BUS 24	Business Mathematics	3
BUS 28	Business Communication	3
BUS 29 or BUS 32	Techniques of Management/Small Business Management	3
BUS 35	Human Resources Management	<u>3</u>
CIS 7 or CIS 67	Computer Concepts/Computer Essentials	3
CIS 34	Introduction to Spreadsheets (Excel)	3
	<b>TOTAL</b>	<b>36</b>

## Retail Business Management Certificate

Course Number	Title	Units
BUS 1A or Bus 55	Beg. Principles of Accounting/Elem Principle of Accounting	4
BUS 18	Business Law	4
BUS 20	Introduction to Business	3
BUS 28	Business Communications	3
BUS 29 or BUS 32	Techniques of Management /Small Business Management	3
BUS 35	Human Resources Management	3
CIS 7 or CIS 67	Computer Concepts/Computer Essentials	3
	Electives taken from the list below	(minimum) <u>3</u>
	<b>TOTAL</b>	<b>26</b>

Recommended Electives for Business: BUS 15X, 13A/B, 18, 69, CIS 7, 8, 42, ECON 1A/B, PHIL 3

ADDITIONAL CERTIFICATION: Bilingual emphasis with basic competence in FLSpanish 3, 4, 31

### Transfer

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## Business Administration

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

### 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 Number	Title	Units
BUS 1A	Beginning Principles of Accounting	4
BUS 1B	Elementary Principles of Accounting	4
BUS 18	Business Law	4
CIS 7	Computer Concepts	3
ECON 1A	Macroeconomics	3

ECON 1B

Microeconomics

TOTAL  $\frac{3}{21}$ 

Recommended Elective: MATH 63

**Transfer**

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**Chemistry**

Options in the chemistry curriculum allow students to prepare for Associate Arts or Science degree level careers as well as the first two years for a wide variety of careers or programs such as:

1. B.S., M.S. and Ph.D. degree careers as a chemist/chemical engineer;
2. Preparation for dental, medical, veterinary, or other professional schools;
3. Preparation for technical B.S., M.S. and Ph.D. level careers in agriculture, allied health, atmospheric, biological, engineering, environmental, oceanographic, or other applied or interdisciplinary science;
4. Chemical technician or K-12 teacher.

**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.

<b>Course Number</b>	<b>Title</b>	<b>Units</b>
CHEM 1A	General Chemistry I	5
Or		
CHEM 2A	Introductory Chemistry	4
CHEM 1B	General Chemistry II	5
Or		
CHEM 2B	Introductory Chemistry	4
* CHEM 5	Quantitative Analysis	4
* CHEM 8	Organic Chemistry	3
* CHEM 9	Organic Laboratory	$\frac{3}{3}$
	TOTAL	18/20

\* This course is offered infrequently.

**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.

Recommended electives for transfer students:

<b>Course Number</b>	<b>Title</b>	<b>Units</b>
MATH 1A	Introduction to Calculus	5
MATH 1B	Calculus with Applications	5
* MATH 2A	Multivariate Calculus	4
* MATH 2B	Differential Equations	4
* PHYSICS 4A	Classical Mechanics	4
* PHYSICS 4B	Electricity, Magnetism, & Waves	4
* PHYSICS 4C	Thermodynamics, Optics & Modern Physics	4
	<b>TOTAL</b>	<b>30</b>

\* This course is offered infrequently.

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## Child Development

The West Hills College Coalinga Child Development Program offers a comprehensive background in the field of child growth and development as it pertains to young children. Students will be offered information and skills for potential employment in federal, state, non-profit, or privately owned early childhood educational program/schools. Courses in this program will help the student qualify for a West Hills College Child Development Certificate and partially qualify the student for a Child Development Permit from the State of California, Commission for Teacher Preparation and Licensing. See Child Development Permit requirements under Associate Degree in Child Development.

## 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.

## Child Development Permit

A Child Development Permit (issued by the State of California, Commission for Teacher Preparation and Licensing) consists of a sequence of titles and educational requirements. The following is a partial overview of the required courses needed.\* A complete Child Development Permit matrix and explanations of core courses and specific general education classes needed to complete state requirements can be obtained from the Early Childhood Education Department.

\* Child Development Permit

<b>Title</b>	<b>Education Requirement</b>
Assistant	6 units of Child Development
Associate Teacher	12 units of CD including core courses
Teacher	24 units of CD including core courses and 16 units of general education
**Master Teacher	24 units of CD including core courses, 16 units of general education; 6 specialization units;** plus 2 units adult supervision.

Site Supervisor	AA (or 60 units) with 24 units of CD (including core courses); 6 units administration; plus 2 units adult supervision.
Program Director	BA with 24 units of CD (including core courses); 6 units administration; plus 2 units adult supervision.

\*The Child Development Permit also requires documented experience.

\*\*Specialization Units: The Child Development Permit, Master Teacher level requires the following units:

### Title of Specialization: Family Issues

Course Number	Title	Units
CD 4	Parenting	3
Electives: (choose 3 units)		
CD 17A	Sex Education for Parents and Teachers	1
CD 17B	Child Abuse Recognition and Prevention	1
CD 17C	Single Parenting	1
CD 20B	Child Centered Guidance	1
CD 23	Domestic Abuse Recognition and Prevention	<u>1</u>
	TOTAL	6

The six specialization units can be part of the West Hills College Coalinga Child Development Certificate as well as part of the Child Development Permit issued by the State of California, Commission for Teacher Preparation and Licensing. See the Child Development Certificate requirements and request a copy of the Child Development Matrix from the Child Development Department.

### Certificate

Course Number	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
CD 15	Literature and Language Arts for Young Children	3
CD 18	Health, Safety and Nutrition	3
CD 48	Infant and Child CPR/First Aid for ECE	1
Electives taken from the list below		<u>11</u>
	TOTAL	30

Recommended Electives: CD 4, 11, 16, 17A/B/C, 20A/B/C, 21, 23

### Administrative Certificate in Child Development

Students who earn this certificate may qualify to become a director/administrator of a state, federal, non-profit, or privately owned children's program. Courses within this certificate meet state mandated requirements. It is advised that students follow the Child Development Permit course matrix sequence and check the advisory recommendations before taking administrative course work. A matrix can be obtained from the Child Development Department. In order to receive the Child Development Administrative Certificate, a student must have earned a West Hills College Child Development Certificate and complete the following courses:

Course Number	Title	Units
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CD 14A	Administration & Supervision of Children's Programs	3
CD 14B	Administration & Supervision of Children's Programs Practicum3	
CD 22	Supervising Adults Working in Children's Programs	2
	Computer and/or Business Electives	<u>4</u>
	TOTAL	12

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

## Family Day Care Certificate

The Family Day Care Certificate provides an introduction to family day care, including health and safety issues, childhood nutrition, the development of children, child-centered guidance, curriculum, sound business practices, child abuse reporting, and working with adults in the family day care setting. Other issues addressed will include state regulations and guidelines for operating a family day care.

A Family Day Care Certificate provides certification to persons desiring to own and operate a licensed family day care. Under instruction and classroom observational assignments, the student will gain practical experiences as to the job-related responsibilities for operating an in-home facility.

Required Specialization Units:

Course Number	Title	Units
CD 19	Home Day Care	2
CD 20B	Child Centered Guidance	1
CD 20C	Personal and Professional Development	1
CD 17B	Child Abuse	1
CD 48	Infant and Child CPR/First Aid for ECE	<u>1</u>
	TOTAL	6

## Transfer

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## Computer Information Systems

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

## Associate Degree

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education and college requirements, qualifies the student for an associate degree.

Course Number	Title	Units
BUS 13A/B	Word for Windows I & II	3
BUS 20	Introduction to Business	3
BUS 24	Business Mathematics	3
CIS 7	Computer Concepts	3
CIS 19B	Database Creation & Management (Access)	3
CIS 34	Introduction to Spreadsheets (Excel)	3
	TOTAL	18

### Transfer

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## Geography

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

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

### 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 Number	Title	Units
GEOG 1	Physical Geography	4
GEOG 2A	World Regional Geography I	3
GEOG 2B	World Regional Geography II	3
GEOG 3	Cultural Geography	3
GEOG 18	Geography of California	3
GEOG 10	Urban Los Angeles Field Course	1
GEOG 11	Death Valley Field Course	1
GEOG 12	Grand Canyon Field Course	1
GEOG 13	Urban San Francisco Field Course	1
GEOL 1	Physical Geology	4
	TOTAL	24

Recommended Electives: CIS 7, GEOL 3, MATH 25

### Transfer

Students who have selected the particular four-year college to which they eventually

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## Health Science (General)

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.

### 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 Number	Title	Units
BIO 32	Human Anatomy	4
BIO 35	Human Physiology	4
BIO 38	Microbiology	4
CHEM 1A or CHEM 2A	General Chemistry /Introductory Chemistry	5
NUT 1	Basic Nutrition	<u>3</u>
	TOTAL	19/20

Recommended Electives: PSYCH 1, SOC 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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## Humanities

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.

### 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.

<b>Course Number</b>	<b>Title</b>	<b>Units</b>
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
Electives taken from the list below	-	<u>6</u>
	<b>TOTAL</b>	<b>18</b>

Recommended Electives: ART 16A/B, ENG 1B, 25, FLSPN, HIST 4A/B, MUS 42, PHIL 3

### **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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## **Liberal Arts**

The Liberal Arts Associate Degree Program affords the student a broad-based study in human culture, behavior and the sciences. It is designed to provide entry-level skills and knowledge for students who might later transfer to a four-year institution and specialize in the teaching profession.

## **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.

A student may qualify for a liberal arts major by completing six (6) units of course work in three (3) of the following areas for a total of 18 units. Units that satisfy one area cannot be used in another.

### **Art/Performing Arts/Music**

Art 2B, 5A, 13A, 15A, 16A, 16B, 42

Music 42, 52

Performing Arts 1, 3, 6, 14, 21, 35, 42A, 42B, 42C

### **English/Speech**

English 1A, 1B, 21, 25, 51A, 51B

Speech 1, 3, 4, 5

### **Natural & Life Science**

Biology 10, 20, 24, 32, 35, 38, 52

Chemistry 1A, 2A, 1B, 2B, 5, 8, 9, 35

Crop Science 1

Geography 1

Geology 1, 3

Physics 2A, 2B, 4A, 4B, 4C

Physical Science 1

Physical Science 1  
Soil Science 21

### Humanities - Philosophy

History 4A, 4B  
Humanities 1, 22  
Philosophy 1, 2, 3

### Foreign Language

FLSpanish 1, 2, 3, 4, 11, 12, 51, 52, 53, 54

### Psychology - Sociology

Psychology 1, 2, 3, 4, 5  
Sociology 1, 2, 3

### Social Science

Economics 1A, 1B  
Geography 2A, 2B, 3, 18  
History 17A, 17B, 44  
Political Science 1, 2  
Psychology 1  
Sociology 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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## 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

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.

### Clerk Typist Certificate

Course Number	Title	Units
BUS 81A/B	Intermediate Keyboarding & Document Processing I & II	3
Bus 15X	Work Experience	1-4
Bus 13A/B	Word for Windows I & II	3
Bus 20	Introduction to Business	3
Bus 28	Business Communication	3
Bus 59	Business English	3
Bus 67	Filing and Records Management	2
CIS 34	Introduction to Spreadsheets	3
TOTAL		21/24

### Secretary/Word Processing Certificate

<b>Course Number</b>	<b>Title</b>	<b>Units</b>
BUS 81A/B	Intermediate Keyboarding & Document Processing I & II	3
Bus 15X	Work Experience	1-4
Bus 13A/B	Word for Windows I & II	3
Bus 20	Introduction to Business	3
Bus 28	Business Communication	3
Bus 59	Business English	3
Bus 67	Filing and Records Management	2
CIS 8	Microcomputer Operating Environment: Windows	2
CIS 21	Desktop Publishing	3
CIS 34	Introduction to Spreadsheets	3
	<b>TOTAL</b>	<b>26/29</b>

Approved Electives for Office Management & Technologies Majors: BUS 1A, 18, 24, 35, 55, 63, 80, CIS 7, 9, 19B, 21, 4, 35, PHIL 3

ADDITIONAL CERTIFICATION: Bilingual emphasis with basic competence in FLSpanish 3, 4, 31

## 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.

## Admission requirements and procedures

Edward James Olmos Teatro de las Americas (Teatro) program is an Academy. In order to receive an associate degree or certificate from the Teatro Academy, an application for admission to the Academy is required. The application procedure does not limit enrollment in the Academy or in any of its courses. All students who complete the application process will be admitted to the Teatro Academy. The process is not to be confused with the application for admission to West Hills College which is separate and must be completed by all students intending to attend West Hills College Coalinga.

The application process includes completion of a Teatro application form, a complete educational plan, and an audition or interview. In addition, the same entrance requirements are required for admission to West Hills College Coalinga. The Teatro Academy is designed for the highly motivated, high achieving student.

Upon receipt of the above materials, students will be mailed an acknowledgment and a schedule of audition/interview dates and locations. All students new to the Teatro Academy are strongly encouraged to live in the WHC residence halls.

## Associate Degree - Transfer

The associate degree offered by the Teatro Academy is intended to be a transfer level degree. All courses taken must be transfer-level courses in order to be counted toward associate degree requirements. If you have selected the particular four-year college to which you eventually wish to transfer, you should use the college catalog of that institution as the principle guide for determining the first two years of your program. It is important that you work closely with a counselor to ensure that the general education and elective courses you take are transfer level.

Completion of the following performing arts courses plus the general education and college requirements qualifies the student for an Associate Arts Degree.

Major Courses Required

<b>Course Number</b>	<b>Title</b>	<b>Units</b>
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<b>COURSE NUMBER</b>	<b>TITLE</b>	<b>UNITS</b>
PA 1	Introduction to Theater	3
PA 6	Touring Theater	3
PA 14	Fundamentals of Acting	3
PA 21	Play Production	2
PA 35	Theater Crafts	3
PA 42A	Television Production Camera Operation	4
	<b>TOTAL</b>	<b>18</b>

Strongly Recommended Electives:

PA 25	Theater Dance
PA 42B	Television Production Editing
PA 42C	Television Production Project

General Education/Transfer Requirements (for a minimum of 42 units):

Please see general education section in catalog for details. All courses completed must be transfer level numbered 1-49.

## Television Production Certificate

<b>Course Number</b>	<b>Title</b>	<b>Units</b>
PA 32	Stage/Television Lighting & Sound	3
PA 42A	Television Production Camera Operation	4
PA 42B	Television Production Editing	4
PA 42C	Television Production Project	4
WE 15XX	General Work Experience	2
	<b>TOTAL</b>	<b>17</b>

## Technical Theater Production

<b>Course Number</b>	<b>Title</b>	<b>Units</b>
PA 1	Introduction to Theater	3
PA 6	Touring 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
	<b>TOTAL</b>	<b>17/19</b>

## 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.

<b>Course Number</b>	<b>Title</b>	<b>Units</b>
BIO 32	General Human Anatomy	4
BIO 35	Human Physiology	4
NUT 1	Basic Nutrition	3
PF 40	Introduction to Physical Education	3

PE 46	Care & Prevention of Athletic Injuries	2
PE Activity Course	Four units taken from list below (must be four different courses)	4
	TOTAL	20

Activity courses: PE 1, 2, 3, 7, 8, 9, 11, 12, 13, 16, 17, 18, 20, 21, 22, 23, 25AB, 26, 51, 52

Recommended electives: EA 31, PE 34, 38, 44A, 45A, 45B, 48, 55, 57, PSYCH 1

### Transfer

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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 or local hospitals, 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.

Course Number	Title	Units
PSY TEC 10	Introduction to Psychiatric Technician	1
PSY TEC 12	Nursing Science	18.5
PSY TEC 14	Psychiatric Nursing	18.5
PSY TEC 16	Care of the Developmentally Disabled	<u>17</u>
	TOTAL	55

## Certificate

Course Number	Title	Units
PSY TEC 10	Introduction to Psychiatric Technician	1
PSY TEC 12	Nursing Science	18.5
PSY TEC 14	Psychiatric Nursing	18.5
PSY TEC 16	Care of the Developmentally Disabled	<u>17</u>
	TOTAL	55

## Psychology

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.

## 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 Number	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	<u>3</u>
	TOTAL	18

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

## Transfer

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## Social Science

The Social Science Associate Degree Program is designed to provide the transfer social science major the opportunity to achieve an associate degree with specialization of the student's choice. The program provides introductory lower-division work in the Social Sciences. The major is made up of 24 units in the fields of Economics, Geography, History, Political Science, Psychology, and Sociology. The program prepares students to be enlightened citizens equipped with the broad cultural background essential to studies in the fields of education, philosophy, literature, law, government, journalism, public service, and business; all of which today demand a grasp of vital domestic and foreign concerns.

## 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 Number	Title	Units
ECON 1A	Macroeconomics	3
ECON 1B	Microeconomics	3
GEOG 3	Cultural Geography	3
HIST 17A/ or B	History of the United States/History of United States 1865-Present	3
POLSCI 1	American Government	3
PSYCH 1	General Psychology	3
SOC 1	Introduction to Sociology	3
	Electives taken from the list below	<u>3-6</u>
	TOTAL	24/27

Recommended Electives:

To further a particular area of study, these electives are available: ANTHRO 2, AOJ 1, GEOG 1, 2A/B, 18, HIST 4A/B, HUM 1, POL SCI 2, PSYCH 2, 3, 4, 5, SOC 2, 3, HIST 32

## Transfer

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## Teaching Assistant

California's recruitment of teachers will provide one of the fastest growing opportunities over the next decade. West Hills 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.

## Teaching Assistant Certificate - Elementary

Course Number	Title	Units
EA 31	Introduction to Teaching	3
CD 10	Child, Family and Society	3
CD 16	Creative Activities for Young Children	3
CD 5	Child Development	3

CD 3	Child Development	3
CD 4	Parenting	3
	Electives	2
	TOTAL	17

Recommended Electives: Art 4, 12, CIS 8, HE 35, MUS 1A/B, 42/52, PE 48, PSYCH 1, EA 55, 56, EDUC 57

## Teaching Assistant Certificate - Secondary

Course Number	Title	Units
EA 31	Introduction to Teaching	3
ENG 1A or ENG 51A or 51B	Composition and Reading/Intro. to Communication Skills/Inter. Communication Skills	3
Math 45 or Math 87	Contemporary Math/Mathematics for Life	3
EA 15X	Cooperative Work Experience	3
	Electives	5
	TOTAL	17

Recommended Electives: Art 5A, 15A, 13A, or 42, BIO 10, CIS 8, ENG 1A, GEOG 2A, 2B, 3, or 18, HE 35, HIST 4 A,B, 17A, or 18, MATH 10A, 25, or 45, MUS 42, PE 48, PHYSICI 1, POLSCI 1 or 2, PSYCH 5, SP 1, EA 55,56, EDUC 57

# COURSE DESCRIPTIONS

## ADMINISTRATION OF JUSTICE

### AOJ 1 INTRODUCTION TO CRIMINAL JUSTICE (3)

*Class Hours: 3 Lecture, CAN AJ 2 CSU General Education Requirement: D8*

Administration of Justice 1 is the history and philosophy of justice as it evolved throughout the world; in-depth study of the American system and the various sub-systems; roles and expectations of criminal justice agents in their interrelationships in society; concepts of crime causations; punishments, and rehabilitation; ethics, education and training for professionalism in the social system. (AA, CSU, UC)

### AOJ 3 INTRODUCTION TO CORRECTIONS (3)

*Class Hours: 3 Lecture*

Administration of Justice 3 is a basic course for students planning to enter or already employed within the Correctional Science field. This course surveys the field of correctional science, historical development, current concepts and practice; explanations of criminal behavior; functions and objectives of the criminal justice system concerned with institutional, probation, and parole process as they modify the offender's behavior; and the professional career opportunities in public and private agencies. (AA, CSU)

### AOJ 4 CONTROL AND SUPERVISION OF INMATES (3)

*Class Hours: 2 Lecture, 3 Laboratory. Strongly Recommended Preparation: Eng 51A or equivalent.*

AOJ 4 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 role played by the offender correctional workers as well as the offenders. Topics will include inmate sub-culture, violence and effects of crowding on inmates and staff and coping techniques for correctional officers in the institutional environment. The causes and effects of abusive tactics will also be discussed. (AA, CSU)

**AOJ 5  
CONCEPTS OF PROBATION AND PAROLE (3)**

*Class Hours: 3 Lecture*

Administration of Justice 5 includes a historical overview of correctional development, its institutions and the community; methods of prisoner intake and classification; survey treatment programs; community based correctional programs; post-institutional treatment and corrections as a career. (AA, CSU)

**AOJ 6  
CORRECTIONAL INTERVIEWING AND COUNSELING (3)**

*Class Hours: 3 Lecture. Strongly Recommended Preparation: ENG 51A or equivalent.*

Administration of Justice 6 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 7  
LEGAL ASPECTS OF CORRECTIONS (3)**

*Class Hours: 3 Lecture. Strongly Recommended Preparation: ENG 51A or equivalent.*

Administration of Justice 7 provides students with an awareness of the historical framework, concepts and precedents that guide correctional practice. Course material will broaden the individual's perspective of the corrections environment, the civil rights of prisoners and responsibilities and liabilities of corrections officials. (AA, CSU)

**AOJ 8  
LAW AND PSYCHOLOGY (3)**

*Class Hours: 3 Lecture. Strongly Recommended Preparation: ENG 51A or equivalent.*

Administration of Justice 8 focuses on the interaction and application law and psychology in respect to criminal behavior. This course will focus on the legal and psychological considerations in the identification, prosecution, incarceration and treatment philosophies available to the criminal justice or social service professional. This course may be used as elective credit for either Administration of Justice or Psychology but not for both.(AA, CSU)

**AOJ 10**

**AOJ 10  
PRINCIPLES AND PROCEDURES OF CRIMINAL JUSTICE (3)**

*Class Hours: 3 Lecture*

Administration of Justice 10 will cover legal process from pre-arrest, arrest through trial, sentencing and correctional procedures; a review of the history of case and common law; conceptual interpretations of law as reflected in court decisions; a study of case law methodology and case research as the decisions impact upon the procedures in the justice system. (AA, CSU)

**AOJ 12  
WRITTEN CRIMINAL JUSTICE COMMUNICATIONS (3)**

*Class Hours: 3 Lecture*

Administration of Justice 12 will cover ideas effectively in a simple, clear and logical manner in the various types of criminal justice systems reports, letters, memoranda, directives, and administrative reports. Emphasis is on law enforcement and correctional terminology, organization of information and use of English; practice experience in note taking and report writing using standard law enforcement and correction forms; presentation of testimony in court. (AA, CSU)

**AOJ  
15X OCCUPATIONAL WORK EXPERIENCE (PARALLEL) (1-4)**

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 4 units per semester or a maximum of 16 units of total credit. The student must enroll in classes (at least 7 units, including work-experience) and work part-time (up to 20 hours per week).

**AOJ  
15XY OCCUPATIONAL WORK EXPERIENCE (ALTERNATE) (1-8)**

This plan allows the student to attend college full-time for one semester and work full-time the next semester. A student may take 8 units of work experience but may only be enrolled in one other course. A student must complete 12 units of credit the semester before enrolling in the alternate plan. This plan is only available for occupational work experience.

**AOJ 16  
HUMAN AND COMMUNITY RELATIONS IN CRIMINAL JUSTICE (3)**

*Class Hours: 3 Lecture*

Administration of Justice 16 explores the interaction of criminal justice agents and the community; historical and contemporary social, political, and economic issues affecting human relations; diversity of community populations; effects of prejudice, bias, and discrimination; impact of media relations and the community; awareness of individual and cultural differences affecting human interaction. (AA, CSU, UC)

**AOJ 20  
CRIMINAL LAW (3)**

*Class Hours: 3 Lecture CAN AJ 4. Strongly Recommended Preparation: ENG 51A or*

*equivalent.*

Administration of Justice 20 will emphasize the historical development, philosophy of law and constitutional provisions; definitions; classifications of crimes and their applications to the criminal justice system and administration of justice; legal research, review of case laws, methodology and concepts of law as a social force. Explores crimes against persons, property, and the state as a social, religious, and historical ideology. (AA,CSU,UC)

**AOJ 22  
CRIMINAL EVIDENCE (3)**

*Class Hours: 3 Lecture CAN AJ 6. Strongly Recommended Preparation: ENG 51A or equivalent.*

Administration of Justice 22 provides instruction in the origin, development, philosophy, and constitutional basis of evidence; constitutional and procedural considerations affecting arrest and search and seizure; types and quantum of evidence and rules governing its admissibility; judicial decisions interpreting individual rights; and case studies viewed from a conceptual level. (AA, CSU)

**AOJ 24  
CRIMINAL INVESTIGATION (3)**

*Class Hours: 3 Lecture CAN AH 8*

Administration of Justice 24 covers the fundamentals of investigation; techniques of crime scene search and recording; collection and preservation of physical evidence; modus operandi processes; sources of information; interview and interrogation; follow-up investigation. (AA, CSU)

**AOJ 29  
CRIME AND DELINQUENCY (3)**

*Class Hours: 3 Lecture, CSU General Education Area Designation: D0*

Administration of Justice 29 is an introduction to major types of criminal behavior, characteristics of offenders, factors which contribute to crime and delinquency; the criminal justice process; the function of law enforcement, the courts, probation, parole and institutions; changes in crime control and treatment process, the role of society. Not open for credit to students who have had a course in Sociology, Crime and Delinquency or Introduction to Criminology. (AA, CSU)

**AOJ 32  
JUVENILE DELINQUENCY (3)**

*Class Hours: 3 Lecture*

Administration of Justice 32 emphasizes the techniques of handling juvenile offenders as victims; prevention and repression of delinquency; diagnosis and referral; organization of community resources; juvenile law and juvenile court procedures. (AA, CSU)

**AOJ 49/99  
DIRECTED STUDY (1-2)**

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

*per 49/99 series.*

Administration of Justice 49/99 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 in at least one course in the department of directed study.(AA, CSU)

#### **AOJ 50A**

##### **P. C. 832 ARREST CONTROL MODULE (3)**

*Class Hours: 3 Lecture CR/NC Only. Strongly Recommended Preparation: ENG 101B or equivalent.*

Administration of Justice 50A is the first tier of training required to meet the requirements of P.C. 832. This course satisfies the minimum 40 hours of training known as P.C. 832 Arrest Module, and as set forth by the Commission on Peace Officers Standards and Training (POST) and as required under Penal Code section 830.6 (a) (1) and 832.6 (a) (3). This course includes basic training in specific topics: California criminal law, criminal evidence, criminal investigation, laws of arrest, methods of arrest, search and seizure law, discretionary decision making, and ethics and professionalism. Students who successfully pass the arrest skills and written test will receive a certificate. This course is mandatory for students seeking any sworn peace officer position in California. AOJ 50A does not include the Firearms Module of P.C. 832 Training. (AA)

#### **AOJ 50B**

##### **P.C. 832 FIREARMS MODULE (.5)**

*Class Hours: 1.5 laboratory CR/NC Only. 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 of file with this institution or is sponsored by a law enforcement agency.*

Administration of Justice 50B is the second tier of training required to meet the requirements of P.C. 832. This course satisfies the minimum 24hours of training known as P.C. 832 Firearms Module, and as set forth by the Commission on Peace Officers Standards and Training (POST) and as required under Penal Code section 830.6(a)(1) and 832.6(a)(3). This course includes basic training in the use of force and firearms. Students who successfully pass the firearms qualification will receive a certificate. This course is mandatory for students seeking any sworn peace officer position in California. AOJ 50B does not include the Arrest Control Module of P.C. 832 Training. (AA)

#### **AOJ 51**

##### **LEVEL III RESERVE OFFICE TRAINING (4)**

*Class Hours: 3 Lecture, 3 Laboratory. Prerequisite: 1) 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 of file with this institution or is sponsored by a law enforcement agency.*

Administration of Justice 51 is the second tier of training required for persons seeking appointment as reserve police officers. This course satisfies the minimum 98 hours of training known as Level III Part 2, as set forth by the Commission on Peace Officers Standards and Training (POST) and as required under Penal Code section 820.6(a)(1) and 832.6(a) (3). This course includes basic training in specific topics: laws and methods of arrest, search and seizure, report writing, ethics and professionalism, information systems, custody, first aid/CPR, traffic enforcement, vehicle operations, cultural

diversity/discrimination, crimes in progress, preliminary investigation, use of force, arrest and control/baton, and firearms training/qualification. Students who successfully pass the arrest skills and written tests will receive a certificate. This course is mandatory for students seeking any sworn peace officer position in California. A Public Safety Training polo shirt uniform is required.(AA)

**AOJ 55  
ADULT CORRECTIONS OFFICER TRAINING CORE (9)**

*Class Hours: 8 Lecture, 3 Laboratory*

Administration of Justice 55 is the adult corrections officer core training course as outlined in the Peace Officers Standards and Training, the California Board of Corrections, and the Standards and Training for Corrections Program. This course covers roles and responsibilities of the constitutional rights, legal issues, classification, principles of subcultures in institutions, contraband, defensive tactics, interpersonal communication, receiving and release of inmates, grievances, mental issues, court appearances, cell extractions, physical conditioning and CPR/FA. (AA)

**AOJ 60  
ADMINISTRATION OF JUSTICE EXPERIMENTAL COURSES (.5-3)**

*Class Hours: 18 Lecture hours or 54 Laboratory hours for each semester unit.*

All courses numbered 60 are designed to permit department to meet an immediate student or community need, to explore newer methods in teaching a subject, to offer courses which are innovative, and to provide curriculum variety and flexibility. A required course description identifies each course subject. These courses may be taken for CR/NC.

## **AGRICULTURE**

**AG 10  
INTRODUCTION TO AGRICULTURE (3)**

*Class Hours: 3 Lecture*

Agriculture 10 will provide the student with a general overview of California agriculture. Employment opportunities and current socio-economic issues will be discussed. (AA, CSU)

**AG 15X  
OCCUPATIONAL WORK EXPERIENCE (PARALLEL) (1-4)**

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 4 units per semester or a maximum of 16.0 units of total credit. The student must enroll in classes (at least 7 units, including work-experience) and work part-time (up to 20 hours per week).

**AG 15XY  
OCCUPATIONAL WORK EXPERIENCE (ALTERNATE) (1-8)**

This plan allows the student to attend college full-time one semester and work full-time the next semester. A student may take 8 units of work experience but may only be enrolled in one other course. A student must complete 12 units of credit the semester before enrolling in the alternate plan. This plan is only available for occupational work

experience.

**AG 60**  
**AGRICULTURE EXPERIMENTAL COURSES (.5-3)**

*Class Hours: 18 Lecture hours or 54 Laboratory hours for each semester unit.*

All courses numbered 60 are designed to permit department to meet an immediate student or community need, to explore newer methods in teaching a subject, to offer courses which are innovative, and to provide curriculum variety and flexibility. A required course description identifies each course subject. These courses may be taken for CR/NC.

**AG 49/99**  
**DIRECTED STUDY (1-2)**

*Class Hours: 54 Laboratory for each semester unit. No more than 2 units per semester per 49/99 series.*

Agriculture 49/99 is designed for students who wish to undertake special projects related to 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)

## **AGRICULTURE BUSINESS**

**AGBUS 11**  
**Agricultural Sales and Marketing (3)**

*Class Hours: 3 Lecture*

Agriculture Business 11 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 15**  
**COMPUTER APPLICATION TO AGRICULTURE (3)**

*Class Hours: 2 Lecture, 3 Laboratory*

Agriculture Business 15 will introduce the student to the use of computer software in agriculture that is required for data base, spreadsheet applications and word processing. Software instruction on the microcomputer that is currently used in agriculture is included. (AA, CSU)

**AGBUS 20**  
**FARM AND AGRICULTURE BUSINESS MANAGEMENT (3)**

*Class Hours: 3 lecture Strongly Recommended Preparation: ENG 101B and Math 101 or equivalent.*

Agriculture Business 20 will provide instruction regarding the processes of management as applied to farm and agricultural business operations and the function of management, labor relations marketing agricultural laws and government agricultural policy and

labor relations, marketing, agricultural law, and government agricultural policy, and regulations. (AA, CSU)

**AGBUS 24**  
**AGRICULTURAL ACCOUNTING (3)**

*Class Hours: 3 Lecture. Strongly Recommended Preparation: AGBUS 20 or equivalent.*

Agriculture Business 24 is a study of agriculture business, including farm accounting and types of records, reasons for their use, and the study and keeping of records used in measuring and improving management efficiency and agriculture. (AA, CSU)

**AGBUS 40**  
**INTRODUCTORY AGRICULTURAL ECONOMICS (3)**

*Class Hours: 3 Lecture, CR/NC Strongly Recommended Preparation ENG 101B and Math 101 or equivalent.*

AGBUS 40 teaches microeconomics principles of resource allocation, production, cost analysis, and market price equilibrium with primary application to farms and agribusiness firms; supply and demand in commodity pricing under perfect and imperfect competition survey of agriculture management and marketing problems and issues. (AA, CSU)

**AGBUS 49/99**  
**DIRECTED STUDY (1-2)**

*Class Hours: 54 Laboratory for each semester unit. No more than 2 units per semester per 49/99 series.*

Agriculture 49/99 is designed for students who wish to undertake special projects related to 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)

**AGBUS 60**  
**AGRICULTURE BUSINESS EXPERIMENTAL COURSES (.5-3)**

*Class Hours: 18 Lecture hours or 54 Laboratory hours for each semester unit.*

All courses numbered 60 are designed to permit department to meet an immediate student or community need, to explore newer methods in teaching a subject, to offer courses which are innovative, and to provide curriculum variety and flexibility. A required course description identifies each course subject. These courses may be taken for CR/NC.

## **AGRICULTURE MECHANICS**

**AGMEC 49/99**  
**DIRECTED STUDY (1-2)**

*Class Hours: 54 Laboratory for each semester unit. No more than 2 units per semester per 49/99 series.*

Agriculture 49/99 is designed for students who wish to undertake special projects related to 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)

**AGMEC 60**  
**AGRICULTURE MECHANICS EXPERIMENTAL COURSES (.5-3)**

*Class Hours: 18 Lecture hours or 54 Laboratory hours for each semester unit.*

All courses numbered 60 are designed to permit department to meet an immediate student or community need, to explore newer methods in teaching a subject, to offer courses which are innovative, and to provide curriculum variety and flexibility. A required course description identifies each course subject. These courses may be taken for CR/NC.

**AGMEC 72**  
**AGRICULTURE SURVEYING (2)**

*Class Hours: 1 Lecture, 3 Laboratory*

Agriculture Mechanics 72 provides instruction in the use of the level in laying out ditches, pipelines, contours, building foundations, and related work. Instruction is also provided in land location, measurement, calculation of areas, fence lines, land leveling, staking fills, establishing cut and fill yardage, and use of modern laser techniques and equipment. (AA)

**ANIMAL SCIENCE****ASCI 5**  
**RODEO SKILLS AND MANAGEMENT (1)**

*Class Hours: 1 Lecture*

Animal Science 5 is designed to acquaint the student with the sport of rodeo, its origin and development as well as rodeo fundamentals including rule interpretation and rodeo judging. This course will also focus on goal setting and the importance of a positive mental attitude for a successful performance. May be taken two times for credit. (AA,CSU)

**ASCI 6**  
**RODEO PRODUCTION AND PROMOTION (1)**

*Class Hours: 1 Lecture*

Animal Science 6 provides experience in the production of a rodeo. Students will participate on a committee which will deal with staging an actual rodeo from start to finish product. May be taken four times for credit. (AA, CSU)

**ASCI 7**  
**INTERCOLLEGIATE RODEO (2)**

*Class Hours: 10 Laboratory, Prerequisite: Medical approval from a licensed physician. Enrollment limited to those qualified to compete in intercollegiate rodeo. Corequisite: ASC 5 or ASCI 6*

Animal Science 7 provides the opportunity for students to further their rodeo skills and utilize them in intercollegiate competition. This course includes adaptation techniques of various rodeo events. May be taken two times for credit. Material Fee \$100.00. (AA, CSU)

**ASCI 8     ADVANCED INTERCOLLEGIATE RODEO (2)**

*Class Hours: 10 Laboratory, Prerequisite: Medical approval from a licensed physician. Enrollment limited to those qualified to compete in intercollegiate rodeo.*

Animal Science 8 provides the opportunity for students with previous experience to further their rodeo skills and utilize them in intercollegiate competition. May be taken four times for credit. Material Fee \$100.00. (AA, CSU)

**ASCI 12  
GENERAL ANIMAL SCIENCE (3)**

Class Hours: 2 Lecture, 3 Laboratory

Animal Science 12 is a survey of the livestock industry, supply of animal producers and their uses. A special emphasis on the origin, characteristics, adaptation and contributions of farm animals to the agriculture industry. Analyze the economic trends and career opportunities in animal agriculture. (AA, CSU, UC)

**ASCI 20  
FEEDS AND FEEDINGS (3)**

*Class Hours: 2 Lecture, 3 laboratory Strongly Recommended Preparation: ENG 51A or equivalent.*

Animal Science 20 is the science of animal nutrition as the basis for "Feeds and Feeding." The fundamentals of digestion and absorption in both ruminants and non-ruminants are discussed. The nutritive value of feeds as they relate to the formulation of livestock rations will be emphasized including by-product feeding. (AA, CSU)

**ASCI 49/99  
DIRECTED STUDY (1-2)**

*Class Hours: 54 Laboratory for each semester unit. No more than 2 units per semester per 49/99 series.*

Agriculture 49/99 is designed for students who wish to undertake special projects related to 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)

**ASCI 60  
ANIMAL SCIENCE EXPERIMENTAL COURSES (.5-3)**

*Class Hours: 18 Lecture hours or 54 Laboratory hours for each semester unit.*

All courses numbered 60 are designed to permit department to meet an immediate student or community need, to explore newer methods in teaching a subject, to offer courses which are innovative, and to provide curriculum variety and flexibility. A required course description identifies each course subject. These courses may be taken for CR/NC.

**ANTHROPOLOGY****ANTH 2  
CULTURAL ANTHROPOLOGY (3)**

*Class Hours: 2 Lecture, 3 Laboratory, 1 CSU General Education Area Requirement: D2*

*Class Hours: 3 Lecture CAN ANTH 4 CSU General Education Area Requirement: D3*

Anthropology 2 is a holistic approach to the study of humans with special emphasis in their culture-the customary way of thinking and behaving that are characteristic of particular societies, and an introduction to the study of human societies and the techniques used to study them. (AA, CSU, UC)

**ANTH 49/99  
DIRECTED STUDY (1-2)**

*Class Hours: 54 Laboratory for each semester unit. No more than 2 units per semester per 49/99 series.*

Anthropology 49/99 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)

**ANTH 60  
ANTHROPOLOGY EXPERIMENTAL COURSES (.5-3)**

*Class Hours: 18 Lecture hours or 54 Laboratory hours for each semester unit*

All courses numbered 60 are designed to permit departments to meet an immediate student or community need, to explore newer methods in teaching a subject, to offer courses which are innovative, and to provide curriculum variety and flexibility. A required course description identifies each course subject. These courses may be taken for CR/NC.

## **ART**

**ART 2A  
TWO-DIMENSIONAL DESIGN (2)**

*Class Hours: 1 Lecture, 3 Laboratory*

Art 2A provides a basic understanding of design and color theory in a historical context. Work will be conducted in various media utilizing both objective and subject experiences as a basis for creative design and color expression. (AA, CSU, UC)

**ART 2B  
TWO-DIMENSIONAL COLOR AND DESIGN (3)**

*Class Hours: 1.5 Lecture, 4.5 Laboratory Strongly Recommended Preparation: ENG 51A or equivalent.*

Art 2B offers additional lecture and lab time to further explore two-dimensional design space, design, and color theory. (AA, CS, UC)

**ART 4  
EXPLORING DRAWING (2)**

*Class Hours: 1 Lecture, 3 Laboratory CR/NC. Strongly Recommended Preparation: ENG 51A or equivalent.*

Art 4 provides instruction with the elements of composition, line, value, texture, patterns, color and perspective in the drawing discipline. The student will explore the two-dimensional surface through a variety of media and techniques. No previous drawing experience necessary. May be taken two times for credit. (AA, CSU, UC)

**ART 5A  
BASIC DRAWING (3)**

*Class Hours: 1.5 Lecture, 4.5 Laboratory CSU General Education Area Requirements: C1*

Art 5A 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 5B  
ADVANCED DRAWING (3)**

*Class Hours: 1.5 Lecture, 4.5 Laboratory*

Art 5B offers additional lecture and studio time to further explore the drawing principles. Recommended for art majors. (AA, CSU, UC)

**ART 12  
CERAMICS (2)**

*Class Hours: 1 Lecture, 3 Laboratory. Strongly Recommended Preparation: ENG 51A or equivalent.*

Art 12 is an introductory course in pottery and ceramic sculpture design using hand-built and wheel-thrown construction techniques. May be taken four times for credit. (AA, CSU, UC)

**ART 13A  
STUDIO INTRODUCTION TO CERAMIC DESIGN STUDIO (3)**

*Class Hours: 1.5 Lecture, 4.5 Laboratory, CSU General Education Area Requirement: C1*

Art 13A is a study of the ceramic discipline with emphasis upon the historical context and its relationship to the ceramic medium of the 20<sup>th</sup> century. (AA, CSU, UC)

**ART 13B  
BEGINNING CERAMIC DESIGN STUDIO (3)**

*Class Hours: 1.5 Lecture, 4.5 Laboratory, Prerequisite: ART 13A*

Art 13B offers additional lecture and studio time to further explore wheel throwing construction. (AA, CSU, UC)

**ART 13C  
BASIC CERAMIC DESIGN STUDIO (3)**

*Class Hours: 1.5 Lecture, 4.5 Laboratory, Prerequisite: ART 13B*

Art 13C offers additional lecture and studio time to further explore different types of kiln firing. (AA, CSU, UC)

**ART 13D**

**INTERMEDIATE CERAMIC DESIGN STUDIO (3)**

*Class Hours: 1.5 Lecture, 4.5 Laboratory, Prerequisite: ART 13C*

Art 13D offers additional lecture and studio time to further explore different creativity concepts in clay. (AA, CSU, UC)

**ART 15A  
INTRODUCTION TO PAINTING (3)**

*Class Hours: 1.5 Lecture, 4.5 Laboratory CR/NC CAN ART 10*

Art 15A will offer lecture and studio time to explore the heritage and fundamentals of painting. Recommended for art majors. (AA, CSU, UC)

**ART 15B  
BEGINNING PAINTING (3)**

*Class Hours: 1.5 Lecture, 4.5 Laboratory CR/NC Prerequisite: ART 15A, Art 15B will offer additional lecture and studio time to explore the oil painting medium. Recommended for art majors. (AA, CSU, UC)*

**ART 15C  
INTERMEDIATE PAINTING (3)**

*Class Hours: 1.5 Lecture, 4.5 Laboratory CR/NC, Prerequisite: ART 15B*

Art 15C offers additional lecture and studio time to further explore different concepts of painting. Recommended for art majors. (AA, CSU, UC)

**ART 15D  
ADVANCED PAINTING (3)**

*Class Hours: 1.5 Lecture, 4.5 Laboratory CR/NC, Prerequisite: ART 15C*

Art 15D offers students the chance to explore their own ideas as they relate to painting. Students will produce a series of paintings which demonstrate their art concepts and theories. (AA, CSU, UC)

**ART 16A  
SURVEY OF WESTERN ART: PRE-HISTORY TO PROTO-REANISSANCE (3)**

*Class Hours: 3 Lecture CR/NC, CAN ART 2, CAN ART SEQ A CSU General Education Area Requirement: C1 Strongly Recommended Preparation of ENG 51A or equivalent.*

Art 16A is a survey of the arts from the beginning of recorded history to the Medieval period of European history. Non-European art will also be studied. Each of these civilizations is studied through slides, lectures, class discussion, and a text. (AA, CSU, UC)

**ART 16B  
SURVEY OF WESTERN ART: RENAISSANCE TO THE PRESENT (3)**

*Class Hours: 3 Lecture CR/NC, CAN ART 4, CAN ART SEQ A CSU General Education Area Requirement: C1 Strongly Recommended Preparation: ENG 51A or equivalent.*

Art 16B 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 17  
EXPLORING PAINTING (2)**

*Class Hours: 1 Lecture, 3 Laboratory CR/NC*

Art 17 provides an introduction to the materials and elements of painting, composition, color, texture and content. May be taken four times for credit. (AA, CSU, UC)

**ART 42  
ART APPRECIATION (3)**

*Class Hours: 3 Lecture CR/NC CSU General Education Area Requirement: C1 Strongly Recommended Preparation: ENG 51A or equivalent.*

Art 42 is an introductory course in the study of basic principles of art as well as how they play a major role in Art History. The student will learn the basics of art through lecture, slide presentations, film, no background art is necessary. (AA, CSU, UC)

**ART 49/99  
DIRECTED STUDY (1-2)**

*Class Hours: 54 Laboratory for each semester unit. No more than 2 units per semester per 49/99 series.*

Art 49/99 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 60  
ART EXPERIMENTAL COURSES (.5-3)**

*Class Hours: 18 Lecture hours or 54 Laboratory hours for each semester unit.*

All courses numbered 60 are designed to permit department to meet an immediate student or community need, to explore newer methods in teaching a subject, to offer courses which are innovative, and to provide curriculum variety and flexibility. A required course description identifies each course subject. These courses may be taken for CR/NC.

**BIOLOGY****BIO 10  
FUNDAMENTALS OF BIOLOGY (3)**

*Class Hours: 2 Lecture, 3 Laboratory, CSU General Education Area Requirement: B2, B3*

*Biology 10 is recommended for the non-science major.* The primary objective of this course is to teach basic biological concepts as they relate to the cell and the organism as a whole. Consideration will be given to the cellular and chemical basis of life, genetics, evolution, and ecology. (AA, CSU, UC)

**BIO 11  
BIOLOGY OF DEATH VALLEY**

*Class Hours: 2 Lecture, 46 Laboratory CR/NC*

Biology 11 is a week-long field trip to Death Valley with an emphasis on the items that make the Mojave Desert and Death Valley unique with regard to the flora and fauna. (AA, CSU)

**BIO 12**  
**BIOLOGY OF THE GRAND CANYON (1)**

*Class Hours: 2 Lecture, 46 Laboratory CR/NC*

Biology 12 is a week-long field trip to the Colorado Plateau and specifically the Grand Canyon emphasizing the flora and fauna of this unique setting. (AA, CSU)

**BIO 20**  
**GENERAL ZOOLOGY (5)**

*Class Hours: 3 lecture, 6 laboratory, CAN BIOL 4 CSU General Education Area Requirement: B2, B3*

Biology 20 is a general study of the animal kingdom using the phylogenetic approach. The emphasis will be placed on structure, function, and ecology as they relate to each group of animals. (AA, CSU, UC)

**BIO 24**  
**GENERAL BOTANY (5)**

*Class Hours: 3 Lecture, 6 Laboratory CAN BIO 6 CSU General Education Requirement: B2, B3*

Biology 24 is an introduction to the study of plants and their relatives with an emphasis on their structure, function, evolution, ecology and economic importance. (AA, CSU, UC)

**BIO 32**  
**HUMAN ANATOMY (4)**

*Class Hours: 3 Lecture, 3 Laboratory CAN BIO 10, CAN BIO SEQ BCSU General Education Area Requirement: B2, B3, SEQ B*

Biology 32 is an introductory class in examining the human body from the systemic viewpoint. Although this class is intended for biology or health science majors, it can also be taken by non-majors as a transferable life science course. Lab exercises utilizing the domestic cat will be integrated with the lecture. (AA, CSU, UC)

**BIO 35**  
**HUMAN PHYSIOLOGY (4)**

*Class Hours: 3 Lecture, 3 Laboratory CAN BIOL 12, CAN BIO SEQ B CSU General Education Area Requirement: B2, B3 SEQ B Strongly Recommended Preparation: A college biology course.*

Biology 35 is an introductory study in the functioning of human systems, with an emphasis on maintaining homeostasis. This course is recommended for health related programs, physical education, and biology majors. (AA, CSU, UC)

**BIO 38**

**MICROBIOLOGY (4)**

*Class Hours: 3 Lecture, 3 Laboratory CAN BIOL 14, CSU General Education Area  
Requirement: B2, B3*

Biology 38 is a consideration of the morphology, anatomy, physiology, and taxonomy of micro-organisms with an emphasis on the methods of isolation, identification, and the diseases they cause. (AA, CSU, UC)

**BIO 49/99 DIRECTED STUDY (1-2)**

Class Hours: 54 Laboratory for each semester unit. No more than 2 unit per semester per 49/99 series.

Biology 49/99 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)

**BIO 52  
ENVIRONMENTAL BIOLOGY (3)**

*Class Hours: 2 Lecture, 3 Laboratory*

Environmental Biology 52 is a course which offers a means of evaluating our environment through an interdisciplinary approach that applies basic scientific and ecological concepts by which the natural world operates. Special attention is given to the effects the human population has on the global, regional and local environments. Laboratory activities will provide opportunities for students to investigate and apply basic principles of science. (AA)

**BIO 60  
BIOLOGY EXPERIMENTAL COURSES (.5-3)**

*Class Hours: 18 Lecture hours or 54 Laboratory hours for each semester unit.*

All courses numbered 60 are designed to permit departments to meet an immediate student or community need, to explore newer methods in teaching a subject, to offer courses which are innovative, and to provide curriculum variety and flexibility. A required course description identifies each course subject. These courses may be taken for CR/NC.

**BUSINESS****BUS 1A  
BEGINNING PRINCIPLES OF ACCOUNTING (4)**

*Class Hours: 4 Lecture CR/NC CAN BUS 2, CAN BUS SEQ A. Strongly Recommended  
Preparation: Knowledge of a computer spreadsheet package.*

Business 1A is the first half of an introductory course to the field of accounting. The course includes accounting principles and practices, the accounting cycle, accounting methods used for a merchandising enterprise, preparation of financial statements, payroll accounting, voucher systems, expense distribution, inventory methods, budgeting and executive control that would be necessary in a sole proprietorship and partnership. A variety of computerized spreadsheet software will be used in analyzing and completing problems assigned. (AA. CSU.UC)

**BUS 1B  
ELEMENTARY PRINCIPLES OF ACCOUNTING (4)**

*Class Hours: 4 Lecture CAN BUS 4, CAN BUS SEQ A CR/NC Prerequisite: BUS 1A or equivalent.*

Business 1B is the second half of an introductory course to the field of accounting. The course includes corporation accounting, statement analysis and interpretation, accounting for decentralized operation and manufacturing operations, information processing, planning, control and decision-making analysis, and accounting for individuals and non-profit organizations. Computerized software such as Lotus 1-2-3 will be used in analyzing and completing problems assigned. (AA, CSU, UC)

**BUS 13A  
WORD FOR WINDOWS I (1.5)**

*Class Hours: 2 Lecture, 3 Laboratory (9 weeks) CR/NC. Strongly Recommended Preparation: Knowledge of keyboarding by touch.*

Students are taught 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 13B  
WORD FOR WINDOWS II (1.5)**

*Class Hours: 2 Lecture, 3 Laboratory (9 weeks) CR/NC Strongly Recommended Preparation: Ability to key 35 wpm.*

Students are taught 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 15X  
OCCUPATIONAL WORK EXPERIENCE (PARALLEL) (1-4)**

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 4 units per major. Students may earn up to 4 units per semester or a maximum of 16 units of total credit. The student must enroll in classes at least part-time (up to 20 hours a week).

**BUS 15XY  
OCCUPATIONAL WORK EXPERIENCE (ALTERNATE) (1-8)**

This plan allows the student to attend college full-time one semester and work full-time the next semester. A student may take 8 units of work experience but may only be enrolled in one other course. A student must complete 12 units of credit the semester before enrolling in the alternate plan. This plan is only available for occupational work experience.

**BUS 18  
BUSINESS LAW (4)**

*Class Hours: 4 Lecture CR/NC CAN BUS 8 Strongly Recommended Preparation of ENG 51A or equivalent.*

Business 18 is a one-semester beginning course in business law, covering the origin and development of law, courts and court procedure, contracts, employment, and partnerships. The course fulfills part of the requirement of a business major and the prerequisite for advanced courses in business law. This course emphasizes the Business Law Uniform Commercial Code. (AA, CSU, UC)

**BUS 20  
INTRODUCTION TO BUSINESS (3)**

*Class Hours: 3 Lecture CR/NC Strongly Recommended Preparation: ENG 101B or equivalent.*

Business 20 is an introductory course which provides a review of American business and a foundation for the study of more specialized field of business education: marketing, office management, sales, business management, accounting, banking, and many others. Such topics as organization, finance, operation production, marketing, insurance and risk, governmental influence, and economic and political environment are studied. The student is encouraged to read business periodicals, the business section of newspapers, and other like sources. Career opportunities are identified in the various areas of study and are discussed in class. Students who have a general education interest are welcome to enroll. (AA, CSU, UC)

**BUS 24  
BUSINESS MATHEMATICS (3)**

*Class Hours: 3 Lecture CR/NC Strongly Recommended Preparation: ENG 101B and MATH 101 or equivalent.*

Business 24 is a review of the ordinary arithmetical processes and practices. It provides vocational preparation of students for entry-level jobs in business which requires computational skill on practical business problems. (AA, CSU)

**BUS 28  
BUSINESS COMMUNICATION (3)**

*Class Hours: 3 Lecture CR/NC Strongly Recommended Preparation: ENG 51A or equivalent.*

Business 28 is designed to give students the necessary oral and written communication skills needed in today's environment. Emphasis is placed on writing business correspondence such as letters, memos,

e-mail, reports, employment messages, and other brief messages; communicating verbally, nonverbally and cross-culturally; developing effective listening skills; and using the Internet, voice mail, and other technologies. (AA, CSU)

**BUS 29  
TECHNIQUES OF MANAGEMENT (3)**

*Class Hours: 3 Lecture CR/NC*

Business 29 is an introductory course covering the responsibilities of a manager, the knowledge needed by a manager, the processes of managing, the actual practice of managing, and the adjustments to change that are becoming more important in the modern world. (AA, CSU)

**BUS 32  
SMALL BUSINESS MANAGEMENT (3)**

*Class Hours: 3 Lecture Strongly Recommended Preparation: ENG 51A or equivalent.*

Business 32 is designed to provide students with a basic understanding of the operation and management of small business in the American economic system so that they may gain information that will enable them to operate a business and/or pursue an interest in business management. (AA, CSU)

**BUS 35  
HUMAN RESOURCES MANAGEMENT (3)**

*Class Hours: 3 Lecture CR/NC Strongly Recommended Preparation: ENG 101B or equivalent.*

Business 35 emphasizes the importance of dealing successfully with people both in "on-the-job" situations and in other contacts through the study of positive and preventative aspects of personnel management systems, organizational behavior, leadership and supervision, and related topics. (AA, CSU)

**BUS 49/99  
DIRECTED STUDY (1-2)**

*Class Hours: 54 Laboratory for each semester unit. No more than 2 units per semester per 49/99 series.*

Business 49/99 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)

**BUS 50  
EMPLOYABILITY SKILLS (1)**

*Class Hours: 1 Lecture CR/NC*

Business 50 teaches the office worker how to successfully get a job and keep it. It focuses on how to find available jobs, contact prospective employers, properly prepare resumes, complete applications and prepare for interviews. The course also covers strategies for keeping and advancing on the job, stressing understanding employer expectations, job performance, interpersonal skills, and attitudes. May be taken two times credit. (AA)

**BUS 52  
10-KEY MASTERY (1)**

*Class Hours: 1 Lecture CR/NC*

Business 52 teaches the touch method of 10-key calculation using the computer keypad. In addition to keying by touch, students will be encouraged to develop speed in key stroking required for entry-level data entry positions. Specific activities in data entry will include input fields and dexterity drills and business problem-solving exercises. May be taken two times for credit. (AA)

**BUS 54  
PRESENTATION GRAPHICS (.5)**

*Class Hours: 1.5 Laboratory CR/NC*

Business 54 is a tutorial/workshop style course designed to educate students on use and application of presentation graphic programs. A presentation graphics program is a computer program a student can use to organize and present information. Whether giving a sales pitch, promoting a product, or doing a formal class presentation, a presentation graphics program can make a presentation effective and professional. May be taken two time for credit. (AA)

**BUS 55  
ELEMENTARY ACCOUNTING (4)**

*Class Hours: 4 Lecture, 1 Laboratory CR/NC*

Business 55 is an elementary course designed to present basic knowledge of the theory and practice of bookkeeping for students who are interested in continuing their study to higher levels of accounting, and for those who desire an understanding of ordinary bookkeeping procedures in business offices. (AA)

**BUS 56  
APPLIED INTERMEDIATE ACCOUNTING (3)**

*Class Hours: 3 Lecture CR/NC Prerequisite: BUS 55 or High School Accounting.*

Business 56 is a continuation of Business 55. It presents an introduction to accounting for promissory notes and drafts, inventory control and prepaid expenses, methods of depreciation, disposal of long-lived assets, procedures for internal control, and year-end closing the books accounting procedures. (AA)

**BUS 59  
BUSINESS ENGLISH (3)**

*Class Hours: 3 Lecture CR/NC*

Business 59 offers a review of the principle of correct and effective English usage as applied in the business environment. Emphasis is on sentence structure, word usage, punctuation, spelling, business vocabulary, dictionary usage, grammar review and proofreading. Heavy emphasis is placed on the use of various business documents throughout the course for students to apply their writing skills. (AA)

**BUS 60  
BUSINESS EXPERIMENTAL COURSES (.5-3)**

*Class Hours: 18 Lecture hours or 54 Laboratory hours for each semester unit.*

All courses numbered 60 are designed to permit departments to meet an immediate student or community need, to explore newer methods in teaching a subject, to offer

courses which are innovative, and to provide curriculum variety and flexibility. A required course description identifies each course subject. These courses may be taken for CR/NC.

**BUS 62A**  
**CAREER SUCCESS & JOB RETENTION SKILLS (.5)**

*Class Hours: 1 Lecture (9 weeks) CR/NC*

Business 62A focuses on the necessary steps to a successful job search, including finding job sources, how to apply, how to accurately complete the application, how to develop and use a resume, how to prepare for the interview, how to make a positive first impression, and dealing with rejection. It also covers techniques for meeting employer expectation and growing on the job. Topics include understanding the work culture, effective human relation skills, developing a positive attitude, being a team player and time management. This course may be used as credit for either Business or Hotel, Restaurant, and Casino Management but not for both. (AA)

**BUS 62B**  
**WORKPLACE COMMUNICATION SKILLS (.5)**

*Class Hours: 1 Lecture (9 weeks) CR/NC*

Business 62B focuses on the importance of effective communication in the workplace. Topics include discussion of the four components essential to communication (sender, medium, message, and receiver), barriers to effective communication, and techniques for avoiding barriers, as well as skills in developing effective telephone communications. This course may be used as credit for either Business or Hotel, Restaurant, and Casino Management but not for both. (AA)

**BUS 62C**  
**BUILDING CONFIDENCE & WORKING WITH THE PUBLIC (.5)**

*Class Hours: 1 Lecture (9 weeks) CR/NC*

Business 62C focuses on strategies for dealing with the public. Topics include building confidence, managing stress, anger management and dealing with disappointed, demanding, or disruptive guests or customers. This course may be used as credit for either Business or Hotel, Restaurant, and Casino Management but not for both. (AA)

**BUS 62D**  
**GUEST RELATIONS & CUSTOMER SERVICE (.5)**

*Class Hours: 1 Lecture (9 weeks) CR/NC*

Business 62D analyzes the basic concepts and current trends in the hospitality and customer service industries. The skills necessary to achieve quality guest and customer service are stressed, as well as the following topics: guest/customer expectations, guest/customer satisfaction, guest/customer dissatisfaction, meeting guest/customer needs, guest/customer retention, and creating a guest/customer service system. This course may be used for either Business or Hotel, Restaurant, and Casino Management but not for both. (AA)

**BUS 63**  
**SKILL BUILDING KEYBOARDING (3)**

*Class Hours: 2 Lecture, 3 Laboratory CR/NC Prerequisite: BUS 80A/B or ability to type by touch 15wpm. Strongly Recommended Preparation: ENG 101B or equivalent.*

Business 63 is a review of the keyboard and keyboarding techniques. Word accuracy and speed development are stressed. (AA)

**BUS 67  
FILING AND RECORDS MANAGEMENT (2)**

*Class Hours: 2 Lecture CR/NC*

Business 67 provides instruction and practice in traditional records and information management as well as electronic or automated records management systems. Alphabetic, geographic, subject, and numerical filing systems are covered along with the materials, supplies, and related equipment used in the management of information in today's modern business environment. (AA)

**BUS 69  
MODERN OFFICE PROCEDURES (3)**

*Class Hours: 2 Lecture, 3 Laboratory. Strongly Recommended Preparation: BUS 13B, BUS 81B BUS 59, CIS 67 or equivalent.*

Business 69 is designed to help the student make a satisfactory transition from the classroom to the business office. Through a series of real-life work simulation projects, the student integrates and applies skills and knowledge of word processing, database, spreadsheet, graphics, and electronic communication to complete assigned tasks. The course also helps the student understand the importance of and develop secretarial efficiency, positive work relationships, and customer service skills as they pertain to the business environment. Business 69 is considered a finishing course in the AA option. Students taking this course are expected to already have word processing,

**BUS 71  
INCOME TAX ACCOUNTING (4)**

*Class Hours: 4 Lecture CR/NC. Prerequisite: Knowledge of Lotus 1-2-3 or another spreadsheet package is strongly recommended.*

Business 71 is a one-semester course in tax accounting, with an emphasis on Federal Income Taxation for individuals. The course will include a discussion of personal and dependency exemptions; filing status and requirements; gross income inclusions and exclusions; deductions and losses, employee business expenses; capital recovery, including depreciation; property transaction; and the alternative minimum tax. (AA)

**BUS 74  
COMPUTERIZED ACCOUNTING (3)**

*Class Hours: 2 Lecture, 3 Laboratory CR/NC Strongly Recommended Preparation: BUS 1A or BUS 55.*

Business 74 provides instruction in accounting procedures and applications, including general ledger accounts receivable, accounts payable, inventory, and payroll for a proprietorship, partnership, and corporation, using microcomputers. (AA)

**BUS 80A  
INTRODUCTORY ALPHABETIC KEYBOARDING (1.5)**

**INTRODUCTORY ALPHABETIC KEYBOARDING (1.5)**

*Class Hours: 1 Lecture, 1.5 Laboratory. CR/NC Strongly Recommended Preparation: ENG 101B or equivalent.*

Business 80A is an introductory course taught on computers to develop keyboarding by touch skills to students with no previous experience. Correct technique is emphasized. Skills are developed by drills, and varied time writings. The course will cover letters, punctuation, and spacing. This course is intended for business or personal use. (AA)

**BUS 80B  
INTRODUCTORY NUMERIC/SYMBOL BOARDING (1.5)**

*Class Hours: 1 Lecture, 1.5 Laboratory CR/NC Prerequisite: BUS 80A or equivalent. Strongly Recommended Preparation: ENG 101B or equivalent.*

Business 80B is an introductory course taught on computers to develop keyboarding by touch skills to students with no previous experience. Correct techniques are emphasized. Skills are developed by drills and varied time writings. The course will cover numbers and symbols. This course is intended for business or personal use. (AA)

**BUS 81A  
INTERMEDIATE KEYBOARDING/DOCUMENT PROCESSING (1.5)**

*Class Hours: 1 Lecture, 1.5 Laboratory CR/NC. Prerequisite: BUS 80A/B or ability to type by touch 35 wpm.*

*Strongly Recommended Preparation: ENG 101B or equivalent.*

Business 81A is an intermediate course in keyboarding and is designed to increase speed and accuracy as well as process documents used in the business world today. Students will be introduced to MS Word software, memorandums, and letter styles. Correct technique is emphasized. (AA)

**BUS 81B  
INTERMEDIATE KEYBOARDING & DOCUMENT PROCESSING (1.5)**

*Class Hours: 1 Lecture, 1.5 Laboratory CR/NC. Prerequisite BUS 81A or the ability to type by touch 40 wpm. Strongly Recommended Preparation: ENG 101B or equivalent.*

Business 81B is an intermediate course in keyboarding and is designed to increase speed and accuracy as well as process documents used in the business world today. Students will be introduced to MS Word software, reports, title pages, and tables. Correct technique is emphasized. (AA)

**CHEMISTRY****CHEM 1A GENERAL CHEMISTRY I (5)**

*Class Hours: 3 Lecture, 6 Laboratory CAN CHEM 2, CAN CHEM SEQ A CSU General Education Requirement: B 1, B3. Prerequisite: Math 63 and high school Chemistry. Strongly Recommended Preparation: ENG 51A or equivalent. Materials Fee: \$15.00*

Chemistry 1A will cover the principles of chemistry and their applications including

scientific methodology, chemical periodicity, stoichiometry, classical and quantum mechanical atomic and molecular modeling, chemical energetics and spectroscopy, chemical bonding, properties and models of solids, liquids, gases, aqueous solutions, reactions of acids/bases/ salts, and aqueous Redox reactions. (AA, CSU, UC) The Chemistry 1A, 1B sequence is required of all students majoring in chemistry, chemical engineering, engineering sciences, biology, microbiology, and all applied sciences at the University of California, i.e., medicine, pharmacy, veterinary science, nursing, home economics, etc. These courses are acceptable for credit at the University of California and California State University.

**CHEM 1B  
GENERAL CHEMISTRY II (5)**

*Class Hours: 3 Lecture, 6 Laboratory CAN CHEM 4, CAN CHEM SEQ A. Prerequisite: Successful completion of CHEM 1A or equivalent. Material Fee: \$15.00.*

Chemistry 1B is a continuation of the study of the principles of chemistry with an emphasis on chemical thermodynamics (H, S, G), mechanisms and kinetics, equilibrium, electrochemistry, spectroscopy, nuclear chemistry, introductory organic and biochemical systems, and selected elemental chemistries of metals, non-metals, and metalloids. The laboratory includes qualitative, and instrumental evaluation of selected species and parameters. (AA, CSU, UC) The Chemistry 1A, 1B sequence is required of all students majoring in chemistry, chemical engineering, engineering sciences, biology, microbiology, and all applied sciences at the University of California, i.e., medicine, pharmacy, veterinary science, nursing, home economics, etc. These courses are acceptable for credit at the University of California and California State University.

**CHEM 2A  
INTRODUCTORY CHEMISTRY (4)**

*Class Hours: 3 Lecture, 3 Laboratory CAN CHEM 6, CAN CHEM SEQ B CSU General Education Requirement: B1, B3  
Prerequisite: Math 63, concurrent enrollment in CHEM 55 or pass CHEM 55 challenge exam.  
Material Fee: \$15.00*

Chemistry 2A is a study of the applied principles of chemistry for the allied science and non-science majors. Included are scientific methodology, composition of matter, physical and chemical changes, bonding, nomenclature, chemical periodicity and reactivity, stoichiometry, states of matter, atomic and molecular modeling, chemical energetics, properties and models of solids, liquids, gases, aqueous solution and Redox reactions, pH, reactions of elements/acids/bases/salts, and a brief introduction to organic chemistry. Material fee \$15.00 (AA, CSU, UC) The Chemistry 2A, 2B sequence is a state university curriculum requirement for students planning to transfer to majors in agriculture, nursing, home economics, industrial technology, industrial arts and other applied sciences.

**CHEM 2B  
INTRODUCTORY CHEMISTRY (4)**

*Class Hours: 3 Lecture, 3 Laboratory CAN CHEM 8, CAN CHEM SEQ B CSU General Education Requirement: B1, B3 Prerequisite: Successful Completion of CHEM 2A or equivalent. Material Fee: \$15.00*

Chemistry 2B is a continuation of the study of the applied principles of chemistry for the allied science and non-science majors. Building upon the principles established in CHEM 2A, the course focuses on applications in Organic and Biochemical Systems. It includes topical coverage of "functional group" characteristics and reactivity (hydrocarbons

aldehydes, ethers, amines, etc.) compound synthesis and characterization, nutrition and the mechanisms of metabolic pathways, biochemical synthesis and energetics, chemical communication, and the chemistry of clinical therapeutics. (AA, CSU, UC) The Chemistry 2A, 2B sequence is a state university curriculum requirements for students planning to transfer to majors in agriculture, nursing, home economics, industrial technology, industrial arts and other applied sciences.

**CHEM 5  
QUANTITATIVE ANALYSIS (4)**

*Class Hours: 2 Lecture, 6 Laboratory Prerequisite: CHEM 1B or concurrent enrollment CAN CHEM 12*

Chemistry 5 is an introduction to the theory and modern techniques of analytical measurements. The course includes gravimetric, volumetric and an introductory selection of instrumental techniques such as UV-VIS-AA spectrometries, Chromatographies, separation techniques, and electroanalytical methods; microprocessor and computerized data gathering, processing and reduction, and computer simulations. Lab exercises apply analyses to consumer products, industrial precursor compounds/ores, waste water, blood, chemical waste streams, and clinical samples to demonstrate the theory. Appropriate training in chemical safety is provided. (AA, CSU, UC) (Please note: This course is offered infrequently).

**CHEM 8  
ORGANIC CHEMISTRY (3)**

*Class Hours: 3 Lecture Prerequisite: CHEM 1B or equivalent.*

Chemistry 8 is the study of basic theory and principles of the structure, bonding theories, nomenclature, properties and reactivity of the major classes of organic compounds as well as those important in biochemistry. Characterization by functional group reactivity, synthesis mechanisms and uses are also included for typically: hydrocarbons, alcohols, ethers, esters, ketones, aldehydes, carboxylic acids, amines, amides, and aromatics and substituted aromatics, lipid, glycolipids, glycoproteins, enzymes, carbohydrates, peptides, nucleic acids, and natural products. Included are discussions of heterocyclic and polymeric systems, stereochemistry, isomerism, chiral synthesis, and introductory concepts basic to biotechnology. (AA, CSU, UC) (Please Note: This course is offered infrequently.)

**CHEM 9  
ORGANIC LABORATORY (3)**

*Class Hours: 1 Lecture, 6 Laboratory. Prerequisite: CHEM 8 or current enrollment.*

Chemistry 9 is the study of laboratory methods and techniques for the synthesis, separation, isolation, qualitative analysis and characterization as applied to commercially important organic compounds and biochemicals. Microscale labware, analytical chemical instrumentation and computer simulation enhance the standard lab routines. Designed to be taken concurrently with Chemistry 8. Chemical safety and waste disposal training is provided. (AA, CSU, UC) (Please Note: This course is offered infrequently. Check the two-year schedule in the back of the catalog).

**CHEM 60  
CHEMISTRY EXPERIMENTAL COURSES (.5-3)**

*Class Hours: 18 Lecture hours or 54 Laboratory hours for each semester unit.*

All courses numbered 60 is designed to permit department to meet an immediate student or community need, to explore newer methods in teaching a subject, to offer courses which are innovative, and to provide curriculum variety and flexibility. A required course description identifies each course subject. These courses may be taken for CR/NC.

**CHEM 35  
CHEMISTRY IN THE MODERN WORLD (3)**

Class Hours: 2 Lecture, 3 Laboratory CR/NC CSU General Education Requirement: B1, B3. Prerequisite: High School Diploma or equivalent recommended.

Chemistry 35 is a non-mathematical, humanistic approach to the beauty, logic, wonder and power of modern chemistry and its impact on society. Modern video presentations, coupled with discussions and laboratory verification, cover selected topics such as chemical modeling, measurement systems, periodicity, bonding and architecture, atmospheric chemistry, tailor-made molecules, surface phenomena, batteries, colors and gemstones, and chemical fingerprinting. (AA, CSU)

**CHEM 49/99  
DIRECTED STUDY (1-2)**

*Class Hours: 54 Laboratory for each semester unit. No more than 2 units per 49/99 series.*

Chemistry 49/99 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 completion or while currently enrolled in at least one course in the department of directed study. (AA, CSU)

**CHEM 55  
BASIC MATHEMATICS FOR BEGINNING CHEMISTRY (1)**

*Class Hours: 1 Lecture*

Chemistry 55 is a precursor course designed to remove math anxiety and phobia which often limit the student's success in general chemistry. The student will be introduced to the scientific perspective, scientific methodology, mathematical skills, and problem solving. Students will gain proficiency in using a scientific calculator and receive instruction in producing and interpreting graphs and diagrams. The basic review of mathematical skills and the development of mathematical concepts and problem solving techniques focused on applications in general chemistry will be covered. (AA)

**CHEM 60  
CHEMISTRY EXPERIMENTAL COURSES (.5-3)**

*Class Hours: 18 Lecture hours or 54 Laboratory hours for each semester unit.*

All courses numbered 60 are designed to permit department to meet an immediate student or community need, to explore newer methods in teaching a subject, to offer

courses which are innovative, and to provide curriculum variety and flexibility. A required course description identifies each course subject. These courses may be taken for CR/NC.

## **CHILD DEVELOPMENT**

### **CD 4 PARENTING (3)**

*Class Hours: 3 Lecture. Strongly Recommended Preparation: ENG 101B or equivalent.*

CD 4 offers parents and teachers information for understanding parent-child relationships. Students will explore the use of positive parenting skills, assess socially acceptable family values, and learn about child development and how it plays a direct part in parenting the child. (AA, CSU)

### **CD 5 CHILD DEVELOPMENT (3)**

*Class Hours: 3 Lecture Strongly Recommended Preparation: ENG 51A or equivalent.*

ECE5 is the study of the growth and development of the child from prenatal life through adolescence, with 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. This is a state mandated course for early childhood education teachers. The State of California, Office of Teacher Credentialing requires the student to pass this course with a grade of "C" or better. (AA, CSU, UC) (Those students enrolled in PSYCH 10 are not eligible for enrollment in ECE 5 for credit.)

### **CD 7 EARLY INTERVENTION (3)**

*Class Hours: 3 Lecture. Strongly Recommended Preparation: ENG 51A or equivalent.*

CD 7 provides information pertaining to the understanding and the support of infants/toddlers that are at risk or have established disabilities. Additional emphasis will be directed to assessments, diagnosis and referral identification, curriculum development, learning environment, community resources, and strategies for working with diverse families. Student will be required to do fifteen hours of observations/interviews and/or interaction with infants/ toddlers with established risks or established disabilities. (AA, CSU)

### **CD 8 INFANT MASSAGE (.5)**

*Class Hours: 3 Lecture (3 weeks)*

CD 8 offers information and practice concerning nurturing touch and communication through the use of infant massage. Among the issues to be discussed will be mutual respect, bonding, infant behaviors, and infant stress reduction. The course is designed for parents, parents expecting a newborn, and caregivers working especially in early intervention situations. Student will need to purchase a book and many need to purchase other materials directed by the instructor. May be taken two times for credit. (AA, CSU)

**CD 9  
USING INFANT GESTURES (.5)**

*Class Hours: 3 Lecture (3 weeks)*

CD 9 offers students and parents information of verbal language ability and skill. Issues to be addressed in this course will be early childhood language development, listening skills, and communication patterns. Students will have the opportunity to develop and practice their own gesture signs. This course is recommended for parents, infant/toddler caregivers, and caregivers working in early intervention with children at risk or with established risks. (AA, CSU)

**CD 10  
THE CHILD, FAMILY AND SOCIETY (3)**

*Class Hours: 3 Lecture*

*Strongly Recommended Preparation: ENG 51A or equivalent*

CD 10 is a study of the effects of the family and society on the young child. Course content includes information pertaining to children and political advocacy as it relates to children's issues; family issues centering around dysfunction, learning, and working with culturally diverse families; understanding the role of the local community; learning to network federal, state, county, and community social services agencies for family support when needed; and other issues that involve the socialization process of young children and their families. There is a major emphasis on diversity and how it relates to families and the teaching of young children. Twelve hours of community volunteer service are required. This course is a state mandated course for early childhood education teachers. (AA, CSU)

**CD 11  
YOUNG CHILDREN WITH EXCEPTIONAL NEEDS (3)**

*Class Hours: 3 Lecture. Strongly Recommended Preparation: ENG 51A or equivalent.*

CD 11 addresses the needs of exceptional children in the areas of growth and development, identification classification, early intervention strategies, "inclusion," and the facilitation of inclusive learning in early childhood education programs. Information on federal legislation and teacher attitudes and philosophy is to be presented. (AA, CSU)

**CD 12A  
PRINCIPLES & PRACTICES OF CHILD DEVELOPMENT (3)**

*Class Hours: 3 Lecture. Prerequisite: Proof of a negative tuberculosis test within the past 12 months. Strongly Recommended Preparation: ENG 51A or equivalent.*

CD 12A provides basic information pertaining to age-appropriate curriculum. Emphasis is on understanding and planning curriculum for young children that includes physical, social, emotional, cognitive and creative competencies. (AA, CSU)

**CD 12B  
PRINCIPLES & PRACTICES OF CHILD DEVELOPMENT PRACTICUM (3)**

*Class Hours: 1 Lecture 6 Laboratory Prerequisite: Proof of a negative tuberculosis test*

*Class Hours: 1 Lecture, 0 Laboratory. Prerequisite: Proof of a negative tuberculosis test within the past 12 months. Corequisite: CD 12A. Strongly Recommended Preparation: ENG 51A or equivalent*

CD 12B is the continuation of understanding and planning age-appropriate curriculum using classroom experiences. Students will be assigned to the West Hills College Child Development Center or other approved sites for supervised classroom experiences. All students receive teaching evaluations as part of the course requirements. (AA, CSU)

**CD 14A  
ADMINISTRATION & SUPERVISION OF CHILDREN'S PROGRAMS (3)**

*Class Hours: 3 Lecture. Strongly Recommended Preparation: ENG 51A or equivalent. It is recommended that students follow the Child Development Permit Matrix sequence*

CD 14A is designed for students who 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 focuses 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 is to be addressed. (AA, CSU)

**CD 14B  
ADMINISTRATION & SUPERVISION OF CHILDREN'S PROGRAMS PRACTICUM (3)**

*Class Hours: 2 Lecture, 3 Laboratory. Strongly Recommended Preparation: ENG 51A or equivalent.*

CD 14B is designed for students who have a firm foundation in child development and are interested in becoming administrators of children's programs. This course offers students an opportunity to design and demonstrate their writing and computer abilities in assigned projects such as personal portfolios, newsletters, parent education presentations, staff in-services, school policy development, and other related assignments. 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 appropriate community-based children's programs. (AA,CSU)

**CD 15  
LITERATURE & LANGUAGE ARTS FOR YOUNG CHILDREN (3)**

*Class Hours: 3 Lecture. Strongly Recommended Preparation: ENG 51A or equivalent.*

CD 15 is the study of age-appropriate literature for young children with an emphasis placed on selection, evaluation and practice of the literature discussed. Students will be introduced to information on emerging literacy and language development. Appropriate language art skills for young children are included, as well as multicultural and gender identify information as it pertains to children's literature. (AA, CSU)

**CD 15X  
COOPERATIVE WORK EXPERIENCE (PARALLEL) (1-3)**

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 4.0

units per semester or a maximum of 16 units of total credit. The students must enroll in classes (at least 7 units, including work experience) and work part-time (up to 20 hours per week).

**CD 16  
CREATIVE ACTIVITIES (3)**

*Class Hours: 3 Lecture. Strongly Recommended Preparation: ENG 51A or equivalent.*

CD 16 is the study of the concept of creativity, and how it relates to the growth of young children. The student will receive basic information on planning and implementing creative activities in the areas of music, dance, art, science, math, building blocks, social studies, and dramatic play. (AA, CSU)

**CD 17A  
SEX EDUCATION FOR TEACHERS & PARENTS OF YOUNG CHILDREN (1)**

*Class Hours: 3 Lecture, (6 weeks). Strongly Recommended Preparation: ENG 51A or equivalent.*

CD 17A is designed for teachers and parents and covers basic sex education for children. (AA, CSU)

**CD 17B  
CHILD ABUSE RECOGNITION & PREVENTION (1)**

*Class Hours: 3 Lecture (6 weeks). Strongly Recommended Preparation: ENG 51A or equivalent.*

CD 17B provides information concerning child abuse recognition and prevention. The types of abuses 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 17  
SINGLE PARENTING (1)**

*Class Hours: 3 Lecture (6 weeks) 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)

**CD 18  
HEALTH, SAFETY AND NUTRITION (3)**

*Class Hours: 3 Lecture Strongly Recommended Preparation: ENG 51A or equivalent.*

CD 18 provides basic information promoting safety in an early childhood environment, recognition of symptoms of childhood communicable diseases, conditions affecting children's health, and the importance of good nutrition for young children. (AA, CSU)

**CD 19**

**FAMILY DAY CARE (2)**

*Class Hours: 2 Lecture. Strongly Recommended Preparation: ENG 51A or equivalent.*

CD 19 is an introduction to family day care, including health and safety issues, childhood nutrition, the development of children, child-centered guidance, curriculum, sound business practices, child abuse reporting, and working with adults in the family day care setting. Other issues addressed will be state regulations and guidelines for operating a family day care. (AA, CSU)

**CD 20A  
CHILD STUDY AND ASSESSMENT (1)**

*Class Hours: 3 Lecture, (6 weeks). Strongly Recommended Preparation: Eng 51A or equivalent.*

CD 20A provides experience in studying, observing and recording children's behavior using various scientific techniques. The class includes directed approaches to developmental assessments. (AA,CSU)

**CD 20B  
CHILD CENTERED GUIDANCE (1)**

*Class Hours: 3 Lecture, (6 weeks.) Strongly Recommended Preparation: ENG 51A or equivalent.*

CD 20B provides basic information and practice directed towards establishing a child-centered guidance program in the classroom. Conflict resolution and problem-solving behavior of young children is addressed. (AA, CSU)

**CD 20C  
PERSONAL AND PROFESSIONAL DEVELOPMENT (1)**

*Class Hours: 3 Lecture, (6 weeks). Strongly Recommended Preparation: ENG 101B or equivalent.*

CD 20C includes discussion and activity pertaining to personal and professional development issues. The course addresses values, ethics, teacher burn-out, successful teaching strategies, and, responsible assertiveness. (AA, CSU)

**CD 21  
INFANT & TODDLER CAREGIVING (3)**

*Class Hours: 3 Lecture Strongly Recommended Preparation: ENG 51A or equivalent.*

CD 21 is an overview of infant and toddler development, including physical growth, motor skills, perception, cognition, social skills, and personality. Applied developmental knowledge will be directed to the study of appropriate equipment, curriculum content, and health, safety, and nutritional issues. Quality infant and toddler environments will be addressed. (AA, CSU)

**CD 22  
SUPERVISING ADULTS WORKING IN CHILDREN'S PROGRAMS (2)**

*Class Hours: 3 Lecture, (12 weeks) Strongly Recommended Preparation: ENG 51A or equivalent.*

CD 22 provides information pertaining to the issues and methods of working with staff, adult volunteers, parents, and other adults working in publicly funded, non-profit, and private children's programs. This course is required by the State of California Commission for Teacher Preparation and Licensing of all master teachers, site supervisors, and program directors that are employed in publicly funded children's programs. (AA, CSU)

**CD 23  
DOMESTIC VIOLENCE RECOGNITION & PREVENTION (1)**

*Class Hours: 3 Lecture, (6 weeks) Strongly Recommended Preparation: ENG 101B or equivalent.*

CD 23 will address 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 48  
INFANT & CHILD/CPR (1)**

*Class Hours: 1 Lecture, Materials Fee: \$7.50*

CD 48 is a course that will teach the student standard First Aid skills and CPR with emphasis on the infant and child. The course will prepare students for correct responses to emergencies and student will receive certification in CRP/First Aid for the infant, child and adult. (AA, CSU)

**CD 49/99  
DIRECTED STUDY (1-2)**

*Class Hours: 54 Laboratory for each semester unit. No more than 2 Units per semester per 49/99 series.*

Child Development 49/99 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)

**CD 60  
CHILD DEVELOPMENT EXPERIMENTAL COURSES (.5-3)**

*Class Hours: 18 Lecture hours or 54 Laboratory hours for each semester unit.*

All courses numbered 60 are designed to permit department to meet an immediate student or community need, to explore newer methods in teaching a subject, to offer courses which are innovative, and to provide curriculum variety and flexibility. A required course description identifies each course subject. These courses may be taken for CR/NC.

## **COMPUTER INFORMATION SYSTEMS**

**CIS 7  
COMPUTER CONCEPTS (3)**

*Class Hours: 2 Lecture, 3 Laboratory CR/NC Strongly Recommended Preparation: Math 101 and ENG 101B or equivalent. Computer Information Systems 7 is a survey course appropriate for the general student*

interested in the elements of computers and their social implications. The course introduces the use of an operating system, a word processor, a spreadsheet, a database program, and the use of the Internet for research purposes. (AA, CSU)

**CIS 8  
MICROCOMPUTER OPERATING ENVIRONMENT (1)**

*Class Hours: .5 Lecture, 1.5 Laboratory CR/NC*

CIS 8 provides an overview of the Windows operating system on microcomputers including interface, using programs, working with disks and files, customizing the desktop, creating shortcuts, and changing the way Windows looks and sounds. (AA, CSU)

**CIS 14  
C ++ PROGRAMMING (3)**

*Class Hours: 2 Lecture, 3 Laboratory CR/NC Strongly Recommended Preparation: ENG 101B and MATH 101 or equivalent.*

Computer Information Systems 14 is an introduction to computer programming using the C++ programming language. This course is designed to familiarize the user with the Win 32 API and Win 32 applications, and to introduce Microsoft Developer Studio, its utilities, and its debugging features and basic object oriented controls. (AA, CSU, UC)

**CIS 15  
VISUAL BASIC (3)**

*Class Hours: 2 Lecture, 3 Laboratory CR/NC. Strongly Recommended Preparation: ENG 101B or equivalent.*

CIS 15 is an introduction to computer programming using the Visual Basic language. CIS 15 is designed to introduce the Visual Basic development environment and to enable students to create a simple logon application that incorporates forms and basic controls. (AA, CSU, UC)

**CIS 15X  
OCCUPATIONAL WORK EXPERIENCE (PARALLEL) (1-4)**

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 4 units per semester or a maximum of 16 units of total credit. The student must enroll in classes (at least 7 units, including work experience) and work part-time (up to 20 hours per week).

**CIS 15XY  
OCCUPATIONAL WORK EXPERIENCE (ALTERNATE) (1-4)**

This plan allows the student to attend college full-time one semester and work full-time the next semester. A student may take 8 units of work experience but may only be enrolled in one other course. A student must complete 12 units of credit the semester before enrolling in the alternate occupational work experience.

**CIS 16  
INTERNET PROGRAMMING-HTML (3)**

*Class Hours: 3 Lecture CR/NC .Strongly Recommended Preparation: ENG 51A or equivalent*

equivalent.

Computer Information Systems 16 is an introductory course in HTML programming. CIS 16 begins with the basic requirements of a Web page. The course builds the student's repertoire from tiles, paragraphs, and bulleted text to multimedia presentation of sounds, images and imbedded video. CIS 16 will introduce the essentials of how CGI scripts work and an introduction to the PERL programming language to write them. Students will also be introduced to JavaScript and VBScript in the use of form validation, creation of pop-up windows and client-scripting. The final phase of the course will present style sheets and layers. (AA, CSU, UC)

**CIS 16A**  
**INTERNET PROGRAMMING-XHTML (3)**

*Class Hours: 3 Lecture CR/NC Strongly Recommended Preparation: CIS 16, ENG 101B and Math 101 or equivalent.*

Extensible Hypertext Markup Language, (XHTML) combines HTML's simplicity and accessibility with XML's unprecedented power and flexibility. XHTML is a reformation of HTML in terms of the XML language that marries the two languages into a combined powerful language that bridges the gap between yesterday's static HTML pages and today's high-tech requirements for database management and eye-candy. (AA, CSU)

**CIS 17**  
**INTERNET PROGRAMMING - JAVA (3)**

*Class Hours: 3 Lecture CR/NC Strongly Recommended Preparation: CIS 14 and previous knowledge of HTML and use of Web browser.*

Computer Information Systems 17 is an introductory course in the JAVA programming language. Topics include a review of HTML and extensive JAVA programming with frames, forms, animation, plug-ins, map areas, cookies, and other interesting techniques. Students should already be familiar with the concepts of modular programming, arrays and looping. (These concepts will be reviewed, not taught in depth). Access to a computer with Internet capability and e-mail, as well as familiarity with using a browser is mandatory. (AA, CSU)

**CIS 17A**  
**INTERNET PROGRAMMING - JAVASCRIPT (3)**

*Class Hours: 3 Lecture CR/NC Strongly Recommended Preparation: ENG 101B or equivalent.*

Computer Information Systems 17A is an introductory course in JavaScript programming. This course will focus solely on JavaScript and it will explore the language in depth. Students will learn to create an interactive user interface, giving the users feedback as they navigate web sites. Further studies will include, but not be limited to, controlling browsers, opening up new windows, and displaying alert boxes and placement of custom messages with the status bar. (AA, CSU)

**CIS 17B**  
**ADVANCED JAVA (3)**

*Class Hours: 2 Lecture, 3 Laboratory CR/NC Prerequisite: CIS 17, CIS 17B compliments CIS 17A Internet Programming Java.*

Advanced Java places a heavier emphasis on some of the newer Java features such as

Advanced Java places a heavier emphasis on some of the newer Java features such as multithreading, JDBC, security, internationalization, developing e-commerce "store fronts," distributed applications using RMI, Java Beans, and tunneling through the firewall using Servlet technology. (AA, CSU)

**CIS 18**  
**INTERNET PROGRAMMING - PERL (3)**

*Class Hours: 3 Lecture CR/NC. Strongly Recommended Preparation: ENG 101B and MATH 101 or equivalent.*

Computer Information Systems 18 is an introductory course in PERL programming. It will begin with the basics-how to write loops and open files and progress through advanced topics such as networking and generating graphics. PERL is an upcoming language for everyone who needs to build software quickly and painlessly. It is a general purpose language; PERL has string and subroutines and structure data types, and built-in facilities for file and process manipulation making it ideal for forms and interactive Web pages. (AA)

**CIS 18A**  
**INTERNET PROGRAMMING - PHP (3)**

*Class Hours: 3 Lecture CR/NC Strongly Recommended Preparation: ENG 101B, Math 101 and CIS 16 or equivalent.*

Introduction to the fundamentals of Hypertext Preprocessor (PHP) will include the study of variables, flow control, loops, arrays, functions, and files. Advanced topics will explore each of the key techniques used by Web developers to create dynamic, database-integrated pages, sites, and applications. Coverage includes: creating and processing Web forms; validating user input; using feedback forms; sending email to site visitors; uploading files; providing database access; authenticating users on secure sites; working with web environment variables; placing and reading cookies; and managing sessions. (AA, CSU)

**CIS 19B**  
**DATABASE CREATION & MANAGEMENT (3)**

*Class Hours: 2 Lecture, 3 Laboratory CR/NC*

Computer Information Systems 19B (ACCESS) will teach the student to use a database program on a microcomputer. Students will learn database creation, reports generations, updating, editing, and form structure and use. (AA, CSU)

**CIS 20**  
**INTERNET GRAPHICS - PHOTOSHOP (3)**

*Class Hours: 3 Lecture CR/NC Strongly Recommended Preparation of ENG 101B or equivalent.*

The art of Web design involves combining code, text, and images to creatively communicate a message. Computer Information Systems 20 will teach students to create, optimize, and utilize moderation images which 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 21**

**CIS 21  
DESKTOP PUBLISHING (3)**

*Class Hours: 2 Lecture, 3 Laboratory CR/NC Prerequisite: CIS 8, BUS 13 A/B*

CIS 21 teaches the students the application of common sense design techniques used in the production of reports, presentation material, newsletters, forms, manuals, catalogs, advertising materials, books and typical business publications. Knowledge of word processing techniques and the use of a mouse is highly suggested. (AA, CSU)

**CIS 34  
INTRODUCTION TO SPREADSHEETS (3)**

*Class Hours: 3 Lecture CR/NC, Strongly Recommended Preparation: ENG 101B and MATH 101 or equivalent.*

Computer Information Systems 34 is an introduction to microcomputer spreadsheets using Microsoft Excel. Primary emphasis will be on the use of the command structure and operation. Topics covered will include spreadsheets design and format, graphs, and database functions. (AA, CSU)

**CIS 35  
ADVANCED SPREADSHEETS (3)**

*Class Hours: 3 Lecture CR/NC Prerequisite: CIS 34*

Computer Information Systems 35 is an advanced spreadsheet course using Microsoft Excel. Primary emphasis will be on the use of the program's advanced features, such as file management, multiple worksheets, data tables and scenario management, and application development with macros using Visual Basic. Students should have a firm understanding of Microsoft Excel prior to taking this course. (AA, CSU)

**CIS 49/99  
DIRECTED STUDY (1-2)**

*Class Hours: 54 Laboratory for each semester unit. No more than 2 units per semester per 49/99 series.*

Computer Information Systems 49/99 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.

**CIS 60  
COMPUTER INFORMATION SYSTEMS EXPERIMENTAL COURSE (.5-3)**

*Class Hours: 18 Lecture hours or 54 Laboratory hours for each semester unit.*

All courses numbered 60 are designed to permit departments to meet an immediate student or community need, to explore newer methods in teaching a subject, to offer courses which are innovative, and to provide curriculum variety and flexibility. A required course description identifies each course subject. These courses may be taken for CR/NC.

**CIS 67  
COMPUTER ESSENTIALS (3)**

*Class Hours: 2 Lecture, 3 Laboratory CR/NC*

Computer Information Systems 67 is an introductory survey course appropriate to the student who needs to develop computer literacy skills, including an understanding of microcomputers and their application to everyday tasks. The course introduces the use of a user interface/operating system and applications including a word processor, spreadsheet, database, presentation graphics, and the Internet. (AA)

**CIS 71  
INTRODUCTION TO E-COMMERCE (3)**

*Class Hours: 3 Lecture CR/NC Strongly Recommended Preparation: ENG 101B or equivalent.*

Computer Information Systems 71 is an introductory course in conducting Electronics Commerce via the Internet and the Global Information Infrastructure (GII) and its development. Further studies will include, but not be limited to, intellectual's property rights, privacy, security issues and marketing and advertising techniques. These concepts will be reviewed and taught in depth. (AA)

**CIS 73  
MICROSOFT PROJECT (3)**

*Class Hours: 6 Lecture CR/NC. Strongly Recommended Preparation: ENG 101B, Math 101 and CIS 8 or equivalent.*

Project Managers are challenged to create meaningful project plans that will help ensure project completeness and success. This course focuses on the use of technology to facilitate the Project Management processes of Project Initiation and Planning, Project Execution, Project Control, and Project Closure. The ability to plan and carry through a project is crucial for organizations to get ahead, not just keep up. In this course students will work on one or more projects using MS Project as an important tool for project design and implementation. (AA)

**CIS 73A  
MICROSOFT VISIO (3)**

*Class Hours: 6 Lecture CR/NC. Strongly Recommended Preparation: Eng 101B or equivalent.*

This introductory level course is intended for people who need to learn the effective use of graphics can help anyone communicate more effectively. Drawings are often faster to create and easier to understand than words can be for the same information. Visio is the tool that enables you to communicate these ideas efficiently. This course will provide the user with the necessary information and examples to begin using Visio to create high-quality drawings quickly and easily. Students will learn basic concepts of diagramming by creating classroom examples. The focus of the class will be on developing diagrams and flowcharts for information technology projects as well as typical business process documentation. Exercises will illustrate the concepts and techniques needed to create the drawings. (AA)

**CIS 75  
CYBER SECURITY (3)**

*Class Hours: 6 Lecture CR/NC Strongly Recommended Preparation: ENG 101B or*

*Class Hours: 3 Lecture CR/NC Strongly Recommended Preparation: ENG 101B or equivalent.*

CIS 75 is an introductory course that provides students with an understanding of the protection of information against unauthorized disclosure, transfer, modification, or destruction, whether accidental or intentional. This course will emphasis 1) developing security policies, 2) various types of security threats (internal and external), 3) cyber crimes, 4) computer systems privacy, 5) incident response and 6) public key infrastructure. This course is designed for students who need information about the business and personal aspects of today's key security issues. (AA)

**CIS 90  
MICROCOMPUTER APPLICATION SKILLS (1)**

*Class Hours: 3 Laboratory CR/NC Strongly Recommended Preparation: Prior microcomputer experience.*

Computer Information Systems 90 is designed to provide the student the opportunity to improve skills in the use of various applications software in today's changing microcomputer environment. This course will allow students to develop skills necessary to use software in their personal and professional activities. The choice of software may vary depending on new developments and technology of the software available, but will use such applications as databases, word processors, spreadsheets, graphics and desktop publishing. May be taken three times for credit. (AA)

## **CROP SCIENCE**

**CRPSCI 1  
INTRODUCTION TO PLANT SCIENCE (3)**

*Class Hours: 2 Lecture, 3 Laboratory. Strongly Recommended Preparation: ENG 101B or equivalent.*

This course is designed to provide the students with a working knowledge of the fundamental structures and processes of plants. Principles to be applied cover plant structures, physiology, heredity, environmental relationship to growth, adaptation, and management of crops. Techniques of research, exploration of plant growth, and identification of economical crops will be included. (AA, CSU)

**CRPSCI 6  
APPLICATION OF GPS TECHNOLOGY IN AGRICULTRE (4)**

*Class Hours: 3 Lecture, 3 Laboratory. Strongly Recommended Preparation: ENG 101B or equivalent.*

Crop Science 6 provides an introduction and overview of the Global Positioning System (GPS) and its application in agriculture and a site-specific management system. Students will use GPS/DGPS receivers to map fields, navigate to way point, and record data when planning or spreading farming inputs on fields. (AA, CSU)

**CRPSCI 7  
GPS CROP AND YIELD MONITORING (4)**

*Class Hours: 3 Lecture, 3 Laboratory. Strongly Recommended Preparations: Math 101 or equivalent.*

Crop Science 7 is concerned with defining geography location and assessing referenced crop and soil conditions, using data loggers, interpreting remote sensing data, collecting yield-monitoring results, and developing GOS and GIS maps.

**CRPSCI 19  
WATER MANAGEMENT (2)**

*Class Hours: 1 Lecture, 3 Laboratory*

Crop Science 19 provides instruction in the fundamentals of irrigation application and measurement systems. It includes a study of the basic irrigation system: flood, surge, sprinkler, trickle or drip, sub-irrigation, and their variations. California's water systems and water quality problems will be reviewed. Various types of pumps and pumping systems will also be studied. (AA, CSU)

**CRPSCI 49/99  
DIRECTED STUDY (1-2)**

*Class Hours: 54 laboratory for each semester unit. No more than 2 units per semester per 49/99 series.*

Crop Science 49/99 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)

**CRPSCI 60  
CROP SCIENCE EXPERIMENTAL COURSES (.5-3)**

*Class Hours: 18 Lecture hours or 54 Laboratory hours for each semester unit.*

All courses numbered 60 are designed to permit department to meet an immediate student or community need, to explore newer methods in teaching a subject, to offer courses which are innovative, and to provide curriculum variety and flexibility. A required course description identifies each course subject. These courses may be taken for CR/NC.

**CRPSCI 61  
INTRODUCTION TO PRECISION AGRICULTURE (1)**

*Class Hours: .5 Lecture, 1.5 Laboratory*

Crop Science 61 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.

## **ECONOMICS**

**ECON 1A  
MACROECONOMICS (3)**

*Class Hours: 3 Lecture CR/NC CAN ECON 2 CSU General Education Requirement: D3 Strongly Recommended Preparation: ENG 51A or equivalent.*

Economics 1A emphasizes macroeconomics introduction to American capitalism, national income concepts, employment, fiscal policy, money, monetary policy and economic

growth. (AA, CSU, UC)

**ECON 1B  
MICROECONOMICS (3)**

*Class Hours: 3 Lecture CR/NC CAN ECON 4 CSU General Education Requirement: D2. Strongly Recommended Preparation: ENG 51A or equivalent.*

Economics 1B emphasizes microeconomics introduction to economics of the firm, resource allocation, current domestic economic problems and international economics. (AA, CSU, UC)

**ECON 49/99  
DIRECTED STUDY (1-2)**

*Class Hours: 54 laboratory for each semester unit. No more than 2 units per semester per 49/99 series.*

Economics 49/99 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)

**ECON 60  
ECONOMICS EXPERIMENTAL COURSES (.5-3)**

*Class Hours: 18 Lecture hours or 54 Laboratory hours for each semester unit.*

All courses numbered 60 are designed to permit departments to meet an immediate student or community need, to explore newer methods in teaching a subject, to offer courses which are innovative, and to provide curriculum variety and flexibility. A required course description identifies each course subject. These courses may be taken for CR/NC.

## EDUCATION

**EDUC 1  
INTRODUCTION TO TEACHING (3)**

*Class Hours: 3 Lecture*

EDUC 1 is an orientation course for prospective teachers. It surveys teaching needs, methods and procedures, control and organization, financing, requirements for teaching, teacher placement, curriculum, guidance, and school materials. Classroom discussion and problems are combined with a minimum of 30 hours of fieldwork and observation in local schools. This course may be taken for either Education 1 (EDUC 1) or Educational Assistant 31 (EA 31) credit but not for both. (AA, CSU)

**EDUC 5  
CRITICAL THINKING IN THE CLASSROOM (3)**

*Class Hours: 3 Lecture CSU General Education Requirement: A3 Prerequisite: ENG 51A or equivalent and EDUC 1 or equivalent*

EDUC 5 is a critical thinking class intended for students who are considering teaching at K-8 level and entering a Liberal Studies blended program. Principles and methods of

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)

**EDUC 57**  
**BEST PRACTICES SUMMER TEACHING INSTITUTE (1)**

*Class Hours: 1 Lecture*

EDUC 57 is an intensive 3-day summer institute designed for current classroom teachers and prospective teachers. It features relevant education topics and best practices in the classroom such as classroom management, integration of technology into the curriculum, and issues in literacy. The institute features top educators from around the state and includes a "cross-conversations" component to enable current classroom teachers and future educators to share their experiences and methodologies.

## **EDUCATION ASSISTANT**

**EA 15X**  
**OCCUPATIONAL WORK EXPERIENCE (PARALLEL) (1-4)**

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 4 units per semester or a maximum of 16 units of total credit. The student must enroll in classes (at least 7 units, including work-experience) and work part-time (up to 20 hours per week).

**EA 15XY**  
**OCCUPATIONAL WORK EXPERIENCE (ALTERNATE) (1-8)**

This plan allows the student to attend college full-time one semester and work full-time the next semester. A student may take 8 units of work experience but may only be enrolled in one other course. A student must complete 12 units of credit the semester before enrolling in the alternate plan. This plan is only available for occupational work experience.

**EA 31**  
**INTRODUCTION TO TEACHING (3)**

*Class Hours: 3 Lecture*

EA 31 is an orientation course for prospective teachers. It surveys teaching needs, methods and procedures, control, organization, financing, requirements for teaching, teacher placement, curriculum, guidance, and school materials. Classroom discussion and problems are combined with a minimum of 30 hours of fieldwork and observation in local schools. This course may be taken for either Education 1 (EDUC1) or Education Assistance 31 (EA 31) credit but not for both. (AA, CSU)

**EA 55**  
**GENERAL TUTORING (1)**

*Class Hours: 1 Lecture*

General tutoring is an intensive introduction to tutoring course, designed to provide students with information, techniques, and experiences that will make them more

effective tutors.

**EA 56  
TUTORING THE ELEMENTARY STUDENT(1)**

*Class Hours: 1 Lecture*

Education Assistant 56 is designed for tutors who will be working or volunteering with students in K-6 age group. In addition to learning the fundamentals of tutoring, students will be trained in effective literacy development and exposed to current curricular techniques used to engage the elementary student.

## **EMERGENCY MEDICAL TRAINING**

**EMT 1  
EMERGENCY MEDICAL TRAINING (4)**

*Class Hours: 3 Lecture, 4 Laboratory CR/NC. Prerequisite: Proof of valid CPR/First Aid Certification.*

EMT 1 prepares the student for certification as an EMT within the State of California. Instruction includes topics pertaining to emergency medical care in the pre-hospital setting. Satisfactory completion of this course and certification exam will allow the student to work on an ambulance, fire engine, or in a hospital emergency room. This course requires 10 hours of supervised instruction in an emergency room and 6 hours of supervised observation 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)

## **ENGINEERING**

**ENGR 35  
VECTOR STATICS (3)**

*Class Hours: 3 Lecture Strongly Recommended Preparation: MATH 1B or concurrent enrollment.*

Engineering 35 is the study of vector algebra and the statics of particle equivalent systems of force for rigid bodies, distributed forces and centroids and centers of gravity, analysis of structures, including trusses, inertia, and the method of virtual work. (Please Note: This course is offered infrequently. Check the two-year schedule in the back of the catalog. (AA,CSU,UC)

## **ENGLISH**

**ENG 1A**

**COMPOSITION AND READING (3)**

Class Hours: 3 Lecture CAN ENGL 2, CAN ENGL SEQ CSU General Education Requirement: A2

Prerequisite: ENG 51A or equivalent.

English 1A is a transfer-level theory and practice in reading and composition. The reading and writing include exposition and argumentation in rhetorical patterns such as narration, description comparison/contrast, etc., or combination of such patterns. At least one written research project is included-one ten-page term paper or two five -page research papers-to provide training in bibliographical

techniques and the use of library facilities. (AA, CSU, UC)

### **ENG 1B**

#### **LITERATURE, CRITICAL THINKING AND WRITING (3)**

Class Hours: 3 Lecture CAN ENGL 4, CAN ENGL SEQ A Prerequisite: ENG 1A or equivalent.

English 1B is designed to develop reading, critical thinking and writing skills beyond the level achieved in English 1A. It will develop critical thinking in interpretation, analysis, synthesis and argumentation about literary masterpieces of poetry, drama and fiction. (AA, CSU, UC)

### **ENG 21**

#### **LITERARY TOPICS (1-3)**

Class Hours: 3 Lecture Strongly Recommended Preparation: ENG 1A or equivalent.

English 21 is a sophomore-level survey course in literature. The topic varies from semester to semester, but each course will be devoted to a specific literary movement or genre. Possible topics include, but are not limited to, Multi-cultural Literature, Latino/a Literature, American Literature from 1865, Women Writers, Modernism, The Victorian Novel, The Short Story, or an Introduction to Poetry. May be taken two times for credit with a different topic. (AA,CSU)

### **ENG 25**

#### **CREATIVE WRITING: FICTION AND CREATIVE WRITING POETRY (3)**

Class Hours: 3 Lecture CSU General Education Requirement: C2 Prerequisite: ENG 51A or equivalent.

English 25 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 49/99**

#### **DIRECTED STUDY (.5-3)**

Class Hours: 54 laboratory for each semester unit. No more than 3.0 units per semester per 4999 series.

English 49/99 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)

### **ENG 50**

#### **RESEARCH TOOLS (.5)**

Class Hours: 3 Lecture,(3 weeks). CR/NC Only

ENG 50 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 51A**

#### **INTRODUCTION TO COMMUNICATION SKILLS (3)**

Class Hours: 3 Lecture. Prerequisite: ENG 101B or equivalent.

English 51A is a course designed for students who do not make a satisfactory score on an English - placement test for English 1A placement, yet who wish to satisfy basic skills requirements for a general education Associate of Arts or Associate of Science degree. This course will aid the student in developing the necessary skills and experiences needed to make him/her an effective reader, writer and speaker. Drill, grammar, punctuation, spelling, practice in the writing of sentences and composing of paragraphs, and development of reading competence will constitute the major thrust of this course, with the ultimate goal of preparing the student to write short essays. (AA)

### **ENG 51B**

#### **INTERMEDIATE COMMUNICATION SKILLS (3)**

Class Hours: 3 Lecture. Prerequisite: Successful completion of ENG 51A or eligibility for ENG 51B as determined by placement tests.

English 51B is designed for students who may have completed English 51A but who need additional preparation before attempting English 1A. The course provides practice in analytical reading, in writing essays of 300-1000 words, in taking essays tests, and in using research techniques and source documentation. (AA)

### **ENG 60**

#### **ENGLISH EXPERIMENTAL COURSES (.5-3)**

Class Hours: 18 Lecture hours or 54 Laboratory hours for each semester unit.

All courses numbered 60 are designed to permit departments to meet an immediate student or community need, to explore newer methods in teaching a subject, to offer courses which are innovative, and to provide curriculum variety and flexibility. A required course description identifies each course subject. These courses may be taken for CR/NC.

### **ENG 70**

#### **ADAPTIVE READING (.5-1)**

Class Hours: 3 Laboratory CR/NC

English 70 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 89**

#### **SUPPLEMENTAL & ADAPTIVE LANGUAGE SKILLS (.5-1)**

**SUPPLEMENTAL & ADAPTIVE LANGUAGE SKILLS (3-1)**

Class Hours: 3 Laboratory CR/NC

English 89 is designed primarily for students with learning disabilities. The content of the course will relate to writing, spelling and related language arts. Students will work toward individualized and group objectives. May be repeated as many times as necessary to achieve course objectives. (AA)

**ENG 101A****INTRODUCTORY READING (3)**

Class Hours: 2 Lecture, 3 Laboratory CR/NC

ENG 101A is an introductory reading course which offers group and individual instruction in the development of college level reading and related skills. Students will be introduced to basic reading comprehension skills such as identifying main ideas in paragraphs, understanding paragraph organization and using context clues to understand new vocabulary through college level prose, including textbook material, fiction and expository essays. Students will also work through self-paced software to improve reading and related skills. May be taken two times for credit. (NDA)

**ENG 101B****ELEMENTARY READING (3)**

Class Hours: 2 Lecture, 3 Laboratory CR/NC. Prerequisite: Placement determined by assessment tests or satisfactory completion of ENG 101A or equivalent.

ENG 101B is an advanced reading course which offers group and individual instruction in the development of college level reading and related skills. Student will continue to build reading comprehension skills such as identifying main ideas in paragraphs and longer pieces, understanding paragraph organization and using context clues to understand new vocabulary through college level prose, including textbook material, fiction and expository essays. Students will also work through self-paced software to improve reading and related skills. May be taken two times for credit. (NDA)

**ENG 105A****INTRODUCTORY WRITING (3)**

Class Hours: 2 Lecture, 3 Laboratory

English 105A is an introductory computer assisted writing course designed for students who are unfamiliar with using the writing process. In this course, students will be introduced to basic writing skills such as preparing sentences, refining sentences, and word processing skills to write well developed paragraphs. Computer assisted tutorials will be used to review the rudiments of English writing, grammar, language mechanics, and standard English usage. Previous keyboarding experience is helpful. (NDA)

**ENG 105B****ELEMENTARY WRITING (3)**

Class Hours: 2 Lecture, 3 laboratory CR/NC Prerequisite: ENG 105A or equivalent.

Eng 105B is a secondary level computer assisted writing course designed for students who are continuing to refine the writing process. In this course, students will prepare for English 51A. Students will begin to address audience, in addition to using descriptive, narrative, compare, contrast, and argumentative techniques in writing well-developed paragraphs. Students will also be introduced to the rudiments of developing a 200 word basic essay through the writing process. Computer assisted tutorials will be used to

developing a 200 word basic essay through the writing process. Computer assisted tutorials will be used to review and reinforce the rudiments of English grammar, language mechanics, and standard English usage. (NDA)

## **ENGLISH AS A SECOND LANGUAGE**

### **ESL 60**

#### **ENGLISH AS A SECOND LANGUAGE EXPERIMENTAL COURSES (.5-3)**

*Class Hours: 18 Lecture hours or 54 Laboratory hours for each semester unit.*

All courses numbered 60 are designed to permit department to meet an immediate student or community need, to explore newer methods in teaching a subject, to offer courses which are innovative, and to provide curriculum variety and flexibility. A required course description identifies each course subject. These courses may be taken for CR/NC.

### **ESL 120**

#### **CONVERSATION PRACTICE & EVERYDAY ENGLISH (1-3)**

*Class Hours: 2 Lecture, 3 Laboratory CR/NC 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.

### **ESL 125**

#### **CONVERSATION PRACTICE INTERMEDIATE LEVEL (1-3)**

*Class Hours: 2 Lecture, 3 Laboratory CR/NC 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.

### **ESL 130**

#### **READING AND WRITING (1-3)**

*Class Hours: 2 Lecture, 3 Laboratory CR/NC 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), 3 units (18 weeks of study) per semester.

### **ESL 135**

#### **READING AND WRITING INTERMEDIATE LEVEL (1-3)**

*Class Hours: 2 Lecture, 3 Laboratory CR/NC 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.

**ESL 140  
BEGINNING ESL COMPUTER LAB (1)**

*Class Hours: 3 Laboratory CR/NC Only*

ESL 140 is designed for beginning-level ESL students who speak little or no English. Students will use computer tutorials to practice and improve their English language skills. Students will work at their own pace but must complete at least 54 hours of study for one unit of credit. (NDA)

**ESL 145  
INTERMEDIATE ESL COMPUTER LABS (1)**

*Class Hours: 3 Laboratory CR/NC Only*

ESL 145 is designed for intermediate-level ESL students who speak some English but who need to review grammar and increase fluency. Students will use computer tutorials to practice and improve their English language skills. Students will work at their own pace but must complete at least 54 hours of study for one unit of credit. (NDA)

**ESL 150  
ADVANCED ESL COMPUTER LAB (1)**

*Class Hours: 3 Laboratory CR/NC Only*

ESL 150 is designed for advanced-level ESL students who already speak English well but who want to increase listening comprehension, conversational fluency and vocabulary. Students will use computer tutorials to practice and improve their English language skills. Students will work at their own pace but must complete at least 54 hours of study for one unit of credit. (NDA)

## **FOREIGN LANGUAGE SPANISH**

**FLSPN 1  
INTRODUCTORY SPANISH (4)**

*Class Hours: 4 Lecture CR/NC CAN SPAN 2, CAN SPAN SEQ A CSU General Education Requirement: C2 Strongly Recommended Preparation: No previous Spanish in other schools; special placement with consent of instructor.*

FLSPN 1 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 1 is not suggested for the bilingual student.) Spanish 1 and 11 cannot both be taken for credit. (AA, CSU, UC)

**FLSPN 2  
ELEMENTARY SPANISH (4)**

*Class Hours: 4 Lecture CR/NC CAN SPAN 4, CAN SPAN SEQ A CSU General Education Requirement: C2  
Prerequisite: FLSPN 1, one year of high school Spanish, or consent of instructor.*

FLSPN 2 continues an introduction to current Spanish. This second semester course

FLSPN 2 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 2 is not suggested for the bilingual student.) Spanish 2 and 12 cannot both be taken for credit. (AA, CSU, UC)

**FLSPN 3  
INTERMEDIATE SPANISH (4)**

*Class Hours: 4 Lecture CR/NC CAN SPAN 8, CAN SPAN SEQ B CSU General Education Requirement: C2, Prerequisite: FLSPN 2, or 12; two years of high school Spanish or equivalent.*

FLSPN 3 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 4  
ADVANCED SPANISH (4)**

*Class Hours: 4 Lecture CR/NC CAN SPAN 10; CAN SPAN SEQ BCSU General Education Requirement: C2. Prerequisite: FLSPN 3, three years of high school Spanish.*

FLSPN 4 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 11  
INTRODUCTION TO SPANISH FOR THE LIMITED BILINGUAL (4)**

*Class Hours: 4 Lecture CR/NC. CSU General Education Requirement: C2. 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 11 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 1 and 11 cannot both be taken for credit. (AA, CSU, UC)

**FLSPN 12  
ELEMENTARY SPANISH FOR THE LIMITED BILINGUAL (4)**

*Class Hours: 4 Lecture CR/NC CSU General Education Requirement: C2 CR/NC. Strongly Recommended Preparation: FLSPN 11, 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 12 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 2 and 12 cannot both be taken for credit. (AA, CSU, UC)

**FLSPN 31**  
**SPANISH FOR BUSINESS AND PUBLIC RELATIONS (3)**

*Class Hours: 3 Lecture CR/NC. Strongly Recommended Preparation: FLSPN 4 and ENG 51A or equivalent.*

FL SPN 31 emphasizes the use of Spanish in a business format, including different types of correspondence, explanation of Spanish business terms; an oral component to help the business person express himself/herself in different situations; and practice in putting letters and announcements into correct but easily comprehensible Spanish. (AA, CSU)

**FLSPN 32**  
**INTRODUCTION TO TRANSLATING AND INTERPRETATION (3)**

*Class Hours: 3 Lecture CR/NC*

FLSPN 32 is intended for the speaker of English and Spanish with native or near native fluency. FLSPN 32 introduces the techniques of simultaneous and consecutive interpretation and translation of documents, with an emphasis on the needs of administration hearing interpreters. It addresses the differences between bilingual communication and interpretation for the legal services and emphasizes effective communication between the legal services provider and the client. (AA, CSU)

**FLSPN 33**  
**INTERMEDIATE TRANSLATING AND INTERPRETATION (3)**

*Class Hours: 3 Lecture CR/NC. Strongly Recommended Preparation: FLSPN 32 or equivalent.*

FLSPN 33 is intended for the speaker of English and Spanish with native or near native fluency. FLSPN 33 addresses the broad outlines of the United States and California court systems, and the role of the administrative and court interpreter within it. This course continues the study of vocabulary for the legal system. Intensive practice of the techniques of simultaneous and consecutive interpretation and translation of documents is continued with the needs of both the administrative hearing and court interpreter being addressed. May be taken two times for credit. (AA, CSU)

**FLSPN 49/99**  
**DIRECTED STUDY (1-2)**

*Class Hours: 54 laboratory for each semester unit. No more than 2*

*units per semester per 49/99 series.*

Spanish 49/99 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)

**FLSPN 51**  
**INTRODUCTORY CONVERSATIONAL SPANISH FOR PERSONAL/PROFESSIONAL USE (3)**

*Class Hours: 3 Lecture CR/NC Strongly Recommended Preparation: ENG 51A or equivalent.*

FLSPN 51 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 52  
ELEMENTARY CONVERSATIONAL SPANISH FOR  
PERSONAL/PROFESSIONAL USE (3)**

*Class Hours: 3 Lecture CR/NC Prerequisite: FLSPN 51 or equivalent. Strongly Recommended Preparation: It is also recommended that the students repeat FLSPN 51 if more than one semester has elapsed since*

*FLSPN 51 was taken.*

FLSPN 52 builds upon FLSPN 51 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 53  
INTERMEDIATE CONVERSATIONAL SPANISH FOR  
PERSONAL/PROFESSIONAL USE (3)**

*Class Hours: 3 Lecture CR/NC Prerequisite: FLSPN 52 or equivalent. Strongly Recommended Preparation: It is also recommended that the student repeat FLSPN 52 if more than one semester has elapsed since FLSPN 52 was taken.*

FLSPN 53 builds upon FLSPN 51 and FLSPN 52 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 54  
ADVANCED CONVERSATIONAL SPANISH FOR PERSONAL AND  
PROFESSIONAL USE (3)**

*Class Hours: 3 lecture CR/NC Prerequisite: FLSPN 53 or equivalent. Strongly Recommended Preparation: It is also recommended that the student repeat FLSPN 53 if more than one semester has elapsed since FLSPN 53 was taken.*

FLSPN 54 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)

**FLSPN 60  
SPANISH EXPERIMENTAL COURSES (.5-3)**

*Class Hours: 18 lecture hours or 54 laboratory hours for each semester unit.*

All courses numbered 60 are designed to permit departments to meet an immediate student or community need, to explore newer methods in teaching a subject, to offer courses which are innovative, and to provide curriculum variety and flexibility. A required course description identifies each course subject. These courses may be taken for CR/NC.

## **GENERAL WORK EXPERIENCE**

### **WE 15XX GENERAL WORK EXPERIENCE (PARALLEL PLAN) (1-3)**

*Note: This is a variable unit course. Each unit requires 60 hours of volunteer work or 75 hours of paid employment. Students are required to attend the lecture.*

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 3 units per semester or a maximum of 6 units of total credit in general work experience for paid or voluntary work. General Work Experience is not a payable class under VA benefits.

## **GUIDANCE STUDIES**

### **GS 61 CONTENT AREA SUPPORT (.5-1)**

*Class Hours: 3 Laboratory CR/NC.*

Guidance Studies 61 is intended primarily for students with learning or other disabilities. The aim of this course is to assist students in mastering skills for success in their academic and vocational classes. Students will practice and apply GS 61 course content to their assignments from their academic or vocational classes. (AA)

## **GEOGRAPHY**

### **GEOG 1 PHYSICAL GEOGRAPHY (4)**

*Class Hours: 3 Lecture, 3 Laboratory CAN GEOG 6. CSU General Education Requirement: B1, B3. Strongly Recommended Preparation: ENG 51A or equivalent.*

Geography 1 is a general introductory Physical Geography course. Focus is on 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. (AA, CSU, UC)

### **GEOG 2A WORLD REGIONAL GEOGRAPHY I (3)**

*Class Hours: 3 Lecture CSU General Education Requirement: D5, D63. Strongly Recommended Preparation of ENG 51A or equivalent.*

Geography 2A is a systematic examination of four major world regions. Special emphasis is given to basic geographic concepts as they apply to physical, economic and human patterns. Geography 2A covers Europe, Russia and the former Soviet Republics, North America and South America. (This course is recommended for prospective or current elementary and secondary teachers.) (AA, CSU, UC)

**GEOG 2B  
WORLD REGIONAL GEOGRAPHY II (3)**

*Class Hours: 3 Lecture. CSU General Education Requirement: D5, D6 Strongly Recommended Preparation: ENG 51A or equivalent.*

Geography 2B is a systematic examination of five major world regions. Special emphasis is given to the basic geographic concepts as they apply to physical, economic and human patterns. Geography 2B covers North Africa and the Middle East, Asia, sub-Sahara Africa, Middle America and the Pacific. (This course is recommended for prospective or current elementary and secondary teachers.) (AA, CSU, UC)

**GEOG 3  
CULTURAL GEOGRAPHY (3)**

*Class Hours: 3 Lecture CAN GEOG 4, CSU General Education Requirement: C2, D5*

Geography 3 is an introductory course in the study of human geography. The course focuses on the spatial elements of culture, population distribution, settlement and land use patterns, technology, economics, race, language and cultural heritage. Included is some fieldwork in the local area. (This course is recommended for students planning to teach.) (AA, CSU, UC)

**GEOG 4  
INTRODUCTION TO GEOGRAPHIC INFORMATIONS (4)**

*Class Hours: 3 Lecture, 3 Laboratory. Strongly Recommended Preparation: ENG 51A or equivalent.*

Geography 4 provides an in-depth introduction to the fundamentals of Geographic Information Systems (GIS). Concepts covered include history of maps, scales, coordinate systems and computer cartographic design and layouts. Applications of GIS technology used in science, business and government will be presented. This course will feature extensive hands-on experience in working with spatial data, map features and attributes and manipulation of data bases, and the presentation of data as professional quality maps using Arc View software. (AA, CSU, UC)

**GEOG 10  
GEOGRAPHY OF URBAN LOS ANGELES (1)**

*Class Hours: 2 Lecture, 46 Laboratory CR/NC.*

Geography 10 is a one-unit field course with a focus on the problems, promise and patterns of America's second largest urban area. The emphasis is on topics such as the economy, transportation, recreation, the arts, housing, ethnic neighborhoods and other characteristics indigenous to the region. (AA, CSU)

**GEOG 11  
DEATH VALLEY FIELD COURSE (1)**

*Class Hours: 2 Lecture, 48 Laboratory CR/NC. Strongly Recommended Preparation: Hiking skills*

Geography 11 is a one-unit field course. It is estimated that the course will require the student to spend \$100.00 during the field experience. The course will focus on the geography (physical and human) geological features and history of the Trans-Sierra region specifically the Mojave Desert and Death Valley. (AA, CSU)

**GEOG 12  
GRAND CANYON FIELD COURSE (1)**

*Class Hours: 2 Lecture, 46 Laboratory CR/NC. Strongly Recommended Preparation: Hiking skills.*

Geography 12 is a one-unit field course. It is estimated that the course will require the student to spend \$125.00 during the field experience. The course will focus on the geography (physical and human), geological features and history of the Colorado Plateau Region. Specifically Zion and Grand Canyon National Parks. (AA, CSU)

**GEOG 13  
SAN FRANCISCO URBAN GEOGRAPHY FIELD COURSE (1)**

*Class Hours: 2 Lecture, 46 Laboratory CR/NC*

Geography 13 is a one-unit field course with a focus on the problems and patterns of the San Francisco Bay area. The emphasis is on topics such as the economy, transportation, recreation, the arts, housing, ethnic neighborhoods and other characteristics indigenous to the region. (AA, CSU)

**GEOG 18  
GEOGRAPHY OF CALIFORNIA (3)**

*Class Hours: 3 Lecture, D1, D5 Strongly Recommended Preparation: ENG 51A or Equivalent.*

Geography 18, through lectures and field trips, provides an opportunity to study the physical and cultural regions of California and their relationships. Emphasis is on the geographic factors that will broaden a student's knowledge of the California environment. (This course should be of particular interest and value to prospective or current elementary and secondary teachers.) (AA, CSU, UC)

**GEOG 49/99  
DIRECTED STUDY COURSE (1-2)**

*Class Hours: 54 laboratory for each semester unit. No more than 2 units per semester per 49/99 series.*

Geography 49/99 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, CSU)

**GEOG 51  
MODERN GEOGRAPHY (3)**

*Class Hours: 3 Lecture*

Geography 51 is a general education social science course which uses the geographic approach or perspective to study a group of contemporary problems (energy, planning, population, hunger, international relations, etc). The issues begin at the local scale and proceed towards a global perspective. The topics are designed to give the students as many "hands on" activities as possible and to emphasize basic skills of writing, reading, library skills, map reading and mathematics. This approach stresses geography concepts through a wide variety of classroom activities and exercises, including a number of field trips. (AA)

**GEOG 59**  
**GEOGRAPHY FIELD EXPERIENCE (.5)**

*Class Hours: 1 Lecture, 23 Laboratory or 2 Lecture, 46 Laboratory CR/NC.*

Geography 59 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)

**GEOG 60**  
**GEOGRAPHY EXPERIMENTAL COURSES (.5-3)**

*Class Hours: 18 lecture or 54 laboratory hours for each semester unit.*

All courses numbered 60 are designed to permit departments to meet an immediate student or community need, to explore newer methods in teaching a subject, to offer courses which are innovative, and to provide curriculum variety and flexibility. A required course description identifies each course subject. These courses may be taken for CR/NC.

## **GEOLOGY**

**GEOL 1**  
**PHYSICAL GEOLOGY (4)**

*Class Hours: 3 Lecture, 3 Laboratory CAN GEOL 2 CSU General Education Requirement: B1, B3 Strongly Recommended Preparation: High School chemistry or CHEM 2A.*

Geology 1 is an introduction to the physical and chemical forces active on the earth, including a survey of minerals, rocks, vulcanism, 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. (AA, CSU, UC)

**GEOL 3**  
**HISTORICAL GEOLOGY (4)**

*Class Hours: 3 Lecture, 3 Laboratory CR/NC CAN GEOG 4 CSU General Education Requirement: B3 Strongly Recommended Preparation: GEOL 1 or PHYSICI 1.*

Geology 3 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. Field trips are required. (AA, CSU, UC)

**GEOL 10**

**GEOLOGY FIELD COURSE GENERAL (1)**

*Class Hours: 2 Lecture, 46 Laboratory*

Geology 10 is one in a series of week-long field trips to areas of geological interest, including but not limited to Death Valley, Grand Canyon and Yosemite National Park. Emphasis is on the geologic aspects of the natural earth around us and how an understanding of geologic principles is obtained. May be taken three times for credit. (AA, CSU)

**GEOL 11  
DEATH VALLEY FIELD COURSE (1)**

*Class Hours: 2 Lecture, 46 Laboratory CR/NC.*

Geology 11 is a week-long field course with emphasis upon the unique geologic setting of the Mojave Desert and Death Valley. (AA, CSU)

**GEOL 12  
GRAND CANYON FIELD COURSE (1)**

*Class Hours: 2 Lecture, 46 Laboratory CR/NC.*

Geology 12 is a week-long field course to the Colorado Plateau and specifically to the Grand Canyon. Emphasis is upon the geologic setting of strata ranging from the Precambrian Era to the present. (AA)

**GEOL 20  
CONTEMPORARY TOPICS IN GEOLOGY (2)**

*Class Hours: 1 Lecture, 3 Laboratory CR/NC*

Geology 20 is a discussion of topics in the field of geology which are of general interest. Subjects to be covered may include: seismology (earthquakes), plates of the earth's crust, identification of common minerals, and geology of the planets in the solar system. Other topics may be covered according to student demand. (AA, CSU, UC)

**GEOL 49/99  
DIRECTED STUDY (1-2)**

*Class Hours: 54 Laboratory no more than 2 Laboratory units per semester per 49/99 series.*

Geology 49/99 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)

**GEOL 60  
GEOLOGY EXPERIMENTAL COURSES (.5-3)**

*Class Hours: 18 Lecture hours or 54 Laboratory hours for each semester unit.*

All courses numbered 60 are designed to permit departments to meet an immediate student or community need, to explore newer methods in teaching a subject, to offer courses which are innovative, and to provide curriculum variety and flexibility. A required course description identifies each course subject. These courses may be taken

for CR/NC. (AA, CSU)

## HEALTH EDUCATION

### HE 35 PERSONAL HEALTH AND HYGIENE (3)

*Class Hours: 3 Lecture CR/NC. CSU General Education Requirement: E*

Health Education 35 is a contemporary course which will promote desirable health attitudes and practices. Topics considered will include: mental health and emotional health, stress, nutrition, fitness, sexuality, communicable diseases, cancer, drugs and alcohol abuse, death and dying and tobacco use. (AA, CSU, UC)

## HEAVY EQUIPMENT

### HVYEQUI 50 HEAVY EQUIPMENT OPERATION (8.5)

*Class Hours: 82 Lecture for 4.5, 215 Laboratory for 4.0*

Heavy Equipment 50 includes instruction in heavy equipment operator safety, types of equipment; basic surveying (engineering skills) including laser equipment, basic welding, employee-employer relationships and job placement skills. Operation and maintenance of equipment will include dozers, backhoes, scrapers, dump truck, loaders and motor graders. (AA)

## HISTORY

### HIST 4A WESTERN EUROPE TO 1700 (3)

*Class Hours: 3 Lecture CAN HIST 2, CAN HIST SEQ A. CSU General Education Requirement: C2, D6 . Strongly Recommended Preparation: ENG 51A or equivalent.*

History 4A is the study of European history to 1700, emphasizing Western Europe and its contribution to the American settlement. (AA, CSU, UC)

### HIST 4B WESTERN EUROPE FROM 1700 (3)

*Class Hours: 3 Lecture. CAN HIST 4, CAN HIST SEQ A CSU General Education Requirement: C2, C3, D6. Strongly Recommended Preparation: ENG 51A or equivalent.*

History 4B is the study of European history from 1700 to the present. (AA, CSU, UC)

### HIST 17A HISTORY OF THE UNITED STATES 1492-1877 (3)

*Class Hours: 3 lecture CAN HIST 8, CAN HIST SEQ B CSU General Education Requirement: D1 D2, D3, D5, D6. Prerequisite: ENG 51A or equivalent.*

History 17A covers the social, political, economic and physical development of the United

History 17A covers the social, political, economic and physical development of the United States of America from the discovery by Columbus to the end of the Reconstruction. This course satisfies, in part, the American history and institution requirements for CSU. (AA, CSU, UC)

**HIST 17B**  
**HISTORY OF THE UNITED STATES 1865-PRESENT (3)**

*Class Hours: 3 Lecture CAN HIST 10, CA HIST SEQ B CSU General Education Requirement: D2, D3, D5, D6 Prerequisite: ENG 51A or equivalent.*

History 17B covers the social, political, economic and physical development of the United States of America from the end of the Civil War to the present time. This course satisfies, in part, the American history and institutions requirement for CSU. (AA, CSU, UC)

**HIST 18**  
**HISTORY OF CALIFORNIA (3)**

*Class Hours: 3 Lecture CSU General Education Requirement: D2, D5, D6. Strongly Recommended Preparation: ENG 51A or equivalent.*

History 18 is a survey of the discovery, exploration and settlement of California through the Spanish, Mexican and American periods to the present. (AA,CSU,UC)

**HIST 20**  
**WORLD HISTORY I (3)**

*Class Hours: 3 Lecture Strongly Recommended Preparation: ENG 51A or equivalent.*

History 20 will examine the origins and early development of world civilization before 1600. A comparative analysis of cultural, economics, geographic, political, religious, and social forces of world civilizations will be made. (AA, CSU)

**HIST 32**  
**CULTURAL HISTORY OF THE CHICANO (3)**

*Class Hours: 3 Lecture Strongly Recommended Preparation: ENG 51A or equivalent.*

History 32 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 44**  
**WOMEN'S ROLE IN UNITED STATES HISTORY (3)**

*Class Hours: 3 Lecture Strongly Recommended Preparation: ENG 51A or equivalent.*

Women's Roles in United States History 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)

**HIST 49/99**  
**DIRECTED STUDY (1-2)**

*Class Hours: 54 Laboratory for each semester unit. No more than 2 units per semester per 49/99 series.*

History 49/99 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)

**HIST 60**  
**HISTORY EXPERIMENTAL COURSES (.5-3)**

*Class Hours: 18 Lecture hours or 54 Laboratory hours for each semester unit.*

All courses numbered 60 are designed to permit departments to meet an immediate student or community need, to explore newer methods in teaching a subject, to offer courses which are innovative, and to provide curriculum variety and flexibility. A required course description identifies each course subjects. These courses may be taken for CR/NC. (AA,CSU)

## **HUMANITIES**

**HUM 1**  
**INTRODUCTION TO WESTERN CULTURE( 3)**

*Class Hours: 3 Lecture CSU General Education Requirement: C1 Strongly  
Recommended Preparation: ENG 1A or equivalent.*

Humanities 1 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 22**  
**INTRODUCTION TO COMPARATIVE RELIGION (3)**

*Class Hours: 3 Lecture CSU General Education Requirement: C2 Strongly  
Recommended Preparation: ENG 1A or equivalent.*

Humanities 22 are 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 met at off campus locations and the student will be responsible for arranging his/her own transportation to those locations.)

**HUM 49/99**  
**DIRECTED STUDY(1-2)**

*Class Hours: 54 laboratory for each semester unit. No more than 2 units per semester per 49/99 series.*

Humanities 49/ 99 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)

**HUM 60**  
**HUMANITIES EXPERIMENTAL COURSES(.5-3)**

*Class Hours: 18 Lecture hours or 54 Laboratory hours for each semester unit.*

All courses numbered 60 are designed to permit departments to meet an immediate student or community need, to explore newer methods in teaching a subject, to offer courses which are innovative and to provide curriculum variety and flexibility. A required course description identifies each course subject. These courses may be taken for CR/NC. (AA,CSU)

## **INTERDISCIPLINARY STUDIES**

### **IS 1 COLLEGE SUCCESS(3)**

*Class Hours: 3 Lecture*

College Success is designed to assist students to obtain 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 that face many college students including self-esteem, and an introduction to the use of computers in the educational setting. (AA, CSU)

### **IS 2 CAREER PLANNING(1)**

*Class Hours: 2 Lecture, (9 weeks). CR/NC Strongly Recommended Preparation on ENG 101B or equivalent.*

IS 2 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 7**

#### **STUDENT LEADERSHIP DEVELOPMENT(2)**

*Class Hours: 1 Lecture, 3 Laboratory CR/NC*

Interdisciplinary Studies 7 is a course designed for the development of leadership skills. Students 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. May be taken four times for credit. (AA, CSU)

### **IS 50 ORIENTATION FOR INTERNATIONAL STUDENTS(1)**

*Class Hours: 1 Lecture, CR/NC Only*

IS 50 is designed to acquaint the international student with community college and university requirements, college and community services, and strategies for student's success. (AA)

## JOURNALISM

### **JOURN 49/99** **DIRECTED STUDY (1-2)**

*Class Hours: 54 laboratory for each semester unit. No more than 2 units per semester per 4999 series.*

Journalism 49/99 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.

### **JOURN 60** **JOURNALISM EXPERIMENTAL COURSES (.5-3)**

*Class Hours: 18 Lecture or 54 Laboratory hours for each semester unit.*

All courses numbered 60 are designed to permit departments to meet an immediate student or community need, to explore newer methods in teaching a subject, to offer courses which are innovative, and to provide curriculum variety and flexibility. A required course description identifies each course subject. These courses may be taken for CR/NC. (AA)

## MATHEMATICS

### **MATH 1A** **INTRODUCTION TO CALCULUS(5)**

*Class Hours: 5 Lecture CAN MATH 18, CAN MATH SEQ B Prerequisite: Math 15 or Equivalent*

Math 1A is an introduction to differential calculus of elementary function (including trigonometric, exponential, and logarithmic). The course covers limits, continuity, derivatives, basic integrals, the fundamental theorem, and applications. (AA, CSU, UC)

### **MATH 1B** **CALCULUS WITH APPLICATIONS(5)**

*Class Hours: 5 Lecture CAN MATH 20, CAN MATH SEQ B Prerequisite: Math 1A or equivalent*

Math 1B is an introduction to integral calculus. The course covers techniques of integration, applications of integration, improper integrals, polar coordinates, and infinite series. (AA, CSU, UC)

### **MATH 2A** **MULTIVARIATE CALCULUS(4)**

*Class Hours: 4 lecture CAN MATH 22, CAN MATH SEQ C CSU General Education Requirement: B4*

*Prerequisite: MATH 1B or equivalent.*

Mathematics 2A is concerned with three-dimensional vectors. lines and planes. vector-

valued functions, partial derivatives, multiple integrals and calculus of vector fields. (AA,CSU,UC) (Please Note: This course is offered infrequently.)

**MATH 2B  
DIFFERENTIAL EQUATIONS(4)**

*Class Hours: 4 Lecture CAN MATH 24, CAN MATH SEQ C CSU General Education Requirement: B4 Prerequisite: MATH 2A or equivalent.*

Mathematics 2B 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. (AA,CSU,UC) (Please note: This course is offered infrequently.)

**MATH 10A  
STRUCTURE & CONCEPTS IN MATHEMATICS I (3)**

*Class Hours: 3 Lecture CSU General Education Requirement: B4 Prerequisite: Math 63 or equivalent*

Math 10A 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 at CSUF. (AA, CSU)

**MATH 10B  
STRUCTURE & CONCEPTS IN MATHEMATICS II(3)**

*Class Hours: 3 Lecture Prerequisite: Math 63 or equivalent*

Math 10B is designed for prospective elementary school teachers. The course covers counting methods, elementary probability and statistics. Topics from geometry include polygons, congruence and similarity, measurement, geometric transformations, coordinate geometry, and selected applications. This class does not satisfy G. E. quantitative reasoning requirements for non-liberal studies majors at four-year institutions. (AA, CSU)

**MATH 15  
PRECALCULUS(5)**

*Class Hours: 5 Lecture CAN MATH 16 CSU General Education Requirement: B4*

*Prerequisite: MATH 63 or equivalent.* Math 15 is an intensive course covering those topics traditionally found in the separate courses of trigonometry and college algebra. This course will include in-depth analysis and application of linear, quadratic, polynomial, rational, exponential, logarithmic, trigonometric functions

and their graphs, systems of equations, and analytic geometry. (AA, CSU, UC)

**MATH 25  
INTRODUCTION TO STATISTICS(3)**

*Class Hours: 3 Lecture CAN STAT 2 Prerequisite: Math 63 or equivalent (not strongly)*

.....  
 recommended).

Math 25 is an introduction to the study of modern statistics. The topics cover frequency distributions measures of location, measures of variation, permutations, combinations, probability, mathematical expectation, continuous and discrete probability distributions, sampling and sampling distributions, inferences about means, standard deviations, proportions and regression. (AA, CSU, UC)

**MATH 45  
 CONTEMPORARY MATH(3)**

*Class Hours: 3 Lecture CSU General Education Requirement: B4 Prerequisite: Math 63 or equivalent.*

Math 45 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 49/99  
 DIRECTED STUDY(1-2)**

*Class Hours: 54 Laboratory hours for each semester unit. No more than 2 units per semester per 49/99 series.*

Math 49/99 is designed for student who wish to undertake special projects related to mathematics. Students, under instructor guidance and acknowledgement, may pursue individual exploration after completing or while currently enrolled in at least one course in the department of directed study. (AA,CSU)

**MATH 60  
 MATH EXPERIMENTAL COURSES(.5-3)**

*Class Hours: 18 Lecture hours or 54 Laboratory hours for each semester unit.*

All courses numbered 60 are designed to permit department to meet an immediate student or community need, to explore newer methods in teaching a subject, to offer courses which are innovative, and to provide curriculum variety and flexibility. A required course description identifies each course subject. These course may be taken for CR/NC.

**MATH 61  
 ELEMENTARY ALGEBRA( 5)**

*Class Hours: 5 Lecture CR/NC. Prerequisite: Math 101 or eligibility for Math 61 determined by placement tests.*

This 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 63  
 INTERMEDIATE ALGEBRA( 5)**

*Class Hours: 5 Lecture CR/NC. Prerequisite: Math 61 or equivalent.*

Math 63 is the second course in a two semester sequential elementary and intermediate algebra program. Topics for intermediate algebra include factoring, solving quadratic, rational and radical equations, inequalities, integer and rational exponents, graphing conics, functions, scientific notation, and applications. (AA)

**MATH 64  
ELEMENTARY AND INTERMEDIATE ALGEBRA (5)**

*Class Hours: 5 Lecture . CR/NC Strongly Recommended Preparation: MATH 61 or equivalent.*

Math 64 is the intensive coverage of elementary and intermediate algebra in one semester. This course is designed for students who have had one year of high school algebra or equivalent and have a facility for learning math. This course will satisfy the intermediate algebra requirement for any transfer level math course. (AA)

**MATH 75  
ADAPTIVE MATHEMATICS(.5)**

*Class Hours: 3 Laboratory*

Math 75 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 87  
MATHEMATICS FOR LIFE(3)**

*Class Hours: 3 Lecture*

Math 87 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 61 will not be granted units for this course). (AA)

**MATH 101  
BASIC COLLEGE MATHEMATICS(.5-5)**

*Class Hours: 5 Lecture CR/NC*

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 1A  
BEGINNING CLASS PIANO(1)**

*Class Hours: 3 Laboratory CR/NC*

Music 1A is functional piano for the adult beginner. The course includes keyboard orientation, music reading, keys, scales, chord structures, improvisation and the development of technical skills. (AA, CSU, UC)

**MUS 1B**  
**ELEMENTARY CLASS PIANO(1)**

*Class Hours: 3 Laboratory CR/NC Prerequisite: MUS 1A or equivalent.* Music 1B is functional piano for the adult beginner. The course includes keyboard orientation, music reading, keys, scales, chord structures, improvisation and the development of technical skills. Emphasis is on further development of skills learned in Music 1A, including appropriate literature as assigned. (AA, CSU, UC)

**MUS 2A**  
**INTERMEDIATE CLASS PIANO(1)**

*Class Hours: 3 Laboratory CR/NC Strongly Recommended Preparation: MUS 1B or equivalent.*

Music 2A is a continuation of basic keyboard skills with greater emphasis on individual performance, technique, musicianship and keyboard repertory. (AA, CSU, UC)

**MUS 2B**  
**DEVELOPING CLASS PIANO(1)**

*Class Hours: 3 Laboratory CR/NC. Prerequisite: MUS 2A*

Music 2B is a continuation of basic keyboard skills with greater emphasis on individual performance, technique, musicianship and keyboard repertory. Playing techniques requiring expanded use of full piano keyboard will be explored. (AA, CSU, UC)

**MUS 17A**  
**BEGINNING GUITAR( 1)**

*Class Hours: 3 Laboratory, CR/NC*

Music 17A is class study of beginning guitar. The acoustic folk and classical-style guitar will be studied. (Students interested in electrical guitar can readily make the transfer after acquiring the basics in the course.) The class is designed for beginners who wish to learn to play simple folk song accompaniments and learn the rudiments of the classical guitar technique. Included in the course will be folk singing and playing, correct posture and technique, music and guitar notation, chords, strums and arpeggios, apoyando and tirando strokes, scales, etudes and guitar pieces. (AA,CSU,UC)

**MUS 17B**  
**ELEMENTARY GUITAR( 1)**

*Class Hours: 3 Laboratory, CR/NC. Prerequisite: MUS 17A or teacher evaluation.*

Music 17B is the elementary level of guitar instruction covering folk and classical style. For advanced technique, more complex chords, strokes, and etudes will be studied. Guitar related harmony for chord construction will also be taught. Famous compositions of the master guitar composers will be studied at the elementary level. (AA,CSU,UC)

**MUS 17C  
INTERMEDIATE GUITAR( 1)**

*Class Hours: 3 Laboratory , CR/NC. Prerequisite: MUS 17B or teacher evaluation.*

Music 17C is the elementary level of guitar instruction covering folk and classical style. For advanced technique, more complex chords, strokes, and etudes will be studied. Guitar related harmony for chord construction will also be taught. Famous compositions of the master guitar composers will be studied at the elementary level. (AA,CSU,UC)

**MUS 17D  
ADVANCED GUITAR( 1)**

*Class Hours: 3 Laboratory, CR/NC. Prerequisite: MUS 17C or teacher evaluation.*

Music 17D is the advanced guitar class, covering folk and classical style. For advanced technique, more complex chords, strokes and etudes will be studied. Guitar related harmony for chord construction will also be taught. Famous compositions of the master guitar composers will be studied at the advanced level. (AA,CSU,UC)

**MUS 42  
MUSIC APPRECIATION(3)**

*Class Hours: 3 Lecture, CR/NC. CSU General Education Requirement: C1 Strongly Recommended Preparation of ENG 51A or equivalent.*

Music 42 is designed to develop a student's aesthetic sensitivity for music of various cultures. It will cover western and non-western music history from major periods. (AA, CSU, UC)

**MUS 49/99  
DIRECTED STUDY(1-2)**

*Class Hours: 54 Laboratory hours for each semester unit. No more than 2 units per semester per 49/99 series.*

Music 49/99 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.

**MUS 52  
INTRODUCTION TO MUSIC(3)**

*Class Hours: 3 Lecture, CR/NC. Strongly Recommended Preparation of ENG 51A or equivalent.*

MUS 52 is designed to develop a student's aesthetic sensitivity for music of various cultures. It will cover western and non-western music history from major periods. (AA)

**MUS 60**  
**MUSIC EXPERIMENTAL COURSES(.5-3)**

*Class Hours: 18 lecture hours or 54 laboratory hours for each semester unit.*

All courses numbered 30/60 are designed to permit department to meet an immediate student or community need, to explore newer methods in teaching a subject, to offer courses which are innovative, and to provide curriculum variety and flexibility. A required course description identifies each course subject. These courses may be taken for CR/NC.

## **NON-CREDIT**

**NC 100**  
**SUPERVISED TUTORING (0)**

*Class Hours: 90 (max), Laboratory by arrangement*

NC 100 is a non-credit course which 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 be done in a Learning Resource Center. May be taken four times for credit. (NDA)

**NC 140**  
**COMMUNITY LIVING SKILLS(0)**

*Class Hours: 30 Laboratory*

NC140 is assigned to provide mildly and moderately disabled adults opportunities to develop personal, vocational, social, behavioral and community integrated activities for the purpose of achieving a more normalized lifestyle in the home, work and community environments. (NDA)

**NC 141**  
**PRODUCTION OCCUPATION WORKSKILLS(0)**

*Class Hours: 30 Laboratory*

NC 141 provides paid work opportunities to individuals with a variety of disabilities. The program is intended for those individuals who lack competitive job skills at the time of placement due to disability but who are capable both vocationally and socially of performing work with work crews and enclaves. These crews receive job coaching and follow along support. Pay is based on individual productivity. (NDA)

**NC 142**  
**SERVICE OCCUPATIONALWORKSKILLS(0)**

*Class Hours: 30 Laboratory*

NC 142 provides job skill development, extended employment, off-site employment, living skills and support services to individuals who at referral are too severely disabled

living skills and support services to individuals who, at present, are too severely disabled to work in a competitive job situation. Services will assist in maximizing vocational development and independent living through remunerative work opportunities. Pay is based on individual productivity. (NDA)

**NC 154  
PARENTING(0)**

*Class Hours: 3 Lecture*

NC 154 is a non-transfer course which presents a background for understanding parent-child relationships in the changing social environment; explores various methods of child rearing; and gives help and practical ideas to parents and those who deal with young people. (NDA)

**NC 157  
FITNESS FOR LIFE(0)**

*Class Hours: 3 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  
GENERAL EDUCATION DEVELOPMENT(0)**

*Class Hours: 3 Lecture*

NC 160 is a course to prepare students who have not graduated from high school for the General Education Development test, which is the equivalent of a high school diploma. (NDA)

**NC 161  
PRE-RELEASE(0)**

Designed by the Department of Corrections, this course prepares the client with living skills and resources that will assist the client transition to outside living. Topics such as money management, employability skills, communication skills, community resources, and parole resources will be covered in depth.

## **NUTRITION**

**NUT 1  
BASIC NUTRITION(3)**

*Class Hours: 3 Lecture. CAN FCS 2. CSU General Education Requirement: E*

Nutrition 1 stresses the basic dietary needs for physical fitness and incorporated body function and nutrient function. The course may be used as an elective for students majoring in physical education, recreation, science or home economics. In addition, the course may be of interest to anyone seeking general information about nutrition. (AA, CSU, UC)

## **PERFORMING ARTS**

**PA 1  
INTRODUCTION TO THEATER (3)**

*Class Hours: 3 Lecture, CAN DRAM 18 Strongly Recommended Preparation of ENG 51A or equivalent.*

Performing Arts 1 is a survey of major dramatic forms and works for theatre. Areas to be covered include the purpose of theatre, major historical literary periods and their relationships to the socio-economic and political issues of their times, a behind-the-scenes look at play production, multi-cultural contributions to Western theatre, and contemporary trends. Lectures will be combined with play reading and viewing of video taped scenes. (AA, CSU,UC)

**PA 3  
FILM APPRECIATION (3)**

*Class Hours: 3 Lecture, CR/NC CSU General Education Requirement: C1*

Performing Arts 3 looks at the cinema as a 20th century art form. Students will view historically and artistically significant films in class and learn how to critique them. Students will also develop an understanding of both the artistic and technical aspects of film as well as the business and politics of the film industry. (AA, CSU, UC)

**PA 6  
TOURING THEATER (3)**

*Class Hours: 9 Laboratory. Strongly Recommended Preparation: PA 14 or equivalent. Note: (162) hours by arrangement for 3.0 units.*

Performing Arts 6 provides experience in touring thematic educational productions for elementary, high school, and public performance. Students will gain experience in mounting a traveling production and making dramatic educational presentations in a variety of settings. Students will assist in developing scripts: acting, dancing, singing and fulfill crew assignments. (AA, CSU)

**PA 14  
FUNDAMENTALS OF ACTING(3)**

*Class Hours: 3 Lecture CAN DRAM 8*

Performing Arts 14 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. May be taken four times for credit. (AA,CSU,UC)

**PA 21  
PLAY PRODUCTION (1-3)**

*Note: This is a variable unit course. (54) hours by arrangement for 1.0 unit. (108) hours by arrangement for 2.0 units. (162) hours by arrangement for 3.0 units.*

Performing Arts 21 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. May be taken four times for credit for a maximum of 12 units. (AA, CSU, UC)

**PA 22  
THEATER WORKSHOP (4)**

*Class Hours: 6 Lecture, 18 Laboratory (6 weeks)*

Performing Arts 22 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. May be taken two times for credit for a maximum of 8 units. (AA,CSU)

**PA 23  
CHICANO THEATER (3)**

*Class Hours: 2 Lecture, 3 Laboratory*  
*Performing Arts 23 is a form of theatre which expresses the culture*

and identity of the Chicano through development of self expression. This course will give the student a basic introduction to the working ideology and methodology of El Teatro Campesino. PA 23 will introduce the student to some acting techniques and Chicano/Latino dramatic works. The course will also illustrate the present reality of the Chicano way of life throughout the stage production. May be taken two times for credit. (AA, CSU)

**PA 25  
THEATER DANCE (1)**

*Class Hours: .5 Lecture, 1.5 Laboratory*

Performing Arts 25 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, Local District Requirement). May be taken four times for credit. (AA,CSU)

**PA 32  
STAGE/TELEVISION LIGHTING AND SOUND(3)**

*Class Hours: 2 Lecture, 3 laboratory Strongly Recommended Preparation: ENG 51A or equivalent.*

Performing Arts 32 combines the theory, techniques and procedures necessary to develop and integrate sound and lighting to prepare plays and video productions for major public performance and/or viewing. The sound portion of the class includes sound, music, and effects in theatre production, including hearing, acoustics, environment, sources, transducers, control systems, equipment, organization and planning, and laboratory experience. The lighting portion of the class includes instrument control, color, electromechanical factors and simplified design and planning, including lighting as art, design concepts, lighting plots, projections, sequential cue relationships and lab applications. May be taken four times for credit. (AA,CSU,UC)

**PA 35  
THEATER CRAFTS(3)**

*Class Hours: 2 Lecture, 3 Laboratory, CAN DRAM 12*

Performing Arts 35 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 42A  
TELEVISION PRODUCTION CAMERA OPERATION(4)**

*Class Hours: 3 Lecture, 3 Laboratory CR/NC. Strongly Recommended Preparation: ENG 51A or equivalent.*

Performing Arts 42A is an introduction to camera operation for television production. It will combine lecture, studio experience at locations such as TV production sites, distance learning sites and independent work. Must be taken once for the certificate program. (AA,CSU)

**PA 42B  
TELEVISION PRODUCTION EDITING (4)**

*Class Hours: 3 Lecture, 3 Laboratory. Prerequisite: PA 42A or equivalent.*

Performing Arts 42B 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. Must be taken once for the certificate program. (AA, CSU)

**PA 42C  
TELEVISION PRODUCTION PROJECT(4)**

*Class Hours: 3 Lecture, 3 Laboratory. Prerequisite: PA 42B or equivalent.*

Performing Arts 42C 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 which reflects their efforts on a creative class project program. (AA, CSU)

**PA 44  
TELEVISION WORKSHOP(4)**

*Class Hours: 6 Lecture, 18 Laboratory (6 weeks)*

Performing Arts 44 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. May be taken two times.

**PA 49/99  
DIRECTED STUDY(1-2)**

*Class Hours: 54 Laboratory hours for each semester unit. No more than 2 units per semester per 49/99 series.*

Performing Arts 49/99 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.

**PA 60  
PERFORMING ARTS EXPERIMENTAL COURSES (.5-3)**

*Class Hours: 18 lecture hours or 54 laboratory hours for each semester units.*

All courses numbered 60 are designed to permit department to meet an immediate student or community need, to explore newer methods in teaching a subject, to offer courses which are innovative, and to provide curriculum variety and flexibility. A required course description identifies each course subject. These courses may be taken CR/NC.

## **PHILOSOPHY**

**PHIL 1  
INTRODUCTION TO PHILOSOPHY(3)**

*Class Hours: 3 Lecture CAN PHIL 2 CSU General Education Requirement: C2  
Strongly Recommended Preparation: ENG 51A or equivalent.*

Philosophy 1 is a study of the principles underlying ethics, social philosophy, art, religion, epistemology, metaphysics and science. (AA, CSU, UC)

**PHIL 2  
INTRODUCTION TO LOGIC(3)**

*Class Hours: 3 Lecture CAN PHIL 6CSU General Education requirement: A3, C2  
Strongly Recommended Preparation: ENG 51A or equivalent.*

Philosophy 2 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 3  
ETHICS(3)**

*Class Hours: 3 Lecture CAN PHIL 4 CSU General Education Requirement: C2  
Strongly Recommended Preparation: ENG 51A or equivalent.*

Philosophy 3 is a study of classical and contemporary ethics to aid students in clarifying their values in response to ethical concerns. (AA, CSU, UC)

**PHIL 49/99  
DIRECTED STUDY(1-2)**

*Class Hours: 54 Laboratory hours for each semester unit. No more than 2 units per semester per 49/99 series.*

Philosophy 49/99 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.

**PHIL 60  
PHILOSOPHY EXPERIMENTAL COURSES(.5-3)**

*Class Hours: 18 Lecture hours or 54 Laboratory hours for each semester unit.*

All courses numbered 60 are designed to permit departments to meet an immediate student or community need, to explore newer methods in teaching a subject, to offer courses which are innovative, and to provide curriculum variety and flexibility. A required course description identifies each course subjects. These courses may be taken for CR/NC. (AA,CSU)

## **PHYSICAL EDUCATION ACTIVITY COURSES**

**PE 1  
SWIMMING (2)**

*Class Hours: .5 Lecture, 1.5 Laboratory CR/NC*

Physical Education 1 is designed to give instruction and practice in fundamental swimming skills, including basic strokes and survival swimming. May be taken two times for credit. (AA, CSU, UC)

**PE 1C  
WATER SAFETY INSTRUCTOR(1)**

*Class Hours: 1 Lecture, 3 Laboratory CR/NC*

PE 1C is designed to teach students how to analyze swimming strokes and techniques, with emphasis on teaching methods; review life saving skills; and to provide teaching experience for instruction in public schools and other settings. Upon successful completion of this course, students are eligible to take the exam for Water Safety Instructor certification. (AA,CSU,UC)

**PE 2  
ARCHERY(1)**

*Class Hours: .5 Lecture, 1.5 Laboratory CR/NC*

Physical Education 2 is designed to provide students an opportunity to develop the basic skills of the sport of archery. May be taken two times for credit. (AA, CSU, UC)

**PE 3  
BADMINTON(.5-1)**

*Class Hours: .5 Lecture, 1.5 Laboratory ,CR/NC*

Physical Education 3 is designed to provide students an opportunity to learn basic skills and knowledge of badminton. May be taken two times for credit. (AA,CSU,UC)

**PE 4  
FUNDAMENTALS OF SOFTBALL(1)**

*Class Hours: 1 Lecture, 2 Laboratory*

PE 4 is designed to provide instruction and practice in the fundamentals of softball including hitting, pitching, defensive skills, knowledge and interpretation of rules. This course may be taken three times for credit. (AA, CSU)

**PE 6  
BODY CONDITIONING(1)**

*Class Hours: 6 Laboratory (9 weeks)*

Physical Education 6 will expose the students to stretching, jump rope, lifting, running and various other skills while working toward optimum physical conditioning. May be taken four times for credit. (AA, CSU, UC)

**PE 7  
AEROBICS(.5-1)**

*Class Hours: 3 Laboratory CR/NC*

Physical Education 7 is a low-impact fitness program characterized by continuous movement to music. Participation should effect dramatic improvement (as measured by pre and post testing) in cardiovascular fitness, strength, endurance and flexibility for the previously unfit individual. The class will include informal lectures on principles of exercise, diet and nutrition, stress and relaxation. Light hand or wrist weights, rubber bands, etc. may be incorporated into class. May be taken four times for credit. (AA, CSU, UC)

**PE 8  
INTERMEDIATE AEROBIC INTERVALTRAINING(.5-1)**

*Class Hours: 3 Laboratory CR/NC*

Physical Education 8 is designed to expose intermediate aerobic students to conditioning activities such as resistance stations, light hand held weights, bands, steps, floor work and much more. Students will learn correct form and alignment, improve cardiovascular strength and increase flexibility and muscle strength. Students will experience changes in body composition, cardiovascular endurance and muscle strength while aiding in the prevention of injury and osteoporosis. May be taken four times for credit. (AA, CSU, UC)

**PE 9  
AQUA AEROBICS(.5-1)**

*Class Hours: 3 Laboratory CR/NC Strongly Recommended Preparation: The ability to swim or water stride for 10 minutes or more without stopping.*

Physical Education 9 is a fitness program that provides an opportunity for improvement of cardiovascular fitness, flexibility and strength. May be taken four times for credit. (AA,CSU,UC)

**PE 11**

**GOLF(.5-1)**

*Class Hours: .5 Lecture, 1.5 Laboratory CR/NC*

Physical Education 11 is designed to provide instruction and practice in the fundamentals of golf, including the swing, use of clubs, strategy and etiquette. May be taken three times for credit. (AA, CSU, UC)

**PE 12  
COMPETITIVE SWIMMING(.5-1)**

*Class Hours: 3 Laboratory CR/NC. Strongly Recommended Preparation: Ability to swim the competitive*

*swimming strokes and swim long distances.* Physical Education 12 is designed to emphasize breathing, body position, arm pull and kick in the four competitive swimming strokes. May be taken four times for credit. (AA, CSU, UC)

**PE 13  
WALLEYBALL(1)**

*Class Hours: 3 Laboratory CR/NC*

Physical Education 13 is designed to educate students in the game of Walleyball. This sport is played on a racquetball court using a spongy ball. Walleyball is a co-educational game with benefits in physical conditioning, endurance and cardiovascular fitness. May be taken four times for credit. (AA, CSU, UC)

**PE 16  
JOGGING AND POWER WALKING(.5-1)**

*Class Hours: 3 Laboratory CR/NC*

Physical Education 16 involves planning, instruction and participation in a progressive program of jogging and power walking as applied to enjoyment, health and fitness. May be taken three times for credit. (AA, CSU, UC)

**PE 17  
RACQUETBALL(.5-1)**

*Class Hours: .5 Lecture, 1.5 Laboratory CR/NC*

Physical Education 17 is designed to emphasize and develop racquetball skills and knowledge. May be taken three times for credit. (AA, CSU, UC)

**PE 18  
BOWLING (.5)**

*Class Hours: 3 Laboratory (9 weeks)CR/NC*

Physical Education 18 will provide instruction in the rules, techniques and strategies of bowling. Students will be required to pay bowling fees. May be taken four times for credit. (AA,CSU,UC)

**PE 19**

**ADAPTIVE PHYSICAL EDUCATION(.5-1)**

*Class Hours: 3 Laboratory CR/NC.*

*Prerequisite: Student must have a verifiable disability.*

Physical Education 19 is designed for assessment of student's fitness and ability levels. With this assessment, and individualized exercise program is designed to meet the student's fitness needs. The fitness components to be emphasized will include an increase in muscular strength and endurance, flexibility and cardiovascular endurance. May be taken four times for credit. (AA,CSU,UC)

**PE 20  
TENNIS(1)**

*Class Hours: .5 Lecture, 1.5 Laboratory CR/NC*

Physical Education 20 is designed to provide instruction and practice in the fundamentals of tennis, including strokes, rules, and court etiquette. The course also includes instruction in basic strokes and skills necessary for the student to participate in recreational tennis. May be taken three times for credit. (AA, CSU, UC)

**PE 21  
FITNESS LABORATORY(.5-1)**

*Class Hours: 3 Laboratory CR/NC*

Physical Education 21 is designed to emphasize proper techniques of stretching and warm-up prior to lifting and proper use of all lifting stations. May be taken four times for credit. (AA, CSU, UC)

**PE 22  
POWER VOLLEYBALL(.5-1)**

*Class Hours: .5 Lecture, 1.5 Laboratory CR/NC*

Physical Education 22 is designed to provide instruction and practice in the basic skills necessary for participation in power volleyball. The course will develop skills and knowledge of the game, with the emphasis on the set, forearm pass, serve, spike, individual block, W serve-receive formation and team defense. May be taken three times for credit. (AA, CSU, UC)

**PE 23  
WEIGHT TRAINING(.5-1)**

*Class Hours: 3 Laboratory CR/NC*

Physical Education 23 is designed for physical conditioning, with emphasis on power, strength, endurance and cardiovascular fitness. May be taken four times for credit. (AA, CSU, UC)

**PE 24  
CIRCUIT TRAINING(1)**

*Class Hours: 3 Laboratory CR/NC*

PE 24 is an activity class involving a series of weight training stations. The weight trainer performs an exercise and rapidly moves to the next station with little or no rest. (AA, CSU, UC)

**PE 25A  
INTRODUCTORY SOCCER(.5-1)**

*Class Hours: .5 Lecture, 1.5 Laboratory CR/NC*

Physical Education 25A is designed to teach basic running, throwing and passing skills and provide for team competition. (AA,CSU,UC)

**PE 25B  
INTERMEDIATE SOCCER(.5-1)**

*Class Hours: .5 Lecture, 1.5 Laboratory (.5-1) CR/NC*

Physical Education 25B is designed to teach intermediate skills, strategy and team play. (AA,CSU,UC)

**PE 51  
FITNESS FOR YOUTH(.5-1)**

*Class Hours: 3 laboratory CR/NC*

Physical Education 51 is designed to expose students to various competitive physical education activities including swimming, soccer, basketball, volleyball, etc. Students will be taught teamwork, athletic skills, endurance and how to interact with teammates and opponents in a competitive environment. May be taken four times for credit. (AA)

**PE 52  
FLEXIBILITY LAB(.5-1)**

*Class Hours: 3 Laboratory CR/NC*

Physical Education 52 is designed to teach students the Active-Isolated Muscle Stretching program. Students will learn that a flexible body is more efficient, enjoys more range of motion, stays balanced, is less prone to injury, and recovers from workouts quickly. Students will evaluate their own fitness level based on the Active-Isolated Stretching method. May be taken four times for credit. (AA)

## **PHYSICAL EDUCATION NON-ACTIVITY COURSES**

**PE 27  
FUNDAMENTALS OF FOOTBALL(1.5)**

*Class Hours: 2 Lecture, 4 Laboratory (9 weeks)*

Fundamentals of Football is designed to provide instruction and practice in the fundamentals of football including throwing, catching, running, blocking and the interpretation of the rules of football. (AA, CSU, UC)

**PE 32  
FUNDAMENTALS OF BASKETBALL(1)**

*Class Hours: 1 Lecture, 3 laboratory (9 weeks)*

Fundamentals of Basketball is designed to provide instruction and practice in the fundamentals of basketball including dribbling, passing, shooting and rules, etc. The course also includes instruction on how to improve skills necessary for students to participate in recreational basketball. May be taken four times for credit. (AA, CSU, UC)

**PE 34**  
**THEORY OF FOOTBALL(1)**

*Class Hours: 2 Lecture*

Physical Education 34 provides theory and analysis of the basic principles involved in football strategy. Fundamental techniques of offense and defense are stressed as the teaching base. AA,CSU,UC)

**PE 38**  
**THEORY OF BASEBALL(1)**

*Class Hours: 2 Lecture*

Physical Education 38 is designed for the student who wishes to learn the fundamental skills of baseball. It will enable the student to communicate the proper fundamentals involved with throwing, fielding, pitching and batting. (AA,CSU,UC)

**PE 40**  
**INTRODUCTION TO PHYSICAL EDUCATION(3)**

*Class Hours: 3 Lecture*

Physical Education 40 is designed to introduce the student to the study of personal, social, and professional aspects of modern physical education. Focus is on history, trends, opportunities and problems associated with the profession. (AA, CSU, UC)

**PE 41**  
**STANDARD FIRST AID(.5)**

*Class Hours: 9 Lecture CR/NC Prerequisite: Sound health, ability to perform breathing and arm compression.*

Physical Education 41 will teach the student standard first aid skills and CPR. The course will prepare participants to respond correctly in emergencies. Upon successful completion, the student will receive a certificate in CPR and Standard First Aid.(Material fee \$5.00) (AA,CSU,UC)

**PE 43**  
**FUNDAMENTALS OF BASEBALL(1)**

*Class Hours: 6 Laboratory CR/NC*

Physical Education 43 is designed to provide instruction and practice in the fundamentals of baseball including hitting, pitching, defensive skills, knowledge and interpretation of rules. (AA,CSU) May be taken two times for credit.

**PE 44A**  
**THEORY OF BASKETBALL(1)**

*Class Hours: 2 Lecture (9 weeks)*

Physical Education 44A is designed to give students a background in all aspects of coaching basketball. The course will cover rules, theory, fundamentals, defenses and offenses. (AA,CSU,UC)

**PE 45A  
THEORY OF SOFTBALL(1)**

*Class Hours: 2 lecture (9 weeks)*

Physical Education 45A is designed to present a study of fundamental theories and techniques of the game of fast pitch softball. Preparation for coaching various age levels of athletes and rules of the game will be covered. (AA, CSU, UC)

**PE 45B  
THEORY OF VOLLEYBALL**

*Class Hours: 2 Lecture*

Physical Education 45B is designed to present a study of the fundamental theories and techniques of the game of volleyball. (AA,CSU,UC)

**PE 46  
CARE AND PREVENTION OF ATHLETIC INJURIES(2)**

*Class Hours: 2 Lecture*

This course will address the immediate and temporary care and prevention of athletic injuries. The course will involve first aid, injury recognition and evaluation, taping, wrapping and rehabilitation. (AA, CSU, UC)

**PE 48  
COMMUNITY FIRST AID AND SAFETY(1)**

*Class Hours: 18 Lecture (total) CR/NC Materials Fee: \$10.00*

The content and activities included in this course will prepare the student to recognize emergencies and make appropriate decisions regarding care. Each section teaches the necessary skills the citizen responder will need to act as the first link in the emergency medical services (EMS) system chain. Students who complete the course will receive American Red Cross Certificates in Adult, Child and Infant CPR as well as First Aid and Disease Transmission (OSHA). May be taken four times for credit. Material Fee: \$10.00 for certificates; (AA, CSU, UC)

**PE 49/99  
DIRECTED STUDY(1-2)**

*Class Hours: 54 Laboratory for each semester unit.  
No more than 2 units per semester per 49/99 series.*

Physical Education 49/99 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.

**PE 57  
CLINICAL EXPERIENCE IN SPORTS MEDICINE (3)**

*Class Hours: 2 Lecture, 3 Laboratory*

Physical Education 57 provides hands-on experience in which the student or coach will be able to handle certain medical emergencies. Students will learn how to identify and assess an injury that may occur during an athletic event or practice. (AA)

**PE 60  
PHYSICAL EDUCATION EXPERIMENTAL COURSES(1-3)**

*Class Hours: 18 Lecture hours or 54 Laboratory hours for each semester unit.*

All courses numbered 60 are designed to permit departments to meet an immediate student or community need, to explore newer methods in teaching a subject, to offer courses which are innovative, and to provide curriculum variety and flexibility. A required course description identifies each course subject. These courses may be taken for CR/NC.

**INTERCOLLEGIATE SPORTS****PE 28A  
INTRODUCTION INTERCOLLEGIATE SOFTBALL(2)**

*Class Hours: 10 Laboratory Prerequisite: Medical approval from a licensed physician.*

Physical Education 28A is designed to provide an introduction to competition in softball at the community college level. (AA, CSU, UC)

**PE 28B  
INTERMEDIATE INTERCOLLEGIATE SOFTBALL(2)**

*Class Hours: 10 Laboratory Prerequisite: PE 28A or equivalent. Medical approval from a licensed physician.*

Physical Education 28B is designed to provide for competition in softball at the community college level for students with previous playing experience. (AA, CSU, UC)

**PE 29A  
INTRODUCTORY INTERCOLLEGIATE VOLLEYBALL(2)**

*Class Hours: 10 Laboratory Prerequisite: Medical approval from a licensed physician.*

Physical Education 29A is designed to provide competition in volleyball at the community college level. This course is for the first participation at this 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,UC)

**PE 29B  
INTERMEDIATE INTERCOLLEGIATE VOLLEYBALL(2)**

*Class Hours: 10 Laboratory Prerequisite: PE 29A; Medical approval from a licensed physician.*

Physical Education 29B is designed to provide competition in volleyball at the community college level. This course is for the second and final participation at this level. Intercollegiate volleyball will develop advanced techniques and knowledge with an emphasis on the highly technical skills involved in multiple offenses and defenses. (AA,CSU,UC)

**PE 31  
INTERCOLLEGIATE BASKETBALL ( 1 )**

*Class Hours: 10 Laboratory Prerequisite: Medical approval from a licensed physician.*  
Physical Education 31 is designed to provide competition in basketball at the community college level. May be taken four times for credit. (AA, CSU, UC)

**PE 33  
INTERCOLLEGIATE FOOTBALL(2)**

*Class Hours: 10 Laboratory Prerequisite: Medical approval from a licensed physician.*

Physical Education 33 provides the opportunity for students to further their football skills and utilize them in a competitive sport, competing with other colleges. May be taken two times for credit. (AA,CSU,UC)

**PE 35  
WOMEN'S INTERCOLLEGIATE SOCCER(2)**

*Class Hours: 10 Laboratory Prerequisite: Medical approval from a licensed physician*

Physical Education 35 provides competition in women's soccer at the community college level. Intercollegiate soccer will emphasize and develop individual and team skills through the use of intermediate and advanced techniques and knowledge. May be taken two times for credit. (AA,CSU,UC)

**PE 36  
MEN'S INTERCOLLEGIATE SOCCER(2)**

*Class Hours: 10 Laboratory Prerequisite: Medical approval from a licensed physician.*

Physical Education 36 provides competition in men's soccer at the community college level. Intercollegiate soccer will emphasize and develop individual and team skills through the use of intermediate and advanced techniques and knowledge. May be taken two times for credit. (AA,CSU,UC)

**PE 37  
INTERCOLLEGIATE BASEBALL(2)**

*Class Hours: 10 Laboratory Prerequisite: Medical approval from a licensed physician.*

Physical Education 37 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. May be taken two times for credit. (AA, CSU, UC)

**PE 39  
WOMEN'S INTERCOLLEGIATE SWIMMING/DIVING(2)**

*Class Hours: 10 Laboratory Prerequisite: Medical approval from a licensed physician*

*Class Hours: 10 Laboratory Prerequisite: Medical approval from a licensed physician.*

Physical Education 39 provides competition in women's swimming or diving at the community college level. Intercollegiate swimming/diving will emphasize and develop individual and team skills through instruction, training and competition. May be taken two times for credit. (AA,CSU,UC)

**PE 42  
WOMEN'S INTERCOLLEGIATE TENNIS(2)**

*Class Hours: 10 Laboratory Prerequisite: Medical approval from a licensed physician.*

Physical Education 42 provides competition in women's tennis at the community college level. Intercollegiate tennis will emphasize and develop individual and team skills through instruction, training and competition. May be taken two times for credit. (AA, CSU, UC)

**PE 59A  
INTRODUCTION TO INTERCOLLEGIATE SPORTS MANAGER (2)**

*Class Hours: 6 Laboratory*

Physical Education 59A is designed to provide introductory training in handling athletic equipment, training, techniques and preparing for athletic team practice and contests. (AA)

**PE 59B  
ELEMENTARY INTERCOLLEGIATE SPORTS MANAGER(2)**

*Class Hours: 6 Laboratory Prerequisite: PE 59A*

Physical Education 59B is designed to provide continued training in handling athletic equipment, training techniques, and preparing or athletic team practice and contests. This course is for students with limited experience in being a sports manager. (AA)

**PE 59C  
INTERMEDIATE INTERCOLLEGIATE SPORTS MANAGER(2)**

*Prerequisite: PE 59B*

Physical Education 59C is designed to provide additional experience in handling athletic equipment, training techniques, and preparing for athletic team practice and contests. (AA)

**PE 59D  
ADVANCED INTERCOLLEGIATE SPORTS MANAGER(2)**

*Prerequisite: PE 59C*

Physical Education 59D is designed to provide advanced experience in handling athletic equipment, training techniques, and preparing for athletic team practice and contests. This course is for students with extensive experience as sports managers. (AA)

## **PHYSICAL SCIENCE**

### **PHYSICI 1**

**SURVEY OF THE PHYSICAL SCIENCES(4)**

*Class Hours: 3 Lecture, 3 Laboratory CSU General Education Requirement: B1, B3*

Physical Science 1 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 49/99  
DIRECTED STUDY(1-2)**

*Class Hours: 54 Laboratory for each semester unit. No more than 2 units per semester per 49/99 series.*

Physical Science 49/99 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.

**POLITICAL SCIENCE****POLSCI 1  
AMERICAN GOVERNMENT(3)**

*Class Hours: 3 Lecture CAN GOVT 2 CSU General Education Requirement: D8  
Strongly Recommended Preparation: ENG 51A or equivalent.*

Political Science 1 is an introductory study of American government at the national, state and local level. Included are the institutions, processes and policies of the United States and of California. This course satisfies, in part, the American history and institutions requirements for CSU. (AA, CSU, UC)

**POLSCI 2  
COMPARATIVE GOVERNMENT(3)**

*Class Hours: 3 Lecture CSU General Education requirement: D8Prerequisite: ENG 51A or equivalent*

Political Science 2 is the study of the government and politics of Great Britain, France, Germany, and the former Soviet Union, compared with each other and with that of the United States, with emphasis on contemporary problems. (AA, CSU, UC)

**POLSCI 49/99  
DIRECTED STUDY(1-2)**

*Class Hours: 54 Laboratory for each semester unit. No more than 2 units per semester per 49/99 series.*

Political Science 49/99 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)

**POLSCI 51  
AMERICAN INSTITUTIONS( 3)**

*Class Hours: 3 Lecture*

Political Science 51 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 1. (AA)

**POLSCI 60  
POLITICAL SCIENCE EXPERIMENTAL COURSES(.5-3)**

*Class Hours: 18 Lecture hours or 54 Laboratory hours for each semester unit.*

All courses numbered 60 are designed to permit departments to meet an immediate student or community need, to explore newer methods in teaching a subject, to offer courses which are innovative and to provide curriculum variety and flexibility. A required course description identifies each course subject. These courses may be taken for CR/NC. (AA,CSU)

## **PSYCHIATRIC TECHNICIAN**

**PSYTEC 10  
INTRODUCTION TO PSYCHIATRIC TECHNICIAN( 1)**

*Class Hours: 9 Lecture Prerequisite: Application to the Psychiatric Technician Program Required*

*Strongly Recommended Preparation: ENG 101B and Math 101 or equivalent* PSYTEC 10 is an introductory psychiatric technician course presents concepts necessary to practice safely And legally in a forensic mental institution. Strategies and information to succeed in the psychiatric technician program will be presented. (AA,CSU)

**PSYTEC 12  
NURSING SCIENCE(18.5)**

*Class Hours: 14.5 Lecture, 20.5 Laboratory*

Nursing Science will present the principles of mental health and physical health, the maintenance of health, anatomy and physiology, and an understanding of disease and its treatment. Students will develop the ability to perform basic care activities, provides learning experiences in the care of children, adults, and aged patients with medical/surgical conditions.(AA, CSU)

**PSYTEC 14  
PSYCHIATRIC NURSING(18.5)**

*Class Hours: 14.5 Lecture, 20.5 Laboratory Prerequisite: PSYTEC 12 or equivalent.*

This course will introduce psychological and mental 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 rehabilitative methods in providing patient care. (AA, CSU)

**PSYTEC 16  
CARE OF DEVELOPMENTALLY DISABLED (7)**

*Class Hours: 12.5 Lecture, 20 Laboratory Prerequisite: PSYTEC 12 or equivalent.* This course will examine the care of the developmentally disabled by providing learning experiences in community facilities and continued practice in individual and group work. (AA, CSU)

**PSYCHOLOGY****PSYCH 1  
GENERAL PSYCHOLOGY(3)**

*Class Hours: 3 Lecture CAN PSY 2 CSU General Education Requirement: D9, E. Prerequisite: ENG 51A or equivalent.*

Psychology 1 is an introductory course in psychology emphasizing psychological perspectives and methodology. The following topics are covered: psychological theories, scientific methodology, biological bases of behavior, life-span development, learning, memory, intelligence, motivation, personality, psychological disorders, therapy and social psychology. (AA, CSU, UC)

**PSYCH 2  
ABNORMAL PSYCHOLOGY(3)**

*Class Hours: 3 Lecture CSU General Education Requirement: D9, E. Prerequisite: ENG 51a or equivalent*

Psychology 2 explores abnormal behavior and psychological disorders and introduces the student to clinical psychology, psychotherapy and other methods of treatment for psychological disorders. (AA, CSU, UC)

**PSYCH 3  
DEVELOPMENTAL PSYCHOLOGY (3)**

*Class Hours: 3 Lecture CSU General Education Requirement: D9, E Prerequisite: ENG 51A or equivalent.*

Psychology 3 is a study of the stages and processes of human development over the life span, beginning at conception and leading to old age. Emphasis is placed upon pertinent research and practical applications. Historical and cultural factors that influence basic assumptions, methodology, theories and concepts are examined to provide students with a more critical perspective from which to evaluate on temporary human development. (AA, CSU, UC)

**PSYCH 4  
PERSONAL PSYCHOLOGY(3)**

*Class Hours: 3 Lecture CSU General Education Requirement: E Prerequisite: ENG 51A or equivalent.*

Psychology 4 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 5  
BIOLOGICAL PSYCHOLOGY(3)**

*Class Hours: 3 Lecture CSU General Education Requirement: D9  
Prerequisite: ENG 51A or equivalent.*

Psychology 5 is the study of behavior and experience in terms of genetics, evolution and physiology of the nervous system. Physiological, genetic, evolutionary and functional explanations of behavior will be explored. (AA, CSU, UC)

**PSYCH 8  
LAW AND PSYCHOLOGY(3)**

*Class Hours: 3 Lecture  
Strongly Recommended Preparation: ENG 51A or equivalent.*

Psychology 8 focuses on the interaction and application of law and psychology in respect to criminal behavior. This course will focus on the legal and psychological considerations in the identification, prosecution, incarceration and treatment philosophies available to the criminal justice or social service professional. This course may be used as an elective for either Psychology or Administration of Justice but not for both. (AA, CSU)

**PSYCH 49/99  
DIRECTED STUDY(1-2)**

*Class Hours: 54 laboratory hours for each unit. No more than 2 units per semester per 49/99 series.*

Psychology 49/99 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.

**PSYCH 60  
PSYCHOLOGY EXPERIMENTAL COURSES (.5-3)**

*Class Hours: 18 Lecture hours or 54 Laboratory hours for each semester unit.*

All courses numbered 60 are designed to permit departments to meet an immediate student or community need, to explore newer methods in teaching a subject, to offer courses which are innovative and to provide curriculum variety and flexibility. A required course description identifies each course subject.

## **SOCIAL SCIENCE**

**SOCSCI 32A  
CULTURAL HISTORY OF THE CHICANO (3)**

*Class Hours: 3 Lecture CSU General Education Requirement: D6*

Social Science 32A is a cultural history of the Chicano with primary focus on the conquest of the Southwest. The course considers the historical development of the Chicano as a major sub-culture in the United States and strongly emphasizes current cultural and historical events. (AA, CSU, UC)

**SOCSCI 32B**  
**CULTURAL HISTORY OF THE BLACK AMERICANS(3)**

*Class Hours: 3 Lecture SU General Education Requirement: D6*

Social Science 32B is a survey course which covers the period from the pre-colonial, including the African slave trade, to the present. The Black American's status in American society is analyzed. (AA, CSU, UC)

## **SOCIOLOGY**

**SOC 1**  
**INTRODUCTION TO SOCIOLOGY(3)**

*Class Hours: 3 Lecture CAN SOC 2 CSU General Education Requirement: D0 Strongly Recommended Preparation: ENG 51A or equivalent.*

Sociology 1 is an introduction to the theoretical perspectives of sociology and their application to the fundamental problems of social life. It includes discussion of sociological methods and findings in such areas as family, race religions, religion, and deviance. (AA, CSU, UC)

**SOC 2**  
**CRITICAL THINKING AND SOCIAL PROBLEMS (3)**

*Class Hours: 3 Lecture CAN SOC 4 CSU General Education Requirement: A3, D0 Prerequisite: ENG 51A or equivalent.*

Sociology 2 is a survey of major social problems experienced by society, with an exploration of the most important perspectives used to explain the problems. The application of critical thinking skills, specifically taught in the course to causes and solutions is designed to result in heightened critical thinking ability as well as strengthened social awareness. (AA, CSU, UC)

**SOC 3**  
**MARRIAGE AND FAMILY RELATIONS(3)**

*Class Hours: 3 Lecture CR/NC CSU General Education requirement: D0, D4*

*Strongly Recommended Preparation of ENG 51A*OC 3 will explore marital and family dynamics within the context of the family theories. Topics include love, mate selection, sexuality, communication patterns, parenthood, and dissolution. Students will learn how paired relationships work in contemporary mass society, why they succeed, and why they sometimes fail. (AA, CSU, UC)

**SOC 49/99**  
**DIRECTED STUDY(1-2)**

Class Hours: 54 laboratory for each semester unit. No more than 2 units per semester per 49/99 series. Sociology 49/99 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)

**SOC 60**  
**SOCIOLOGY EXPERIMENTAL COURSES(.5-3)**

*Class Hours: 18 lecture or 54 laboratory hours for each semester unit.*

All courses numbered 60 are designed to permit department to meet an immediate student or community need, to explore newer methods in teaching a subject, to offer courses which are innovative, and to provide curriculum variety and flexibility. A required course description identifies each course subject. These courses may be taken for CR/NC.

## **SOIL SCIENCE**

### **SLSCI 21 SOILS(4)**

*Class Hours: 3 Lecture, 3 Laboratory CAN AG 14*

Soil Science 21 will provide instruction in the physical, chemical, and biological properties of soils as related to agriculture. It will concern itself with the origin, formation, and composition of California soils and the fundamental principles and practices of fertilizer use. (AA, CSU, UC)

## **SPEECH**

### **SP 1 ELEMENTS OF SPEECH(3)**

*Class Hours: 3 Lecture CAN SPCH 4CSU General Education Requirement: A1  
Strongly Recommended Preparation: ENG 51A or equivalent.*

SP 1 provides instruction in the fundamental processes of oral communication. 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. (AA, CSU, UC)

### **SP 3 ARGUMENTATION AND DEBATE(3)**

*Class Hours: 3 Lecture CAN SPCH 6  
Prerequisite: Successful completion of SP 1 or SP 4*

The course provides instruction in the development of reasoning skills and practice in formal and informal argumentation and persuasion. While course content includes an analysis of standard debate techniques (traditional, cross-examination, Lincoln-Douglas) requiring two matched sides for and against a proposition, Speech 3 emphasized the argumentation mode of persuasion that enables an individual to reach decisions based on good reasoning and evidence. (AA, CSU, UC)

### **SP 4 DYNAMICS OF GROUP DISCUSSION(3)**

*Class Hours: 3 Lecture CSU General Education Requirement: A1 Strongly Recommended  
Preparation: ENG 51A or equivalent.*

Speech 4 provides instruction in the dynamics of small group communication. Students will explore their own communication skills and weaknesses through the application of critical thinking and analysis. Students will learn a variety of problem solving and leadership techniques, including how to conduct meetings and discussions, as well as how to effectively and persuasively present information within small groups and as a small group to a larger audience. (AA, CSU, UC)

**SP 5  
INTERPERSONAL COMMUNICATION(3)**

*Class Hours: 3 Lecture CSU General Education Requirement: E Strongly Recommended Preparation: ENG51A or equivalent.*

Speech 5 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. (AA, CSU, UC)

**SP 49/99  
DIRECTED STUDY(1-2)**

Class Hours: 54 Laboratory for each semester unit. No more than 2 units per semester per 49/99 series.

Speech 49/99 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)

**SP 60  
SPEECH EXPERIMENTAL COURSES(.5-3)**

*Class Hours: 18 lecture hours or 54 laboratory hours for each semester unit.*

All courses numbered 60 are designed to permit department to meet an immediate student or community need, to explore newer methods in teaching a subject, to offer courses which are innovative, and to provide curriculum variety and flexibility. A required course description identifies each course subject. These courses may be taken for CR/NC.

## **WELDING TECHNOLOGY**

**WT 15X  
OCCUPATIONAL WORK EXPERIENCE (PARALLEL)(1-4)**

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 4 units per semester or a maximum of 16 units of total credit. The student must enroll in classes (at least 7 units, including work -experience) and work part-time (up to 20 hours per week).This plan allows the student to attend college full-time one semester and work full-time the next semester. A student may take 8 units of work experience but may

only be enroll in one other course. A student must complete 12 units of credit the semester before enrolling in the alternate plan. This plan is only available for occupational work experience.

**WT 40  
INTRODUCTION TO WELDING(2)**

*Class Hours: 1 Lecture, 3 Laboratory* Welding Technology 40 consists of practical and theoretical instruction in oxy-acetylene welding, stick electrode welding, torch cutting, brazing, and hard facing. (AA, CSU)

**WT 49/99  
DIRECTED STUDY(1-2)**

Class Hours: 54 laboratory for each semester unit. No more than 2 units per semester per 49/99 series. Welding 49/99 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)

**WT 60  
WELDING TECHNOLOGY EXPERIMENTAL COURSES (.5-3)**

*Class Hours: 18 lecture hours or 54 laboratory hours for each semester unit.*

All courses numbered 60 are designed to permit departments to meet an immediate student or community need, to explore newer methods in teaching a subject, to offer courses which are innovative and to provide curriculum variety and flexibility. A required course description identifies each course subject. These course may be taken for CR/NC.

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## FACULTY AND STAFF

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### Administration and Faculty

#### West Hills Community College District Board of Trustees



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**Jack Minnite**  
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**Nina Oxborrow**  
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## District Administration



**Dr. Frank Gornick**, Chancellor

**Jack Mahrt**, Vice Chancellor of Business Services

**Susan Kincade**, Dean of Learning Resources

## College Administration

**Dr. Anthony Tricoli**, President

**Dr. Beverly Smith**, Dean of Student Learning , Chief Instructional Officer

**Bertha Felix-Mata** , Associate Dean of Student Learning

**Dr. Larry Rathbun**, Associate Dean of Student Learning

**Eliseo Gamino**, Associate Dean of Student Learning

## Full-Time Faculty

**Amaya-Guenon, Linda**, Counselor 1989  
A.A., West Hills College, B.A., Chapman University, M.A., Fresno Pacific University

**Arce, Mark**, Health/Physical Education/Head Men's Basketball Coach 2001  
A.A., St. Gregory's College, Shawnee, OK, B.S. M.A., Oklahoma State University, M.A., California State University, Bakersfield

**Bart, John**, Administration of Justice 2001  
B.P.A., National University, San Diego, M.A., California School of Professional Psychology

**Burke, Michael** , Biology/Math 1996

A.S., Temple University, B.S., Michigan State University, M.S., University of Illinois, Ph.D., University of Minnesota

**Clement, Robert**, Director of Athletics 1999  
A.A., West Hills College, B.A., California State University, Fresno, M.A., University of La Verne

**Corcoran, Terence M.**, Mathematics 1970  
B.S., St. Joseph's College, Pennsylvania, M.S., Notre Dame University

**Cowden, Clint**, Agriculture 2004  
B.S. California Polytechnic State University

**Dam-Mikkelson, Hector**, Psychiatric Technician 2001  
A.A., Cuesta College (2 A.A. degrees earned), A.S.N., Cuesta College, San Luis Obispo

**Davis, Cynthia**, Director, Psychiatric Technician Program 2001  
A.S., Santa Rosa Junior College, B.S., California Lutheran College

**Discont, Margaret**, Basic Skills English/ ESL 1999  
A.A., Fresno City College, B.A., M.A., California State University, Fresno

**Felix-Mata, Bertha**, Associate Dean of Student Learning 1999  
A.A., West Hills College, B.A., California State University, Fresno, M.P.H., University California, Los Angeles

**Gamino, Eliseo**, Associate Dean of Student Learning 1999  
B.A., M.A., California State University, Fresno

**Grant, James**, Speech/Health Education 1990  
B.A., M.A., Pacific University

**Gritton, Mark**, Health/Physical Education/Head Football Coach  
Physical Education 1996, B.A., M.A., Humboldt State University

**Hall, Marlon**, Basic Skills/ English/Assistant Basketball Coach 2001  
A.A., West Hills College, B.A., West Coast Christian College, B.A., M.A., California State University, Fresno, M.A., Fresno Pacific University

**Harp, Majorie**, Psychiatric Technician 2004  
AA, Hartnell College, BS University of Phoenix

**Hill, James**, Psychiatric Technician 2004  
AA, AS Cypress Community College

**Hauki, Cynthia A.**, Business 1981  
A.A., Sacramento City College, B.S., M.A., The Consortium of the California State Universities

**Hedgecock, David G.**, Geography 1991  
A.A., West Hills College, B.A., M.A., California State University, Fresno

**Hendrickson, Marta**, Counselor/Learning Disabilities Specialist 1995  
B.A., Concordia College, M.A., University of San Francisco

**Hodsdon, Paul**, English/ Head Baseball Coach 2000  
A.A., Central Arizona College, B.S., M.A., University Nevada, Reno

**Hunt, Bruce**, Agriculture/ Head Rodeo Coach 1985  
B.S., M.S., Cal Poly State University, San Luis Obispo

**Jacobus, Linda**, Basic Skills English/ESL 1993  
B.A., University of California, Santa Barbara, M.A., San Francisco State University

**Jeffery, Richard**, Work Experience 1979  
B.S., M.A., Cal Poly State University, San Luis Obispo

**Kincade, Susan**, Dean of Learning Resources 2000  
A.A., Fresno City College, B.A., M.A., California State University, Fresno

**Little, Anna-Lisa**, Child Development 1997  
B.A., M.A., California State University, Bakersfield, AA., Bakersfield College

**McGlothlin, Sandra**, Counselor 1996  
A.A., Fullerton College, A.A., West Hills College, B.A., M.A., California State University, Fresno

**Mendenhall, Faye**, Basic Skills Math 1979  
B.A., M.A., Humboldt State University

**Morales, Frank**, Psychiatric Technician 2002  
A.S., Mission College, B.S., University of La Verne

**Mosher, Staci**, Psychology/Head Softball Coach 1997  
B.A., United States International University, M.A., National University, A.A., College of Sequoias

**Oliver, Norine**, Political Science/ History 1985  
B.A., M.A., California State University, Fresno

**Oxford, Denise**, Psychiatric Technician 2002  
A.S., College of Sequoias, B.S., Pacific Union College

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