

**West Hills College  
Lemoore  
Catalog Addendum  
2007-2008**

**Page 14 of the 2006-2008 course catalog a revision is needed. Course Repetition Under Special Circumstances should read as follows:**

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

**Page 53 of the 2006-2008 course catalog a revision is needed. The following course should be removed from the Certificate Core Courses, and the total units should be changed to 18.0.**

CIS 72 – Introduction to Networking (1)

**Page 63 of the 2006-2008 course catalog a revision is needed. The following statement should be added. Open Enrollment**

It is the policy of West Hills College Lemoore, unless specifically exempted by statute, that 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.

**Page 69 of the 2006-2008 course catalog a revision is needed. This course should be removed.**

AOJ 51 – Level III Reserve Officer Training (4)

**Page 69 of the 2006-2008 course catalog revisions are needed. The following course title took place and new course ASL 2 should be listed.**

**ASL 1 - Introduction to American Sign Language: Level 1**

**ASL 2 – Intermediate American Sign Language: Level 2**

**(4)**

*Class Hours: 4 lecture*

*Prerequisite(s): ASL 1*

American Sign Language (ASL) 2 is designed to introduce students to the second semester ASL. Students will engage in conversation using ASL at a level expected for intermediate signers. Students will expand conversational skills such as turn-taking, discussion of culturally appropriate topics, and leave-taking. Students will also learn how to relate simple experiences and events using ASL. This course is recommended for students who encounter Deaf people in their working environment, or who plan on majoring in American Sign Language/Deaf Studies. Students are expected to attend outside Deaf events at their own expense. (AA, CSU, UC)

**Page 70 of the 2006-2008 course catalog revisions is needed. CAN ANTH 4, D3 should be changed to D1. ANTHRO 2 – Cultural Anthropology CAN ANTH 4, D1**

**Page 70-71 of the 2006-2008 course catalog revisions are needed. The following courses should be removed.**

Art 4 - Exploring Drawing

Art 17 - Exploring Art

**Page 71 of the 2006-2008 course catalog a revision needed. The following new course should be added.**

**BIO 15 - Biology for Education**

**(3)**

*Class Hours: 2 lecture, 3 laboratory*

*Advisory(s): ENG 51A or equivalent*

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

**Page 71-72 on the 2006-2008 course catalog revisions are needed. The course titles should read as follows:**

BIO 20 - Introductory Biology A

BIO 24 - Introductory Biology B

**Page 84-87 of the 2006-2008 course catalog revisions are needed. The following courses should be removed.**

CIS 43A - LAN Systems Administration, Netware

CIS 43B - LAN Advanced Administration

CIS 44A - LAB System Administration Netware 3.1X

CIS 44B - LAN Advanced Administration Netware 3.1X

CIS 45 - NetWare Install & Configure

CIS 46 - NetWare Design & Implementation

CIS 47 - Networking Technologies

CIS 48 - NetWare TCP/IP Transport

CIS 50 - Networking Essentials - CISCO

CIS 51 - Interconnecting CISCO Network Devices

CIS 52 - Advanced Routing & Switching

CIS 53 - Advanced Network Management

CIS 83A - Microsoft Windows 2000 Professional

CIS 83B - Microsoft Windows 2000 Server

CIS 83C - Microsoft Windows 2000 Network Infrastructure Administration

CIS 83D - Microsoft Windows 2000 Active Directory Services

CIS 83E - Designing Microsoft Windows 2000 Network Infrastructure

CIS 83F - Designing Microsoft Windows 2000 Directory Services Infrastructure

CIS 83G - Designing Microsoft Windows 2000 Network Security

**Page 88 of the 2006-2008 course catalog revisions are needed. The following new courses should be listed.**

**CUL 54 - Hospitality Laws and Regulations**

**(2)**

*Class Hours: 2 Lecture*

This course is the study of legal issues in relation to commercial food service and lodging operations with a national, state and local in scope. Using both the case method and specific statutes, this class introduces students to general concepts including the types of law, the nature of agreements and the judicial system, as well as regulatory agencies and the particular laws they enforce in the hospitality field. (AA)

**CUL 58 - Dining Room Service and Management I**

**(2)**

*Class Hours: .5 lecture, 4.5 laboratory*

This course covers the operation of a restaurant dining and related services support station. Topics covered include how to hire, train, motivate, schedule and assign jobs to a wait staff. Cost controls for labor and supplies will be covered as well as quality assurance and productivity standards. (AA)

**CUL 59 - Introduction to Hospitality Careers and Human Relations (1.5)**

*Class Hours: 1.5 lecture*

Introduction to the hospitality industry (comprising lodging, food and beverage services, and tourism) with focus on its career opportunities. Human relations management in the hospitality industry. Individual goal-setting and career planning are emphasized. (AA)

**CUL 60 - Nutrition for Chefs (1)**

*Class Hours: 1 lecture*

Techniques of healthy cooking for the professional chef. Fresh ingredients, reduced fat and salt, cooking methods and tools, plus shorter cooking times, are brought to provide satisfying dining with fewer calories, cholesterol, and sodium, while retaining nutritional value of the food. (AA)

**CUL 61 - Kitchen Management (3)**

*Class Hours: 3 lecture*

*Prerequisite: CUL 50 or ServSafe Certification*

Development of skills used to manage a commercial kitchen. Students will write menus and develop recipes, establish portion sizes and recipe costs, then price the menu items. Purchasing foods and supplies: comparative pricing among vendors, ordering, receiving, rotating and storing goods, taking and extending inventories. Students will learn to base production plans on sales forecasts, staff kitchen accordingly, establish policies, standards and procedures regarding production, staff issues, facility/equipment maintenance and kitchen cleanliness. Basic concepts from the Uniform System of Accounts for Restaurants relation to kitchen operation. (AA)

**CUL 64 - Restaurant Desserts**

*Class Hours: 1.5 lecture, 4.5 laboratory*

**(3)**

*Prerequisite(s): CUL 57, and CUL 52*

The production and presentation of classical and contemporary restaurant desserts. A particular study of the restaurant of classical and contemporary restaurant desserts. A practical study of the restaurant pastry chef's special vendors, equipment, supplies, foods, processes and techniques used to produce a wide variety of desserts. (AA)

**CUL 65 - Dining Room Service and Management II (3)**

*Class Hours: 1.5 lecture, 4.5 laboratory*

*Prerequisite(s): CUL 58*

Advance service techniques, table setting and dinning room etiquette including laboratory. Emphasis is on elegance, showmanship, developing the fine points of service, understanding wine and food compatibilities, building sales, managing the dining room with reservation systems, proper staffing and hosting. (AA)

**Page 89 of the 2006-2008 course catalog revision is needed. A course description change is needed.**

**EDUC 1 - Introduction to Teaching (3)**

*Class Hours: 3 lecture*

*Advisory(s): ENG 101B and ENG 101B or equivalent.*

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

fieldwork and observation in local k-12 schools. Students who plan on entering a California State University credential program will have the option of completing the 45 hours of structure fieldwork necessary for admissions. (AA, CSU, UC)

**Page 90 of the 2006-2008 course catalog revision is needed. Course description and title were revised.**

**EMT 1 – Emergency Medical Training - Basic**

**(4)**

*Class Hours: 3 lecture, 3 laboratory*

*Prerequisite(s): Current certification in Healthcare Provider or Professional Rescuer Level adult, Child and infant Cardio-Pulmonary Resuscitation (CPR).*

*Advisory(s): it is strongly recommended that students be at least 18 year of age due to the liability insurance of the agencies and employment opportunity.*

EMT - 1 prepares the student for certification as a Nationally registered EMT-Basic. Instruction includes topics pertaining to emergency medical care in the pre-hospital setting in accordance with the U.S. Department of Transportation's NHTSA 1996 national Standard curriculum, Title 22 of the California Code of Regulations and Local EMS policies, procedures and protocols. Satisfactory completion of this course will prepare the student for the National Register of EMT's certification exam. Certification will allow the student to work on an ambulance, fire apparatus, or in a hospital emergency department. This course requires 12 hours of supervised instruction on an operational 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)

**Page 90 of the 2006-2008 course catalog revisions are needed. Course description change and units were revised.**

**ENG 101A – Introductory Reading**

**(3)**

*Class Hours: 3 lecture*

*Prerequisite(s): Placement determined by assessment tests.*

*Co-requisite(s): Required co enrollment in NC 101 Reading Lab.*

English 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 determining 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 are required to take a Non Credit reading lab (NC 101) to support this course. (NDA)

**ENG 101B – Intermediate Reading**

**(3)**

*Class Hours: 3 lecture*

*Prerequisite(s): Placement determined by assessment tests, or success completion of ENG 101 or the equivalent.*

*Co-requisite(s): required co enrollment in NC 101 Reading Lab.*

English 101B is an intermediate reading course which offers group and individual instruction in the development of college level reading and related skills. Students 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. Students are required to take a Non credit Reading Lab (NC 101) to support this course. (NDA)

**ENG 105A – Introductory Writing**

**(3)**

*Class Hours: 3 lecture*

*Prerequisite(s): Placement test or self-identification.*

*Co-requisite: Required co enrollment in NC 105 writing Lab.*

English 105A is an introductory writing course designed for students to become familiar with the writing process. In this course, students will be introduced to basic grammar, language mechanics, and standard English usage in writing. Students will begin with sentence skills and move towards writing well-

developed paragraphs but will not cover essays; thus a student completing this course would not be prepared for any English course higher than English 105B. This class is not designed to teach students verbal English skills. Students are required to take a Non Credit Writing Lab (NC 105) to support this course. (NDA)

**ENG 105B – Intermediate Writing**

**(3)**

*Class Hours: 3 lecture*

*Prerequisite(s): Successful completion of English 105A or equivalent such as placement test score.*

*Co-requisite(s): Required enrollment in NC 105 Writing Lab.*

English 105B is a secondary level writing course designed for students who are continuing to refine their writing process skills. Students will begin the semester with a focus on well-developed paragraphs that utilize various organizational patterns. Students will then transition to a 200 word essay that includes an introduction, body, and conclusion. In addition, students will review grammar, punctuation, and standard English usage. This course is preparation for English 51A and may not be skipped without an English instructor's consent or retaking the placement test and scoring into English 51A. Students are required to take a Non Credit writing Lab (NC 105) with English 105B. (NDA)

**Page 92 of the 2006-2008 course catalog revision is needed. The following new course should be listed.**

**ES 36 – Contemporary Native American Social Issues**

**(3)**

*Class Hours: 3 lecture*

*Advisory(s): Successful completion of English 51A/B.*

Ethnic Studies 36 presents a range of contemporary American Indian social issues. In analyzing contemporary Indian issues, students will use a social science approach within the context of American society. The social issues examined will include tribal sovereignty and politics, assimilation policies, cultural genocide, internal colonialism, religion, health issues, environmental problems, mass media, education, gender issues, American Indian activism, and economic remedy initiatives. (AA, CSU)

**Page 96 of the 2006-2008 course catalog a revision is needed. The following new course should be listed.**

**HS 50 – Sterile Processing Technician Preparation**

**(13.5)**

*Class Hours: 5 lecture, 25.5 laboratory*

*Prerequisite(s): Physical exam and TB clearance, MMR, Live Scan background clearance, Medical Malpractice Insurance.*

*Advisory(s): HS 5, BIO 32, Math 101, and ENG 105B.*

This comprehensive Certified Sterile Processing Technician course functions within the sterile processing industry local and county regulations that pertain to processing instruments, equipment. Certified Sterile Processing Technician course prepares students to function as Sterile Processing Technicians. This course will include important practice and background information on basic concepts of asepsis, universal precautions, AIDS, medical disease processes, medical terminology, medical ethics, legal aspects of patient contact, respiratory therapy assisting, laboratory sterile processing to process instruments, equipment and supplies for utilization in the operating room, in-house departments and clinics; this includes appropriate record keeping and distribution. Additionally, students will practice with equipment and perform hands on labs including introduction to the function and proper use of the autoclave machines, reprocessing of instrumentation and sterilization principles, universal precautions including decontamination, instruction preparation, and general sterilization. Students wishing to use this course toward a health degree or certificate must obtain a 77% or higher. Successful students will be eligible to sit for the IAHSMM Exam for certification. (AA)

**Page 97 of the 2006-2008 course catalog revisions are needed. The articulation sequence number should be added.**

**HIST 32 – Cultural History of the Chicano**

**D3, D6**

**(This course was formerly SocSci 32A)**

## HIST 34 - Introduction to Black Studies

D3, D6

(This course was formerly SocSci 32B)

Page 98 of the 2006-2008 course catalog a revision is needed. The following course should be listed.

### HRCM 5 - Hospitality Accounting

(3)

*Class Hours: 3 lecture*

*Advisory(s): ENG 101B and Math 101*

HRCM 5 is a course designed specifically for Hospitality Accounting. The course includes the role of accounting in the hospitality industry, accounting methods used in the hotel, restaurant and casino industry; accounting principles and practices, preparation of accounting reports and financial statements and interpretation of each, payroll accounting, night audit accounting, accounts receivables and credit, hotel cost accounting systems, food and beverage cost accounting systems, casino cost account systems, budgeting, long term projections and systems management and executive control that is required in the Hospitality Industry. (AA, CSU)

Page 101 of the 2006-2008 course catalog revisions are needed. Math 2B course description has been revised, Math 10B a statement listed below should be removed, Math 25 a unit change took place, and Math 75 should be removed.

### Math 2B - Differential Equations

(4)

*Class Hours: 4 lecture*

*Prerequisite(s): Math 2A*

Mathematics 2B is the study of ordinary differential equations and their applications in science and engineering. It covers the theoretical aspect of existence of solutions and analytical techniques for obtaining solutions, including series solutions, Laplace transformations and linear systems. (AA, CSU, UC)

### Math 10B - Structure & concepts in Mathematics II

(3)

*Class Hours: 3 lecture*

*Prerequisite(s): Math 10A*

**This statement should be removed from the course description:** This class does not satisfy the G.E. quantitative reasoning requirement for non Liberal Studies majors at four-year institutions.

### Math 25 - Introduction to Statistics

(4)

*Class Hours: 4 lecture*

Mathematics 25 is an introduction to the study of modern statistics. The topics include frequency distributions, measure of central tendency, measure of variation, counting, probability, mathematical expectation, continuous and discrete probability distributions, sampling distributions, central limit theorem, one and two sample confidence intervals and hypothesis testing of the population mean, standard deviation, proportions and correlation. (AA, CSU UC)

### Math 75 - Adaptive Mathematics (removed from catalog)

Page 103 of the 2006-2008 course catalog the following revision is needed. This course received a unit change from 3 to 4 units and a catalog description change to incorporate the additional unit.

### NATSCI 1 - Chemistry & Physics for Educators

(4)

*Class Hours: 3 lecture, 3 laboratory*

*Advisory(s): Math 61 and ENG 51A or equivalent.*

Natural Science 1 is designed to prepare students to teach chemistry and physics at K-12 grade levels with emphasis on meeting California Public School Standards. This course is part of the natural science series for students majoring in liberal arts. (AA, CSU, UC)

**Page 103 of the 2006-2008 course catalog the following new courses should be listed.**

**NC 101 - Reading Lab (0)**

*Class Hours: 3.5 laboratory*

*Co-requisite(s): ENG 101A or ENG 101B*

The reading lab is designed as an open entry supplemental learning course. The reading lab is required for all students enrolled in English 101A as well as English 101B. In this course, students will receive additional assistance to help them in their primary course. However, lab time does not replace time needed to complete homework in the primary courses. (NDA)

**NC 105 - Writing Lab (0)**

*Class Hours: 3.5 laboratory*

*Co-requisite(s): ENG 105A or ENG 105B*

The writing lab is designed as an open entry supplemental learning course. The writing lab is required for all students enrolled in English 105A as well as English 105B. In this course, students will receive additional assistance to help them in their primary course. However, lab time does not replace time needed to complete homework in the primary courses. (NDA)

**NC 140A - Community Living Skills (0)**

*Class Hours: 15 laboratory*

NC 140 A is designed to provide moderately disabled adults opportunities to develop personal, vocational, social, and behavioral skills through a comprehensive program of work, social, behavioral, and community integrated activities. (NDA)

**NC 140B - Community Living Skills (0)**

*Class Hours: 30 laboratory*

NC 140 B is designed to provide mildly and moderately disabled adults opportunities to develop personal, vocational, social, and behavioral skills through a comprehensive program of work, social, behavioral, and community integrated activities. (NDA)

**Page 103 of the 2006-2008 course catalog a revision is needed. The following changes took place in course description, and title change.**

**NC 160 - GED Preparation Program (0)**

*Class Hours: 9 laboratory*

This preparatory course is designed to provide instruction to assist students in reviewing the basic skills needed to pass each of the five General Education Diploma tests: Reading, Writing, Mathematics, Science and Social Studies. The GED is equivalent to a high school diploma. (NDA)

**Page 108 of the 2007-2008 course catalog a revision is needed. The following course should be listed.**

**PSYCH 29 - Introduction to Sport & Exercise Psychology (3)**

*Class Hours: 3 lecture*

*Advisory(s): Successful completion of English 101B & 51A or equivalent*

The study and application of psychological principles and foundations to sport and exercise across the lifespan and across activity contexts. This course is designed to promote an understanding of the concepts and applied principles of sport and exercise psychology. Findings and principles from the sport and exercise psychology literature will be applied to sport and physical activity participants, ranging from youth sport and community exercise programs to elite and world class performers. (AA, CSU)