

Programs of Study

Agriculture Science Technology

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

Precision Agriculture Certificate

Course #	Title	Units
AGBUS 15	Computer Application to Agriculture	3
CRPSCI 1	Introduction to Plant Science	3
CRPSCI 6	Applications of GPS Technology in AG	4
CRPSCI 7	GPS Crop and Yield Monitoring	4
CRPSCI 19	Water Management	3
	TOTAL	17

Recommended Electives:

GEOG 4 (Introduction to Geographic Information, and AG 10 Introduction to Agriculture

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.

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.

Child Development

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

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

Associate Degree

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

Child Development Permits

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

West Hills College Certificates

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

Child Development Certificate: Assistant Teacher

Level

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

Course #	Title	Units
CD 3	Child Study and Assessment	2
CD 4	Parenting	3
CD 5	Child Development	3
CD 10	Child, Family and Society	3
CD 12A	Principle and Practices of ECE	3
CD 12B	Principles and Practices ECE Field Work	3
CD 15	Literature & Language Arts for Young Children	3
CD 16	Creative Activities	3
CD 17A	Sex Education for parents & Teachers of Young Children	1
CD 17B	Child Abuse Recognition & Prevention	1
CD 17C	Single Parenting	1
CD 18	Health, Safety, & Nutrition	3
CD 20	Behavioral Management in the ECE Classroom	2
CD 23	Domestic Violence Recognition & Prevention	1
	TOTAL	6

Child Development Certificate: Associate Teacher

Level

(12 units from the following course list)

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

Child Development Certificate: Teacher Level

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

Child Development Certificate: School-Age

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

Administrative Certificate in Child Development

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

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

Course #	Title	Units
CD 14A	Administration & Supervision of Children’s Programs	3
CD 14B	Administration & Supervision of Children’s Programs Practicum	3
CD 22	Supervising Adults Working in Children’s Programs Computer and/or Business Electives	4
	TOTAL	12

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

Family Day Care Certificate

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

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

Transfer

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

Child Support Services Certificate

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

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

Communications

The associate degree in communication offers broad-based preparation in effective oral and written communication as well as a foundation in group dynamics. The degree is designed to provide entry-level skills and knowledge for students planning to transfer to a four year four-year institution as well as for those students who want to improve their marketability with potential employers. The main skill employers look for in potential employees is the ability to effectively communicate. The second skill employers look for is the ability to effectively work in groups and/or teams.

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 Communication major by completing twelve (12) units of Communication course work, three (3) units of transfer-level composition, and three (s) elective units from the suggest courses. Double-counting for General education Requirements Is allowed, but students are advised to speak with a counselor to ensure this is allowed at the four-year institution to which they plan to transfer.

Course #	Title	Units
COM 1	Elements of Public Speaking.....	3
COM 3	Argumentation and Debate	3
COM 4	Small Group Dynamics & Presentation.....	3
COM 5	Interpersonal Communication	3
	Total	12

Transfer-Level Composition

ENG 1A	... Composition & Reading	3
	or	
ENG 1B Literature, Critical Thinking & Writing	3
Electives (3 units)	BUS 18, BUS 29, CD 10, EDUC 1, EDUC 5, PHIL 1, PHIL 2, POLSCI 1, PSYCH 1, PSYCH 4, SOC 1, SOC 3	
	TOTAL.....	18

Physical Education

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

Associate Degree

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

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

Activity Courses: PE 4, 6, 7, 11, 16, 19, 20, 21, 22, 23, 24)

Recommended Electives: EA 31, PE 34, 38A, 45A, 45B, 48, PSYCH 1)

Transfer

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

Social Work Certificate

The Social Work Certificate Option Provides an introduction to the field of Social Welfare along with interdisciplinary courses to prepare students to entry level work in the Department of Social Services. Topics will include counseling and interviewing, child abuse, and domestic violence recognition and prevention, written communication and computer skills. Students must complete 60 units of college level work and will receive an Associate of Arts Degree in Liberal Arts with Social Work Certificate Option to meet minimum qualifications for various positions. Students should be aware that a pre-employment examination is required before an applicant begins the hiring process in addition to college-level coursework.

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



Jill Stearns
Dean of Student Learning

Course Descriptions

ADMINISTRATION OF JUSTICE

AOJ 56 HOSPITAL PEACE OFFICER TRAINING ACADEMY (23.5)

Class Hours: 21.5 Lecture, 2 Laboratory

Prerequisite: California law requires that students provide proof of a Department of Justice-Fingerprint Clearance (BID-7 Card) letter in order to attend firearms training. A clearance is not required if the student has a prior clearance on file with this institution or is sponsored by a law enforcement agency.

AOJ 56 is a basic course in hospital peace officer training as determined by the California Department of Mental Health and the California Penal Code. This course provides training in powers of arrests, search, seizure, firearms, and covers topics in forensic law enforcement. (AA)

AGRICULTURE

AG 11 AGRICULTURE SALES AND COMMUNICATION (3)

Class Hours: 3 Lecture

Strongly Recommended Preparation: Eng 51A or equivalent.

This course involves the study of principles of the selling process: selling strategies and approaches, why and how people buy, prospecting, and customer service. Self-management, communication, and interpersonal skills necessary in developing leadership qualities, and facilitating teamwork within the agribusiness sector will be explored. Students will gain experience through role-play and formal sales presentations. (AA, CSU)

BUSINESS

BUS 63 SKILL BUILDING KEYBOARDING (3)

Class Hours: 2 Lecture, 3 Laboratory CR/NC

Prerequisite: BUS 80A/B or ability to type by touch 20-25nwpm.

Strongly Recommended Preparation: ENG 101B or equivalent.

BUS 63 is a review of the keyboard and keyboarding techniques. Word accuracy and speed development are stressed. (AA)

CHILD DEVELOPMENT

CD 3 CHILD STUDY AND ASSESSMENT (3)

Class Hours: 23 Lecture.

Prerequisite: Proof of negative tuberculosis test within the past 12 months.

Strongly Recommended Preparation: Eng 51A or equivalent.

CD 3 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 12B PRINCIPLES AND PRACTICES OF EARLY CHILDHOOD EDUCATION FIELD WORK (3)

Class Hours: 1 Lecture, 6 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 20 BEHAVIORAL MANAGEMENT IN THE EARLY CHILDHOOD CLASSROOM (2)

Class Hours: 2 Lecture

Prerequisite: Proof of Negative tuberculosis test within the past 12 months.

Strongly Recommended Preparation: Eng 51A or equivalent.

CD 20 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 are addressed. (AA, CSU)

CD 24 SCHOOL-AGE DEVELOPMENT (3)

Class Hours: 3 Lecture

Strongly Recommended Preparation: Eng 51A or equivalent.

CD 24 is the study of the growth and development of the school-age child, with concentration on the years between six through adolescence. Issues concerning the physical, cognitive, emotional, and social development of the school-age child will be studied from relevant theoretical positions. (AA, CSU)

CD 25 SCHOOL-AGE CURRICULUM (3)

Class Hours: 3 Lecture

Strongly Recommended Preparation: Eng 51A or equivalent.

CD 25 provides basic information pertaining to school-age curriculum. Emphasis is on understanding and planning curriculum for school-age children that includes assessing, implementing, and evaluating programs. Other topics discussed include scheduling, policies, indoor/outdoor environments, special needs and cultural issues. (AA, CSU)

CD 26A FOUNDATIONS OF SCHOOL-AGE CHILD CARE (1)

Class Hours: 1 Lecture

Strongly Recommended Preparation: Eng 51A or equivalent. CD 26A provides basic information pertaining to the foundations of a school-age child program. Emphasis is on the growing of school-age care, characteristics and traits of school-age children, developing and implementing programs rules, planning activities, and handling conflicts among school-age children. (AA, CSU)

CD 26B QUALITY SCHOOL-AGE CARE (1)

Class Hours: 1 Lecture

Strongly Recommended Preparation: Eng 51A or equivalent. CD 26B provides basic information pertaining to school-age child program standards and quality care. Emphasis is on understanding quality school-age care by evaluating human relationships, indoor, and outdoors environments, daily activities, safety, health issues, and administration. (AA, CSU)

CD 26c SCHOOL-AGE SPORTS AND ACTIVITIES (1)

Class Hours: 1 Lecture

Strongly Recommended Preparation: Eng 51A or equivalent. CD 26C is the study of school-age sports and activities and how they relate to the growth of school-age children. The student will receive basic information on planning and implementing active and quiet times, art, crafts, puppets, music, movement, construction, carpentry, nutrition, cooking, activities with water, and gardening.(AA, CSU)

COMMUNICATION

COM 1 ELEMENTS OF PUBLIC SPEAKING (3)

Class Hours: 3 Lecture

Prerequisite: Eng 51A or equivalent.

Communication 1 provides instruction in the fundamental processes of oral communication, including traditional and Internet research methods. This course is designed to improve the student's ability to function in any speaking situation. Emphasis is on the basic concepts of speaking as a transfer of understood messages, particularly as a communication between a single speaker and an audience. Students are involved in the critical thinking process of preparing and delivering extemporaneous speeches and in the development of active listening skills. (AA, CSU, UC)

COM 1 ELEMENTS OF PUBLIC SPEAKING (3)

Class Hours: 3 Lecture

Prerequisite: Eng 51A or equivalent.

Communication 1 provides instruction in the fundamental processes of oral communication, including traditional and Internet research methods. This course is designed to improve the student's ability to function in any speaking situation. Em-

phasis 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)

COM 3 ARGUMENTATION AND DEBQATE (3)

Class Hours: 3 Lecture

Prerequisite: Successful completion of COM 1 or COM 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, Communication 3 emphasizes the argumentative mode of persuasion that enables an individual to reach decisions based on good reasoning and evidence. (AA, CSU, UC)

COM 4 SMALL GROUP DYNAMICS AND PRESENTAQTION (3)

Class Hours: 3 Lecture

Prerequisite: Eng 51A or the equivalent.

Communication 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, utilizing both traditional and Internet research methods to gather and analyze information.(AA, CSU, UC)

COM 5 INTERPERSONAL COMMUNICATION (3)

Class Hours: 3 Lecture

Advisory: Eng 51A or the equivalent.

Communication 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)

HEAVY EQUIPMENT

HVYEQUI 50 HEAVY EQUIPMENT OPERATION (10.5)

Class Hours :5.5 Lecture, 270 Laboratory

HVYEQUI 50 focuses on the operation of crawlers, tractors, scrapers, backhoes, excavator, loaders, motor graders, trucks, laser controlled equipment, and technical support skills. Equipment that is common to the agriculture and leveling business and construction industry. Instruction in the use of the level in laying out ditches, pipelines, contours, building foundations, and related work. Instruction is provided also 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)

INTERCOLLEGIATE SPORTS

PE 28 INTRODUCTION INTERCOLLEGIATE SOFTBALL (2)

Class Hours: 10 Laboratory

Prerequisite: Medical approval from a licensed physician.

PE 28 is designed to provide an introduction to competition in softball at the community college level. (AA, CSU, UC)

PSYCHIATRIC TECHNICIAN

PSYTEC 12 NURSING SCIENCE (18.5)

Class Hours: 14.5 Lecture, 20.5 Laboratory

Prerequisite: PSYTEC 10, BIO 32, PSYCHI, and PSYCH 3

Note: ENG 51A is the prerequisite for PSYCH 1.

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)