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# West Hills College Lemoore President's Message

Over a 30-plus year career in education here in Lemoore, I have watched as West Hills College Lemoore has matured from a few classes offered in a downtown location to our center at 19th and



Cinnamon and finally to the opening of our beautiful, state of the art campus at Bush and College Avenues. Throughout that transition, the real strength of West Hills College Lemoore has been in people helping people. Our faculty and staff are committed to serving students in every way possible to help them attain their educational goals.

We offer over 20 associate degree and certificate programs ranging from administration of justice to teacher training. Whether you're looking for a few weeks of training to improve job skills or classes that will transfer to a four year university, West Hills College Lemoore is here to serve you.

In the past, I would have said that West Hills College Lemoore is in your community to serve you. In today's world, however, that community can be any place in the world. With our online program, you can take West Hills' classes any time, any place. You can earn a certificate or associate degree online without

ever stepping foot on our campus.

If you're in the area though, we invite you to visit our campus. Opened in January of 2002, it was the first new community college built in California in the 21st century. Our facilities and technology are state of the art. But we're not done yet. New classrooms and vocational training facilities and a permanent child development center will open January 2006.

We're at a crossroads at West Hills College Lemoore. We're at the intersection of Highways 41 and 198 but we're also at the crossroads of people transforming their lives. The education levels in our communities have been historically low but I believe our new campus offers a chance to change that. We hope you'll join us.

Don Warkentin

A handwritten signature in black ink that reads "Don Warkentin". The signature is written in a cursive, flowing style.

President, West Hills College Lemoore

# West Hills College Lemoore

1-800-266-1114  
www.westhillscollge.com

## BOARD OF TRUSTEES

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**West Hills College  
Lemoore**  
555 College Ave.  
Lemoore, CA 93245  
559-925-3000

**Naval Air Station  
Lemoore**  
824 Hancock Circle  
NAS Lemoore, CA 93246  
559-925-3350

### West Hills College Lemoore

Don Warkentin, President  
Dave Bolt, Vice President, Chief Instructional Officer  
Jose Lopez, Dean of Student Services  
Stephanie Atkinson-Alston, Dean, Educational Services  
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Arts/Letters.....Neomi Daniels  
CIS/Business/HRCM .....Monte Paden

Math /Science/PE.....Jameson Birrell  
Social Science/Child Development..... Bob Hall  
Allied Health/Public Services..... Terry Davis  
Non-Teaching Faculty ..... Ron Oxford

## West Hills College Lemoore Instructional Calendar 2006-2007

### Summer 2006 — May 30 - August 9

May 30 – August 9 .....	(T-W) .....	Instruction Begins/Ends
May 30 – August 9 .....	(T - W) .....	Instruction Begins/Ends (10 week classes)
June 12 – August 9 .....	(M-W) .....	Instruction Begins/Ends (8 week classes)
June 26 – August 9 .....	(M-W) .....	Instruction Begins/Ends (6 week classes)
July 4(T) .....		Independence Day Observed, No Classes

### Fall 2006 — August 14 - December 15

August 10 .....	(Th) .....	Faculty Flex Day, No Classes
August 11 .....	(F) .....	Duty Day, No Classes
August 14 .....	(M) .....	Instruction Begins
September 4 .....	(M) .....	Labor Day, No Classes
October 6 .....	(F) .....	Last Day to Petition to Graduate
October 16 .....	(M) .....	Second 9-Week Classes Begin
November 10 .....	(F) .....	Veteran's Day Observed, No Classes
November 13 .....	(M) .....	Last Day to Withdraw with a W (Full Semester)
November 23-24 .....	(Th - F) .....	Thanksgiving, No Classes
December 11-15 .....	(M - F) .....	Finals Week 16 End of Semester
December 15 .....	(F) .....	End of Fall Semester

Total Instructional Days: 87

### Spring 2007 — January 16 - May 25

January 11 .....	(Th) .....	Faculty Flex Day, No Classes
January 12 .....	(F) .....	Duty Day, No Classes
January 15 .....	(M) .....	Martin Luther King Day, No Classes
January 16 .....	(T) .....	Instruction Begins
February 9 .....	(F) .....	Lincoln's Day Observed, No Classes
February 19 .....	(M) .....	Washington's Day Observed, No Classes
March 9 .....	(F) .....	Last Day to Petition to Graduate
March 19 .....	(M) .....	Second 9-Week Classes Begin
April 2-6 .....	(M - F) .....	Spring Recess
April 20 .....	(F) .....	Last Day to Withdraw with a W (Full Semester)
May 21-25 .....	(M - F) .....	Finals Week
May 24 .....	(Th) .....	Lemoore Commencement
May 25 .....	(F) .....	Coalinga Commencement
May 25 .....	(F) .....	End of Spring Semester

Total Instructional Days: 88

### About This Catalog

Every effort has been made to assure the accuracy of the information in this class catalog. Students are advised, however, that such information is subject to change without notice and that the Board of Trustees of the West Hills Community College District and the Chancellor of West Hills College reserve the right to add or delete classes and to add, amend, or repeal rules, resolutions or policies within the administrative area of such officers, including registration dates and information. Courses listed herein may not be offered as a result of staff reductions, low enrollments, or State legislation and/or financial considerations. All classes are offered subject to sufficient enrollment to justify them economically. In those cases in which classes must be canceled for lack of enrollment, every attempt will be made to reschedule students to meet their needs. It is the policy of the West Hills Community College District that unless specially exempted by statute, every course section or class, the average daily attendance of which is to be reported for State funding, wherever offered and maintained by the District, shall be fully open to enrollment and participation by any person who has been admitted to the College and who meets such prerequisites as may be established pursuant to Education Code Title V section 58100. This catalog is being distributed by the most cost-effective method available for West Hills College to meet an obligation to inform citizens about its courses and programs.

# General Information

## 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 Tranquility High School Districts in December of 1962. Effective July 1, 1969, the official name of the college was changed to West Hills College in keeping with the nature of the expanded district.

In order to effectively serve the college district, West Hills College built the North District Center in the city of Firebaugh in 1971. 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 2002. On September 26, 2000, the Board of Trustees signed and accepted the "Agreement of Donation of Land for the West Hills College Lemoore" a generous donation from Robert and Mardell Pedersen and Lionel and Lola Simas.

## Accreditation

West Hills College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, an institutional accrediting body recognized by the U.S. Department of Education and the Council for Higher Education Accreditation. The Commission's address is 10 Commercial Boulevard, Suite 204, Novato, California, 94949. The Commission's phone number is 415-506-0234.

## Mission Statement

West Hills College Lemoore enriches lives, builds community, and enhances economic growth and development through quality learning opportunities. We provide outreach and appropriate support services to high school graduates, reentry students, the military community, developmental, underserved, and special needs populations. We provide a positive environment which is committed to student learning outcomes and success using relevant goals, innovations, strategies, and partnerships.

West Hills College Lemoore provides student-centered guidance and support that produces educated, diversified and involved community members. As a new college, we recognize institutional development as a catalyst to enhance student learning outcomes. We are committed to educational excellence in partnership with the people and communities we serve.

## Vision Statement

*Learning Through Excellence and Innovation*

## Guiding Principles

West Hills College Lemoore is student-centered and is dedicated to providing high quality learning opportunities. We are guided by our core values:

- + Access: Ensure accessibility to all our programs and services.
- + Collaboration: Emphasize efforts to understand and meet community needs and garner community support. Support collaborative decision-making processes.
- + Community: Develop and foster a sense of community within the college.
- + Diversity: Respect and embrace diversity in our programs and learning environments.
- + Excellence: Provide high quality learning, teaching, and service opportunities.
- + Innovation: Support innovation and technology to enhance learning environments, services, and communication.
- + Integrity: Advocate and demonstrate honesty, truthfulness, equity, and ethics.
- + Mutual Respect: Promote an environment of open communication.

## Compliance Statement

West Hills College Lemoore 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, educational programs, activities or practices, in compliance with Title VI of the Civil Rights Act of 1964 pertaining to race, color, and national origin and Title IX of the Educational Amendments of 1972, 20 U.S.C. §§ 1681 et seq. (Title IX) and its implementing regulations, 34 C.F.R. Part 106.; Section 504 of the American Disabilities Act of 1990 pertaining to handicap; and the Age Discrimination Act of 1975 (pertaining to age).

This nondiscrimination policy covers admission and access to, and treatment and employment in, the College's programs and activities, including vocational education.

The lack of English language skills will not be a barrier to admission and participation in the college's vocational education programs. West Hills College Lemoore recognizes its obligation to provide overall program accessibility throughout the college for handicapped persons.

Inquiries regarding Federal laws and regulations concerning nondiscrimination in education or the District's compliance with those provisions may also be directed to: Office for Civil Rights, U.S. Department of Education, Old Federal Building, 50 United Nations Plaza, Room 239, San Francisco, California 94102.

The coordinator for Title IX, Section 504/ADA is Keven Backman, Director of Human Resources. Inquiries regarding the equal opportunity policies, the filing of grievances, or grievance procedures covering discrimination complaints may be directed to:

Keven Backman, Director of Human Resources  
West Hills Community College District  
9900 Cody St.  
Coalinga, CA. 93210  
(559) 934-2157

Inquirers regarding Federal laws and regulations concerning non-discrimination in education or the District's compliance with those provisions may also be directed to:

Office for Civil Rights, San Francisco Office  
U.S. Department of Education  
Old Federal Building  
50 United Nations Plaza, Room 239  
San Francisco, CA. 94102  
(415) 556-4275

OR THE  
Department of Fair Employment & Housing  
1900 Mariposa Mall  
Suite 130  
Fresno, CA. 93721  
West Hills College Community College District Is An Equal Opportunity Employer

## Declaracion de no Discriminacion

El West Hills College no discrimina en cuanto a raza, color, nacionalidad, sexo (incluyendo acoso sexual), minusvalía (o discapacidad), o edad en ninguna de sus políticas, procedimientos, programas educativos, actividades o prácticas, de conformidad con el Título VI de la Ley de Derechos Civiles de 1964 con respecto a raza, color y nacionalidad y el Título IX de las Reformas Educativas de 1972, Código de los Estados Unidos (USC), 20, §§ 1681 y subsiguientes. (Título IX) y sus normas de implementación, Código de Normas Federales, 34, Parte 106; el Artículo 504 de la Ley de Discapacidad de los Estados Unidos de 1990 relativa a la minusvalía; y la Ley de Discriminación por edad de 1975 (relativa a la edad).

Esta política de no-discriminación abarca la admisión y el acceso al instituto, y el tratamiento y empleo en sus programas y actividades, incluyendo las de orientación vocacional.

La falta de manejo de idioma inglés no será considerada un impedimento para la admisión y participación en los programas de orientación vocacional del instituto. West Hills College reconoce su obligación de ofrecer total accesibilidad a los programas del instituto a personas minusválidas.

Toda consulta relacionada con las leyes y normas Federales relativas a la no-discriminación en educación o al grado de cumplimiento de dichas disposiciones en el Distrito también puede dirigirse a: Oficina de Derechos Civiles, Departamento de Educación de los Estados Unidos, Edificio Federal Viejo, 50 United Nations Plaza, Room (Sala) 239, San Francisco, California 94102.

El coordinador para el Título IX, Artículo 504 de la Ley de Ciudadanos Discapacitados (ADA) es Keven Backman, Director de Recursos Humanos. Toda consulta relacionada con las políticas de igualdad de oportunidades, la expresión de agravios, o procesos legales por agravios en relación con denuncias de discriminación pueden dirigirse a:

Keven Backman, Director de Recursos Humanos  
West Hills Community College District  
9900 Cody St.  
Coalinga, CA. 93210  
Teléfono (559) 934-2157

Las consultas relacionadas con las leyes y normas Federales relativas a la no-discriminación en educación o al grado de cumplimiento de dichas disposiciones en el Distrito pueden dirigirse a:

Oficina de Derechos Humanos, Sede San Francisco  
Departamento de Educación de los Estados Unidos  
Old Federal Building (Edificio Federal Viejo)  
50 United Nations Plaza, Room (Sala) 239  
San Francisco, CA. 94102  
Teléfono (415) 556-4275

O:  
Departamento de Empleo Justo y Vivienda Adecuada  
1900 Mariposa Mall  
Suite 130  
Fresno, CA. 93721  
West hills college provee empleo respetando la igualdad de oportunidades

# Admissions

## Entrance Requirements

To enroll at West Hills College Lemoore, 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 the high school student is attending and parental permission. Application for Admission.

## Admission Procedure

Students must apply using our online application.

High school transcripts and transcripts from other colleges attended must be on file with West Hills College Lemoore. Students with transcripts from institutions outside the United States should contact the West Hills College District 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.

## Fees

The Legislature of the State of California has made it mandatory for West Hills College Lemoore to charge a California Community College fee of \$26.00 per unit, (\$20.00 per unit beginning 2007). 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 \$400 to \$600 per semester. A considerable savings is possible through the purchase of used textbooks from the college bookstore.

Active military personnel applying for Tuition Assistance which pays for 100% of the registration fees, up to 12 units per year, 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 \$151.00 per unit. Nonresident/ international students must also pay an additional \$5.49 per unit nonrefundable 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 optional instructional materials that will enhance a student's learning experience in the classroom that 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 the 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 Lemoore Counseling Office at 925-3320 or the Lemoore Naval Air Station Center at 925-3350.

## Placement Testing Exemption Policy

The following students are exempt from placement testing:

1. Students who have met the prerequisites of a course they intend to enroll in by earning a grade of C or higher in a lower-level course at West Hills College Lemoore 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.

## Residence Eligibility

### 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 living parent 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), so 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.



# Academic Regulations

## 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 Students' 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 Students, who will then meet with the student's counselor to render a final decision.

## Remedial Coursework Limit Policy

West Hills College Lemoore 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 Lemoore. 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 exempt from the limitation on remedial coursework:

- Students enrolled in one or more courses of English as a Second Language.
- Students identified by the Disabled Student Program Services as having a learning disability.

After attempting and/or completing 30 semester units of remedial coursework and showing satisfactory progress by maintaining 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 Lemoore 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

A student may make program changes during the first week of instruction.

A student may add a class by using My West Hills or by completing a West Hills College Lemoore Change of Program form in consultation with his/her counselor or advisor and return the form to the registration personnel.

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. Faculty will be notified of the drop by 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 the My West Hills registration process 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 Classes 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.

## Attendance

Students 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 pre-

vent 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.

## 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 the district 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.....In Progress - A student may receive an IP grade when the class extends beyond the normal end of the semester. An appropriate evaluation grade shall be assigned when all course work has been completed within the following college semester	
	RD.... Report Delayed - shall be assigned only by the Dean of Students and will not be used in calculating grade point averages	
	W..... Withdrawal shall not be used in calculating grade point averages	
	MW .Military Withdrawal must provide copy of military orders with request for military withdrawal	

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

A CR (credit) indicates a grade of C or better. The CR grade will not be included in computing the student's GPA. 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 ABCDE.

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.

## 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.

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 (GPA)

To graduate from West Hills College Lemoore, 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 GPA 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 incompetency. 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 Office of Admissions and Records. 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 Educational Services and submitted to the Office of Admissions and Records. 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 Lemoore to guide students into courses in which they will have the greatest chance for academic success. West Hills College Lemoore 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 they have 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 Lemoore 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.

- A **prerequisite** is a course requirement that a student must meet in order to demonstrate current readiness for enrollment in a course or educational program.
- A **corequisite** is a course that a student is required to take simultaneously in order to enroll in another course.
- **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 Office of Admissions and Records.

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 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 pro-

viding 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 Lemoore shall allow the student to enroll in the course. West Hills College Lemoore 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 Challenge of 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 Lemoore 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 (1) 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 (1) time, the student must petition the Dean of Students.

## Course Repetition Under Special Circumstances

West Hills College Lemoore may permit students to repeat courses for which substandard grades were recorded. Repetition of such courses shall be permitted only upon petition of the student and with written permission of the Dean of Educational Services based upon findings that circumstances exist which justify course repetition. Such circumstances may be a significant lapse of time since the student previously took the course, significant changes in technology, methodology and content have occurred or a higher grade is required by a specific educational program. When a student is allowed to repeat courses under these circumstances, the student's permanent academic record shall be maintained in such a manner that all work remains legible, 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 12 units or more are completed with a GPA 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 12 units or more with a GPA 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 GPA 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

A student must maintain a C average, 2.0 GPA, on all attempted course work at West Hills College Lemoore with 12 or more accumulated units, or he/she will be placed on academic probation.

A student transferring from another college with a GPA 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.

A student will be removed from academic probation when his/her accumulated GPA at West Hills College Lemoore is 2.0 or higher.

## Progress Probation

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.

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

A student who is on academic probation shall be subject to dismissal if he/she has earned a cumulative GPA of less than 1.75 in all units attempted in each of three consecutive semesters.

A student shall be subject to dismissal if he/she has failed to earn a GPA of 1.0, D, or higher after the completion of 12 units.

Students who have been academically dismissed from West Hills College Lemoore may return to West Hills College Lemoore after staying out one semester.

Any student who is subject to academic dismissal who wishes to appeal should submit an appropriate letter to the Dean of Students.

## Progress Dismissal

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.

Any student who has been subject to dismissal and wishes to appeal should submit an appropriate letter to the Dean of Students.

Students dismissed from West Hills College Lemoore 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 Lemoore 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 Lemoore 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 \$2.00. 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 Lemoore and cannot be forwarded to other institutions.

## Election of Graduation Regulations

A student must fulfill degree requirements as stipulated in the West Hills College Lemoore 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 Lemoore, or
3. The catalog in effect at the time the student is graduated from West Hills College Lemoore. 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. The Curriculum Academic Review Committee will use multiple methods of assessment to determine eligibility for academic renewal and retain the right to reject any requests determined by the committee to be without merit.
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 Lemoore may be alleviated. However, courses which are required for a degree/certificate which has been granted may not be alleviated if the degree/certificate would not have been awarded without those courses.
4. In the absence of serious extenuating circumstances, which may justify special consideration, the following three options shall be used to determine if a request for grade alleviation will be reviewed by Curriculum Academic Review Committee.

Since completion of the work to be alleviated, the student must have completed a minimum of number units indicated in one of the three options listed below and earned a cumulative GPA for those units equal to or above that listed. A student is encouraged to use the option with the largest number of units when possible.

- 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
- c. 12 semester units of course work with a GPA of 3.00

The Curriculum Academic Review Committee will use the information obtained from the student's academic transcript as one of the multiple measures of assessment.

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.

# Special Programs

## International Students' Admission

West Hills College Lemoore 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 bank or from a U.S. citizen or from an American Embassy.
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 Lemoore. The student will be allowed five (5) semesters to complete his/her objectives.
7. Tuition: International visa students will be 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 Lemoore 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.



# Non-Traditional Credit

## West Hills College Lemoore 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 the examination process.
3. Petitions must be filed through the Educational Services Office. Final approval of each petition is granted by the instructor concerned and the Dean of Educational Services.
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 Lemoore \$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 Educational Services 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 Lemoore. 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 Lemoore 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 Office of Admissions and Records.

## Advanced Placement Examinations

West Hills College Lemoore 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, with scores of 3, 4 or 5 for purposes of general education requirements, graduation, and/or advanced placement into West Hills College Lemoore courses. In order to receive credit, a student must be currently enrolled at West Hills College Lemoore and have completed at least twelve (12) units of course work at West Hills College Lemoore. Students must submit their requests AND have their official copy of The College Board test scores forwarded to West Hills College Lemoore 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 Lemoore 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 Lemoore does not offer a specific equivalent.
3. West Hills College Lemoore 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 Lemoore.

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 Lemoore 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 Lemoore, such credit will be placed officially on the current transcript of the student. (See also the section on Veterans for additional information).

## CLEP (College Level Examination Program)

West Hills College Lemoore 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 Lemoore. Further information concerning this program is available in the Counseling 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 Lemoore for persons eighteen years of age or older. 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.

## Directed Studies

Some course work may be completed through Contract Instruction. 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 Lemoore 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.

# Students' Rights and Responsibilities

## Code of Conduct

West Hills College Lemoore 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 Lemoore 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. Knowingly in 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.

## Drug Abuse Policy

For the protection of other students at West Hills College Lemoore, and in compliance with Section 10603 of the California Education Code, the Dean of Students 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.

## Affirmative Action

The West Hills Community College District, under the approved Faculty and Staff Diversity Plan, is committed to the concept and principles of affirmative action in providing equal opportunity in education and employment for all persons and to prohibit discrimination based on race, sex, color, religion, age, national origin, disability, marital status, Vietnam-era veteran status, or sexual orientation. This commitment applies to every aspect of education and personnel policies and practices in employment, development, advancement, and treatment of employees, students and the general public.

“La Institucion de West Hills College Lemoore cumple con la Accion Afirmativa y la Igualdad de Oportunidades en la politica, los procedimientos y la practica que tienen que ver con el empleo, la accesibilidad, y la admision de estudiantes.”

## 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 West Hills College 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 Lemoore 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 Lemoore graduation policy or procedure should put their request in writing to the Dean of Educational Services.

## Family Educational Rights and Privacy Act of 1974

All student records of West Hills College Lemoore are kept in accordance with the provisions of the Family Educational 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 Lemoore 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.

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

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 Students.

## 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 constitutes 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 Lemoore grievance procedure. Copies of these procedures may be obtained by any student from the Dean of Students' 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 Lemoore is in no way responsible nor does West Hills College Lemoore 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 Lemoore 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 Lemoore. The college develops and offers a wide scope of support services dedicated to supplementing and complementing 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 Lemoore.

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

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

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

West Hills College Lemoore 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. Otherwise, referrals will be made to appropriate public and or private agencies.

## Matriculation

Matriculation is a process that brings a college and an enrolling student 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 course work; and completion of course and maintenance of progress toward an educational goal according to standards established by West Hills College Lemoore 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, student success and institutional effectiveness.

## Students' Rights and Responsibilities in 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 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 or advisor. 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.

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

The West Hills Community College District 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.

The West Hills Community College District 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 courses with no basic skills or prerequisites/corequisites required.
4. The student attends West Hills College Lemoore courses for which high school credit will be awarded.

## Prerequisite/Corequisite Policy

It is the intent of West Hills College Lemoore to guide students into courses in which they will have the greatest chance for academic success. West Hills College Lemoore 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 the necessary prerequisite(s) for any course has been 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 Lemoore 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.

Courses have prerequisites, corequisites, or strongly recommended preparation in their descriptions. A prerequisite is a course requirement that a student must meet in order to demonstrate current readiness for enrollment in a course or educational program. A corequisite means a course that a student is required to take simultaneously in order to enroll in another course. 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 that are 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 exist 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.

See the Academic Regulations Section for prerequisite/corequisite challenge procedures.

## 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:

- + Academic programming
- + Vocational planning
- + Grants and/or books
- + Career guidance
- + Priority registration and instructional assistance
- + Transfer assistance to four-year schools
- + Individual counseling
- + Multi-cultural programs

## Cooperative Agencies Resources for Education (CARE)

The CARE Program at West Hills College Lemoore is a cooperative effort between Fresno and Kings County Department of Social Services (DSS), 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 at 925-3330.

## Disabled Students Programs and Services (DSPS)

West Hills College Lemoore 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 laboratory setting. Computer- assisted instruction is available to all students with disabilities.

For more information, please contact the DSPTS Director/Counselor at 925-3331.

## Title IV Student Support Services

The West Hills College Lemoore One Step Beyond (OSB) Program is a federally funded program designed to retain and transfer students to four-year colleges. To be eligible, a student would need to show evidence of being a first generation college student, from a low income household, or have a disability. The services that this program can provide to students 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 at 934-2494.

## Title V Bridge Program

Through a grant from the U.S. Department of Education, West Hills College Lemoore has established the Bridge Program to enhance existing student support services as well as to create additional services. The Learning Communities Project is a flagship of these new services under the Bridge Program. Learning communities are clusters of classes and services that are linked so subject matter and assignments are shared. Student and faculty work closely together so students receive more in-class support. Learning Communities also include counseling and tutoring specifically geared to the needs of the students and to the nature of the coursework.

Learning Communities help students:

- + Learn more and earn better grades
- + Coordinate homework between classes
- + Make friends through small group interaction
- + Enjoy closer interaction with faculty

- + Earn credit in two courses with common assignments
- + Get extra help that is geared to their needs
- + Develop critical thinking skills
- + Succeed in college!

To learn more about Learning Communities please contact the Learning Communities counselor in Coalinga at 934-2343.

## 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.

### Criteria for admittance to CAMP

The criteria for becoming a CAMP student are 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 their educational goal.

Recruitment of new, eligible students is under way. Any interested students are encouraged to contact the CAMP Coordinator at 925-3133. 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 Program

The Re-entry Program provides 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 any counselor.

## Career Center

The campus Career Center is also known as the Golden Eagle Career Connection which supports the West Hills College Lemoore mission of preparing students for careers. The Career Center provides a variety of in-person and on\*line services to participants in the areas of career assessment (EURKEA), career development, job searches, reference materials, pre-employment and job placement assistance.

For more information or help with any of the services offered, contact the Golden Eagle Career Connection at 925-3388.

## 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 to provide a seamless transfer for students with a bachelor's degree as a goal. 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 Lemoore 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 Lemoore. (A maximum of 12

units can be awarded based on recommendations by the ACE Guide.) A petition for Health Education 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 and H.E. majors); NC (noncredit 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 College staff. Contact the VA counselor at West Hills College Lemoore at 925-3320.

## Tutorial Services

The tutorial program at West Hills College Lemoore offers free tutorial services to all West Hills College Lemoore students. The Tutorial Center is located in the college's Learning Resource Center and is open each weekday of the school year. The West Hills College Lemoore Tutoring Program has been certified by the College Reading and Learning Association, 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 Lemoore 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 Financial Aid Office, at 925-3310.

## 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 Lemoore) 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 Lemoore refund policy, inquire in the Financial Aid Office and ask for the Refund Policy.

Students may apply for refunds of institutional costs by contacting the Dean of Students. If a refund is due the financial aid programs, it will be processed by the District Business Office 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 Work-study) 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 Lemoore offers a variety of local and institutional scholarships and maintains applications for outside scholarships. 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 Community 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.

Institutional and local scholarship applications may be obtained from any of the West Hills College District locations: Lemoore, Coalinga, Firebaugh, and NASL. Applications for outside scholarships may also be obtained by contacting any counselor.

West Hills College Lemoore 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 Lemoore include:

### Addington Partnership

Full time, university or vocational, entering freshman, continuing or transfer GPA 3.0. Two \$500 scholarships.

### 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. This is not awarded every year.

### ASB Scholarship

The associated student body of West Hills College Lemoore 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.

### **Educational Employees Credit Union**

This grant is for EECU members who are pursuing a post-high school education at a community college, university/college, vocational/technical school, or advanced professional training in the United States. Fifty \$1,000 grants are awarded each year. Applicants must be EECU members in good standing and a member of EECU at least six months before the close of the application period (generally October 1-mid-December). Additional requirements apply. Application and further information available online at [www.eecufresno.org](http://www.eecufresno.org) or by calling 559-437-7700.

### **General Foundation**

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

### **James V. Yount**

James Yount was a retired Navy veteran and civil service employee at Lemoore Naval Air Station. In his spare time Jim tutored students at West Hills College Lemoore in math and science. Because of his many hours devoted to Lemoore students, many were able to meet their educational goals. In his memory, Jim's wife Sandra Yount has offered a scholarship available to a person who is retired Navy or Navy background and intends to pursue a math and science oriented degree.

### **Kings County 2020**

Business and government leaders in Kings County have joined together to promote awareness to critical needs in the areas of water resources, pollution control, environmental protection, population growth and protection of valuable farmland. As a result of their efforts four scholarships are available to continuing and transferring students attending the West Hills College Lemoore campus.

### **Lemoore Kiwanis Club**

The Lemoore Kiwanis Club provides a scholarship to a graduating Lemoore High School senior planning to enroll at West Hills College.

### **Lemoore Rotary**

The Lemoore Rotary Club provides a scholarship to a graduating Lemoore High School senior intending to enroll at West Hills College.

### **Manual Toste Scholarship**

Manual Toste was a student at West Hills College 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.

### **Presidents' Scholarship Program**

The President's Scholarship Program provides incoming freshmen with free tuition (up to 60 units), specialized education planning, book expenses paid up to \$250 a semester (for up to 60 units), and valedictorians and salutatorians receive free room and board at a West Hills College Coalinga residence hall. To qualify, you must be a high school college-preparatory senior with a minimum GPA of 3.5 and no grade of "D" or below. You must also be a California Scholastic Federation (CFS) member in good standing for two years. You must apply for Federal Financial Aid (FAFSA) and submit an application and letter of verification from a CSF advisor. The application must be received by April 1. To retain the scholarship, you must enroll in a minimum of 12 units and maintain a GPA of 3.2 or higher for each semester.

### **Professional Latina Women's Association**

**Club reviews applications and chooses from candidates who maintain a GPA 3.0 and provide an essay.**

### **Stephanie Lyles Scholarship**

Stephanie Lyles was a student in the disabled students program at West Hills College Lemoore. 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 one 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, encouraging Riverdale High School students to attend West Hills College. Students must have at least a 3.2 grade point average and be entering West Hills College full-time as a freshmen student.

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

The Thomsen Memorial Scholarship is awarded to one continuing and one entering freshman student at West Hills College. The student must be a resident of Kings County and eligible for learning disabled or in special education programs.

### **Wakefield Everett Scholarship**

Wakefield V. Everett was an 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.

### **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 during difficult short-term economic times. Students may borrow up to \$30 from the 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 2004-2005 year ranged from \$400 to \$4,050 (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 \$1,551 for each academic year. Applications and further information are available at all California high school counseling offices.

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

This program is 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 \$576/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.

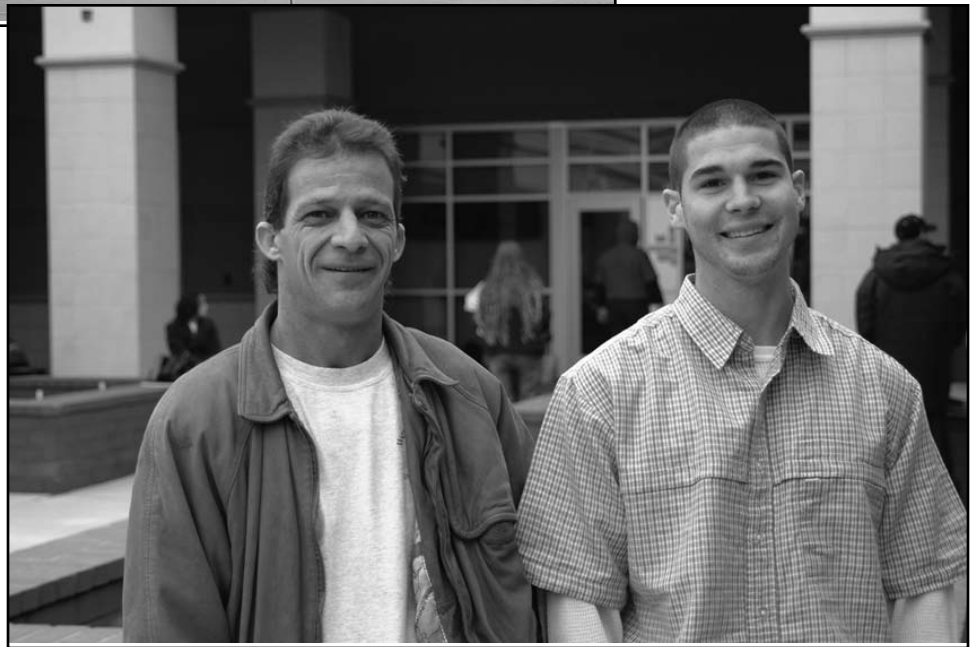
Grants are renewable if financial need continues and the student remains in good standing. All undergraduate students who apply for financial aid are automatically considered for this grant. Applications are available in the West Hills College Lemoore Financial Aid Office. Because funds are limited, early application is strongly encouraged.

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

The College Work Study Program provides part-time employment opportunities giving 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.



# Student Life Programs

## 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 Services Annex at West Hills College Lemoore.

## Student Government Association (SGA)

The official student organization of West Hills College Lemoore is the Student Government Association (SGA), which all students are encouraged to join. The leadership of the SGA is through the council. The SGA Council is made up of elected and appointed student officers serving 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 Student Government Association. All students are encouraged to attend.

Members receive a photo SGA card that entitles them to reduced or free admission to home games, SGA events, and club events. The card costs \$7.50 per semester and is payable at the front counter of the Administration Building. The receipt is taken to the library where the card is made.

Without an SGA 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

West Hills College Lemoore is a participating member of the Central Valley Conference. Currently, West Hills College Lemoore fields highly competitive men’s and women’s intercollegiate soccer teams. Additional sports include men’s and women’s inter-college golf teams.

## Food Service

Food service at West Hills College Lemoore is available at the snack bar, Monday through Thursday, 7:30 a.m. to 8:30 p.m. and 7:30 a.m. to 3 p.m. on Fridays. Daily specials are available.



# Instructional Services

## Instructional Goals

West Hills College Lemoore 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 disabled, 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 areas 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 Lemoore.

## 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 studies, which enhance 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;
- + Business;
- + Child Development;
- + Computer Information Systems;
- + Educational Assistant;
- + Health Science;
- + Hotel, Restaurant & Casino Management.

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 the student 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.

The LRC is open on Monday through Thursday from 7:30am to 8:00pm. On Friday, the LRC is open from 7:30am to 4:00pm. Summer hours may be different and will be posted.

The LRC can be contacted by calling 559-925-3420.

## The ALPHA Center

The ALPHA Center (Accelerated Learning Path to Higher Achievement) provides students with computer assisted basic skills classes so the student can be successful in their academic classes and professional lives. The classes are offered in reading, writing, math, and English as a Second Language.

The ALPHA Center is located in the Learning Resource Center on the Lemoore campus. Students may use the ALPHA Center computers during open hours for self-paced and individualized instruction when it is staffed with instructors or counselors. The available hours of the ALPHA Center will be posted outside its doors and will change many times during the semester. Students are advised to check this schedule frequently.

## Learning Resource Center

West Hills College Lemoore provides a variety of support services to students and faculty in the Learning Resource Center (LRC). With regards to students, regular use of a library/learning resources center in the course of their college education translates to better grades and success in higher education according to research findings.

Locating information in the LRC 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, significant money is spent each year on updating our library holdings; these materials are there to use. The LRC staff is available to aid in the learning process of finding information.

Particular services available to students and staff include:

- a circulation book collection;
- a reference book collection;
- an automated materials catalog;
- a coin-operated copy machine;
- computer laboratories;
- group study rooms;
- Internet research services to the World Wide Web;
- a newspaper collection with access to online newspapers from 180 titles;
- a periodical collection with access to online periodical articles from 1,850 titles.

Licensed electronic resources provided by the District are available for writing research papers. All these databases are available in the LRC or from a home computer. See a LRC staff member for information.

# Distance Learning

West Hills College is committed to meeting the student needs of the five counties that it serves. An emphasis has been placed on distance learning courses in order to make a college education available to students who live in the remote areas of the district or are otherwise unable to attend traditional classes. West Hills College offers online courses that can be completed from any location with an Internet connection. We also offer video-conference courses that allow students on multiple campuses to participate in class together.

## Online

Online courses at West Hills College 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 College began offering online instruction in 1998. There are currently four Associate of Arts degrees available online in the areas of Administration of Justice, Liberal Arts, Social Science and Psychology. The district physical education requirement can be waived for students over 21.

Online courses are available in the following subject areas: Administration of Justice, Business, Computer Information Systems, Economics, English, Geography, Health Education, History, Mathematics, 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.

# 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.



# 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 his/her planning, requirements are described in this section for:

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

## 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/she plans to complete the requirements of the certificate or degree program. The Petition to Graduate form is available from any counselor. 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.

## 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 Lemoore 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,
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 life-long 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, and 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, Economic Institutions, Behavior, and Historical Background

Area E Lifelong Learning and Development

## 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.

## 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.

## Transfer to Four-Year Colleges and Universities

It is generally to the advantage of the transfer student to complete his/her general education requirements at West Hills College Lemoore. 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/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 a 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 from the counseling staff.

### 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 from the counseling staff.

# Transfer Information

## General Information

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

## California State 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 60 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 60 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 Lemoore 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 Lemoore will give full certification upon the completion of the thirty-nine (39) designated units.

The following West Hills College Lemoore 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.

1. Oral Communication
  - + Communication 1, 4
2. Written Communication
  - + English 1A
3. Critical Thinking
  - + Education 5
  - + English 1B
  - + Philosophy 2
  - + Sociology 2
  - + Communication 3

**Area B:** Physical Universe and its Life Forms (3 courses, 9 units) One course in each area: Life Science, Mathematics, and Physical Science.

1. Physical Science
  - + Chemistry 1A, 1B, 2A, 2B, 35
  - + Geography 1
  - + Geology 1, 3
  - + Physical Science 1
  - + Physics 2A, 2B, 4A, 4B, 4C
2. Life Science
  - + Biology 10, 20, 24, 32, 35, 38
3. Mathematics
  - + Mathematics 1A, 1B, 2A, 2B, 10A, 15, 25, 45

**Area C:** Arts, Literature, Philosophy and Foreign Language (9 units) At least 1 course each must be in the Arts and Humanities.

1. Arts
  - + Art 5A, 13A, 16A, 16B, 42
  - + Performing Arts 1, 3
  - + Music 42
2. Humanities
  - + English 1B
  - + Foreign Language Spanish 1, 2, 3, 4, 11, 12
  - + Geography 3
  - + History 4A, 4B
  - + Humanities 1, 22
  - + Linguistics 11
  - + Philosophy 1, 2, 3

**Area D:** Social, Political, Economic Institutions and Behavior, Historical Background (9 units) Courses must be from at least 2 disciplines.

- + Administration of Justice 1, 29
- + Anthropology 2
- + Child Development 5
- + Economics 1A, 1B

- Geography 2A, 2B, 3, 18
- History 4A, 4B, 17A\*, 17B\*, 18, 20, 32, 34, 44\*
- Journalism 40
- Political Science 1\*, 2
- Psychology 1, 2, 3, 5
- Social Science 32A, 32B
- Sociology 1, 2, 3

*\*To meet U.S. History and constitutional requirements, History 17A or 17B or 44 and Political Science 1 is required.*

**Area E: Lifelong Learning and Development (3 units)**

- Child Development 5
- Health Education 35
- Nutrition 1
- Psychology 1, 2, 3, 4
- Communication 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.

The following is a list of West Hills College Lemoore courses that can be applied to the IGETC subject areas.

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

1. Area 1A--English Composition
  - English 1A
2. Area 1B--Critical Thinking (English Composition)
  - English 1B
3. Area 1C--Oral Communication (CSU requirement only)
  - Communication 1

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

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

**Area 3: Arts and Humanities (at least 3 courses, 9 semester units)** One course from each area of the Arts and Humanities areas.

1. Arts
  - Art 16A, 16B, 42
  - Music 42
2. Humanities
  - Geography 3
  - History 4A, 4B
  - Humanities 1, 22
  - Philosophy 1, 2, 3

**Area 4: Social and Behavioral Sciences (3 courses, 9 semester units)** Courses from at least two disciplines.

- Anthropology 2
- Economics 1A, 1B
- Geography 2A, 2B, 3
- History 4A, 4B, 17A, 17B, 20, 32, 34, 44
- Journalism 40
- Political Science 1, 2
- Psychology 1, 2, 3, 5
- Sociology 1, 2
- Social Sciences 32A, 32B

**Area 5: Physical and Biological Sciences (At least 2 courses required, 7-9 semester units)** One course from each of the Biological Sciences and Physical Sciences areas.

1. Biological Sciences
  - Biology 10, 20, 24, 32, 35, 38
2. Physical Sciences
  - Chemistry 1A, 1B, 2A, 2B
  - Geography 1
  - Geology 1, 3
  - Physics 2A, 2B, 4A, 4B, 4C
  - Physical Sciences 1

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

- Foreign Language Spanish 2 or 12

# Associate Degree Requirements

The awarding of an associate degree symbolizes the college's successful attempt 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 Lemoore as shown in this catalog.

An associate degree program can be planned to meet a variety of goals. It is important that you keep the following information in mind as you plan your program:

## 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 Lemoore 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 as listed on the next page of this catalog, b) a major area of study, with a grade point average of at least 2.0, c) elective units to complete 60 units, and 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 Lemoore.

## 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 22 California State University campuses. All CSU campuses require transfer-level English, speech/communication, critical thinking, and math to be 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 22 CSU campuses and the 9 UC campuses (except Eleanor Roosevelt and Revelle at UCSD) being completed. You should consult with a West Hills College Lemoore counselor to make sure this is your best AA degree choice.

## Associate Arts Degree Requirements

### I. Major Requirements

A student must complete at least 18 semester units of study from 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 and 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)

\_\_\_\_\_ Computer Information Systems 14, 15

\_\_\_\_\_ Mathematics 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;
  - offer specific inquiry into mathematical concepts, quantitative reasoning and application;
- \_\_\_\_\_ Biology 10, 20, 24, 32, 35, 38, 52
  - \_\_\_\_\_ Chemistry 1A, 1B, 2A, 2B, 35
  - \_\_\_\_\_ Geography 1, 4
  - \_\_\_\_\_ Geology 1, 3
  - \_\_\_\_\_ Physical Science 1
  - \_\_\_\_\_ Physics 2A, 2B, 4A, 4B, 4C

### 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;
  - include foreign language courses.
- \_\_\_\_\_ Art 2A, 2B, 4, 5A, 13A, 15A, 16A, 16B, 17, 42
  - \_\_\_\_\_ English 1B, 25
  - \_\_\_\_\_ Foreign Language Spanish 1, 2, 3, 4, 11, 12, 51, 52, 53, 54
  - \_\_\_\_\_ Geography 3
  - \_\_\_\_\_ History 4A, 4B
  - \_\_\_\_\_ Humanities 1, 22
  - \_\_\_\_\_ Music 1A, 1B, 17A, 17B, 17C, 17D, 42,
  - \_\_\_\_\_ Performing Arts 1, 3
  - \_\_\_\_\_ Philosophy 1, 2, 3

### 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;
  - include both western and non-western settings.
- \_\_\_\_\_ Anthropology 2
  - \_\_\_\_\_ Administration of Justice 1, 29
  - \_\_\_\_\_ Economics 1A, 1B
  - \_\_\_\_\_ Geography 2A, 2B, 3, 18, 51
  - \_\_\_\_\_ History 4A, 4B, 17A, 17B, 18, 32, 34, 44
  - \_\_\_\_\_ Journalism 40
  - \_\_\_\_\_ Political Science 1, 2, 51
  - \_\_\_\_\_ Psychology 1, 2, 3, 4, 5
  - \_\_\_\_\_ Social Science 32A, 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. These courses 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.

1. Health Education 35\*
2. Activity Courses (2 units, selected from options below, if under 21 at graduation)

- \_\_\_\_\_ Physical Education Activity Courses\*\*
- \_\_\_\_\_ Performing Arts 25

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

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

### III. Electives

Electives to complete the total of 60 units.

### IV. Competencies

#### A. 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 Lemoore from another accredited college with a C grade or higher in a course equivalent to English 51A or 51B or 1A.

B. Mathematics

1. Completion of Mathematics 61 or 87 with a grade of C or higher, or
2. Transferring to West Hills College Lemoore 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 Lemoore with a C grade or higher in a course equivalent to Mathematics 61.

**V. Grade Point Average**

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 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, and 3) required major courses. The courses required for a major are found in the college catalog under that major. A waiver of any of these courses or substitution of required courses is not permitted.

**Certificate and Associate Degree Programs Offered**

AA=Associate of Arts, AS= Associate of Science, C=Certificate

Administration of Justice —	
Law Enforcement.....	AA..... AS .....
Administration of Justice —	
Corrections .....	AA..... AS .....
Art .....	AA.....
Biology .....	AA..... AS .....
Business.....	AA..... AS..... C
Business Administration.....	AA.....
*Chemistry .....	AA..... AS .....
Child Development .....	AA..... AS..... C
Computer Information Systems .....	AA..... AS .....
*Engineering.....	AA..... AS .....
Geography .....	AA.....
*Geology .....	AA..... AS .....
Health Science (General).....	AA..... AS .....
Health Science (Pre-Professional).....	AA..... AS .....
Hospitality, Restaurant and	
Casino Management.....	C
Humanities.....	AA.....
Liberal Arts.....	AA.....
Mathematics .....	AA.....
Office Management & Technologies .....	AA..... AS..... C
Physical Education.....	AA..... AS .....
*Physics.....	AA..... AS .....
Psychology .....	AA.....
Social Science .....	AA.....
Teaching Assistant.....	C

\* This indicates that some courses needed to complete these degree programs are offered infrequently. Please consult the two-year schedule section of this catalog.



# 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

Course #	Title	Units
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.....	3
	TOTAL.....	18

#### 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:

Course #	Title	Units
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 .....	3
	TOTAL .....	18

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

Course #	Title	Units
AOJ 5.....	Concepts of Probation and Parole.....	3
AOJ 16.....	Human & Community Relations in Criminal Justice .....	3

AOJ 24.....	Criminal Investigation .....	3
AOJ 29.....	Criminal Crime and Delinquency Investigation..	3
AOJ 32.....	Juvenile Delinquency .....	3
AOJ 15X ....	Parallel Work Experience .....	3
AOJ 15XY .	Alternate Work Experience .....	3

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

Course #	Title	Units
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

Recommended Electives:

- + AOJ 5, 8, 16, 24, 29, 32, 50A/B, 55,
- + BUS 80A/B, CD 17B,

one or more of:

- + FLSPN 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, qualifies the student for an associate degree.

Course #	Title	Units
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 .....	3
	TOTAL.....	21

Recommended Electives:

#### Art History Major:

- Foreign Language Spanish,
- 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

### Transfer

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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:

Course #	Title	Units
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	4
	Physics.....	4
	TOTAL.....	20

*\*This course is offered infrequently. Check the two-year schedule in the back of the catalog*

### 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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## Business

The Business Program of study 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.

## Certificate

### Core Courses

Course #	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 7/67 ....	Computer Concepts/Computer Essentials.....	3
CIS 34.....	Introduction to Spreadsheets (Excel) .....	3
BUS 13A/B	Word For Windows I & II.....	3
TOTAL.....		25

### Options

In addition to the core, the following are required for the options listed below:

### Bookkeeping Certificate

(Fundamental Certificate)

Core Courses only	
TOTAL.....	25

### Business Management Certificate

Course #	Title	Units
Core Courses .....		25
BUS 1A&B	Beginning & Elementary Principles of Accounting (In lieu of BUS 55/56 in Core).....	8
BUS 18 .....	Business Law.....	4
BUS 29 .....	Techniques of Management 3 units	
or BUS 32 ..	Small Business Management .....	3
BUS 35 .....	Human Resources Management .....	3
TOTAL.....		43

## Retail Business Management Certificate

The following courses only:

Course #	Title	Units
BUS 1A .....	Beginning Principles of Accounting.....	4
or BUS 55 ..	Elementary Principles of Accounting .....	4
BUS 18 .....	Business Law.....	4
BUS 20 .....	Introduction to Business .....	3
BUS 28 .....	Business Communications .....	3
BUS 29 .....	Techniques of Management.....	3
or BUS 32 ..	Small Business Management .....	3
BUS 35 .....	Human Resources Management .....	3
CIS 7.....	Computer Concepts 3units	
or CIS 67....	Computer Essentials.....	3
Electives taken from the list below (minimum) .....		3
TOTAL.....		26

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 FLSPN 3, 4, 31.

## 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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## Business Administration

The 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 #	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 .....	3
	TOTAL.....	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.

Course #	Title	Units
CHEM 1A&B	..... General Chemistry I&II .....	10
	or CHEM 2A&B. Introductory Chemistry .....	8
*CHEM 5	Quantitative Analysis .....	4
*CHEM 8	Organic Chemistry .....	3
*CHEM 9	Organic Laboratory .....	3
	TOTAL.....	18/20

*\*This course is offered infrequently. Check the two-year schedule in the catalog.*

### 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:

Course #	Title	Units
MATH 1A	.....Introduction to Calculus.....	5
MATH 1B	.....Calculus with Applications.....	5
*MATH 2A	.....Multivariate Calculus .....	4
*MATH 2B	.....Differential Equations .....	4
*PHYSICS 4A	..Classical Mechanics .....	4
*PHYSICS 4B	...Electricity, Magnetism, & Waves .....	4
*PHYSICS 4C	..Thermodynamics, Optics & Modern Physics...4	

*\*This course is offered infrequently. Check the two-year schedule in the catalog.*

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## Child Development

The West Hills Community College Lemoore 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 Lemoore 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 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 outlines 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 to 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 Lemoore issues a number of early childhood education certificates as outlined below. The student may apply for as many certificates 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 list)

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

### Child Development Certificate: Teacher Level

Course #	Title	Units
CD 5	Child Development	3
CD 10	Child, Family and Society	3
CD 12A	Principles 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

## 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 included the State mandated classes (CD 5, 10, and 12A).

Course #	Title	Units
CD 14A.....	Administration & Supervision of Children's Programs .....	3
CD 14B.....	Administration & Supervision of Children's Programs Practicum .....	3
CD 22.....	Supervising Adults Working in Children's Programs .....	2
	Computer and/or Business Electives.....	4
	TOTAL.....	12

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

## Family Day Care Certificate

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

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

## Transfer

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

## Communications

### Pending State Chancellor's Office Approval

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 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:	BUS 18, BUS 29, CD 10, EDUC 1, EDUC 5, PHIL 1, PHIL 2, POLSCI 1, PSYCH 1, PSYCH 4, SOC 1, SOC 3.....	3
	TOTAL .....	18

## Computer Information Systems

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

### 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.

### Certificate Core Courses

Core Courses required for options I and II.

Course #	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
CIS 72	..... Introduction to Networking .....	1
TOTAL.....		19

### 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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## Engineering (All Branches)

Students with an interest in engineering can earn an associate degree and develop knowledge and skills necessary to transfer to a four-year degree program. Students completing a bachelor's degree, a master's degree, or a PhD have a variety of career options including self-employment, employment in industry, teaching, and university research. Advances in science and technology have led to whole new branches of engineering. In addition to the traditional branches of civil, mechanical, industrial, electrical/electronic and chemical engineering, whole new interdisciplinary fields have evolved such as biomedical engineering.

### 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
CHEM 1A	. General Chemistry I .....	5
* ENGR 35	Vector Statics.....	3
MATH 1A	. Introduction to Calculus .....	5
MATH 1B	. Calculus with Applications .....	5
MATH 2A	. Multivariate Calculus.....	4
*PHYS 4A	. Classical Mechanics .....	4
*PHYS 4B	. Electricity, Magnetism & Waves.....	4
*PHYS 4C	. Thermodynamics, Optics, & Modern Physics ....	4
TOTAL.....		34

\*This course is offered infrequently. Check the two-year schedule in this catalog.

### Transfer

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Recommended for transfer students:

Course #	Title	Units
CHEM 1B	. General Chemistry II.....	5
*MATH 2B	Differential Equations .....	4

**Special note:** In addition to the general engineering curriculum, the following courses are recommended for chemical engineering majors:

*CHEM 5	.. Quantitative Analysis.....	4
*CHEM 8	.. Organic Chemistry .....	3
*CHEM 9	.. Organic Chemistry Lab.....	3

\*This course is offered infrequently. Check the two-year schedule in this catalog.

Recommended Electives: ENG 1A, 1B, GEOL 1, 3, HIST 17A, PHIL 1, PSYCH 1

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## Geography

The Associate Degree in Geography is designed to provide the West Hills College Lemoore 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, 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 #	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, 15,
- GEOL 3,
- MATH 25

### Transfer

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## Geology

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

### Associate Degree

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

Course #	Title	Units
GEOL 1.....	Physical Geology .....	4
GEOL 3.....	Historical Geology .....	4
Plus (10) ten units from the list below:		
CHEM 1A.	General Chemistry I.....	5
CHEM 1B.	General Chemistry II.....	5
CHEM 2A.	Introductory Chemistry .....	4
CHEM 2B.	Introductory Chemistry .....	4
*PHYS 2A.	Mechanics and Thermodynamics.....	4
*PHYS 2B.	Electricity, Magnetism, Optics, Modern Physics.....	4
*PHYS 4A.	Classical Mechanics .....	4
*PHYS 4B.	Electricity, Magnetism, & Waves.....	4
*PHYS 4C.	Thermodynamics, Optics & Modern Physics .....	4
TOTAL.....		18

\*This course is offered infrequently. Check the two-year schedule in this catalog.

### Transfer

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

Courses recommended for those students pursuing a B.A. degree in Geology.

Course #	Title	Units
CHEM 2AB	Introductory Chemistry .....	8
GEOL 1.....	Physical Geology .....	4
GEOL 3.....	Historical Geology .....	4
*PHYS 2A.	Mechanics and Thermodynamics.....	4
*PHYS 2B.	Electricity, Magnetism, Optics, Modern Physics.....	4
TOTAL.....		24

\* This course is offered infrequently. Check the two-year schedule in this catalog.

Recommended Electives:

- BIO 20,
- CIS 15

Courses recommended for those students pursuing a B.S. degree in Geology.

Course #	Title	Units
CHEM 1A.	General Chemistry I	5
CHEM 1B.	General Chemistry II	5
GEOL 1.....	Physical Geology	4
GEOL 3.....	Historical Geology	4
MATH 1A.	Introduction to Calculus	5
MATH 1B.	Calculus with Applications	5
*PHYS 4A.	Classical Mechanics	4
*PHYS 4B.	Electricity, Magnetism, & Waves	4
	<b>TOTAL</b>	<b>40</b>

\*This course is offered infrequently. Check the two-year schedule in this catalog.

Recommended Electives:

- BIO 20,
- CIS 15

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

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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## Health Science (Pre-professional)

The Health Science Pre-Professional program is designed for students who wish to transfer to a four-year institution to pursue professional training in the areas of dentistry, medicine, nursing, and pharmacy. 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 #	Title	Units
BIO 20.....	General Zoology	5
CHEM 1A	..... General Chemistry I	5
CHEM 1B	..... General Chemistry II	5
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	4
	<b>TOTAL</b>	<b>33</b>

\*This course is offered infrequently. Check the two-year schedule in this catalog.

Recommended Electives:

- PSYCH 1,
- SOC 1

## Transfer

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# Hotel, Restaurant and Casino Management

## Casino Option

### Casino Skills Certificate

Course #	Title	Units
HRMC 67	Orientation to Hospitality Operations.....	1
HRMC 62 A-D	Guest Relations & Customer Service.....	2
CM 61	Casino Cage Management & Operations .....	3
CM63	Casino Slots Management & Operations .....	3
CM 64	Casino Security Management & Operations.....	3
CM 65	Casino Bingo/Keno Management & Operations .....	3
or CM 66A	Mini Baccarat/Midi Baccarat/Baccarat Dealing.....	3
or CM 66B	Poker Dealing.....	3
or CM 66C	Blackjack Dealing.....	3
or CM 66D	Pai Gow Dealing .....	3
or HRCM 15X	Hospitality Industry Work Exp.....	3
TOTAL .....		15

### Casino Management Certificate

Course #	Title	Units
Casino Skills Certificate .....		15
CM 10	Casino Management .....	3
CM 11	Casino Regulations & Controls.....	3
CM 12	Native American Gaming.....	3
CIS 7	Introduction to Computer .....	3
or CIS 67	Computer Essentials.....	3
TOTAL .....		27

### HRCM Certificate

Course #	Title	Units
Casino Management Skills Certificate .....		27
HRCM 1	Introduction to Hospitality.....	3
HRCM 3	Hospitality Marketing.....	3
HRCM 4	Supervision and Leadership in Hospitality...3	
HRCM 5	Hospitality Accounting .....	3
HRCM 15X	Hospitality Industry Work Experience .....	3
TOTAL .....		42

## Hotel Option

### Hotel Skills Certificate

Course #	Title	Units
HRCM 67	Orientation to Hospitality Operations.....	1
HRCM 62A-D	Guest Relations & Customer Service.....	2
HM 64	Maintenance Management.....	3
HM 65	Conference, Convention & Event Planning ..3	
or HM 66	Tourism & Convention Management & Sales.....	3
or HRCM 15X	Hospitality Industry Work Experience .....	3
TOTAL .....		15

## Hotel Management Certificate

Course #	Title	Units
Hotel Skills Certificate .....		15
HM 10	Introduction to Hotel Management .....	3
HM 11	Hotel Development and Planning .....	3
HM 12	Hotel and Motel Management Operations.....	3
CIS 7	Introduction to Computers.....	3
or CIS 67	Computer Essentials.....	3
TOTAL .....		27

### HRCM Certificate

Course #	Title	Units
Hotel Management Certificate.....		27
HRCM 1	Introduction to Hospitality.....	3
HRCM 3	Hospitality Marketing.....	3
HRCM 4	Supervision and Leadership in Hospitality...3	
HRCM 5	Hospitality Accounting .....	3
HRCM 15X	Hospitality Industry Work Experience .....	3
TOTAL .....		42

## Restaurant Option

### Restaurant Skills Courses

Course #	Title	Units
HRCM 67	Orientation to Hospitality Operations.....	1
HRCM 62A-D	Guest Relations and Customer Service.....	2
RM 61	Culinary Theory and Fundamentals .....	3
RM 63	Culinary Concepts .....	3
RM 64	Cuisines of the World.....	3
RM 65	Catering and Beverages Service .....	3
or RM 66	Event Planning & Special Event Tourism .....	3
or HRCM 15X	Hospitality Industry Work Experience .....	3
TOTAL .....		15

### Restaurant Management Certificate

Course #	Title	Units
Restaurant Skills Certificate .....		15
RM 10	Introduction to Food Services Operations.....	3
RM 11	Food and Beverage Service.....	3
RM 12	Food and Beverage Cost Control .....	3
CIS 7	Introduction to Computers.....	3
or CIS 67	Computer Essentials.....	3
TOTAL .....		27

### HRCM Certificate

Course #	Title	Units
Restaurant Management Certificate.....		27
HRCM 1	Introduction to Hospitality.....	3
HRCM 3	Hospitality Marketing.....	3
HRCM 4	Supervision and Leadership in Hospitality...3	
HRCM 5	Hospitality Accounting .....	3
HRCM 15X	Hospitality Industry Work Experience .....	3
TOTAL .....		42

## 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.

Course #	Title	Units
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 .....	6
	TOTAL.....	18

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 the 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, 52
- + MUS 42, 52
- + PA 1, 3

### English/Speech

- + ENG 1A, 1B, 21, 25, 51A, 51B
- + COM 1, 3, 4, 5

### Natural & Life Science

- + BIOL 10, 20, 24, 32, 35, 38
- + CHEM 1A, 2A, 1B, 2B, 5, 8, 9, 35
- + GEOG 1, 4
- + GEOL 1, 3
- + PHYSICS 2A, 2B, 4A, 4B, 4C
- + PHYSICI 1

### Humanities - Philosophy

- + HIST 4A, 4B
- + HUM 1, 22
- + PHIL 1, 2, 3

### Foreign Language

- + FLSPN 1, 2, 3, 4, 11, 12, 51, 52, 53, 54

### Psychology - Sociology

- + PSYCH 1, 2, 3, 4, 5
- + SOC 1, 2, 3

### Social Science

- + ECON 1A, 1B
- + GEOG 2A, 2B, 3, 18
- + HIST 4A, 4B, 17A, 17B, 32, 34
- + POLSCI 1, 2
- + PSYCH 1
- + SOC 1
- + SOC SCI 32A, 32B

## Transfer

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## Mathematics

The Mathematics Associate Degree allows students to begin preparation for careers in quantitative professions such as actuarial science, education, computer programming, systems analysis, and operations research analysis. In addition, a strong background in mathematics facilitates employment in fields such as engineering, economics, finance, and genetics.

## 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.

### General Requirements

18 units from the following:

Course #	Title	Units
MATH 1A.	Introduction to Calculus .....	5
MATH 1B.	Calculus with Applications .....	5
MATH 2A.	Multivariate Calculus.....	4
*MATH 2B	Differential Equations .....	4
MATH 15..	Precalculus .....	5
*PHYS 4A.	Classical Mechanics .....	4
*PHYS 4B .	Electricity, Magnetism and Waves.....	4
*PHYS 4C.	Thermodynamics, Optics and Modern Physics...4	

*\*This course is offered infrequently. Check the two-year schedule in this catalog.*

## 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 for the transfer student:

- + BIO 20,
- + CHEM 1A/B,
- + ENG 1A/B,
- + \*ENGR 35,
- + HIST 17A,
- + PHIL 1,
- + PSYCH 1

*\*This course is offered infrequently. Check the two-year schedule in this catalog.*

## 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.

### Certificate

#### Core Courses

Course #	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

## Options

In addition to the core, the following are required for the options listed below:

### Clerk Typist Certificate

Course #	Title	Units
Core	.....	21/24
	taken from the list below (minimum).....	7
	TOTAL.....	28/31

### Secretary/Word Processing Certificate

Course #	Title	Units
Core	.....	21/24
CIS 8.....	Microcomputer Operating Environment: Windows.....	2
CIS 21.....	Desktop Publishing.....	3
	TOTAL.....	26/29

Approved Electives for Office Management & Technologies Majors

- \* BUS 1A, 18, 24, 35, 55, 63, 80
- \* CIS 7, 9, 19B, 21, 34, 35
- \* PHIL 3

**Additional Certification:** Bilingual emphasis with basic competence in FLSPN 3, 4, 31

## 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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## 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 & 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

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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## Physics

Graduates with degrees in physics have a variety of career options. Those with a B.S. degree may work in industry or teach in grades K through 12. Those with a M.S. degree may also teach at the community college level and, those with a PhD may teach and do research at universities. In industry, some physicists work with engineers to design and develop useful devices and systems. Others pursue programs of pure or applied research as do their colleagues at universities.

### 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
CHEM 1A	..... General Chemistry I .....	5
MATH 1A	..... Introduction to Calculus .....	5
MATH 1B	..... Calculus with Applications .....	5
MATH 2A	..... Multivariate Calculus.....	4
*PHYS 4A	..... Classical Mechanics .....	4
*PHYS 4B	..... Electricity, Magnetism & Waves.....	4
*PHYS 4C	..... Thermodynamics, Optics, & Modern Physics .....	4
	TOTAL.....	31

*\*This course is offered infrequently. Check the two-year schedule in this catalog.*

### 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 for the transfer student:

- + CHEM 1B, ENG 1AB
- + \* ENGR 35
- + \* MATH 2B
- + HIST 17A
- + PHIL 1
- + PSYCH 1

*\* This course is offered infrequently. Check the two-year schedule.*

### 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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## 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 #	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 .....	2
	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 #	Title	Units
ECON 1A	..... Macroeconomics.....	3
ECON 1B	..... Microeconomics .....	3
GEOG 3	..... Cultural Geography .....	3
HIST 17A	..... History of the United States.....	3
or HIST 17B	.... History of the United States.....	3
POL SCI 1	..... American Government .....	3
PSYCH 1	..... General Psychology.....	3
SOC 1	..... Introduction to Sociology .....	3
Electives taken from the list below	.....	3-6
TOTAL.....		24/27

Recommended Electives: To further a particular area of study, these electives are available:

- + ANTH 2
- + AOJ 1
- + GEOG 1, 2A/B, 18
- + HIST 4A/B
- + HUM 1
- + POL SCI 2
- + PSYCH 2, 3, 4, 5
- + SOC 2, 3
- + SOC SCI 32A/B

### 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 Lemoore 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.

### Certificates

#### Teaching Assistant - Elementary

Course #	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 4	..... Parenting .....	3
Electives	.....	2
TOTAL .....		17

Recommended Electives:

- + ART 4, 12
- + CIS 8
- + EA 55, 56, 57
- + HE 35
- + MUS 1A/B, 42/52
- + PE 48
- + PSYCH 1

#### Teaching Assistant - Secondary

Course #	Title	Units
EA 31	..... Introduction to Teaching.....	3
ENG 1A	..... Composition and Reading.....	3
or ENG 51A	.... Introduction to Communication Skills .....	3
or ENG 51B	..... Intermediate Communication Skills.....	3
MATH 45	..... Contemporary Math .....	3
or MATH 87	.... 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
- + EA 55, 56, 57
- + ENG 1A
- + GEOG 2A, 2B, 3, or 18
- + HE 35
- + HIST 4A, 4B, 17A, or 18
- + MATH 10A, 25, or , 45
- + MUS 42
- + PE 48
- + PHYSCI 1
- + POLSCI 1 or 2
- + PSYCH 5 or CD 5
- + SP 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.



# Course Information

## General Information

### Class Hours

The number of classes or lecture periods and 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 Lemoore. 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. These courses are transferable to four-year institutions. However, the institution that the student transfers to determines the specific transferability of courses.

**Courses numbered 50-99** are associate degree level courses. These courses 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.

Courses in some subject areas that are traditionally taught as combination lecture-laboratory courses at four-year colleges are split into two separate courses: one a lecture course for transfer students and one a laboratory course for both transfer and non-transfer students. Students wishing to transfer must take both the lecture and laboratory courses.

**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/She should be guided by the course description and may need to consult a counselor or advisor for aid.

### Course Numbers Common to All Disciplines

#### 30/60 Experimental Courses

The number of hours in experimental courses is determined by the number of semester units. For each semester unit, the class must meet 18 lecture hours or 54 laboratory hours.

All courses numbered 30/60 are designed to permit departments to meet an immediate student or community need, to explore newer methods in teaching a subject, to offer innovative

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

#### 49/99 Directed Study Courses (1-2 units)

No more than 2 units per semester are allowed per 49/99 series.

A student must spend 54 laboratory hours for each semester unit taken as a directed studies course. All courses numbered 49/99 are 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.

#### 15X Occupational Work Experience (1-4 units)

All courses AOJ, AG, BUS, CD, CIS, EA, HS, HRCM, WT numbered 15X provide credit for students enrolled in occupational work experience programs. See the CWEE section in this catalog for further guidelines.

#### WE 15XY General Work Experience (1-3 units)

Students may also receive credit under a general work experience numbered 15XY. See the CWEE section of this catalog for further guidelines.

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

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

AA	Degree
CSU	Transferable to California State University System
UC	Transferable to University of California System
NDA	Non-Degree Applicable

## General Education Symbols and Abbreviations

The following symbols designate 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.....	D0

AREA E: Lifelong Understanding and Self-Development

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-division, 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 Lemoore courses and their corresponding CAN numbers. See your counselor for additional information.

WHC Lemoore Course	California Articulation Number (CAN)
AOJ 1.....	CAN AJ 2
AOJ 20.....	CAN AJ 4
AOJ 22.....	CAN AJ 6
AOJ 24.....	CAN AJ 24
ANTHRO 2.....	CAN ANTH 4
ART 13A.....	CAN ART 6
ART 15A.....	CAN ART 10
ART 16A.....	CAN ART 2
ART 16B.....	CAN ART 4
ART 16A & ART 16B.....	CAN ART SEQ A
BIO 10.....	CAN BIOL 2
BIO 20.....	CAN BIOL 4
BIO 24.....	CAN BIOL 6
BIO 32.....	CAN BIOL 10
BIO 35.....	CAN BIOL 12
BIO 32 & BIO 35.....	CAN BIOL SEQ B
BIO 38.....	CAN BIOL 14
BUS 1A.....	CAN BUS 2
BUS 1B.....	CAN BUS 4
BUS 1A & BUS 1B.....	CAN BUS SEQ A
BUS 18.....	CAN BUS 8
CHEM 1A.....	CAN CHEM 2
CHEM 1B.....	CAN CHEM 4
CHEM 1A & CHEM 1B.....	CAN CHEM SEQ A
CHEM 2A.....	CAN CHEM 6
CHEM 2B.....	CAN CHEM 8
CHEM 2A & CHEM 2B.....	CAN CHEM SEQ B
CHEM 5.....	CAN CHEM 12
COM 1.....	CAN SPCH 4
COM 3.....	CAN SPCH 6
ECON 1A.....	CAN ECON 2
ECON 1B.....	CAN ECON 4
ENG 1A.....	CAN ENGL 2

West Hills College Lemoore

WHC Lemoore Course	California Articulation Number (CAN)
ENG 1B.....	CAN ENGL 4
ENG 1A & ENG 1B.....	CAN ENGL SEQ A
FLSPN 1 .....	CAN SPAN 2
FLSPN 2 .....	CAN SPAN 4
FLSPN 1 & FLSPN 2.....	CAN SPAN SEQ A
FLSPN 3 .....	CAN SPAN 8
FLSPN 4 .....	CAN SPAN 10
FLSPN 3 & FLSPN 4.....	CAN SPAN SEQ B
GEOG 1 .....	CAN GEOG 6
GEOG 3 .....	CAN GEOG 4
GEOL 1 .....	CAN GEOL 2
GEOL 3 .....	CAN GEOL 4
HIST 4A .....	CAN HIST 2
HIST 4B .....	CAN HIST 4
HIST 4A & HIST 4B .....	CAN HIST SEQ A
HIST 17A.....	CAN HIST 8
HIST 17B.....	CAN HIST 10
HIST 17A & HIST 17B.....	CAN HIST SEQ B
MATH 1A .....	CAN MATH 18
MATH 1B.....	CAN MATH 20
MATH 1A & MATH 1B.....	CAN MATH SEQ B
MATH 2A .....	CAN MATH 22
MATH 2B.....	CAN MATH 24
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
POLSCI 1 .....	CAN GOVT 2
PSYCH 1 .....	CAN PSY 2
SOC 1 .....	CAN SOC 2
SOC 2 .....	CAN SOC 4



# Course Descriptions

## Administration of Justice

### **AOJ 1 Introduction to Criminal Justice (3)**

*Class Hours: 3 Lecture*

*CAN AJ 2, D8*

AOJ 1 is the history and philosophy of justice as it evolved throughout the world; in-depth study of the American system and the various subsystems; 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*

AOJ 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 & Supervision of Inmates (3)**

*Class Hours: 3 Lecture*

*Strongly Recommended Preparation: ENG 51A or equivalent.*

AOJ 4 offers an overview of supervision of inmates in the local, state and federal correctional institutions. The issues of control in a continuum from institutional daily living through crisis situations will be introduced and discussed. The course will emphasize the role played by the offender and the correctional worker. Topics will include inmate sub-culture, violence and effects of crowding on inmates and staff, and coping techniques for correctional officers in a hostile prison environment. The causes and effects of abusive tactics will also be discussed. (AA, CSU)

### **AOJ 5 Concepts of Probation & Parole (3)**

*Class Hours: 3 Lecture*

AOJ 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 & Counseling (3)**

*Class Hours: 3 Lecture*

*Strongly Recommended Preparation: ENG 51A or equivalent.*

AOJ 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.*

AOJ 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 & Psychology (3)**

*Class Hours: 3 Lecture*

*Strongly Recommended Preparation: ENG 51A or equivalent.*

AOJ 8 focuses on the interaction and application law and psychology with 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 Principles & Procedures of Criminal Justice (3)**

*Class Hours: 3 Lecture*

AOJ 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 the procedures in the justice system. (AA, CSU)

### **AOJ 12 Written Criminal Justice Communications (3)**

*Class Hours: 3 Lecture*

AOJ 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 & Community Relations in Criminal Justice (3)**

*Class Hours: 3 Lecture*

AOJ 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*

*Strongly Recommended Preparation: ENG 51A or equivalent.*

AOJ 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*

*Strongly Recommended Preparation: ENG 51A or equivalent.*

AOJ 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 on a conceptual level. (AA, CSU)

**AOJ 24 Criminal Investigation (3)**

*Class Hours: 3 Lecture*

AOJ 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 & Delinquency (3)**

*Class Hours: 3 Lecture*

D0

AOJ 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 30/60 Experimental Course (.5-3)**

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

All courses numbered 30/60 are designed to permit the 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 in curriculum. A required course description identifies each course subject. These courses may be taken for CR/NC.

**AOJ 32 Juvenile Delinquency (3)**

*Class Hours: 3 Lecture*

AOJ 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.*

AOJ 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)

### **AOJ 50A P. C. 832 Arrest Control Module (3)**

*Class Hours:* 3 Lecture *CR/NC Only*

*Strongly Recommended Preparation:* ENG 101B or equivalent.

AOJ 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 sections 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 on file with this institution or is sponsored by a law enforcement agency.

*Strongly Recommended Preparation:* ENG 101B or equivalent.

AOJ 50B is the second tier of training required to meet the requirements of P.C. 832. This course satisfies the minimum 24 hours 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 sections, 830.6(a)(1) and 832.6(a)(3). This course includes basic training in 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 Officer 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 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; 2) AOJ 50A and AOJ 50B or currently possess a valid P. C. 832 certificate in arrest and firearms.

AOJ 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 sections, 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 Core Training Course (9)**

*Class Hours:* 8 Lecture, 3 Laboratory

AOJ 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)

## **American Sign Language**

### **ASL 1 Introduction to American Sign Language (4)**

*Class Hours:* 4 Lecture

ASL 1 covers the beginning fundamental principles of American Sign Language- a visual/gesture language used by Deaf people in the United States and Canada. ASL 1 introduces basic information and cultural/historical background about the Deaf community and Deaf culture. This course is recommended for students who encounter Deaf people in their working environment, or who are majoring in American Sign Language/Deaf Studies. ASL 1 is a prerequisite for students who wish to enter an Interpreter Preparation Program. Students are expected to attend outside Deaf events at their own expense,

## Anthropology

### ANTHRO 2 Cultural Anthropology (3)

*Class Hours:* 3 Lecture CAN ANTH 4, D3  
ANTHRO 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)

### ANTHRO 30/60 Experimental Course (.5-3)

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

All courses numbered 30/60 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 in curriculum. A required course description identifies each course subject. These courses may be taken for CR/NC.

### ANTHRO 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.

ANTHRO 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.

## 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 & 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, CSU, 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 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  
*Prerequisite:* ART 5A  
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 Introduction to Ceramic Design Studio (3)

*Class Hours:* 1.5 Lecture, 4.5 Laboratory 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 20th 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  
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-Renaissance (3)**

*Class Hours:* 3 Lecture C1, CAN ART 2, CAN ART SEQ A, CR/NC

*Strongly Recommended Preparation:* 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 C1, CAN ART SEQ A, CR/NC

*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 Art (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 30/60 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 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 in curriculum. A required course description identifies each course subject. These courses may be taken for CR/NC.

**ART 42 Art Appreciation (3)**

*Class Hours:* 3 Lecture C1, CR/NC

*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, and video. No art background 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)

## Biology

**BIO 10 Fundamentals of Biology (3)**

*Class Hours:* 2 Lecture, 3 Laboratory B2, B3

BIO 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 (1)**

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

BIO 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

BIO 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 B2, B3, CAN BIOL 4

*Prerequisite:* Math 63, Math 64, or Equivalent

*Advisory:* Successful Completion of ENG 101B and ENG 105B or equivalent.

BIO 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 B2, B3, CAN BIO 6

*Prerequisite:* Math 63 or equivalent.

BIO 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 30/60 Experimental Course (.5-3)**

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

All courses numbered 30/60 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 in curriculum. A required course description identifies each course subject. These courses may be taken for CR/NC.

**BIO 32 Human Anatomy (4)**

*Class Hours:* 3 Lecture, 3 Laboratory B2, B3, CAN BIO 10

BIO 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 B2, B3

*Advisory:* Successful completion of MATH 101, ENG 101B and ENG 105B.

*Strongly Recommended Preparation:* One semester of BIO 32 or equivalent and CHEM 2A or equivalent.

BIO 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 B2, B3, CAN BIOL 14

*Prerequisite:* Math 63 or Math 64 or equivalent.

*Advisory:* Successful completion of ENG 101B and ENG 105B.

*Strongly Recommended Preparation:* One semester of CHEM 2A or equivalent.

BIO 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 units per semester per 49/99 series.

BIO 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

BIO 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)

## Business

**BUS 1A Beginning Principles of Accounting (4)**

*Class Hours:* 4 Lecture CAN BUS 2, CAN BUS SEQ A. CR/NC

*Strongly Recommended Preparation:* Knowledge of a computer spreadsheet package.

BUS 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.

BUS 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. A variety of computerized spreadsheets software 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 semester or a maximum of 16 units of total credit. The student must enroll in classes (at least 7.0 units, including work-experience) and work 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* CAN BUS 8, CR/NC  
*Strongly Recommended Preparation: ENG 51A or equivalent.*

BUS 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.*

BUS 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.*

BUS 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.*

BUS 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, email, 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  
*Advisory: Successful completion of ENG 101B or equivalent.*

BUS 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 30/60 Experimental Course (.5-3)**

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

All courses numbered 30/60 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 variety and flexibility in curriculum. A required course description identifies each course subject. These courses may be taken for CR/NC.

**BUS 32 Small Business Management (3)**

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

BUS 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.*

BUS 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.*

BUS 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

BUS 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 Ten-Key Mastery (1)**

*Class Hours:* 1 Lecture CR/NC

BUS 52 teaches the touch method of ten-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 (1.5)**

*Class Hours:* 1.5 Laboratory CR/NC

BUS 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, promotion of a product, or doing a formal class presentation, a presentation graphics program can make a presentation effective and professional. May be taken two times for credit. (AA)

**BUS 55 Elementary Accounting (4)**

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

BUS 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.

BUS 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

BUS 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 proof-reading. Heavy emphasis is placed on the use of various business documents throughout the course for students to apply their writing skills. (AA)

**BUS 62A Career Success & Job Retention Skills (.5)**

*Class Hours:* 0.5 Lecture (9 weeks) CR/NC

BUS 62A focuses on the steps necessary for 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 Business or Hotel, Restaurant, and Casino Management but not for both. (AA)

**BUS 62B Workplace Communication Skills (.5)**

*Class Hours:* 0.5 Lecture (9 weeks) CR/NC

BUS 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 Business or Hotel, Restaurant, and Casino Management but not for both. (AA)

**BUS 62C Building Confidence & Working with the Public (.5)**

*Class Hours:* 0.5 Lecture (9 weeks) CR/NC

BUS 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 Business or Hotel, Restaurant, and Casino Management but not for both. (AA)

**BUS 62D Guest Relations & Customer Service (.5)**

*Class Hours:* 0.5 Lecture (9 weeks) CR/NC

BUS 62D analyzes the basic concepts and current trends in the hospitality and customer service industries. The skills necessary to achieve quality guests 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 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 15 wpm. 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)

**BUS 67 Filing & Records Management (2)**

*Class Hours:* 2 Lecture CR/NC

BUS 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:* 3 Lecture CR/NC

*Strongly Recommended Preparation:* Ability to type.

BUS 69 is designed to help the student make a satisfactory transition from the classroom to the business office. It provides training in general office practice; secretarial efficiency, relations; personality development and customer planning as these pertain to business; and applying for, obtaining, and advancing on the job. (AA)

**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.

BUS 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.

BUS 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)**

*Class Hours:* 1 Lecture, 1.5 Laboratory CR/NC

*Strongly Recommended Preparation:* ENG 101B or equivalent.

BUS 80A is an introductory course taught on computers to develop keyboarding by touch skills to students with no previous experience. Correct technique is emphasized. Skill is developed by drill, and varied timed writings. The course will cover the letters, punctuation, and spacing. This course is intended for business or personal use. (AA)

**BUS 80B Introductory Numeric/Symbol Keyboarding (1.5)**

*Class Hours:* 1 Lecture, 1.5 Laboratory CR/NC

*Prerequisite:* BUS 80A or equivalent.

*Strongly Recommended Preparation:* ENG 101B or equivalent.

BUS 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 drill 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 I (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.

BUS 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 Microsoft Word software, memorandums, and letter styles. Correct techniques are emphasized. (AA)

**BUS 81B Intermediate Keyboarding & Document Processing II (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 Microsoft Word software, reports, title pages, and tables. Correct technique is emphasized. (AA)

## Casino Management

**CM 10 Casino Management (3)**

*Class Hours:* 3 Lecture CR/NC

*Strongly Recommended Preparation:* ENG 101B and MATH 101 or equivalent.

CM 10 is a survey of history, development, and management of casinos and gaming. This course will examine the environment, operations, regulation, accounting, auditing, and taxation of casinos and gaming operations. (AA, CSU)

**CM 11 Casino Regulations & Controls (3)**

*Class Hours:* 3 Lecture CR/NC

*Strongly Recommended Preparation:* ENG 101B and MATH 101 or equivalent.

CM 11 is a survey of laws and regulations related to the gaming industry within the United States. This course will emphasize the development of gaming in the State of California, including compact agreements between California and Native American tribes. (AA, CSU)

**CM 12 Native American Gaming (3)**

*Class Hours:* 3 Lecture CR/NC

*Strongly Recommended Preparation:* ENG 101B or equivalent.

CM 12 studies the evolution of Native American gaming and its influence on tribal society. This course will examine the social, cultural, economic, political, legal and regulatory impact of legalized gaming on Native Americans and the communities in which they live. This course will focus on contemporary attitudes and opinions about Native American gaming operations and infrastructure development brought about by gaming revenues. (AA, CSU)

**CM 61A Mini-Baccarat, Midi-Baccarat or Baccarat Dealing (2)**

*Class Hours:* .5 Lecture, 4.5 Laboratory CR/NC

*Strongly Recommended Preparation:* ENG 101B and MATH 101 or equivalent.

CM 61A is an introductory course in Dealing Mini-Baccarat, Midi-Baccarat or Baccarat as appropriate. It describes the basic rules and fundamentals of Mini-Baccarat (Midi-Baccarat or Baccarat as appropriate). Hands-on practice and instruction are provided in the rules and fundamentals of Mini-Baccarat using casino tables and equipment. (AA)

**CM 61B Poker Dealing (2)**

*Class Hours:* .5 Lecture, 4.5 Laboratory CR/NC

*Strongly Recommended Preparation:* ENG 101B and MATH 101 or equivalent.

CM 61B is an advanced course in dealing casino poker games of all types. The main focus is on Seven-Card Stud, Texas Hold'em, Omaha and Omaha 8. Hands-on practice and instruction are provided in dealing poker games using tables and equipment. (AA)

**CM 61C Blackjack Dealing (2)**

*Class Hours:* .5 Lecture, 4.5 Laboratory CR/NC

*Strongly Recommended Preparation:* ENG 101B and MATH 101 or equivalent.

CM 61C is an advanced course in dealing casino Blackjack. Hands-on practice and practice and instruction are provided in dealing blackjack using casino tables and equipment. (AA)

**CM 61D Pai Gow Dealing (2)**

*Class Hours:* .5 Lecture, 4.5 Laboratory CR/NC

*Strongly Recommended Preparation:* ENG 101B and MATH 101 or equivalent.

CM 61D is an advanced course in dealing casino Pai Gow Poker. The main focus is on dealing Pai Gow Poker with either the house banking or the player banking. Hands-on practice and instruction are provided in the rules and fundamentals of Pai Gow Poker using casino tables and equipment. (AA)

**CM 63A Introduction to Management of Bingo & Keno (2)**

*Class Hours:* 1.5 Lecture, 1.5 Laboratory CR/NC

*Strongly Recommended Preparation:* ENG 101B or equivalent.

CM 63A is an overview of bingo and keno operations within the gaming industry, with an emphasis on game rules, regulations, departmental roles and reporting procedures. (AA)

**CM 63B Advanced Management of Bingo & Keno (2)**

*Class Hours:* 1.5 Lecture, 1.5 Laboratory CR/NC

*Strongly Recommended Preparation:* ENG 101B or equivalent.

CM 63B is an advanced study of bingo and keno management procedures and techniques with an emphasis on conflict resolution, supervisory skills, budgeting techniques, and marketing of special events. (AA)

**CM 64A Introduction to Casino Cage Operations (2)**

*Class Hours:* 1.5 Lecture, 1.5 Laboratory CR/NC

*Strongly Recommended Preparation:* ENG 101B or equivalent.

CM 64A is an overview of operations with casino cashier's cage. This course reviews basic cage procedures with an emphasis on controls and monetary regulations affecting the gaming industry. This course will also stress the importance of guest/customer service, reporting requirements and accountability. (AA)

**CM 64B Advanced Casino Cage Operations (2)**

*Class Hours:* 1.5 Lecture, 1.5 Laboratory CR/NC

*Strongly Recommended Preparation:* ENG 101B or equivalent.

CM 64B is an advanced study of casino cage operations procedures and techniques with an emphasis on the Federal Bank Secrecy Act, marketing and promotions, quasi cash and banking, and compulsive gambling. (AA)

**CM 65A Introduction to Security Operations (2)**

*Class Hours:* 1.5 Lecture, 1.5 Laboratory CR/NC

*Strongly Recommended Preparation:* ENG 101B or equivalent.

CM 65A is a survey of modern security methods used for the protection of a company in the hospitality industry. This course develops basic techniques to secure buildings, preventative measures, and appropriate responses to incidents that do occur. (AA)

**CM 65B Casino Security (2)**

*Class Hours:* 1.5 Lecture, 1.5 Laboratory CR/NC

*Prerequisite:* CM 65A

CM 65B surveys modern security methods used for the protection of a casino within the gaming industry. This course develops basic security techniques to monitor overall casino operations. (AA)

**CM 65C Advanced Casino Security (2)**

*Class Hours:* 1.5 Lecture, 1.5 Laboratory CR/NC

*Prerequisite:* CM 65B

CM 65C is the analysis of security management methods used within the gaming industry. This course develops managerial skills and supervision techniques to guide a security department's performance in the overall casino operations. (AA)

**CM 66A Introduction to Slots Management (2)***Class Hours: 1.5 Lecture, 1.5 Laboratory* CR/NC*Strongly Recommended Preparation: ENG 101B or equivalent.*

CM 66A is a survey of basic slots management focusing on departmental responsibilities and operating procedures. This course introduces casino development, slots operations, and procedures, as well as slot drops, count rooms, jackpot fills, and credits. (AA)

**CM 66B Advanced Slots Management (2)***Class Hours: 1.5 Lecture, 1.5 Laboratory* CR/NC*Prerequisite: CM 66A*

CM 66B is an advanced study of slots department management procedures and techniques with emphasis on slot floor planning, machine mixing, marketing and promotion, detection of slots, scams, and improvement of productivity. (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: B1, B3

*Prerequisite: Math 63 and high school Chemistry**Strongly Recommended Preparation: ENG 51A or equivalent.**Materials Fee: \$15.00*

CHEM 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. The laboratory includes lecture-matched qualitative, and instrumental evaluation of selected species and parameters as well as microprocessor and computerized data gathering, processing and reduction, and computer simulations. Appropriate training in chemical safety is provided. (AA, CSU, UC) The Chemistry 1A, 1B sequence is required of all students majoring in chemistry, chemical engineering, engineering sciences, biology, microbiology, and all applied sciences, i.e., medicine, pharmacy, veterinary science, nursing, home economics, etc. at the University of California. 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.*

CHEM 1B is a continuation of the study of the principles of chemistry with an emphasis on chemical thermodynamics (H, S, G), kinetics and mechanisms, equilibrium, electrochemistry, spectroscopy, nuclear chemistry, introductory organic and biochemical systems, and selected elemental chemistries of metals, non-metals, and metalloids. The laboratory includes lecture-

matched qualitative, and instrumental evaluation of selected species and parameters as well as microprocessor and computerized data gathering, processing and reduction, and computer simulations. Appropriate training in chemical safety is provided. (AA, CSU, UC) The Chemistry 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**Material Fee: \$15.00*

CHEM 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. Appropriate training in chemical safety is provided. (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*

CHEM 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. Appropriate training in chemical safety is provided. (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 CAN CHEM 12*Prerequisite:* CHEM 1B or concurrent enrollment*Material Fee:* \$15.00

CHEM 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 also 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)

**CHEM 8 Organic Chemistry (3)***Class Hours:* 3 Lecture*Prerequisite:* CHEM 1B or equivalent.

CHEM 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)

**CHEM 9 Organic Laboratory (3)***Class Hours:* 1 Lecture, 6 Laboratory*Prerequisite:* CHEM 8 or current enrollment*Material Fee:* \$15.00

CHEM 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 simulations enhance the standardized lab routines. Appropriate training in chemical safety and waste disposal is provided. Designed to be taken concurrently with Chemistry 8. (AA, CSU, UC)

**CHEM 30/60 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.

**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*Material Fee:* \$15.00

CHEM 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, chemical energetics, tailor-made molecules, surface phenomena, batteries, colors and gemstones, and chemical "fingerprinting." The laboratory includes lecture-matched qualitative and quantitative evaluation of selected species and parameters (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.

CHEM 49/99 is designed for students who wish to undertake a special project related to a particular field. A student, with the acceptance by and under the instructor's guidance, may pursue individual exploration after completion of or while currently enrolled in at least one course in the department of directed study. (AA, CSU)

## 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

D9,E

*Strongly Recommended Preparation:* ENG 51A or equivalent.

CD 5 is a 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 course is required in order to qualify for the Children's Center Instructional Permit and/or the West Hills College Lemoore Child Development Certificate. 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)

**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 who 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. Students 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 the early intervention situations. Students will need to purchase a book and may 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 on the use of infant/toddler gestures prior to and during the development of verbal language ability and skills. 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 situations with children at risk or with established risks. (AA, CSU)

**CD 10 The Child, Family & 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 politics, dysfunctional family issues, working with diverse families, understanding the role of the local community; learning to network federal, state, county, and community social service agencies for further family support when needed, and other issues that involve the socialization process of young children and their families. Students are required to accomplish 12 hours of community service. 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 will address the needs of exceptional children in the areas of growth and development; identification classifications; early intervention strategies; inclusion and the facilitation of learning in early childhood education programs. Information on federal legislation and attitudes and philosophy will be presented. (AA, CSU)

**CD 12A Principles & Practices of Early Childhood Education (3)**

*Class Hours: 3 Lecture*

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

*Corequisite: CD 12B*

*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 Early Childhood Education Fieldwork (3)**

*Class Hours: 1 Lecture, 6 Laboratory*

*Prerequisite: Proof of 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 Lemoore 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.*

CD 14A will focus on state regulations governing early childhood education programs. Information pertaining to staffing, educational philosophies, program planning, health, safety and nutrition issues, child abuse reporting, budget development and successful business practices will be addressed. (It is recommended that students follow the Child Develop Permit matrix sequence.) (AA, CSU)

**CD 14B Administration & Supervision  
of Children's Program Practicum (3)**

*Class Hours: 1 Lecture, 6 Laboratory*

*Strongly Recommended Preparation: ENG 51A or equivalent.*

CD 14B provides administrative experiences in a community based child care center(s). Discussions, projects and specific assignments will be presented and discussed during weekly class time. This class involves the application of administrative knowledge as discussed in CD 14A. The student will find it necessary to travel from center to center and out into the surrounding communities for specific assignments. (AA, CSU)

**CD 15 Literature & Language Arts  
for Young Children (3)**

*Class Hours: 3 Lecture*

*Strongly Recommended Preparation: ENG 51A or equivalent.*

Child Development 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 arts skills for young children are included, as well as multicultural and gender identity information as it pertains to children's literature. (AA, CSU)

**CD 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 4.0 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).

**CD 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.

**CD 16 Creative Activities (3)**

*Class Hours: 3 Lecture*

*Strongly Recommended Preparation: ENG 51A or equivalent.*

CD 16 is a 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, blocks, social studies and dramatic play. (AA, CSU)

**CD 17A Sex Education for Teachers  
& Parents of Young Children (1)**

*Class Hours: 18 Lecture*

*Strongly Recommended Preparation: ENG 51A or equivalent.*

CD 17A is designed for teachers and parents covering basic sex education for children. (AA, CSU)

**CD 17B Child Abuse Recognition & Prevention (1)**

*Class Hours: 18 Lecture*

*Strongly Recommended Preparation: ENG 51A or equivalent.*

CD 17B provides information concerning child abuse recognition and prevention. The types of abuse and the psychological impact of abuse on young children are presented. Mandated reporting for educators and the California Penal Code as it pertains to child abuse will be addressed. (AA, CSU)

**CD 17C Single Parenting (1)**

*Class Hours: 18 Lecture*

*Strongly Recommended Preparation: ENG 51A or equivalent.*

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

**CD 18 Health, Safety & 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 people. Students will obtain practical classroom experience. (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 & Assessments (1)**

*Class Hours: 18 Lecture*

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

*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:* 18 Lecture

*Prerequisite:* Proof of negative tuberculosis test within past 12 months

*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. Problem-solving behavior of young children is addressed. (AA, CSU)

**CD 20C Personal & Professional Development (1)**

*Class Hours:* 18 Lecture

*Strongly Recommended Preparation:* ENG 51A or equivalent.

CD 20C includes discussion and active participation pertaining to personal and professional development issues. The course also addresses values, ethics, teacher burn out, successful teaching strategies and responsible assertiveness. (AA, CSU)

**CD 21 Infant & Toddler Care-Giving (3)**

*Class Hours:* 3 Lecture

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

*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/toddler environments will be addressed. (AA, CSU)

**CD 22 Supervising Adults Working in Childrens' Programs (2)**

*Class Hours:* 3 Lecture (9 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 new master teachers, new site supervisors and new program directors who are employed in publicly funded children's programs as of April 1997. (AA, CSU)

**CD 23 Domestic Violence Recognition & Prevention (1)**

*Class Hours:* 3 Lecture (6 weeks)

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 30/60 Experimental Course (.5-3)**

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

All courses numbered 30/60 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 in curriculum. A required course description identifies each course subject. These courses may be taken for CR/NC.

**CD 48 Infant & Child CPR & First Aid for Child Development (1)**

*Class Hours:* 1 Lecture

*Material 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 the student will receive certification in CPR/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.

CD 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)

## Computer Information Systems

**CIS 4 Internet Programming-XML (3)**

*Class Hours:* 3 Lecture

CR/NC

*Strongly Recommended Preparation:* CIS 16 or equivalent.

CIS 4 is an introductory course using Extensible Markup Language. XML is the evolutionary successor to Hyper Text Markup Language (HTML). Extensible Markup Language (XML) is the right tool for modern information management. XML provides a flexible framework to create your own customized markup language documents. XML provides the foundation for Ecommerce documents requiring client and server side application, streaming site development and capturing hyper text relationships using XML Extensible Link Language (XLL). (AA)

**CIS 5 Internet Programming-CSS (3)**

*Class Hours:* 3 Lecture

CR/NC

*Strongly Recommended Preparation:* CIS 16, Math 101 and ENG 101B or equivalent

CIS 5 is an introductory course using Cascading Style Sheets (CSS). CSS are an addition to Hyper Text Markup Language (HTML). CSS allows web page designers to expand their ability to control a web page. CSS allows for the nesting of key page elements allowing the page designer to achieve a consistent look and feel throughout their web site. This course is for the student wishing to expand their knowledge base for the creation and advanced design of web pages. (AA)

**CIS 6 Internet Programming-DHTML (3)**

*Class Hours:* 3 Lecture CR/NC  
*Strongly Recommended Preparation:* CIS 16, Math 101 and ENG 101B or equivalent.

CIS 6 is an introductory course using Dynamic Hyper Text Markup Language. Dynamic HTML is the name given by both Netscape and Microsoft to the use of the Document Object Model, Cascading Style Sheets, and client-side scripting to make web pages more interactive. By using these technologies, developers can make their web pages change on the fly and interact with users without having to reload. Dynamic Hyper Text markup Language is an expansion of HTML, which allows interactivity in web pages. (AA)

**CIS 7 Computer Concepts (3)**

*Class Hours:* 2 Lecture, 3 Laboratory CR/NC  
*Strongly Recommended Preparation:* ENG 101B and MATH 101 or equivalent.

CIS 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:* 0.5 Lecture, 1.5 Laboratory CR/NC  
*Strongly Recommended Preparation:* Ability to type at least 20 wpm.

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 10 Microcomputer Concepts & DOS for Netware Users (1)**

*Class Hours:* 1 Lecture, CR/NC

CIS 10 covers the basics of DOS command execution, disk drive operations, file maintenance, directory maintenance, batch files, and configuration of DOS systems. The concepts section covers a brief introduction to microcomputers, microprocessors, databases, memory, disks and disk drives, video displays, serial and parallel ports and computer system configuration. (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.

CIS 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 B4, CR/NC  
*Strongly Recommended Preparation:* MATH 63 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) (1-8)**

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 occupational work experience.

**CIS 16 Internet Programming-HTML (3)**

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

CIS 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 term 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.

CIS 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 email, 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.

CIS 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 multithreading, JDBC, security, internationalization, developing ecommerce "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.

CIS 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  
CIS 19B (ACCESS) will teach the student to use a database program on a microcomputer. Students will learn database creation, report 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:* 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 in 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 Desktop Publishing (3)**

*Class Hours:* 2 Lecture, 3 Laboratory CR/NC  
*Advisory:* ENG 101B or equivalent, prior microcomputer experience and/or knowledge of word processing.

CIS 21 is the application of common sense design techniques to the production of reports, presentation material, newsletters, forms, manuals, catalogs, advertising material and books. Knowledge of word processing techniques and the use of a mouse is suggested. (AA, CSU)

**CIS 30/60 Experimental Course (.5-3)**

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

All courses numbered 30/60 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 variety and flexibility in curriculum. A required course description identifies each course subject. These courses may be taken for CR/NC.

**CIS 34 Introduction To Spreadsheets (3)**

*Class Hours:* 3 Lecture CR/NC

*Strongly Recommended Preparation:* ENG 101B and MATH 101 or equivalent.

CIS 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

CIS 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 42 System Design & Analysis (3)**

*Class Hours:* 3 Lecture, CR/NC

*Strongly Recommended Preparation:* CIS 13, 15 or prior microcomputer experience.

CIS 42 examines the concepts of computer information systems and the changes which have occurred over the past several years. It covers the concepts of systems analysis and design. It familiarizes learners with the tools needed to investigate, evaluate, select, and design a system. It prepares learners to understand and use logical analysis to solve a wide variety of problems. (AA, CSU)

**CIS 43A LAN Systems Administration, Netware (2)**

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

*Corequisite:* CIS 10

CIS 43A covers the basics of system administration using Novell NetWare. Topics include introduction to NetWare, connecting to the network, using NetWare Resources, managing NetWare Directory Services, accessing network resources, planning file systems, managing network file storage, implementing file system security, implementing network directory security, managing the server, implementing printing, automating the user environment, and protecting network data. (AA, CSU)

**CIS 43B LAN Advanced Administration (2)**

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

*Prerequisite:* CIS 43A

This course is designed to help the network administrator build the higher-level network management skills and strategies needed for their role. Topics include: Management Strategies, NetWare Directory Services Management, Network Performance Management, Advanced Printing, Remote Management Overview, Protocol Support Overview, Prevention and Maintenance, and Name Service Overview. (AA, CSU)

**CIS 44A LAN System Administration NetWare 3.1X (2)**

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

*Prerequisite:* CIS 10 and a basic understanding of DOS commands, directory structures, memory utilization, batch files, device drivers, hardware configuration and terminology.

CIS 44A covers the basics of systems administration using Novell NetWare Version 3.1X. Topics covered include introduction to NetWare 3.1X, connecting to the network, using NetWare 3.1X Resources, accessing network resources, planning file systems, managing network file storage, implementing file system security, implementing login security, managing the server, implementing printing, automating the user environment, protecting network data, and installing network applications. May be taken two times for credit. (AA, CSU)

**CIS 44B LAN Advanced Administration NetWare 3.1X (2)**

*Class Hours:* 1 lecture, 3 Laboratory

*Prerequisite:* CIS 44A

CIS 44B is designed to help the network administrator build the higher-level network management skills and strategies needed for their role. Topics include: Management Strategies, Network Performance Management, Advanced Printing, Remote Management Overview, Protocol Support Overview, Prevention and Maintenance, and Name Service Overview. May be taken two times for credit. (AA, CSU)

**CIS 45 NetWare Install & Configure (1)**

*Class Hours:* .5 Lecture, 1.5 Laboratory CR/NC

*Prerequisite:* CIS 43A

This is a Novell certified course required for Novell CNEs who choose to fulfill their CNE requirements. This course is designed to provide students with the opportunity to apply learned skills in Administration and Advanced Administration classes. Students completing this course will be able to upgrade servers from previous NetWare versions, install NetWare operating system using either the Simple or Custom installation, configure a NetWare operation system and install the Online Documentation. (AA, CSU)

**CIS 46 NetWare Design & Implementation (1)**

*Class Hours:* .5 Lecture, 1.5 Laboratory CR/NC

*Prerequisite:* CIS 43A

This course teaches students how to create a NetWare Directory Service, (NDS), design and implementation strategy, using proven methods from Novell Consulting Services. Students then use the strategy to implement NDS. Students will complete an NDS design strategy using supplied templates, which can be reused to create NDS designs in their working environment. Students will then use these strategies and schedules to complete an NDS implementation in a hands-on environment. Course may be repeated two times for credit.

**CIS 47 Networking Technologies (3)***Class Hours:* 3 Lecture CR/NC

This course provides students with an excellent foundation upon which to build their network training. It covers the basics of computer networking, including terms and concepts. Networking technology-how it works and why it works -is made clear in this course, where concepts like contemporary network services, transmission media, and protocols are explained. Students learn how protocols are used in networking implementations from many vendors, especially those most common in today's LAN's and WAN's. This course fulfills both Novell Network Technologies and Comptia Network + requirements.

**CIS 48 NetWare TCP/IP Transport (2)***Class Hours:* 1 lecture, 3 laboratory CR/NC*Strongly Recommended Preparation:* CIS 47

Students learn how to install and configure Novell Netware TCP/IP software on a Netware server. Students will also learn how to use common TCP/IP applications including: Telnet and File Transfer Protocol (FTP), and how to troubleshoot common problems that may occur in a TCP/IP environment.

**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.

All courses numbered 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.

**CIS 50 Networking Essentials-CISCO (4)***Class Hours:* 4 Lecture

CIS 50 covers basic networking terminology and concepts as well as introducing the student to the dominant installed LAN networking technologies. Topics include the OSI model, physical media, cabling, media addressing and access, Ethernet repeaters and bridges, IP addressing, and Ethernet and IP encapsulation. (AA)

**CIS 51 Interconnecting CISCO Network Devices (4)***Class Hours:* 4 Lecture CR/NC*Prerequisite:* Completion of CIS 50 or equivalent.

CIS 51 will explore a wide range of technical details on routing models, processes, and design. It can be used as a general reference for anyone designing, implementing, or supporting an Internet work with TCP/IP/IPX/SPX, AppleTalk, SNA, DECnet and Banyan VINES protocols. For students anticipating taking one or more of the Cisco certification exams, particularly the CISCO Certified Network Associate (CCNA) exam, this is the second class in the training process. (AA)

**CIS 52 Advanced Routing & Switching (4)***Class Hours:* 4 Lecture CR/NC*Prerequisite:* Successful completion of CIS 50, 51 or equivalent (CNAP Semester 1 and 2).

CIS 52 will explore a wide range of technical details on routing models, processes, and design; it can be used as a general reference for anyone designing, implementing, or supporting an Internet work with TCP/IP/IPX/SPX, AppleTalk, SNA, DECnet and Banyan Vines protocols. (AA)

**CIS 53 Advanced Network Management (4)***Class Hours:* 4 Lecture CR/NC*Prerequisite:* Successful completion of CIS 50, 51 and 52 or equivalent (CNAP Semester 1, 2 and 3).

CIS 53 contains module by module plans for Semester 4 of the Cisco CCNA core curriculum. Topics include WAN design, PPP, ISDN, and Frame Relay. A review for the CCNA exam is also included as part of the overall CCNA program review. (AA)

**CIS 67 Computer Essentials (3)***Class Hours:* 2 Lecture, 3 Laboratory CR/NC

CIS 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.

CIS 71 is an introductory course in conducting Electronic Commerce via the Internet and the Global Information Infrastructure (GII) and its development. Further studies will include, but not be limited to, intellectual 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 (9 weeks)*Strongly Recommended Preparation:* Successful completion of Math 101, ENG 101B 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 (9 weeks)

*Strongly Recommended Preparation:* ENG 101B or equivalent.

This introductory level course is intended for people who need to learn the effective use of graphics, which can help anyone communicate ideas 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:* 3 Lecture

*Prerequisite:* CIS 10

*Strongly Recommended Preparation:* CIS 47, CIS 50 or CIS 81A.

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 76A Operating Systems - Linux (3)**

*Class Hours:* 4 Lecture, 6 Laboratory (9 weeks)

*Strongly Recommended Preparation:* ENG 101B or equivalent.

This course is for personal computer users who want to install and use Linux on their systems. The course assumes that students have basic knowledge of personal computers and operating systems; such as MS-DOS. No previous knowledge of Linux is assumed. Topics include system administration basics, configuring X-window, configuring the kernel, hardware architectures, system tools, software package management, and network services. (AA)

### **CIS 80 A+ Certification: Hardware (2)**

*Class Hours:* 1 Lecture, 3 Laboratory

CR/NC

*Advisory:* ENG 101B or equivalent, prior microcomputer experience.

CIS 80 prepares A+ certification candidates for the CompTIA A+ Certification: Core Hardware exam. Students will learn about PC hardware and system maintenance procedures. Topics include a detailed look at hardware components, power supply, upgrades, networking, maintenance and troubleshooting. In hands-on exercises, students will assign configuration setting, upgrade systems, configure SCSI devices, install printers and monitors, remove and replace components, and troubleshoot POST errors. (AA)

### **CIS 80A A+ Certification: Operating Systems (2)**

*Class Hours:* 1 Lecture, 3 Laboratory

CR/NC

*Advisory:* ENG 101B or equivalent.

CIS 80A A+ Certification: Operating Systems prepares A+ certification candidates for the CompTIA A+ operating system exam. Students will learn installation procedures, dealing with legacy systems, creating and using emergency boot diskettes and managing printers and other devices. Other topics include networking, communication protocols, Internet access and troubleshooting. In hands-on exercises, students will install Windows operating systems, manage Windows devices, use the FDISK utility, perform backups, manage system files, configure networks, configure Internet access, and troubleshoot operating systems errors. (AA)

### **CIS 81A Networking Essentials (3)**

*Class Hours:* 2.5 Lecture, 1.5 Laboratory

CR/NC

*Prerequisite:* CIS 8 or equivalent.

CIS 81A provides the knowledge and training for information system (IS) professionals who need to design, plan, implement, and support computer networks or who plan to take the Microsoft Certified Professional exam, Networking Essentials, or the TIA Network+ exam. (AA)

### **CIS 83A Microsoft Windows 2000 Professional (2)**

*Class Hours:* 1.5 Lecture, 1.5 Laboratory

*Prerequisite:* CIS 81A or equivalent.

CIS 83A is developed for information technology (IT) professionals who need to design, plan, implement, and support Windows 2000 Professional or who plan to take the related Microsoft Certified Professional (MCP) exam 70-210. Installing, configuring and administering Microsoft Windows 2000 Professional. (AA)

### **CIS 83B Microsoft Windows 2000 Server (2)**

*Class Hours:* 1.5 Lecture, 1.5

*Laboratory Prerequisite:* CIS 83A or equivalent.

CIS 83B is developed for information technology (IT) professionals who need to design, plan, implement, and support Windows 2000 Server or who plan to take the related Microsoft Certified Professional exam 70-215. Installing, configuring, and Administering Microsoft Windows 2000 Server. (AA)

### **CIS 83C Microsoft Windows 2000 Network Infrastructure Administration (2)**

*Class Hours:* 1.5 Lecture, 1.5 Laboratory

*Prerequisite:* CIS 83B or equivalent.

*Strongly Recommended Preparation:* Knowledge of the fundamentals of current networking technology is required and knowledge and experience in administration of Windows NT 4.0 networks is recommended.

CIS 83C is developed to show students how to plan their network infrastructure around features supported by Windows 2000. Students will also learn how to configure, manage, secure, and troubleshoot features and services for Windows 2000 enterprise networks. This course also covers Microsoft Certified Professional (MCP) Exam 70-216. (AA)

### **CIS 83D Microsoft Windows 2000 Active Directory Services (2)**

*Class Hours:* 1.5 Lecture, 1.5 Laboratory

*Prerequisite:* CIS 83B or equivalent

**Strongly Recommended Preparation:** Knowledge of the fundamentals of networking technology B. Ability to navigate the Windows operating system interface (preferably the Windows 95, Windows 98, Windows NT, or Windows 2000 interface). Practical knowledge of accessing and changing the BIOS of PC. Previous training or knowledge of Windows 95, Windows 98, or Windows NT (preferably Windows NT)

CIS 83D is developed to introduce you to Microsoft Windows 2000 Active Directory and prepare you to plan, configure, trouble shoot and administer your Active Directory infrastructure. You will learn how to configure the Domain Name System (DNS) to manage name resolution. You will also learn how to use Active Directory to centrally manage users, groups, shared folders, and network resources. This course prepares the students for Microsoft Certified Professional (MCP) exam 70217. (AA)

### **CIS 83E Designing Microsoft Windows 2000 Network Infrastructure (2)**

*Class Hours:* 1.5 Lecture, 1.5 Laboratory

*Prerequisite:* CIS 83D or equivalent.

**Strongly Recommended Preparation:** Knowledge of the fundamentals of networking technology, including a minimum of one year's experience implementing, administering, and configuring network operating systems, including Microsoft, Novell NetWare, UNIX, and Macintosh networks.

CIS 83E is developed to prepare students to plan, configure, troubleshoot and administer your Active Directory infrastructure. You will learn how to configure the Domain Name System (DNS) to manage name resolution, schema, and replication. You will also learn how to use Active Directory to centrally manage users, groups, shared folders, and network resources. This course prepares the students for Microsoft Certified Professional (MCP) exam 70-221. (AA)

### **CIS 83F Designing Microsoft Windows 2000 Directory Services Infrastructure (2)**

*Class Hours:* 1.5 Lecture, 1.5 Laboratory

*Prerequisite:* CIS 83D or equivalent

**Strongly Recommended Preparation:** Knowledge of the fundamentals of networking technology, including a minimum of a year's experience implementing, administering, and configuring network operating systems, including Microsoft, Novell NetWare, UNIX, and Macintosh networks.

CIS 83F is developed to introduce you how to design a Microsoft Windows 2000 Directory Services Infrastructure through lectures, discussions, lab exercises, and projects. This course covers, how to analyze business and technical environments and how to create a site topology plan. CIS 83F prepares the students for Microsoft Certified Professional (MCP) exam 70-219. (AA)

### **CIS 83G Designing Microsoft Windows 2000 Network Security (2)**

*Class Hours:* 1.5 Lecture, 1.5 Laboratory

*Prerequisite:* CIS 83D or equivalent.

CIS 83G is developed to teach students how to design, plan, implement and support security for a Microsoft Windows 2000 network through lectures, discussions, paper exercises, and lab projects. This course prepares the students for Microsoft Certified Professional (MCP) exam 70-220. (AA)

### **CIS 90 Microcomputer Application Skills (1)**

*Class Hours:* 3 Laboratory

CR/NC

**Strongly Recommended Preparation:** Prior microcomputer experience

CIS 90 is designed to provide the student with 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)

## **Communication**

### **COM 1 Elements of Speech (3)**

*Class Hours:* 3 Lecture

A1, CAN SPCH 4

*Prerequisite:* ENG 51A or equivalent.

COM 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)

### **COM 3 Argumentation/Advanced Persuasion (3)**

*Class Hours:* 3 Lecture

A3, CAN SPCH 6

**Strongly Recommended Preparation:** COM 1 or COM 4

COM 3 provides instruction in the development of reasoning skills and practice in formal and informal argumentation and persuasion. While course content and analysis of standard debate techniques (traditional, cross-examination, Lincoln-Douglas) requiring two matched sides for and against a proposition, Speech emphasized the argumentation mode of persuasion that enables an individual to reach decisions based on good reasoning and evidence. (AA, CSU, UC)

**COM 4 Dynamics of Group Discussion (3)**

*Class Hours:* 3 Lecture *A1*

*Prerequisite:* ENG 51A or equivalent.

COM 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)

**COM 5 Interpersonal Communication (3)**

*Class Hours:* 3 Lecture

*Advisory:* ENG 51A *E1*

COM 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)

**COM 30/60 Experimental Course (.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 variety and flexibility in curriculum. A required course description identifies each course subject. These courses may be taken for CR/NC.

**COM 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.

COM 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)

## Culinary

**CUL 50 Safety And Sanitation (1)**

*Class Hours:* 1 Lecture

This course covers sanitation and safety principles and practices for food service professional. Provides ServSafe certification from the National Restaurant Association. (AA)

**CUL 51 Restaurant Math (1)**

*Class Hours:* 1 Lecture

This is an arithmetic course for restaurant personnel. Students will be learning and applying basic math skills: addition, subtraction, multiplication, division, fractions and percentages. There will be use of hand-held calculators, gauges, scales and devices for measuring weights and volumes. Currency will be handled and times, distance, and temperature will be measured. There will be an emphasis on recognition and use of geometric shapes. (AA)

**CUL 52 Commercial Baking: Beginning (3)**

*Class Hours:* 1 Lecture, 6 Laboratory

*Prerequisite:* CUL 50 or current ServSafe certificate and CUL 51

*Corequisite:* CUL 51

This course covers tools, terms and functions in preparation of baked goods: yeast breads and pastries, cookies, cakes, and specialty items. Field trips may be required. (AA)

**CUL 53 Commercial Baking: Advanced (2)**

*Class Hours:* 2 Lecture

*Prerequisite:* CUL 52 or current ServSafe certificate

This course covers formulas used in commercial pastry shops, cake decorations, marzipan, and chocolate work, pate a chou, and specialty items. Field trips may be required. (AA)

**CUL 55 Introduction to Commercial Food Preparation (3)**

*Class Hours:* 1.5 Lecture, 4.5 Laboratory

*Prerequisite:* CUL 50 or current ServSafe certificate

This course is an initial culinary training for chefs. Topics covered include an introduction to safe sanitary and efficient food production procedures, orientation and training on equipment, hand tools and foods, application of nutritional concepts. Food inventory management and traditional and computer-aided recipe writing/costing. Adopting to professional standards regarding uniforms, dependability, teamwork and quality performance will be emphasized. (AA)

**CUL 56 Garde Managers (1)**

*Class Hours:* .5 Lecture, 1.5 Laboratory

*Prerequisite:* CUL 50 or current ServSafe certificate

This course involves the study of cold food preparation which includes vegetables and fruit carvings, appetizers, hors d'oeuvres, canapes, sauces, salads, force meats, pates, tray presentations, table setups, room setups and food show competition. (AA)

**CUL 57 Beverage Management (.5-1)**

*Class Hours:* .5 Lecture, 1.5 Laboratory

*Prerequisite:* CUL 50 or current ServSafe certificate

Study of all aspects of beverage management including federal, state and local regulations, mixology, background and future of the beverage industry. Students under 21 will do special assignments rather than labs. Field trips may be required. (AA)

## Economics

### ECON 1A Macroeconomics (3)

*Class Hours:* 3 Lecture D2, CAN ECON 2, CR/NC

*Strongly Recommended Preparation:* ENG 51A or equivalent.

ECON 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 D2, CAN ECON 4, CR/NC

*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)

## Education

### EDUC 1 Introduction to Teaching (3)

*Class Hours:* 3 Lecture

*Strongly Recommended Preparation:* ENG 101B or equivalent.

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 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 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 educational 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. (AA)

## 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 for prospective teachers. It surveys teaching needs, methods and procedures, control and organization in education, financing, requirements for teaching, teacher placement, curriculum, guidance and school materials. Classroom discussion and problems are combined with 30 hours of fieldwork and observation in local schools. This course may be taken for either Education Assistant 31 (EA 31) or Education 1 (EDUC 1) 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. (AA)

### EA 56 Tutoring the Elementary Student (1)

*Class Hours:* 1 Lecture

EA 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. (AA)

## 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 ten hours of supervised instruction in an emergency room and six 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.

ENGR 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. (AA, CSU, UC)

## English

### ENG 1A Composition & Reading (3)

*Class Hours:* 3 Lecture

CAN ENGL 2, CAN ENGL SEQ A2

*Prerequisite:* ENG 51A or equivalent.

ENG 1A is 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 & Writing (3)

*Class Hours:* 3 Lecture

A3, C2, CAN ENGL 4, CAN ENGL SEQ A

*Prerequisite:* ENG 1A or equivalent.

ENG 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.

ENG 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/Latina 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 (3)

*Class Hours:* 3 Lecture

*Prerequisite:* ENG 51A or equivalent.

ENG 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. This course may be taken three times for credit. (AA, CSU)

### ENG 30/60 Experimental Course (.5-3)

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

All courses numbered 30/60 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 variety and flexibility in curriculum. A required course description identifies each course subject. These courses may be taken for CR/NC.

### ENG 49/99 Directed Study (.5-3)

*Class Hours:* 54 laboratory for each semester unit. No more than 3.0 units per semester per 49/99 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

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 or eligibility for 51A as determined by the placement tests.

ENG 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 Communications Skills (3)**

*Class Hours:* 3 Lecture

*Prerequisite:* Successful Completion of ENG 51A or eligibility for ENG 51B as determined by placement tests.

ENG 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 70 Adaptive Reading (.5-1)**

*Class Hours:* 3 Laboratory

CR/NC

ENG 70 is designed 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 Supplementary & Adaptive Learning Skills (.5-1)**

*Class Hours:* 3 Laboratory

CR/NC

ENG 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 Intermediate Reading (3)**

*Class Hours:* 2 Lecture, 3 Laboratory

CR/NC

*Prerequisite:* Placement determined by assessment tests or successful 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

CR/NC

ENG 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 review and reinforce the rudiments of English grammar, language mechanics, and standard English usage. (NDA)

## **English as a Second Language**

### **ESL 120 Conversation Practice & Everyday English (1-3)**

*Class Hours:* 2 Lecture, 3 Laboratory

CR/NC

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

**ESL 125 Conversation Practice: Intermediate Level (1-3)**

*Class Hours:* 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. (NDA)

**ESL 130 Reading & Writing: Beginning Level (1-3)**

*Class Hours:* 2 Lecture, 3 Laboratory CR/NC  
 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. (NDA)

**ESL 135 Reading & Writing: Intermediate Level (1-3)**

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

**ESL 140 Beginning ESL Computer Lab (1)**

*Class Hours:* 3 Laboratory CR/NC  
 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 Lab (1)**

*Class Hours:* 3 Laboratory CR/NC  
 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  
 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 C2, CAN SPAN 2, CAN SPAN SEQ A, CR/NC  
**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 C2, CAN SPAN 4, CAN SPAN SEQ B, CR/NC  
**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 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 C2, CAN SPAN 8, CAN SPAN SEQ B, CR/NC  
**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 C2, CAN SPAN 10, CAN SPAN SEQ B, CR/NC  
**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 Limitedly Bilingual (4)**

*Class Hours:* 4 Lecture C2, CR/NC

**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 Limitedly Bilingual (4)**

*Class Hours:* 4 Lecture 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; 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 30/60 Experimental Course (.5-3)**

*Class Hours:* 18 lecture hours or 54 laboratory hours for each semester unit.

FLSPN 30/60 courses 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 variety and flexibility in curriculum. A required course description identifies each course subject. These courses may be taken for CR/NC.

### **FLSPN 31 Spanish for Business & Public Relations (3)**

*Class Hours:* 3 Lecture CR/NC

*Strongly Recommended Preparation:* FLSPN 4 and ENG 51A or equivalent.

FLSPN 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 & 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 & 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.

FLSPN 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 or Professional Use (3)**

*Class Hours:* 3 Lecture CR/NC

*Strongly Recommended Preparation:* ENG 51A or equivalent.

Foreign Language Spanish 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 or 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 or 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 or 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)

## Geography

**GEOG 1 Physical Geography (4)**

*Class Hours:* 3 Lecture, 3 Laboratory B1, B3, CAN GEOG 6

*Strongly Recommended Preparation:* ENG 51A or equivalent.

GEOG 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, D5, D6

*Strongly Recommended Preparation:* ENG 51A or equivalent.

GEOG 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 D5, D6

*Strongly Recommended Preparation:* ENG 51A or equivalent.

GEOG 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-Saharan 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 C2, D5, CAN GEOG 4

GEOG 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 field work in the local area. (This course is recommended for students planning to teach.) (AA, CSU, UC)

**GEOG 4 Introduction to Geographic Information Systems (4)**

*Class Hours:* 3 Lecture, 3 Laboratory

*Strongly Recommended Preparation:* ENG 51A or equivalent.

GEOG 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

GEOG 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, 46 Laboratory CR/NC

*Strongly Recommended Preparation:* Hiking skills

GEOG 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.

GEOG 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

GEOG 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.

GEOG 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 30/60 Experimental Course (1-3)**

*Class Hours:* 18 lecture or 54 laboratory hours for each semester unit.

GEOG 30/60 is 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 variety and flexibility in curriculum. A required course description identifies each course subject. These courses may be taken for CR/NC.

**GEOG 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.

Geography 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)

**GEOG 51 Modern Geography (3)**

*Class Hours:* 3 Lecture

GEOG 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

GEOG 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)

## Geology

**GEOLOG 1 Physical Geology (4)**

*Class Hours:* 3 Lecture, 3 Laboratory B1 B3, CAN GEOL 2

*Strongly Recommended Preparation:* High School chemistry or CHEM 2A.

GEOLOG 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)

**GEOLOG 3 Historical Geology (4)**

*Class Hours:* 3 Lecture, 3 Laboratory B1, B3, CAN GEOL 4, CR/NC

*Strongly Recommended Preparation:* GEOLOG 1 or PHYSICI 1.

GEOLOG 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)

**GEOLOG 10 Geology Field Course General (1)**

*Class Hours:* 2 Lecture, 46 Laboratory

GEOLOG 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  
 GEOL 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  
 GEOL 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  
 GEOL 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 30/60 Experimental Course (.5-3)**

*Class Hours:* 18 Lecture hours or 54 Laboratory hours for each semester unit.  
 GEOL 30/60 courses 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 variety and flexibility in curriculum. A required course description identifies each course subject. These courses may be taken for CR/NC. (AA, CSU)

**GEOL 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.  
 GEOL 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)

## Guidance Studies

**GS 61 Content Area Support (.5-1)**

*Class Hours:* 3 Laboratory CR/NC  
 GS 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)

## Health Education

**HE 35 Personal Health & Hygiene (3)**

*Class Hours:* 3 Lecture. E, CR/NC  
 HE 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, drug and alcohol abuse, death and dying and tobacco use. (AA, CSU, UC)

## History

**HIST 4A Western Europe to 1700 (3)**

*Class Hours:* 3 Lecture C2, D6, CAN HIST 2  
*Strongly Recommended Preparation:* ENG 51A or equivalent.  
 HIST 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 C2, D6  
 , CAN HIST 4  
*Strongly Recommended Preparation:* ENG 51A or equivalent.  
 HIST 4B is the study of European history to 1700 to the present. (AA, CSU, UC)

**HIST 17A History of the U.S. 1492-1877 (3)**

*Class Hours:* 3 Lecture D2, D3, D5, D6, CAN HIST 8, CAN HIST SEQ B  
*Prerequisite:* ENG 51A or equivalent.  
 HIST 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 U.S. 1865-Present (3)**

*Class Hours:* 3 Lecture D2, D3, D5, D6, CAN HIST 10, CAN HIST SEQ B  
*Prerequisite:* ENG 51A or equivalent.  
 HIST 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 20 World History I (3)**

*Class Hours:* 3 Lecture 3B, 4F  
*Advisory:* Successful completion of English 51A or equivalent.  
 World History I will examine the origins and early development of world civilizations before 1600. A comparative analysis of cultural, economic, geographic, political, religious, and social forces of world civilizations will be made. (AA, CSU)

### **HIST 30/60 Experimental Course (,5-3)**

*Class Hours:* 18 Lecture hours or 54 Laboratory hours for each semester unit. HIST courses numbered 30/60 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 variety and flexibility in curriculum. A required course description identifies each course subject. These courses may be taken for CR/NC. (AA, CSU)

### **HIST 32 Cultural History of the Chicano (3)**

*This course was formerly Soc Sci 32A* D3, D6  
*Class Hours:* 3 Lecture

*Advisory:* Successful completion of ENG 51A or equivalent.

History 32 will examine the social, political, and economic experiences of Mexicans living in the United States beginning with their 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, Private)

### **HIST 34 Introduction to Black Studies (3)**

*This course was formerly Soc Sci 32A* D3, D6  
*Class Hours:* 3 Lecture

*Advisory:* Successful completion of ENG 51A or equivalent.

HIST 34 is an introductory course in black studies. It covers the African Slave Trade from its origin in West Africa to the final abolition in America in 1865. The Civil War, the Reconstruction Period, the Jim Crow Era, and the Civil Rights Movements are analyzed. Additionally, the course explores the glory of the African past from ancient Egypt to the Post-Classical Empires. The Greek occupation and the Roman take-over are examined. The African contributions to the rise of European power are highlighted. (AA, CSU, UC)

### **HIST 44 Women's Roles in United States History (3)**

*Class Hours:* 3 Lecture  
*Advisory:* 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, UC)

### **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 classes 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)

## **Hotel Management**

### **HM 10 Introduction to Hotel Management (3)**

*Class Hours:* 3 Lecture  
*Strongly Recommended Preparation:* ENG 101B and MATH 101 or equivalent. HM 10 is designed provide an overview of hotel management functions, operational requirements and procedures. This course will provide instruction in the development of the hotel industry, hotel structure, reservation process, forecasting room availability, managing guest services, guest arrival process, room rates, hotel revenue cycle, rooms management technology and property management system interfaces. (AA, CSU, UC)

### **HM 11 Hotel Design, Planning & Development (3)**

*Class Hours:* 3 Lecture  
*Strongly Recommended Preparation:* ENG 101B and MATH 101 or equivalent. HM 11 provides an overview of the considerations involved in the hotel design, planning and development process. This course will provide instruction in the development of the hotel industry, essential design elements, planning and development criteria, site selection and in-depth analysis of emerging trends within the industry. (AA, CSU, UC)

### **HM 12 Hotel, Motel Management, & Operations (3)**

*Class Hours:* 3 Lecture  
*Strongly Recommended Preparation:* ENG 101B and MATH 101 or equivalent. HM 12 covers a broad range of thinking, research and commentary concerning contemporary issues on the management of modern hotel and motel operations. This course provides an analysis of the hospitality industry, discusses organizational design, general manager duties and responsibilities, front office management procedures, housekeeping and maintenance management procedures, food and beverage division management, marketing policies and techniques, accounting and financial protocols and operational control of the facility as well as human resource management processes within the lodging industry. (AA)

### **HM 61 Front Office Management & Operations (3)**

*Class Hours:* 3 Lecture  
*Strongly Recommended Preparation:* ENG 101B and MATH 101 or equivalent. HM 61 is an introductory course in hotel front office management and operational procedures. This course provides instruction in the fundamental duties and responsibilities related to hotel facility management. This course explores key front office functions and related systems and emphasizes detailed tasks including personnel staffing, reservation systems, room rates, registration of guests, accounting for the guest stay, night audit procedures, checkout and collection procedures, safety and security of guest and employees, training relating to guest relations and customer service, budgeting within the rooms department and technology infusion within the industry. (AA)

### **HM 63 Housekeeping Management (3)**

*Class Hours: 3 Lecture*

*Strongly Recommended Preparation: ENG 101B and MATH 101 or equivalent.*

HM 63 is an introductory course in hotel housekeeping management. This course provides instruction in the administrative, managerial, professional and technical skills and duties related to the executive position. This course explores the three key areas of expertise required of an executive housekeeper: management of resources, administration of assets and knowledge of housekeeping technical operations. The course content will include a historical prospective of the lodging industry, application of management concepts, interdepartmental communication procedures, structural planning of the housekeeping department, staffing requirements, inventory and equipment requirements, housekeeping equipment and supplies, linen management, laundry room management, cleaning functions, human resources management, administrative controls and risk and environmental management. (AA)

### **HM 64 Maintenance Management (3)**

*Class Hours: 3 Lecture*

*Strongly Recommended Preparation: ENG 101B and MATH 101 or equivalent.*

HM 64 is an introductory course in hotel maintenance management. This course provides instruction in the fundamental duties and responsibilities related to hotel facility management. This course will emphasize management functions: energy management systems, blueprints and computer applications, temperature and quality controls systems, electrical, water and sound systems as well as waste and pollution management of electro-mechanical systems. (AA)

### **HM 65 Conference, Convention & Event Planning (3)**

*Class Hours: 3 Lecture*

*Strongly Recommended Preparation: ENG 101B and MATH 101 or equivalent.*

HM 65 provides an overview for designing and producing successful conferences, conventions or special events. This course emphasizes planning development, budgeting tasks, organizational structure, transportation issues, audio-visual assessments, food and beverage requirements, entertainment, staffing and volunteer coordination and legal compliance with health, safety and security regulations. (AA)

### **HM 66 Tourism & Convention Marketing & Sales (3)**

*Class Hours: 3 Lecture*

*Strongly Recommended Preparation: ENG 101B and MATH 101 or equivalent.*

HM 66 provides an overview for tourism and convention marketing and sales within the lodging industry. This course emphasizes the nature of tourism, psychology of the traveler, strategy, market research, marketing mix, advertising methodologies, sales function and techniques, service requirements, technology infusion and trends within the industry. (AA)

## **Hotel, Restaurant, Casino Management**

### **HRCM 1 Introduction to Hospitality (3)**

*Class Hours: 3 Lecture*

CR/NC

*Strongly Recommended Preparation: ENG 101B and MATH 101 or equivalent.*

HRCM 1 is a fundamental overview of the hotel, restaurant, tourism and casino segments of the hospitality industry. This course provides an overview of the operational sectors of the hospitality industry with an emphasis on organizational structures, departments, job classifications and career paths. Lecture and discussion are enhanced by industry guest speakers and industry visits. (AA, CSU)

### **HRCM 3 Hospitality Marketing (3)**

*Class Hours: 3 Lecture*

CR/NC

HRCM 3 examines the essential skills required to effectively develop and implement a marketing plan to meet the needs and philosophy of the hospitality industry. This course will focus on the role of marketing in strategic planning, marketing environment, market segmentation, targeting and positioning, internal/external marketing, product development, promotions and professional sales. (AA, CSU)

### **HRCM 4 Supervision & Leadership in Hospitality (3)**

*Class Hours: 3 Lecture*

CR/NC

HRCM 4 examines the roles and responsibilities of managers in the hospitality industry. This course will focus on developing communication strategies, motivational techniques, performance evaluation and review, staffing, training, and strategic planning. (AA, CSU)

### **HRCM 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).

### **HRCM 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.

## HRCM 62A Career Success & Job Retention Skills (.5)

*Class Hours: .5 Lecture*

HRCM 62A focuses on the necessary steps to a successful job search, including how to find job sources, how to apply, and 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 expectations 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. (AA)

## HRCM 62B Workplace Communication Skills (.5)

*Class Hours: .5 Lecture*

HRCM 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. (AA)

## HRCM 62C Building Confidence & Working With the Public (.5)

*Class Hours: .5 Lecture*

HRCM 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. (AA)

## HRCM 62D Guests Relations & Customer Service (.5)

*Class Hours: .5 Lecture*

HRCM 62D presents 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, guests/customer satisfaction, guest/customer dissatisfaction, meeting guest/customer needs, guest/customer retention and creating a guest/customer service system. (AA)

## HRCM 67 Orientation To Hospitality (1)

*Class Hours: .5 Lecture, 1.5 Laboratory*

*Strongly Recommended Preparation: ENG 101B or equivalent.*

HRCM 67 is an orientation course for the hospitality industry, including a historical perspective on the origins and subsequent development of the hotel and casino industry, development and evolution of Native American gaming, an overview of casino cage operations, food and beverage operations, bingo operations and security operations. This course covers an overview of hotel, restaurant and casino risk management operations, hospitality industry employment opportunities and employee benefits, an overview of guest relations and customer service as well as quality control procedures within the industry. (AA)

# Health Sciences

## HS 5 Medical Terminology (3)

*Class Hours: 3 Lecture*

*Strongly Recommended Preparation: English 101B or equivalent.*

HS 5 is designed to give students an understanding of terminology used in the medical field. Students will learn to build medical terms by using prefixes, suffixes roots and stems. Students will be taught to spell properly, pronounce medical terms and use common medical abbreviations.

# Humanities

## HUM 1 Introduction to Western Culture (3)

*Class Hours: 3 Lecture*

C1

*Strongly Recommended Preparation: ENG 1A or equivalent.*

HUM 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*

C2

*Strongly Recommended Preparation: ENG 1A or equivalent.*

HUM 22 is a historical and comparative survey of the development of religious ideas out of mankind's origins. Special emphasis is given to primitive and ancient beliefs, Hinduism, Buddhism, Judaism, Christianity and Islam. (AA, CSU, UC) (*This course will occasionally meet at off campus locations and the student will be responsible for arranging his/her own transportation to those locations.*)

## HUM 30/60 Experimental Course (.5-3)

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

Humanities courses numbered 30/60 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 variety and flexibility in curriculum. A required course description identifies each course subject. These courses may be taken for CR/NC. (AA, CSU)

## HUM 49/99 Directed Study (1-2)

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

HUM 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)

## Interdisciplinary Studies

### IS 1 College Success (3)

*Class Hours:* 3 Lecture

College Success is designed to assist students in obtaining skills and knowledge necessary to reach their education 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:* 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

IS 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)

## Linguistics

### LING 11 Introduction to Linguistics (3)

*Class Hours:* 3 Lecture

*Prerequisite:* ENG 51A or equivalent.

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

## Mathematics

### MATH 1A Introduction To Calculus (5)

*Class Hours:* 5 Lecture B4, 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 Application (5)

*Class Hours:* 5 Lecture B4, 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 B4, CAN MATH 22, CAN MATH SEQ C

*Prerequisite:* MATH 1B or equivalent.

MATH 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. Check the two-year schedule.)

### MATH 2B Differential Equations (4)

*Class Hours:* 4 Lecture B4, CAN MATH 24, CAN MATH SEQ C

*Prerequisite:* MATH 2A or equivalent.

MATH 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. Check the two-year schedule.)

### MATH 10A Structure & Concepts in Mathematics I (3)

*Class Hours:* 3 Lecture

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. (AA, CSU)

**MATH 10B Structure & Concepts in Mathematics II (3)**

*Class Hours:* 3 Lecture

*Prerequisite:* MATH 10A

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 the G.E. quantitative reasoning requirement for non Liberal Studies majors at four-year institutions. (AA, CSU)

**MATH 15 Precalculus (5)**

*Class Hours:* 5 Lecture

B4, CAN MATH 16

*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

B4, CAN STAT 2

*Prerequisite:* MATH 63 or 64 or equivalent.

MATH 25 is an introduction to the study of modern statistics. The topics cover frequency distributions, measure of location, measure 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 30/60 Experimental Course (.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 variety and flexibility in curriculum. A required course description identifies each course subject. These course may be taken for CR/NC.

**MATH 45 CONTEMPORARY MATH (3)**

*Class Hours:* 3 Lecture

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 (2)**

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

Mathematics courses numbered 49/99 are designed for students who wish to undertake special projects related to mathematics. Students, under instructor guidance and acknowledgement, may pursue individual exploration after completing or while currently enrolled in at least one course in the department of directed study. (AA, CSU)

**MATH 61 Elementary Algebra (5)**

*Class Hours:* 5 Lecture

CR/NC

*Prerequisite:* MATH 101 or eligibility for Math 61 determined by placement tests.

MATH 61 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 two variable, 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 & 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 - 1)**

*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 objectives. (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*

MUS 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.*

MUS 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.*

MUS 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*

MUS 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*

MUS 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.*

MUS 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.*

MUS 17C is the intermediate 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 intermediate level. (AA, CSU, UC)

**MUS 17D Advanced Guitar (1)***Class Hours: 3 Laboratory CR/NC**Prerequisite: MUS 17C or teacher evaluation.*

MUS 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 30/60 Experimental Course (.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 variety and flexibility in curriculum. A required course description identifies each course subject. These course may be taken for CR/NC.

**MUS 42 Music Appreciation (3)**

*Class Hours:* 3 Lecture C1, CR/NC

*Strongly Recommended Preparation:* ENG 51A or equivalent.

MUS 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:* 54-108 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. (AA, CSU)

## Natural Science

**NATSCI 1 Chemistry & Physics for Educators (3)**

*Total hours:* 3 Lecture

*Strongly Recommended Preparation:* MATH 101 or equivalent and ENG 101B and 105B or equivalent.

NATSCI 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)

## 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. (NDA)

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

*Class Hours:* 15 Laboratory

NC 140 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 Occupation Workskills (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 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)

## Nutrition

**NUT 1 Basic Nutrition (3)**

*Class Hours:* 3 Lecture

E1, CAN HEC 2,

NUT 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:* ENG 51A or equivalent.

PA 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 C1, CR/NC

PA 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)

## Philosophy

### PHIL 1 Introduction to Philosophy (3)

*Class Hours:* 3 Lecture C2, CAN PHIL 2

*Strongly Recommended Preparation:* ENG 51A or equivalent.

PHIL 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 A3, C2, CAN PHIL 6

*Strongly Recommended Preparation:* ENG 51A or equivalent.

PHIL 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 C2, CAN PHIL 4

*Strongly Recommended Preparation:* ENG 51A or equivalent.

PHIL 3 is a study of classical and contemporary ethics to aid students in clarifying their values in response to ethical concerns. (AA, CSU, UC)

## Physical Education Activity Courses

### PE 2 Archery (1)

*Class Hours:* .5 Lecture, 1.5 Laboratory CR/NC

PE 2 is designed to provide students with an opportunity to develop the basic skills of the sport of archery. 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)

PE 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

PE 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 Interval Training (.5-1)

*Class Hours:* 3 Laboratory CR/NC

PE 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 11 Golf (.5-1)

*Class Hours:* .5 Lecture, 1.5 Laboratory CR/NC

PE 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 16 Jogging & Power Walking (.5-1)**

*Class Hours:* 3 Laboratory CR/NC

PE 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 19 Adaptive Physical Education (.5-1)**

*Class Hours:* 3 Laboratory CR/NC

*Prerequisite:* Student must have a verifiable disability.

PE 19 is designed for assessment of student's fitness and ability levels. With this assessment an individualized exercise program is designed to meet the student's fitness needs. The fitness components to be emphasized will include an increase in muscular strength and endurance, flexibility and cardiovascular endurance. May be taken four times for credit. (AA, CSU, UC)

**PE 20 Tennis (1)**

*Class Hours:* .5 Lecture, 1.5 Laboratory CR/NC

PE 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

PE 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

PE 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

PE 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 CR/NC

PE 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

PE 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

Lecture courses do not meet the physical education activity requirement for graduation.

**PE 29 Introduction to Sport and Exercise Psychology (3)**

*Class Hours:* 3 lecture

This study and application of psychological principles and foundations to sport and exercise across the lifespan activity contests. This course is designed to promote an understanding of the concepts and applied principles of sport and exercise psychology. Findings and principles from the sport and 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)

**PE 30/60 Experimental Courses (1-3)**

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

PE courses numbered 30/60 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 variety and flexibility in curriculum. A required course description identifies each course subject. These courses may be taken for CR/NC.

**PE 35A Theory of Soccer (1)**

*Class Hours:* .5 Lecture 1.5 Laboratory.

Study and analysis of competitive soccer. Emphasis on defense, offense, individual and team skill development, rules, game preparation and strategy, origin and development of the game, terminology, mental attitude, attitude, and develop good nutrition habits. Designed for students with previous soccer experience and/or the desire to coach soccer at any level.

**PE 40 Introduction to Physical Education (3)**

*Class Hours:* 3 Lecture

PE 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.

PE 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. (AA, CSU, UC)

**PE 44B Theory of Wrestling (1)**

*Class Hours:* .5 Lecture 1.5 Laboratory

Study and analysis of competitive wrestling. Emphasis on techniques, mechanic, training, weight classifications, rules, mental techniques and practice regimens. Designed for students with previous wrestling experience and/or the desire to coach at any level. (AA, CSU, UC)

**PE 46 Care & Prevention of Athletic Injuries (2)**

*Class Hours:* 2 Lecture

PE 46 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 46A Theory of Golf (1)**

*Class Hours:* .5 Lecture 1.5 Laboratory

Study and analysis of competitive golf. Emphasis on swing mechanics, course management, rules of golf, mental techniques and practice regimens. Designed for students with previous golf experience and/or the desire to coach golf at any level. (AA, CSU, UC)

**PE 46B Theory of Cross Country (1)**

*Class Hours:* .5 Lecture 1.5 Laboratory

Study and analysis of competitive cross country. Emphasis on technique running. Designed for students with previous cross country experience and/or the desire to coach cross country at any level. (AA, CSU, UC)

**PE 48 Community First Aid & Safety (1)**

*Class Hours:* 18 Lecture (total)

CR/NC

*Material Fee:* \$7.50

PE 48 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.

All courses numbered 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)

## Physical Education Intercollegiate Sports

Participation in intercollegiate athletics does not meet the physical education activity requirement for graduation.

**PE 10 Men's Intercollegiate Golf (2)**

*Class Hours:* 10 Laboratory

*Prerequisite:* Medical approval by a licensed physician.

PE 10 will provide student athletes the opportunity to compete on a men's golf team at the intercollegiate level. Men's Intercollegiate Golf will provide student athletes an opportunity to develop individual skills in the sport of golf as they apply to a competitive one-on-one situation. Student athletes will learn to master golf shots and strategies against an opponent while developing mental and physical maturity. Student athletes will compete against the best college teams in the area. May be taken two times for credit. (AA, CSU, UC)

**PE 15 Women's Intercollegiate Golf (2)**

*Class Hours:* 10 Laboratory

*Prerequisite:* Medical approval by a licensed physician.

PE 15 will provide student athletes the opportunity to compete on a women's golf team at the intercollegiate level. Women's Intercollegiate Golf will provide student athletes the opportunity to develop individual skills in the sport of golf as they apply to a competitive one-on-one situation. Student athletes will learn to master golf shots and strategies against an opponent while developing mental and physical maturity. Student athletes will compete against the best college teams in the area. May be taken two times for credit. (AA, CSU, UC)

**PE 21A Women's Intercollegiate Cross Country (2)***Class Hours: 10 Laboratory**Prerequisite: Medical approval by a licensed physician.*

PE 21A will provide student athletes the opportunity to compete on a women's cross country team at the Intercollegiate level. Women's Intercollegiate Cross Country will provide student athletes an opportunity to develop individual skills in a sport of cross country as they apply to a competitive event. Student athlete will learn to master cross country and strategies against an opponent while developing mental and physical maturity. Student will compete against the best college teams in the area. (AA, CSU, UC)

**PE 25 Men's Intercollegiate Wrestling (2)***Class Hours: 10 Laboratory**Prerequisite: Medical approval by a licensed physician.*

PE 25 will provide student athletes the opportunity to compete on a men's wrestling team at the intercollegiate level. Men's Intercollegiate Wrestling will provide student athletes an opportunity to develop individual skills in the sport of wrestling as they apply to a competitive one on one situation. Designed primarily for people possessing the desire, ability and skills necessary to compete on the intercollegiate level. Prospective participants should confer with the head coach before enrollment. A minimum of 10 hours participation per week during the season of the sport normally is required. (AA, CSU, UC)

**PE 28 Men's Intercollegiate Cross Country (2)***Class Hours: 10 Laboratory**Prerequisite: Medical approval by a licensed physician.*

PE 28 will provide student athletes the opportunity to compete on a men's cross country team at the intercollegiate level. Men's Intercollegiate Cross Country will provide student athletes an opportunity to develop individual skills in a sport of cross country as they apply to a competitive event. Student athlete will learn to master cross country and strategies against an opponent while developing mental and physical maturity. Student will compete against the best teams in the area. (AA, CSU, UC)

**PE 35 Women's Intercollegiate Soccer (2)***Class Hours: 10 Laboratory**Prerequisite: Medical approval by a licensed physician.*

PE 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 by a licensed physician.*

PE 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)

## Physical Science

**PHYSICI 1 Survey of the Physical Sciences (4)***Class Hours: 3 Lecture, 3 Laboratory*

B1, B3

PHYSICI 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.*

All courses numbered 49 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)

## Physics

**PHYSICS 2A Mechanics & Thermodynamics (4)***Class Hours: 3 Lecture, 3 Laboratory* CAN PHYS 2, CAN PHYS SEQ A B1, B3*Prerequisite: MATH 63*

PHYSICS 2A is the study of vectors, particle kinematics and dynamics, work, energy, simple harmonic motion, rotational kinematics and dynamics, the kinetic theory of gases, the first and second laws of thermodynamics and gravitation. (AA, CSU, UC)

**PHYSICS 2B Electricity, Magnetism, Optics & Modern Physics (4)***Class Hours: 3 Lecture, 3 Laboratory* CAN PHYS 4, CAN PHYS SEQ A B1, B3*Prerequisite: PHYSICS 2A*

PHYSICS 2B is the study of electricity, magnetism, electromagnetism, electric circuits, wave phenomena, geometrical and physical optics, special relativity, and a survey of atomic, nuclear, and particle physics. (AA, CSU, UC)

**PHYSICS 4A Classical Mechanics (4)**

*Class Hours:* 3 Lecture, 3 Laboratory CAN PHYS 8  
B1, B3

*Corequisite:* MATH 1B

PHYSICS 4A is the study of vector algebra, particle kinematics, Newton's laws, conservation of linear momentum, the work-kinetic energy theorem, potential energy, conservation of total mechanical energy, mechanics of many-particle systems, rotational kinematics and dynamics, conservation of angular momentum, oscillatory phenomena and gravitation. Physics 4A, 4B is a sequence of calculus-based physics courses designed for students who intend to major in any one of the physical sciences, in any branch of engineering, or in mathematics. (AA, CSU, UC)

**PHYSICS 4B Electricity, Magnetism & Waves (4)**

*Class Hours:* 3 Lecture, 3 Laboratory B1, B3

*Prerequisite:* PHYSICS 4A

*Corequisite:* MATH 2A

PHYSICS 4B is the study of electric charge and Coulomb's law, the electric field and Gauss's law, electric potential, capacitance and dielectrics, DC circuit analysis and network theorems, the Lorentz force law, Ampere's law and the Biot-Savart law, Faraday's law, inductance, AC circuit analysis, magnetic properties of matter, propagation of waves in elastic media, standing waves and interference, and electromagnetic waves. (AA, CSU, UC)

**PHYSICS 4C Thermodynamics, Optics & Modern Physics (4)**

*Class Hours:* 3 Lecture, 3 Laboratory B1, B3

*Prerequisite:* PHYSICS 4B

*Corequisite:* MATH 2A

PHYSICS 4C is the study of temperature and the zeroth law of thermodynamics, the kinetic theory of gases, heat and the first law of thermodynamics, entropy and the second law of thermodynamics, geometrical optics, interference, diffraction and polarization of light, theory of special relativity, failures of classical physics, an introduction to quantum physics, and a survey of atomic, nuclear and particle physics. (AA, CSU, UC)

## Political Science

**POLSCI 1 American Government (3)**

*Class Hours:* 3 Lecture D8, CAN GOVT 2

*Strongly Recommended Preparation:* ENG 51A or equivalent.

POLSCI 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 D8

*Prerequisite:* ENG 51A or equivalent

POLSCI 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 30/60 Experimental Course (.5-3)**

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

POLSCI 30/60 courses 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 variety and flexibility in curriculum. A required course description identifies each course subject. These courses may be taken for CR/NC. (AA, CSU)

**POLSCI 49/99 Directed Study (1-2)**

*Class Hours:* 54 Laboratory for each semester unit.

POLSCI 49/99 courses are designed for students who wish to undertake special projects related to a particular field. Students, under instructor guidance and acknowledgement, may pursue individual exploration after completing or while currently enrolled in at least one course in the department of directed study. (AA, CSU)

**POLSCI 51 American Institutions (3)**

*Class Hours:* 3 Lecture

POLSCI 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)

## Psychology

**PSYCH 1 General Psychology (3)**

*Class Hours:* 3 Lecture, D9, E, CAN PSY 2

*Prerequisite:* ENG 51A or equivalent.

PSYCH 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 D9, E

*Prerequisite:* ENG 51A or equivalent.

PSYCH 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 D9, E

*Prerequisite:* ENG 51A or equivalent.

PSYCH 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 contemporary human development. (AA, CSU, UC)

**PSYCH 4 Personal Psychology (3)**

*Class Hours:* 3 Lecture 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 D9

*Prerequisite:* ENG 51A or equivalent.

PSYCH 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 & 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 with 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 30/60 Experimental Course (.5-3)**

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

PSYCH 30/60 courses 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 variety and flexibility in curriculum. A required course description identifies each course subject.

**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.

PSYCH 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)

## Restaurant Management

**RM 10 Introduction to Food Service Operations (3)**

*Class Hours:* 3 Lecture

*Strongly Recommended Preparation:* ENG 101B or equivalent

RM 10 is designed to provide an overview of the basic principles and fundamentals relating to food service operations. This course will provide instruction in the history of food service operations from ancient to modern times, types of food service operations, food safety, menu planning, purchasing, receiving and inventory control, production and distribution systems, facility planning, marketing and human resource management. (AA)

**RM 11 Food & Beverage Service (3)**

*Class Hours:* 3 Lecture

*Strongly Recommended Preparation:* ENG 101B or equivalent.

RM 11 is designed to identify the crucial elements involved in the successful operations of a food and beverage service and their interrelationships. This course will provide instruction in the management of marketing, operation, cost and design control, facilities and equipment requirements and product selection. This course will also place special emphasis on staff training and development, motivation and legal regulations for beverage sales. (AA)

**RM 12 Food & Beverage Cost Control (3)**

*Class Hours:* 3 Lecture

*Strongly Recommended Preparation:* ENG 101B and MATH 101 or equivalent.

RM 12 is designed to provide the basic skills required to understand and utilize cost control systems. This course provides instruction in managing income and expenses associated with food and beverage operations. It provides an overview of managing the cost of food, beverage, labor and other expenses as well as determining sales volume and analyzing trends to improve the overall income control system. (AA)

**RM 61 Culinary Theory & Fundamentals (3)**

*Class Hours:* 2 Lecture, 3 Laboratory

*Strongly Recommended Preparation:* ENG 101B and MATH 101 or equivalent.

RM 61 is an introductory course in the culinary arts. This course emphasizes the origins of professional food preparation, terminology, tools and equipment, safety and sanitation requirements for ServSafe certification, basic food preparation and cooking fundamentals, principles and techniques. (AA)

### **RM 63 Culinary Concepts (3)**

*Class Hours:* 2 Lecture, 3 Laboratory

*Prerequisite:* RM 61 or equivalent

*Strongly Recommended Preparation:* ENG 101B and MATH 101 or equivalent.

RM 63 is an overview of food history, nutrition and classical culinary concepts. This course provides instruction in the history of foodstuff and the development of mankind, principles of nutrition in food preparation and classical French culinary techniques, processes and methods. Special emphasis is placed on classical French cooking theories, the principles of Escoffier, classical French sauces, stocks, flavoring/seasoning techniques and soups. The course covers meat, poultry, fish and shellfish cooking techniques as well as vegetable, potatoes and other starch preparation and cooking techniques. (AA)

### **RM 64 Cuisines of the World (3)**

*Class Hours:* 1 Lecture, 6 Laboratory

*Prerequisite:* RM 63 or equivalent.

RM 64 emphasizes the principles, procedures and techniques of food preparation associated with traditional cuisines of the Americas, Europe and Asia. This course will provide instruction in selecting and preparing traditional cuisine from America, Europe and Asia, equipment requirements, storage, herbs and spices, sauces and entrée preparation techniques. (AA)

### **RM 65 Catering & Beverage Services (3)**

*Class Hours:* 3 Lecture

*Strongly Recommended Preparation:* ENG 101B and MATH 101 or equivalent.

RM 65 emphasizes basic catering and beverage service concepts, principles and procedures in relation to providing quality products and services. This course focuses on historical banqueting, trends within the catering and beverage service industries, styles of catering operations, catering menu program and design, catering procedures and techniques, tools and equipment for catering and beverage service operations, staffing requirement, purchasing, receiving and storage procedures and regulations governing catering and beverage service operations. (AA)

### **RM 66 Event Planning & Special Event Tourism (3)**

*Class Hours:* 3 Lecture

*Strongly Recommended Preparation:* ENG 101B and MATH 101 or equivalent.

RM 66 is a comprehensive study of event planning and special event tourism. This course provides instruction in the stages of successful event development, scheduling and organizational elements, catering, marketing, legal requirements and risk management as well as instruction in the history of tourism, motivation for tourism and tourism as it applies to special event venues. (AA)

## **Social Science**

### **SOCSCI 30/60 Experimental Course (.5-3)**

*Class Hours:* 18 lecture 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 variety and flexibility in curriculum. A required course description identifies each course subject. These course may taken for CR/NC.

### **SOCSCI 32A Cultural History of the Chicano (3)**

*Class Hours:* 3 Lecture

D3, D6

SOCSCI 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 Black Americans (3)**

*Class Hours:* 3 Lecture

D3, D6

SOCSCI 32B is a survey course which covers the period from the precolonial, including the African slave trade, to the present. The Black American's status in American society is analyzed. (AA, CSU, UC)

### **SOCSCI 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.

SOCSCI 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)

## **Sociology**

### **SOC 1 Introduction to Sociology (3)**

*Class Hours:* 3 Lecture

D0, CAN SOC 2

*Strongly Recommended Preparation:* ENG 51A or equivalent.

SOC 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 relations, religion, and deviance. (AA, CSU, UC)

### **SOC 2 Critical Thinking & Social Problems (3)**

*Class Hours:* 3 Lecture A3, D0, CAN SOC 4

*Prerequisite:* ENG 51A or equivalent.

SOC 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 & Family (3)**

*Class Hours:* 3 Lecture D3, D0, CR/NC

*Strongly Recommended Preparation:* ENG 51A or equivalent.

SOC 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 30/60 Experimental Course (.5-3)**

*Class Hours:* 18 lecture 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 variety and flexibility in curriculum. A required course description identifies each course subject. These courses may taken for CR/NC.

### **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)



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B.S., University of California, Davis  
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B.A., Western Michigan University  
M.A., Ph.D., University of California, Santa Barbara
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B.A., M.A., California State University, Fresno
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B.A., University of California, Santa Cruz  
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B.A., Concordia College  
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*West Hills College Lemoore*

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- Paden, Monte ..... CIS, Business 1998  
A.S., College of the Sequoias  
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- Preston, James .....English, Education 2000  
B.A., University of California, Santa Barbara  
M.A., Fresno Pacific University
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B.S., California State University, Fresno  
M.A., National University
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B.F.A., San Jose State University
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B.S., The University of the State of New York  
M.S., California College for Health Sciences
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B.A., M.A., Fresno Pacific University
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B.A., Mount Union College  
M.A., University of Pittsburg
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B.A., California State University, Chico  
M.A., California State University, Fresno

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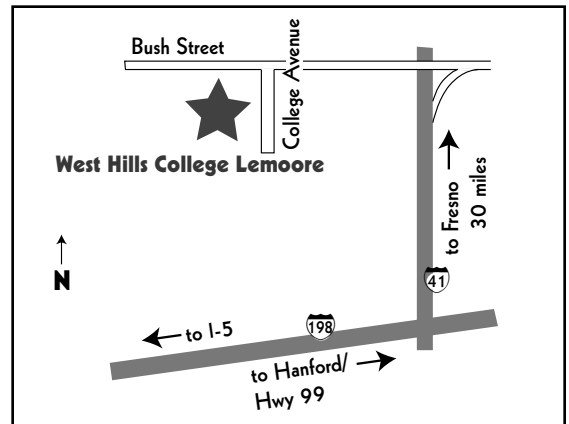
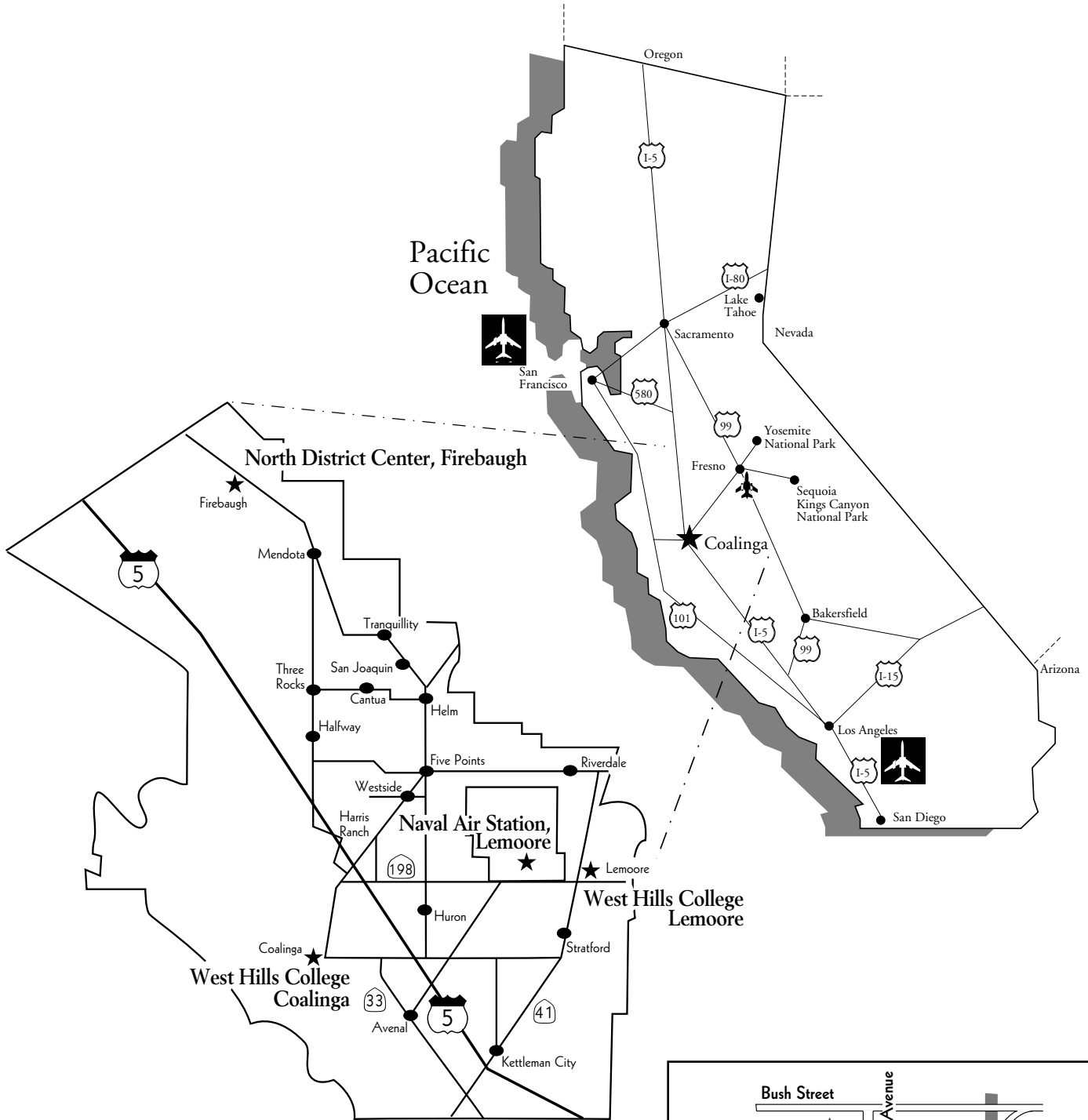
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# West Hills Community College District



# West Hills College Lemoore

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