The West Valley-Mission Community College District does not discriminate on the basis of race, color, national origin, sexual orientation or handicap in educational programs and activities.

West Valley College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, 10 Commerical Blvd., Suite 204, Novato, CA 94949 (415) 506-0234 an institutional accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation and the U.S. Department of Education.

Information Coordinator
Thuy Tran

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Max Gault

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Carl Jones
Dear Students,

Every college catalog has the quintessential letter from the president welcoming you to the college and wishing you well in your academic pursuits. And I too want to share both of those sentiments with you. However, I’d like to deviate a bit from the formality of these letters and offer to you two thoughts:

1. **When I was in college . . .**

I know you probably cringe when you hear that from someone in education, but I learned something very significant during my many years as an undergraduate and I feel compelled to share it with you. I entered UCLA as a freshman believing that I knew exactly what I wanted to do with my life. Over the course of those freshman, sophomore, and junior years, I changed my major 5 times! Five times! And that’s a big deal when one must deal with the paperwork bureaucracy of a large school. But I was searching and I just kept searching until I realized I needed to follow my heart. This is what I want to share with you - follow your heart! Pursue a course of study because it gives meaning to your life; because it causes you to ponder, reflect, and think; and most importantly, because it gives you fulfillment.

2. **West Valley College**

Secondly, I need to brag. There is a sense about our college and we call it the West Valley College advantage. What do I mean by advantage? Simply put – our advantage comes from three things:

- **Our people** who, to a person, are welcoming, caring, and top-notch professionals;
- **The quality and strength of our academic programs** in university transfer preparation, career and technical education, and foundational skills development; and
- **Our sense of place** which celebrates our campus’ setting amidst California’s classic native oak woodland terrain – a natural setting that fuels the mind.

I do extend a heartfelt welcome to you. I am eager to share with you our people, our programs, and our place as you follow your heart in pursuit of your educational dreams.

Warm regards,

Lori Gaskin, Ph.D.
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### College Calendar

#### 2010 Summer Session
- **4 Weeks** June 7 - July 1
- **6 Weeks** June 7 - July 15
- **8 Weeks** June 7 - July 29
- **6 Weeks** June 21 - July 29
- **4 Weeks** June 21 - July 15

**Monday, April 26 - Tuesday, May 4**
Web reg for continuing students

**Wednesday, May 5**
New student registration begins

**Monday, June 7, June 21**
First day of classes
Add Deadline 10% of total days of class session
Drop without a "W" with a refund 10% of total days of class sessions
Drop with "W"/Letter grade issued after this date. Figure the deadline by determining 75% of total days of class session
Final exam - Last day of class

**Campus Closed** Non Instructional Days

Monday, July 5
Fourth of July Holiday

#### 2010 Fall Session
- **August 30 - December 18**
- **Monday, April 26 - Tuesday, May 4**
  Web reg for continuing students
- **Monday, August 30**
  Instruction begins
- **Friday, September 10**
  Last day to add a semester-length class
- **Friday, September 10**
  Last day to drop without a "W" and get a refund
- **Friday, September 17**
  Last day to drop a semester-length class with no notation on Academic Record
- **Friday, November 19**
  Last day to drop a semester-length class with a "W"
- **Monday, Dec. 13 - Saturday, Dec. 18**
  Fall semester final exams

**Campus Closed** Non Instructional Days

**Monday, September 6**
Legal holiday, Labor Day

**Friday, November 12**
Legal holiday, Veterans Day

**Thursday-Saturday, November 25-27**
Thanksgiving Holiday

#### 2011 Winter Session
- **January 4 - 26**
  Check the web or schedule mid-November for dates for the following:
  Web reg for continuing students, new student orientation, counseling and registration
- **Tuesday, January 4**
  First day of class
  Add deadline 10% of total days of class session.
  Drop without a "W" and refund 10% of total days of class session.
  Last day to drop with a "W" 75% of total days of class session.

**Campus Closed** Non Instructional Days

**Monday, January 3**
Legal holiday, Martin Luther King, Jr.’s Birthday

#### 2011 Spring Session
- **January 31 - May 27**
  Check the web or schedule mid-November for dates for the following:
  Web reg for continuing students, new student orientation, counseling and registration
- **Monday, January 31**
  Instruction begins
- **Friday, February 11**
  Last day to add a semester-length class
- **Friday, February 11**
  Last day to drop without a "W" and get a refund
- **Thursday, February 17**
  Last day to drop a semester-length class with no notation on academic record - no refund.
- **Friday, April 29**
  Last day to drop a semester-length class with a "W"
- **Saturday, May 21 - Friday, May 27**
  Spring semester final exams
- **Friday, May 27**
  Commencement

**Campus Closed** Non Instructional Days

**Friday, February 18; Saturday, February 19; Monday, February 21**
Legal holiday, President’s Birthday

**Monday-Saturday, March 28 - April 2**
Spring Break

**Thursday, March 31**
Legal holiday, Cesar Chavez Observance

**Monday, May 30**
Legal holiday, Memorial Day

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All information contained in this 2010-2011 catalog is current as of 4/26/10. Although every effort has been made to assure the accuracy of all information, students and others who use this catalog should consult with a counselor for recent additions, deletions or changes.

**CHANGES IN RULES AND POLICIES** - The West Valley-Mission Community College District and West Valley College have made every reasonable effort to determine that everything in this catalog is accurate. Courses and programs offered, together with other matters contained herein, are subject to change without notice by the Administration of the West Valley-Mission Community College District or West Valley College for reasons related to student enrollment, level of financial support, or for any other reason, at the discretion of the District and the College. The District and College further reserve the right to add, amend, or repeal any of their rules, regulations, policies and procedures.
To achieve West Valley’s mission, the college strives to attain excellence in providing:

- **Transfer Preparation.** Courses and programs which provide comprehensive lower division instruction with full transferability through articulation agreements and transfer guarantees for students who have educational goals beyond the associate degree.

- **Vocational Technical Education.** Courses and career programs which provide skills and knowledge responsive to current needs of business, technology, and the allied professional fields.

- **General Education.** Courses and programs which contribute to the education of an individual, including the development of critical thinking, written and oral communication skills, understanding of and the ability to use quantitative analysis; appreciation of the arts and humanities; and awareness of physical, social, and behavioral sciences as they affect the individual and interaction with the community and the global society.

- **Pre-Collegiate Basic Skills.** Courses and programs which prepare students for college level reading, written and oral communication, and mathematics.

- **Economic Development.** Courses and programs which advance California’s economic growth and global competitiveness and contribute to the region’s continuous workforce improvement.

- **Student Services.** Counseling programs and additional services which: 1) assist students in the matriculation process; 2) facilitate planned selection of programs and courses; 3) lead to transfer and/or career goals; and, 4) promote student access, retention and success.

- **Community Education Courses and Programs.** Community Education meets identified community interests and needs by offering state funded and fee-supported non-credit classes in areas including education for older adults, health and safety, short term vocational programs, basic skills, College for Kids, parenting, and drug and alcohol education programs.

**College Strategic Goals**

1. **Learning Community.** We will shape a learning community which blends the traditional focus on content with the development of additional skills that learners need to contribute successfully to our contemporary, multi-cultural society by:
   - Effectively developing a sense of community
   - Encouraging collaboration
   - Making members of the college community active partners with shared responsibility in the learning experience
   - Developing appropriate skills to promote lifelong learning
   - Supporting collaborative learning and problem solving within the classroom, across the college and throughout the district

   We will continue to support student success by:
   - Developing, evaluating, and improving our educational programs and services
   - Assisting students in setting their educational goals and evaluating progress toward them

   We will promote ongoing professional and personal growth by:
   - Providing orientation for all full and part-time employees
   - Providing opportunities, resources, and mentoring

2. **Diversity & Inclusion.** We will foster an increasingly diverse and inclusive learning community by:
   - Communicating and building better relationships with the communities we serve
   - Decreasing systemic financial, geographic, academic, physical, personal and cultural barriers to make the campus more accessible and inviting
   - Attracting, hiring, retaining, and supporting a highly qualified, multi-faceted staff
   - Preparing and encouraging students to contribute such value to our contemporary, multi-cultural society

3. **Collaborative Leadership.** We will work collaboratively, as active partners in the learning community, on behalf of the common good of the College and District. We will take responsibility, both individually and collectively, to engage in shared decision-making by:
   - Improving and sustaining an environment of mutual respect, confidence, support and trust
   - Communicating, interacting and building teams within and across constituencies
   - Ensuring timely, effective communication
   - Making intentional, conscientious, thoughtful, and timely decisions

4. **Physical Resources.** We will proactively and innovatively support the learning community with physical resources (buildings, grounds, learning stations, instructional space, and equipment) by:
   - Making the campus more accessible, inviting, safe, and physically attractive to a diverse population
   - Making intentional, conscientious, thoughtful, and timely decisions
   - Maintaining, reconfiguring, and developing classrooms, laboratories and other facilities to promote collaborative learning
   - Sharing our physical resources more effectively
   - Using technologies that help us transcend the limitations of the physical environment by thinking of the community as the classroom

5. **Fiscal Innovation.** We will proactively and innovatively fund our learning community by:
   - Engaging in strategic financial planning
   - Securing appropriate alternative sources of funding
   - Allocating resources through fiscal policies, priorities, and processes that support institutional goals

**Illegal Distribution of Copyrighted Materials**

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Be aware that illegal forms of downloading and file sharing, as well as the unauthorized distribution of copyrighted materials, are violations of the law and may subject you to academic sanctions from the college through the college’s student conduct and discipline policies (as published in the College Catalog) as well as criminal and civil penalties, including a lawsuit against you by the Recording Industry Association of America (RIAA). Learn more at www.campusdownloading.com. In addition to being illegal, file sharing drains the WVMCCD network’s bandwidth, which slows computer connections for students and employees who are using the network for legitimate academic purposes and ultimately costs the college money. There are plenty of easy, affordable ways to get music online legally. To protect their intellectual property, companies have licensed hundreds of digital partners that offer a range of legal downloading options, including download and subscription services, legitimate peer-to-peer services, video-on-demand, podcasts and CD kiosks. For a list of services that offer legal downloading sites, access www.riaa.com. For information on the West Valley/Mission Community College District Mission and Goals, see page 185.
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**Associate Degree, Certificate & Selected Transfer Programs**

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Academic Programs/Transfer

West Valley College attempts to provide all the requisite information to students so that they may succeed in their academic goals; however, it is ultimately the responsibility of the student to determine and to fulfill all appropriate requirements for transfer, degrees, and certificates.

General Statement

West Valley College offers two curricular programs for students: (1) transfer programs for four-year colleges and universities and (2) career programs. Transfer programs prepare students for junior standing at bachelor's degree institutions, and career programs prepare students for immediate employment. Information about transfer majors that parallel, as closely as possible, bachelor's degree requirements at selected transfer institutions is available in the Counseling Center. Career programs offer two options: (1) Associate Degrees and (2) certificates. AA/AS major degree and Certificate requirements are listed in the "Associate Degree, Certificate, and Selected Transfer Programs" section in this catalog.

General Education Reciprocity

The West Valley-Mission Community College District has entered into a mutual agreement with seven other community colleges to accept the General Education of these colleges as completed. The participating colleges are West Valley College (Saratoga), Gavilan College (Gilroy), San Jose City College (San Jose), Evergreen Valley College (San Jose), De Anza College ( Cupertino), Foothill College (Los Altos Hills), Chabot College (Hayward), and Las Positas College (Livermore), Ohlone College (Fremont).

Students who obtain a "certification of completion of Associate Degree General Education" or complete an Associate Degree at any one of the participating colleges will have both their General Education course work and graduation proficiencies accepted as completed at any of the participating campuses. No additional course work will be required if the certification is officially presented. Students will still be required to complete all courses or prerequisites needed for a major. The agreement also means that the other colleges will accept the General Education pattern of West Valley College if a certification is presented to the member colleges. The agreement will be reviewed periodically.

The process for obtaining a certification of West Valley General Education is as follows:

1. The student presents a request for "certification of completion of General Education Reciprocity" to the West Valley College Records Office by the published deadline each semester. Forms can be obtained in Admissions.
2. If transcripts are to be used from other colleges, official copies must be on file with the Records Office.
3. A copy of the certification will be given to the student.
4. West Valley College will honor the certification presented from the participating colleges only if it is transmitted in the same manner as an official transcript. Student copies will not be honored.

Please note that only the community colleges listed above participate in the agreement.

Catalog Rights for Degree Consideration

Students who maintain continuous enrollment, meaning they attended at least one semester or summer session during the academic year may choose to graduate under the catalog in effect at the time they first enrolled at West Valley College or any catalog up to the time of graduation. Students who are considered returning students, meaning those who drop out for a year or more before returning to college, must follow the catalog requirements in effect at the time of re-enrollment.

For the purpose of catalog rights, the academic year begins each fall and ends with the subsequent summer session.

Please note that certification of a student's CSU general education or IGETC requirements are not graduation requirements, and thus are not governed by catalog rights. Students requesting GE certification may use courses taken at any given time and at any accredited institution so long as they appeared on the general education list at the time they were completed.

Transfer Credit

The Universities give unit credit to students for courses they have completed at other accredited colleges and universities. To be accepted for credit, the courses must be comparable to those offered at the University, as determined by the campus Admissions Office.

Many students who plan to earn a University degree find it to their advantage to complete their freshman and sophomore work at a California community college. Each college offers a full program of courses approved for transfer. A student may earn 105 quarter or 70 semester units toward a University degree at an accredited two-year college. If a student earns more units than that, the University may give subject credit for the additional courses taken. Some campuses have further restrictions regarding the acceptance of transfer credit.

Information regarding transfer programs is available in the Transfer Center, which is located in the Counseling Center, and from the catalog of the intended transfer institution. Consult a counselor for prerequisites and recommended subjects.

Guaranteed Admission to Four Year Colleges

West Valley College participates in "Transfer Admission Guarantee (TAG)," which guarantee qualifying students admission to many of the University of California and California State University campuses and to Santa Clara University. To be eligible, students must have completed a minimum number of transferable units and have a grade point average that meets the acceptable admission requirements at the university of their choice. For more information and/or to apply for a Transfer Admission Guarantee, the student should contact a counselor, the Transfer/Career Advisor or the Transfer Center Director.
Second Associate Degree
Students may earn a second Associate Degree which recognizes the previously completed general education and major requirements of the first degree. However, major requirements for the second degree must be completed within five years of the awarding of the first Associate Degree.
For continuing students, the general education and major requirements for the second degree are those listed in the College Catalog for the academic year in which the student first takes courses for the first degree or any subsequent catalog thereafter. For returning students, the requirements are those listed in the College Catalog for the year in which the student returns or any subsequent catalog thereafter.
Students must complete all units required for the second degree. If fewer than 15 units are needed, additional units to total a minimum of 15 units must be completed in an area related to the major.

Double Major
Students may earn a double major, and the requirements for the double major shall be those major requirements listed in the College Catalog for the academic year in which the student begins the course work for the second major.

Graduation Proficiency Requirement
Effective Fall 1983, any student who is a candidate for an associate degree will be required to demonstrate proficiency in reading, writing and mathematics. Effective Fall 2005, any student who is a candidate for an associate degree will be required to demonstrate proficiency in information competency. Students who intend to complete an associate degree are advised to discuss the proficiency requirements with a college counselor.
Proficiency in reading, writing, mathematics, and information competency is required for graduation. A grade of “C” or better or qualifying placement score is required for the following:
Reading – Read 053; Writing – Eng 001A; Math 104, 106, 106R or 000G or higher with a grade of “C” or better; Information Competency – Libr 004 and one semester of an information competency infused course. To see a current list of courses, go to: http://www.westvalley.edu/library and click on the Info Competency link.

Requirements for Transfer
The following information is general in nature. Students are advised to consult a counselor and/or the Transfer Center and the catalog of the institution to which they intend to apply.
West Valley College provides extensive coursework for transfer to UC’s, CSU’s and private colleges and universities throughout the United States.

University of California Admission Requirements
Admission Requirements: The following summary of admission requirements and procedures is designed to assist the student in the application process. For more detailed description of the courses required for admission, a counselor or a University representative should be consulted. The very best way to transfer is with a (TAG) Transfer Admission Guarantee. Please visit the Transfer Center.

Admission as an Upper Division Transfer Applicant
The most common transfer route to the University of California is an upper division transfer applicant. The minimum transfer requirements are:
a. Complete 90 quarter units or 60 semester units of UC transferable college credit with a grade point average of at least 2.4. A higher G.P.A. is recommended by most UC campuses to be competitive.
and
b. Complete a course pattern requirement to include:
• two transferable college courses (3 semester or 4-5 quarter units each) in English composition; and
• one transferable college courses (3 semester of 4-5 quarter units) in mathematical concepts and quantitative reasoning; and
• four transferable college courses (3 semester of 4-5 quarter units each) chosen from at least two of the following subject areas: the arts and humanities, the social and behavioral sciences, the physical and biological sciences.
Students who satisfy the Intersegmental General Education Transfer Curriculum prior to transferring to UC will satisfy option above.
Nonresidents
The minimum admission requirements for nonresident transfer applicants are the same as those for residents except that nonresidents must have a grade point average of 2.8 or higher in all transferable college course work.
ASSOCIATE OF ARTS AND ASSOCIATE OF SCIENCE CURRICULUM
2010-2011 CERTIFICATION FORM

The associate degree may be sought as either a final educational goal or a major step toward a baccalaureate degree elsewhere. The successful completion of the A.A./A.S. degree may also result in preparation to enter an occupation. A minimum of 60 transfer units with a 2.0 grade average or better are required. A minimum of 12 units must be in residence and a maximum of 20 “Pass” units may be applied toward the completion of the associate degree. A minimum of 25 general education units are required. Students must also declare a major and satisfy those requirements. For courses in the major, a “C” or better is required. Proficiency in reading, writing, mathematics and information competency is required for graduation. General education and proficiency requirements are listed below.

<table>
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<tr>
<th>DIRECTIONS: Circle courses taken at WVC, list courses taken at other colleges, indicate name of test if requirement was met with AP</th>
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<tbody>
<tr>
<td><strong>A. – LANGUAGE AND RATIONALITY</strong></td>
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<tr>
<td>6 units minimum – 3 units for Eng 1A (with a “C” or better) and 3 units in communication and analytical thinking.</td>
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<tr>
<td>CIS 2, 4A, 4A1; Comm 1, 1H(3), 10, 10H, or 20, 20H(3); Econ 10; Engr 21; Eng 1B, 1C, 1C(3); Math 103/103R, 104, 106/106R, D, G, 1, 2, 3A, 3B, 4A, 4B, 4C, 8, 10, 10H, 12, 14, 18; Pkmg 16A; Phil 2, 3, 17; Read 53</td>
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<td>Course from other college ____________________________________________ Advanced Placement __________________</td>
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| **B. – NATURAL SCIENCES** |
| 3 units minimum – must include inquiry into physical universe and its life forms. |
| Anthr 1; Astro 1, 2, 10, 10L, 14, 20, 21, 30; Bio10, 11, 11H, 12, 13, 14, 15, 18, 21H, 22, 23, 24, 34, 35, 36, 37, 38, 41, 42, 43, 45, 46, 47, 48, 50, 55, 56, 57; Chem 1A, 1B, 2, 10, 30A, 30B; Geog 1; Geol 1A, 1AH, 1B, 2B, 3B, 5, 10, 15, 20, 30; HTech 4; NS 15; Ocean 1, 10; Pkmg 14; PscI 10, 20, 30, 40; Phys 1, 2A, 2B, 4A, 4B, 4C, 4D, 10; Psych 2, 2H, 7 |
| Course from other college ____________________________________________ Advanced Placement __________________ |

| **C. – HUMANITIES** |
| 3 units minimum |
| Course from other college(s) _________________________________________ Advanced Placement __________________ |

| **D. SOCIAL SCIENCE** |
| Series 1: Social and Behavioral Sciences |
| 3 units minimum – cannot count any one class for both Series 1 and Series 2 - must be from different disciplines |
| Anthr 1; Anthr 2; Comm 3, 3H(3), 4, 5; Econ 1A, 1AH(3), 1B, 1B(H); 2A, 2B, 45; Geog 2; 2H, 7; Hed 10; Hist 4B, 4B(H); 5B, 8B, 12, 14, 16, 20; Polit 2; 3, 3H(3), 4; Psych 1; Soc 1, 40 |
| Series 2: American History and Institutions |
| 3 units minimum (with a “C” or better) – or complete the American History and Institutions requirement for the California State University |
| Hist 17B, 17B(H); Polit 1, 1(H) |
| Course(s) from other college(s) _________________________________________ Advanced Placement __________________ |

| **E. LIFELONG UNDERSTANDING AND DEVELOPMENT** |
| Option 1: 3 units from Area A, B, C or D which are not part of the student’s major. |
| Option 2: 3 units from courses listed below |
| Bus 61; CA 17; CHS 53; Comm 4, 8, 17, 25; Couns, 5, 12, 12A, 12B, 12C, 24, 25; FD 27; Hed 8, 10, 12; Lead 20A, 20B, 30A; LS 1; Libr 4; PETH 42; Psych 12, 25, 30 |
| Course from other college ____________________________________________ Advanced Placement __________________ |

| **F. CULTURAL DIVERSITY** |
| 3 units are required – a course used to fulfill this requirement may not be used to fulfill another associate degree general education requirement. |
| Art 10; CHS 5; Comm 12; Couns 50; Eng 12, 13, 18, 46 46(H); Hist 3; NS 20; Phil 4, 16, 21; PETH 51, 51H; Polit 5; Psych 9; Soc 20; WS 1, 2 |
| Course(s) from other college(s) _________________________________________ Advanced Placement __________________ |

| **G. PHYSICAL EDUCATION ACTIVITY** |
| 1 unit is required – a course used to fulfill this requirement cannot be used to fulfill another associate degree requirement. |
| PE 1.02 – 11.10 |
| Course(s) from other college(s) _________________________________________ Advanced Placement __________________ |

PROFICIENCY REQUIREMENTS FOR GRADUATION

A grade of “C” or better or qualifying placement score is required for the following: Reading - Read 053; Writing - Eng 001A; Math 104, 106, 106R, or G or higher; Information Competency - Libr 004 and one semester of an information competency infused course. To see a current list of courses, go to: http://www.westvalley.edu/library and click on the Info Competency link.
**DIRECTIONS:** Circle courses taken at WVC, list courses taken at other colleges, indicate name of test if requirement was met with AP

### AREA A – BASIC SUBJECTS – LANGUAGE AND RATIONALITY

**9 units minimum – one course from each area listed below (must have a “C” or better).**

**A1. Oral communication:** Comm 1, 1(H), 10 or 10(H), 20 or 20(H)  (3 units)

Course from other college ___________________________________________ Advanced Placement ____________________________

**A2. Written Communication:** Engl 1A  (3 units)

Course from other college ___________________________________________ Advanced Placement ____________________________

**A3. Critical Thinking:** Engl 1B, 1C or 1C(H), Phil 2, 3, 17  (3 units)

Course from other college ___________________________________________ Advanced Placement ____________________________

### AREA B – SCIENTIFIC INQUIRY AND QUANTITATIVE REASONING

**9 units minimum – one from Physical Sciences B1 and one from Biological Sciences B2 and at least one must be a lecture/laboratory class (laboratory classes are underlined) and one mathematics course from B4.**

**B1. Physical Sciences:** Astro -1, 1(H), 2 (lab only), 2(H) (lab only), 10, 10L (lab only), 11, 11L (lab only), 14, 20, 21; Chem 1A, 1B, 2, 10, 12A, 12B, 30A, 30B; Geog 1, Geol 1A; 1A(H), 1B, 1B(H) (lab only), 3B, 5, 10A, 15, 20; Ocean 1, 10; Phys 1, 2A, 2B, 4A, 4B, 4C, 10; Phy Sci 10, 20, 30

Course from other college ___________________________________________ Advanced Placement ____________________________

**B2. Biological Sciences:** Anthr 1; Bio 10, 11, 11(H), 12, 14, 1B, 21(H), 22, 24, 36, 41, 42, 43, 45, 46, 47, 48; Psych 2, 2(H), 7

Course from other college ___________________________________________ Advanced Placement ____________________________

**B3. Laboratory Course:** Laboratory course used from B1 or B2

Course from other college ___________________________________________ Advanced Placement ____________________________

**B4. Mathematics:** (one course with a grade of “C” or better)

Math D, G, 1, 2, 3A, 3B, 4A, 4B, 4C, 8, 10, 10(H), 12, 14, 19

Course from other college ___________________________________________ Advanced Placement ____________________________

### AREA C – ARTS AND HUMANITIES

**9 units minimum – must complete one course each from Arts (C1) and one course from Humanities (C2), then a third course from either.**

**C1. Arts:** Art 1A, 1A(H), 1B, 1D, 1D(H), 1E, 4, 7, 10, 12A, 12B, 13, 14; FD 32; Music 1, 1(H), 2, 2(H), 3A, 3B, 4A, 4B, 5, 7, 9, 10, 54, 55; PETH 51, 51(H); Thear 1, 6A, 6B, 10, 10(H), 14A, 14B, 14C, 15, 15(H), 20, 30

Course(s) from other college(s) ___________________________________________ Advanced Placement ____________________________

Course(s) from other college(s) ___________________________________________ Advanced Placement ____________________________

**C2. Humanities:** Arab 1A; Chin 1A; Engl 5A, 5B, 6A, 6A(H), 6B, 6B(H), 7A, 7B, 7C, 12, 13, 16, 18, 41, 43, 43(H), 44, 46, 46(H), 47, 48, 49(H), 70A, 70B; Frnch 1A, 1B, 2A, 2B, 3A, 3B; Germ 1A, 1B, 1B, 2A, 2B; Hist 3, 4A, 4A(H), 4B, 4B(H), 4B, 4B(H), 5A, 5B, 5B, 8A, 8B, 12, 14, 16, 17A, 17B, 17B(H), 20; Human 1A, 1A(H), 1B, 1B(H); Ital 1A, 1B 2A, 2B; Jnps 1A, 1B, 2A, 2B; Phil 1, 4, 4(H), 5, 6, 8(H), 12, 16, 21, 22, Photo 1; Porth 1A, 1B; Russ 1A, 1B; SL 80A, 80B; Span 1A, 1B, 1B, 2A, 2B, 3A, 3B, WS 1, 2

Course(s) from other college(s) ___________________________________________ Advanced Placement ____________________________

Course(s) from other college(s) ___________________________________________ Advanced Placement ____________________________

### AREA D – SOCIAL SCIENCES

**9 units minimum – complete one course from at least two different disciplines - courses with an asterisk * can be used to meet the U.S. History, Constitution, and Government requirement for CSU and WVC.**

**AJ 1. Anthr 2, 3, 4(H), 4, 5, 55; Bus 61; Comm 12; Econ 1A, 1A(H), 1B, 1B(H); Geog 2, 2(H), 6; Hed 10; Hist 3, 4A, 4A(H), 4B, 4B(H), 5A, 5B, 6A, 6B, 12, 14, 16, 17A, 17B, 17B(H), 20; Polit 1A; 1H, 1H(H), 2, 3, 3(H), 4, 5; Psych 1, 17, 25; Soc 1, 3, 40; WS 1**

Course from other college(s) ___________________________________________ Advanced Placement ____________________________

Course from other college(s) ___________________________________________ Advanced Placement ____________________________

Course from other college(s) ___________________________________________ Advanced Placement ____________________________

### AREA E – LIFELONG UNDERSTANDING AND SELF-DEVELOPMENT

**3 units minimum – only 1 unit of PE allowed.**

**CHS 2; Comm 4, 8, 12, 17, 25; Couns 5, 12, 12A, 12B, 12C, 24, 25, 50; Hed 8, 10, 12; NS 15; PE activity courses 1.29-12.10; PETH 34, 44; Psych 9, 12, 30; Soc 2, 2(H), 20, 40, 45**

Course from other college(s) ___________________________________________ Advanced Placement ____________________________

### U.S. HISTORY, CONSTITUTION & GOVERNMENT REQUIREMENT

Please note that this is not required for GE certification, but doing so will save you from having to complete the requirement after transferring to a CSU campus. The American Institutions requirement may be met by one of the following pairs: Hist 12 & Polit 1, 1(H); Hist 14 & Polit 1, 1(H); Hist 16 & Polit 1, 1(H); Hist 16 & Polit 1, 1(H); Hist 17A & 20, Hist 17A & Polit 1, 1(H); Hist 17B, 17B(H) & Polit 1, 1(H)

Course(s) from other college(s) ___________________________________________ Advanced Placement ____________________________

Course(s) from other college(s) ___________________________________________ Advanced Placement ____________________________
INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM 2010-2011 CERTIFICATION FORM

Completion of IGETC will permit a student to transfer to the UC or CSU systems with lower division general education requirements completed. A minimum grade of C or better (or equivalent) is needed to meet IGETC requirements. IGETC Certification completion can be either full or partial but areas 1 and 2 must be completed to meet transfer admission requirements. "Certification" may be requested on a Transcript Request form available in the A & R office or on the web. Minimum UC and/or CSU transfer requirements must be met prior to transfer. Please consult a counselor.

### DIRECTIONS:
Circle courses taken at WVC, list courses taken at other colleges, indicate name of test if requirement was met with AP.

### AREA 1 – ENGLISH COMMUNICATION

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<td>Group B: Critical Thinking - English Composition</td>
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<td>(One course of 3 semester or 4-5 quarter units)</td>
<td>(One course of 3 semester or 4-5 quarter units)</td>
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<tr>
<td>English 1A</td>
<td>English 1C, 1C(H); Philosophy 3, or 17</td>
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<td>Course from other college</td>
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<td>Advanced Placement</td>
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### AREA 2 – MATHEMATICAL CONCEPTS and QUANTITATIVE REASONING

(1 course of at least 3 semester or 4-5 quarter units)

| Math 1, 2, 3A, 3B, 4A, 4B, 4C, 8, 10, 10(H), 12, 19 |
| Course from other college |
| Advanced Placement |

### AREA 3 – ARTS and HUMANITIES

(3 courses required; 9 semester or 12-15 quarter units) At least one from Arts and one from Humanities and a third from Arts or Humanities.

| Arts: English 1A, 1A(H), 1B, 1B(H); Astronomy 1, 1(H), 1A, 1A(H), 1B, 1B(H); Chemistry 1A(L), 1B(L), 2(L), 5(L), 10(L), 12A(L), 12B(L), 30A(L), 30B(L); Geography 1, 1A(L), 1H(L), 1B; French 1B, 2A, 2B, 3A, 3B, 4A, 4B, 4H, 5A, 5B, 6A, 6B, 7A, 7B, 12, 13, 16, 18, 41, 43, 43(H), 44, 45, 46, 46(H), 47, 48, 49, 49(H); German 1B, 2A, 2B, 3A, 3B, 4A, 4B, 4H, 5A, 5B, 6A, 6B, 7A, 7B, 12, 14, 16, 17A, 17B, 17B(H), 20, 21; Human 1A, 1A(H), 1B, 1B(H); Italian 1A, 1B, 2B; Jpns 1B, 2A, 2B, 2H; Phil 1, 4, 4(H), 5, 6, 8(H), 12, 16, 21, 22; Portg 1B; Russian 1B; SL 60B, Span 1B, 2A, 2B, 3A, 3B, WS 1, 2 |
| Course(s) from other college(s) |
| Advanced Placement |

### AREA 4 – SOCIAL and BEHAVIORAL SCIENCES

(3 courses required; 9 semester or 12-15 quarter units) At least two from different disciplines.

| Anthropology 2, 3, 4(H), 5, 9, 12, 17, 18, 21, 22; Politics 1, 1(H), 2, 3, 3(H), 4, 5; Psychology 1, 9, 12, 17, 18, 21, 22, 25; Sociology 1, 2, 3, 20, 40, 45 |
| Course(s) from other college(s) |
| Advanced Placement |

### AREA 5 – PHYSICAL and BIOLOGICAL SCIENCES

(2 courses required; 7-9 semester or 9-12 quarter units) At least one must include a laboratory (indicated by “L” in parentheses).

| Physical Education Theory 31, 31(H); Theatre 10, 10(H), 14A, 14B, 14C, 15, 15(H) |
| Course from other college(s) |
| Advanced Placement |

### LANGUAGE OTHER THAN ENGLISH (UC REQUIREMENT ONLY)

Proficiency equivalent to two years of high school study in the same language or complete:

| French 1A, German 1A, Italian 1A, Japanese 1A, Portuguese 1A, Russian 1A, Sign Language 60A, Spanish 1A |
| Course(s) from other college(s) |
| Advanced Placement |
LIBERAL ARTS A.A. DEGREE (Non-Transfer)

Revised and Effective Spring 2010

The A.A. in Liberal Arts: Non-Transfer degree is designed for students who wish to gain a broad knowledge of liberal arts and sciences plus additional coursework in an "Area of Emphasis." The degree with an area of emphasis provides an opportunity to earn an A.A. in a broad area of study for students who do not intend to transfer to a four-year university. The Liberal Arts: Non-Transfer degree with an area of emphasis is further designed to prepare students for life in the global community by developing a core of knowledge, skills, and attitudes essential for personal and professional success. For the degree, the student must complete the following requirements.

1. Complete at least 18 units with a “C” grade or better in one of the five following Areas of Emphasis:
   I. Arts and Humanities
   II. Communications and Media
   III. Social and Behavioral Sciences
   IV. Science and Math
   V. Cultural and Global Studies

2. Fulfill the graduation requirements in General Education (a total of at least 25 units) and meet proficiency requirements in Reading, Writing, Mathematics, and Information Competency (units vary based on assessment scores and courses taken for GE).
   Note: Where appropriate, courses completed in an area of emphasis may also be used to complete a GE area. In this case, double counting is permitted.

3. If necessary, complete elective units to meet the minimum 60 total units for the degree.

4. A student can earn only one A.A. in Liberal Arts (Non-Transfer or Transfer) with a single area of emphasis.

AREAS OF EMPHASIS:

I. ARTS & HUMANITIES: Select a minimum of 18 units from the following Arts and Humanities courses. For breadth, include at least two disciplines in your selection. Courses can be counted toward completion of General Education requirements. (Honors courses also meet emphasis requirements.)

The courses in this area emphasize the study of cultural, literary, humanistic activities and artistic expression of human beings. Students evaluate and interpret the ways in which people through the ages in different cultures have responded to themselves and the world around them in artistic and cultural creation. Students also learn to value aesthetic understanding and incorporate these concepts when constructing value judgments.

| ARCHITECTURE | 43, 46, 47, 51, 52, 53, 56, 57, 61, 62, 63, 72 |
| ART (HISTORY) | 1A, 1B, 1D, 1E, 1G, 4, 10, 13, 14 |
| DMIS | 1, 3 |
| ENGLISH | 1A, 1B, 1C, 5A, 5B, 6A, 6B, 7A, 7B, 10, 41, 43, 44, 47, 48, 49, 70A, 70B, 71, 80A, 80H, 88A, 88B |
| FASHION DESIGN | 27, 30, 32 |
| HISTORY | 4A, 4B, 8A, 8B, 12, 14, 16, 17A, 17B, 20 |
| HUMANITIES | 1A, 1B |
| INTERIOR DESIGN | 10, 20 |
| MUSIC | 1, 2, 3, 4, 5, 6, 12, 16, 17, 21, 22 |
| PHILOSOPHY | 1, 2, 3, 4, 5, 6, 12, 16, 17, 21, 22 |
| PHOTOGRAPHY | 1, 2, 45A, 45B, 45C |
| PE THEORY | 31 |
| THEATRE ARTS | 12A, 10, 14A, 14B, 14C, 15, 17A, 19A, 20, 30, 40A, 40B |

II. COMMUNICATIONS and MEDIA: Select a minimum of 18 units from the following Communications and Media courses. For breadth, include at least two disciplines in your selection. Courses can be counted toward completion of General Education requirements. (Honors courses also meet emphasis requirements.)

The courses in this area emphasize the form and content of communication, the myriad ways that we deliver information (verbally and visually), and provide an understanding of the psychological basis, social significance, and impact of communication and media in our society.

| ADMIN OF JUSTICE | 21 |
| ART | 53A, 53B, 53C, 55, 56, 60A, 60B |
| BUSINESS | 40, 56, 72, 78, 81 |
| COMM STUDIES | 1, 4, 8, 10, 20, 25 |
| COMP APPLICATIONS | 41A, 41B, 42A, 43B, 46B, 46C, 46D, 46E, 46F |
| DMIS | 1FC, 10D, 10X, 11, 13, 19, 24, 24A, 24B, 25B, 29, 50, 72 |
| ENGLISH | 1A, 1C |
| JOURNALISM | 1, 21A, 53, 55, 57 |
| THEATRE ARTS | 1, 3A, 3B, 5A, 5B, 6A, 6B, 7A, 7B, 7C, 8A, 8B, 9, 30, 35A |
| PARALEGAL | 31 |
| PARK MANAGEMENT | 24 |

III. SOCIAL AND BEHAVIORAL SCIENCES: Select a minimum of 18 units from the following Social and Behavioral Sciences courses. For breadth, include at least two disciplines in your selection. Courses can be counted toward completion of General Education requirements. (Honors courses also meet emphasis requirements.)

The courses in this area emphasize the perspective, concepts, theories and methodologies of the disciplines typically found in the variety of disciplines that comprise study in the social and behavioral sciences. Students study about themselves and others as members of a larger society in order to gain a basic knowledge of the cultural and social organizations in which they exist as well as the behavioral and social organizations of other human societies.
I. ARTS & HUMANITIES: The accomplishments of the many cultures in our society and in the world. The courses in this area emphasize how we function effectively and live harmoniously in a pluralistic society in an increasingly global environment. The focus of this area is further designed to provide students with a broad knowledge of liberal arts and sciences, plus additional coursework in an "Area of Emphasis." Courses can be counted toward completion of General Education requirements. (Honors courses also meet emphasis requirements.)

ANTHROPOLOGY

ART

ARABIC

CHILD STUDIES

CHINESE

COMMUNICATION STUDIES

COMPUTER APPLICATIONS

COUNSELING

ENGLISH

Farsi

FRENCH

GEOGRAPHY

GERMAN

HISTORY

ITALIAN

JAPANESE

MUSIC

NUTRITION STUDIES

PHILOSOPHY

PHYSICAL EDUCATION THEORY

POLITICAL SCIENCE

PORTUGUESE

PSYCHOLOGY

SOCIOLOGY

IV. SCIENCE AND MATH: Select a minimum of 18 units from the following Science and Math courses. For breadth, include at least two disciplines in your selection (at least one course in Math and one course in Science). Courses can be counted toward completion of General Education requirements. (Honors courses also meet emphasis requirements.)

ANTHROPLOGY

ASTRONOMY

BIOLOGY

CHEMISTRY

COMP INFORMATION SYSTEMS

ECONOMICS

ENGINEERING

GEOGRAPHY

GEOLOGY

HEALTH CARE TECHNOLOGIES

MATH

NUTRITION STUDIES

OCEANOGRAPHY

PARK MANAGEMENT

PHYSICAL SCIENCE

PHYSICS

PSYCHOLOGY

V. CULTURAL AND GLOBAL STUDIES: Select a minimum of 18 units from the following Cultural and Global Studies courses. For breadth, include at least two disciplines in your selection. Courses can be counted toward completion of General Education requirements. (Honors courses also meet emphasis requirements.)

ANTHROPOLOGY

ART

ARABIC

CHILD STUDIES

CHINESE

COMMUNICATION STUDIES

COMPUTER APPLICATIONS

COUNSELING

ENGLISH

Farsi

FRENCH

GEOGRAPHY

GERMAN

HISTORY

ITALIAN

JAPANESE

MUSIC

NUTRITION STUDIES

PHILOSOPHY

PHYSICAL EDUCATION THEORY

POLITICAL SCIENCE

PORTUGUESE

PSYCHOLOGY

SOCIOLOGY

SPANISH

WOMEN'S STUDIES
The A.A. in Liberal Arts: Transfer degree is designed for students who wish a broad knowledge of liberal arts and sciences plus additional coursework in an “Area of Emphasis.” The degree with an area of emphasis provides an opportunity to earn an A.A. in a broad area of study for students who intend to transfer to a four-year university, have a general idea of a major, but who have not committed to a specific major. The Liberal Arts degree with an area of emphasis is further designed to prepare students for life in the global community by developing a core of knowledge, skills, and attitudes essential for personal and professional success. For the degree, the student must complete the following requirements. (Note: In all areas, equivalent Honors courses meet requirements.)

3. Complete at least 18 units with a “C” grade or better in one of the five following Areas of Emphasis:

   I.  Arts and Humanities
   II. Communications and Media
   III. Social and Behavioral Sciences
   IV. Science and Math
   V.  Cultural and Global Studies

4. In order to earn this degree, students must complete CSUGE (minimum 39 units) or IGETC requirements (minimum 37-39 units) in full (no partial certifications) at the time of the degree and are further advised to consult with a counselor to choose the most appropriate pattern.

5. In general, completion of CSUGE and IGETC fulfills associate degree GE requirements and most of the associate degree proficiency requirements. In addition, students must fulfill the following requirements:
   a.) Successful completion of the Reading proficiency requirement;
   b.) Completion of Library 004 with a C or better, plus at least one semester unit in an information competency infused course;
   c.) Completion of a Cultural Diversity course (Note: Can be double-counted in CSUGE or IGETC pattern); and,
   d.) Completion of one semester unit of a PE activity course (PE 1.02-11.10).

   Note: Where appropriate, courses completed in an area of emphasis may be double-counted in a GE area.

4. If necessary, complete UC or CSU elective units to meet the minimum 60 total units for the degree.

5. A student can earn only one A.A. in Liberal Arts (Transfer or Non-transfer) with a single area of emphasis.

AREAS OF EMPHASIS:

I. ARTS & HUMANITIES: Select a minimum of 18 units from the following Arts and Humanities courses. For breadth, include at least two disciplines in your selection. Courses can be counted toward completion of General Education requirements.

   The courses in this area emphasize the study of cultural, literary, humanistic activities and artistic expression of human beings. Students evaluate and interpret the ways in which people through the ages in different cultures have responded to themselves and the world around them in artistic and cultural creation. Students also learn to value aesthetic understanding and incorporate these concepts when constructing value judgments.

<table>
<thead>
<tr>
<th>ARTS AND HUMANITIES</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ARCHITECTURE</td>
<td>43</td>
</tr>
<tr>
<td>ART (STUDIO)</td>
<td>31A</td>
</tr>
<tr>
<td>ART (HISTORY)</td>
<td>1A</td>
</tr>
<tr>
<td>ENGLISH</td>
<td>1A</td>
</tr>
<tr>
<td>FASHION DESIGN</td>
<td>27</td>
</tr>
<tr>
<td>HISTORY</td>
<td>4A</td>
</tr>
<tr>
<td>INTERIOR DESIGN</td>
<td>1A</td>
</tr>
<tr>
<td>MUSIC</td>
<td>1</td>
</tr>
<tr>
<td>PHILOSOPHY</td>
<td>1</td>
</tr>
<tr>
<td>PHOTOGRAPHY</td>
<td>1</td>
</tr>
<tr>
<td>PHYSICAL ED H</td>
<td>1</td>
</tr>
<tr>
<td>THEATRE ARTS</td>
<td>1</td>
</tr>
</tbody>
</table>

II. COMMUNICATIONS and MEDIA: Select a minimum of 18 units from the following Communications and Media courses. For breadth, include at least two disciplines in your selection. Courses can be counted toward completion of General Education requirements.

   The courses in this area emphasize the form and content of communication, the myriad ways that we deliver information (verbally and visually), and provide an understanding of the psychological basis, social significance, and impact of communication and media in our society.

<table>
<thead>
<tr>
<th>COMMUNICATIONS AND MEDIA</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ADMINISTRATION OF JUSTICE</td>
<td>21</td>
</tr>
<tr>
<td>ARY</td>
<td>53A</td>
</tr>
<tr>
<td>BUSINESS</td>
<td>40</td>
</tr>
<tr>
<td>COMMUNICATION STUDIES</td>
<td>1,4</td>
</tr>
<tr>
<td>COUNSELING</td>
<td>23A</td>
</tr>
<tr>
<td>DMIS</td>
<td>24A</td>
</tr>
<tr>
<td>ENGLISH</td>
<td>1A</td>
</tr>
<tr>
<td>JOURNALISM</td>
<td>1,2A</td>
</tr>
<tr>
<td>THEATRE ARTS</td>
<td>1</td>
</tr>
</tbody>
</table>

III. SOCIAL AND BEHAVIORAL SCIENCES: Select a minimum of 18 units from the following Social & Behavioral Science courses. For depth, include at least two disciplines in your selection. Courses can be counted toward completion of General Education requirements.

   The courses in this area emphasize the perspective, concepts, theories and methodologies of the disciplines typically found in the variety of disciplines that comprise study in the social and behavioral sciences. Students study about themselves and others as members of a larger society in order to gain a basic knowledge of the cultural and social organizations in which they exist as well as the behavioral and social organizations of other human societies.
The courses in this area emphasize how we function effectively and live harmoniously in a pluralistic society in an increasingly global environment. The focus of this

V. CULTURAL AND GLOBAL STUDIES: Select a minimum of 18 units from the following Cultural and Global Studies courses. For breadth, include at least two disciplines in your selection (at least one course in Math and one course in a Science). Courses can be counted toward completion of General Education requirements.

The courses in this area emphasize experimental methodology, testing hypotheses, and the power of systematic questioning. Courses in math emphasize the development of mathematical and quantitative reasoning skills beyond the level of intermediate algebra.

V. CULTURAL AND GLOBAL STUDIES: Select a minimum of 18 units from the following Cultural and Global Studies courses. For breadth, include at least two disciplines in your selection. Courses can be counted toward completion of General Education requirements.

Note: A maximum of 10 units of foreign language (world language) credit can be applied to this area of emphasis.

The courses in this area emphasize how we function effectively and live harmoniously in a pluralistic society in an increasingly global environment. The focus of this area is to foster a sense of inquiry about cultural differences and similarities. With this as a focus, the courses further acknowledge the experience, scholarship, and accomplishments of the many cultures in our society and in the world.

ANTHROPOLOGY 1, 2, 3, 4, 5
ART 1, 2, 3, 4, 5
ARABIC 1A, 2A, 3A, 4A, 5A
CHILD STUDIES 1, 2, 3, 4
CHINESE 1A, 2A
COMMUNICATION STUDIES 12
COUNSELING 5A
ENGLISH 12, 13, 16, 18, 19
FARS 5A, 5B
FRENCH 1A, 2A, 3A, 5A, 5B
GEOGRAPHY 2, 3, 4
ITALIAN 1A, 2A, 3A, 4A, 5A
JAPANESE 1A, 2A, 3A, 4A
MUSIC 5A
NUTRITION STUDIES 10, 20, 30, 40
PHILOSOPHY 4, 5A
PHYSICAL EDUCATION 1A, 2A, 3A
POLITICAL SCIENCE 1A, 2A
PORTUGUESE 1A, 2A
PSYCHOLOGY 1A, 2A
RUSSIAN 1A, 2A, 3A
SIGN LANGUAGE (AMERICAN) 60A, 60B
SOCIOLOGY 20
SPANISH 1A, 2A, 3A, 4A, 5A
WOMEN'S STUDIES 1A, 2A
Credit by Examination

NOTE: Units granted by examination may be subject to fees. Check with the Records Office.

Credit by examination is available for many courses to encourage self-study and to permit students to pursue programs at an accelerated rate. The following conditions must be met:

1. Each department will designate which courses within the department are available for credit by examination.
2. The student must be enrolled at West Valley College.
3. No more than twelve (12) semester units can be earned through challenged courses.
4. A student may take an examination only once and the result will be recorded on the permanent record of the student.
5. Each course for which credit is granted by examination will be so annotated on the student’s permanent record.
6. The units earned through such examination shall not count toward the minimum 12 semester hours of credit in residence required for earning an associate degree.
7. Students may not petition for credit by examination for a course in which they have previously enrolled and received a grade at WVC or any other College or University.
8. Examinations can only be given when an instructor is available.

A student wishing to challenge a course for credit by examination must be enrolled for the term they are requesting the credit but not enrolled in the class they will take an exam for. They must file an application with the Records Office. The application will be forwarded to the appropriate instructional area and if approval is granted, the student will be notified of the time of the examination.

The instructional area in which the examination occurs will directly inform the Records Office of the grade earned on the examination.

College Level Examination Program (CLEP)

West Valley College accepts selected CLEP scores for credit upon the receipt of official results from the College Board. Credit for some general and subject area examinations may be applied toward Associate Degree GE and major requirements for officially enrolled students. Credit is awarded at the discretion of each academic department with no credit awarded by History and Political Science Department. For more specific applicability of CLEP scores, contact Admissions and Records.

Students are advised that if they transfer to another college or university, CLEP scores may not be recognized for credit by that institution. At this time, the University of California system does not accept CLEP examinations, and the CSU institutions set individual campus policies. Note that CLEP examinations may not be used to certify CSU GE or IGETC subject requirements. Students are advised to contact a West Valley College academic counselor or check college catalogs for other schools’ CLEP policies.

Military Credit

If a student has had a minimum of 90 days of military active duty in the armed forces, as evidenced by official discharge papers (DD form 214), he or she may be entitled to credit toward a degree.

Such credit must be requested on a Petition for Military Credit form available in the Financial Aid Office of the College and shall be determined on the basis of the “Guide to Evaluation of Education Experiences in the Armed Forces.” This publication sets forth the amount of credit which may be granted the veteran, and any credit so earned is posted on the student’s permanent record.

For any other advanced placement beyond the items listed above, the student is advised to consult a counselor.

Credit for Certified Professional Secretary Rating

Students who hold the Certified Professional Secretary (CPS) or the Certified Administrative Professional (CAP) rating and wish to receive 24 units of academic credit for it must meet the following criteria before applying:

1. The applicant must have successfully completed 12 units at West Valley College.
2. The applicant must hold the CPS rating either by having been certified or recertified within the last five years.
3. The score report on the national exam verifying successful completion of the test must be sent directly from the test sponsor to the Records Office at the college and must contain the applicant’s name, test title, and test score.
4. The 24 units of credit may be granted only once.

Limitations

Students are cautioned that any credits obtained by any of the methods listed above, while accepted by West Valley College, may not be acceptable for credit by any other institution, public or private.

Directed Studies

No more than six (6) units of directed studies, whether from one department or from multiple departments, may be counted toward the associate degree.

Students may repeat the following classes for a maximum of 6 units total:

All Directed Studies 091, 092, 093

Directed Studies are courses which provide students the opportunity to individually pursue advanced work of special interest which is related to, but not included in, regular courses offered by the college. Directed Studies are intended to provide challenge for the advanced student and are generally open only to students who have successfully completed introductory level courses. It is expected that the material covered in Directed Studies goes beyond the treatment in an approved course or series of courses. Under the direction of an instructor, Directed Studies may include field experience, research, or development of skills and competencies. For more specific information about Directed Studies, students are encouraged to consult with a counselor.

Explanation of Prerequisites and Corequisites

A PREREQUISITE is a course or skill which is required before you can enroll in a particular course. For example, Chemistry 001A with a grade of C or credit or better is required before Chemistry 001B. In year (A,B) sequence courses, the successful completion of the first (A) semester is prerequisite to the second (B) unless otherwise stated.

If you successfully completed a prerequisite course at WVC, you will be eligible to enroll in the subsequent course as stated in the Catalog and Schedule.

If you are currently enrolled in a prerequisite course, you may enroll now in the subsequent course for next semester. If you do not pass your current course and it is a prerequisite for the course in which you registered, you will be dropped from the course and your fees will be automatically refunded.

A COREQUISITE is a course which you must take at the same time as another course as a condition of enrollment. For example, if you want to take Architecture 035A, you must concurrently enroll in Math 009A.

You may not be permitted to enroll in a class for which you cannot demonstrate you have met the prerequisite or are enrolled in the corequisite. If you are blocked from enrolling in a class on this basis, contact the Assessment Office for information on equivalencies and challenges.

RECOMMENDED PREPARATIONS fall into two categories: basic skills levels and courses.

Basic Skills

BEFORE you enroll in college level courses which apply toward the AA/AS degree, it is recommended that you have completed:

- English 905
- Reading 961, or Read 053

For some courses, it is recommended that you also complete a specified level of math before you enroll. Although recommended skills levels are advisory only, they are important because college level courses which apply to the AA/AS degree require that you be able to:

- Study independently
- Read college level texts
- Think critically
- Write essays at a college level

Courses

You may also find recommended courses. For example, ENGL 001A is recommended before you take ENGL 005A. These recommendations are ADVISORY only.
West Valley College will grant college credit toward an AA/AS degree to students who earn scores of 3, 4, or 5 on advanced placement examinations given by the College Entrance Examination Board (CEEB).

To receive credit, students must send an official copy of the AP results to West Valley College for evaluation. To use AP results for completion of GE areas for transfer using either the CSU GE or IGETC pattern, students must request GE Certification from West Valley upon transfer. In addition, to determine how AP credits will be used at the four-year school for major preparation, please consult the catalog of the transfer school or see a West Valley College counselor. Duplicate credit will not be granted to students who have AP scores and take the equivalent college course at West Valley. Students must apply for advanced placement credit through the Records Office.

The list below shows how Advanced Placement credit is awarded at West Valley College. Also included are how AP subject exams are used for both the CSU general education pattern and IGETC.

<table>
<thead>
<tr>
<th>AP SUBJECT EXAM</th>
<th>WVC CREDIT</th>
<th>CSU GE* CREDIT</th>
<th>IGETC* CREDIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art-Drawing</td>
<td>Art 31A</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>Art-General</td>
<td>Art 33A</td>
<td>3 units</td>
<td>---</td>
</tr>
<tr>
<td>Art-History</td>
<td>Art 1A and 1B</td>
<td>6 units</td>
<td>3 units in Area C1</td>
</tr>
<tr>
<td>Biology</td>
<td>Bio 10</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>Chemistry (score 4 or 5)</td>
<td>Chem 1A</td>
<td>5 units</td>
<td>6 units in Areas B1 and B3</td>
</tr>
<tr>
<td>Computer Science-A</td>
<td>CIS 4A/4A.1</td>
<td>4 units</td>
<td>---</td>
</tr>
<tr>
<td>Computer Science-B</td>
<td>CIS 4B/4B.1</td>
<td>4 units</td>
<td>---</td>
</tr>
<tr>
<td>Economics-Macro</td>
<td>Econ 1A</td>
<td>3 units</td>
<td>3 units in Area D2</td>
</tr>
<tr>
<td>Engl Lang/Comp</td>
<td>Engl 1A</td>
<td>3 units</td>
<td>3 units in Area A2</td>
</tr>
<tr>
<td>Engl Lit/Comp</td>
<td>Engl 1A+ 3 units toward Area C of WVC GE</td>
<td>6 units in Areas A2 and C2</td>
<td>3 units in Area 1: Group A</td>
</tr>
<tr>
<td>European History</td>
<td>Hist 4B</td>
<td>3 units</td>
<td>3 units in Area D6</td>
</tr>
<tr>
<td>French-Lang</td>
<td>French 2A</td>
<td>6 units in Area C2 for each exam</td>
<td>5 units in Area 3 for each exam; also validates Foreign Language Proficiency</td>
</tr>
<tr>
<td>French-Lit</td>
<td>French 2B</td>
<td>5 units</td>
<td>---</td>
</tr>
<tr>
<td>German Lang</td>
<td>Germ 2A</td>
<td>6 units in Area C2</td>
<td>5 units in Area 3 for each exam; also validates Foreign Language Proficiency</td>
</tr>
<tr>
<td>U.S. History</td>
<td>No course equiv. (Clears U.S. History and Constitutions Req. for WVC)</td>
<td>3 units in Area D6</td>
<td>---</td>
</tr>
<tr>
<td>Math Calc-AB (score of 3)</td>
<td>Math 3A</td>
<td>3 units in Area B4</td>
<td>5 units in Area 2</td>
</tr>
<tr>
<td>Math Calc-BC (score of 3)</td>
<td>Math 3A</td>
<td>3 units in Area B4</td>
<td>5 units in Area 2</td>
</tr>
<tr>
<td>Math Calc-BC (score of 4 or 5)</td>
<td>Math 3A+3B</td>
<td>3 units in Area B4</td>
<td>5 units in Area 2 (note unit limitation)</td>
</tr>
<tr>
<td>Govt &amp; Pol-US</td>
<td>Polit 1</td>
<td>3 units</td>
<td>3 units in Area D8</td>
</tr>
<tr>
<td>Physics-B</td>
<td>Phys 2A</td>
<td>6 units in Areas B1 and B3</td>
<td>5 units in Area 5</td>
</tr>
<tr>
<td>Physics-C</td>
<td>Phys 4A+4B</td>
<td>3 units in Areas B1 and B3 (note unit limitation)</td>
<td>5 units in Area 5 (note unit limitation)</td>
</tr>
<tr>
<td>Psychology</td>
<td>Psych 1</td>
<td>3 units</td>
<td>3 units in Area D9</td>
</tr>
<tr>
<td>Spanish-Lang</td>
<td>Span 2A</td>
<td>6 units in Area C2 for each exam</td>
<td>5 units in Area 3 for each exam; also validates Foreign Language Proficiency</td>
</tr>
<tr>
<td>Spanish-Lit</td>
<td>Span 2B</td>
<td>5 units</td>
<td>---</td>
</tr>
<tr>
<td>Statistics</td>
<td>Math 10</td>
<td>3 units</td>
<td>3 units in Area B4</td>
</tr>
</tbody>
</table>

*UC and CSU limitations may apply. Be aware that transfer of credit (UC and CSU) based on AP Exams may differ from the units allowed for transfer general education. Also note a maximum of one course per AP exam can be cleared when used on the IGETC pattern.
## Basic Skills / Pre-Collegiate Courses

Basic Skills or pre-collegiate courses are designed to prepare students for college-level work. Students may be advised to take certain basic skills courses if the assessment process indicates they will benefit by this special preparation for college-level courses. The following courses have been designated as basic skills or pre-collegiate courses, and they may not be used to satisfy requirements for an associate degree.

For further information, contact the Counseling Center.

Couns 919A-C Pre-Vocational Assessment for the Disabled

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<th>Title</th>
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<td>READ 975A-D</td>
<td>Reading Skills</td>
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</table>

### Basic Skills 30 - Unit Limit

Basic skills or pre-collegiate courses are designed to prepare students for college-level work. Students may be required to take certain basic skills courses if the assessment process indicates they will benefit by this special preparation for college-level courses. The State Legislature has imposed a restriction whereby students may enroll in a total of no more than 30 units of basic skills courses per Title 5, Section 55756(b). However, units earned in courses offered through the Supported Education Program (for students with a disability) or English as a Second Language Department are exempt from this limitation. In addition, all basic skills units in which a student is enrolled during a semester are exempt if the student is also enrolled in any college-level courses.

### Student Learning Outcomes Assessment & Accreditation

#### Comprehensive College Core Competencies

I. Critical Thinking and Information Literacy

II. Quantitative and Qualitative Reasoning

III. Effective Communication

IV. Technological Competency

V. Personal Responsibility

VI. Social Responsibility

VII. Global Awareness and Diversity

VIII. Creative Problem Solving

#### Student Learning Outcomes

**I. Critical Thinking and Information Literacy**

The student will be able to:

A. Differentiate facts, influences, assumptions, and opinions to draw reasoned conclusions.

B. Identify critical issues and apply investigative and analytical thinking to develop supporting arguments and a conclusion.

#### II. Quantitative and Qualitative Reasoning

The student will be able to:

A. Utilize quantitative and qualitative models to make predicitions, draw conclusions, and make decisions that are logical and feasible.

B. Collect, organize, analyze, and process research data in a clear, synthesized format.

#### III. Effective Communication

The student will be able to:

A. Articulate well-organized thoughts, ideas, and opinions in coherent form demonstrating standard written English or the target language.

B. Articulate well-organized thoughts, ideas, and opinions in coherent form demonstrating oral proficiency.

#### IV. Technological Competency

The student will be able to:

A. Identify, use or describe contemporary technologies specific to academic and/or workplace settings.

#### V. Personal Responsibility

The student will be able to:

A. Assess his or her knowledge, skills, and abilities to set achievable goals.

B. Manage personal health and/or well-being.

C. Demonstrate dependability, reliability, and accountability.

#### VI. Social Responsibility

The student will be able to:

A. Demonstrate an awareness of civic, political, and/or social issues and explain the role of the individual in addressing these issues.

B. Apply ethical principles to personal, academic, professional and/or community issues.

#### VII. Global Awareness and Diversity

The student will be able to:

A. Explain the sensitivity and skills needed to live and work in diverse local and global communities.

B. Explain how one or more of the following affects life experiences and social responsibilities: ability, race, ethnicity, class, gender, sexuality, and other markers of social identity.

#### VIII. Creative Problem Solving

The student will be able to:

A. Produce an original creative response that synthesizes research, planning, and practice.
Career Programs

Degrees and Certificates

West Valley College offers two types of academic programs with career emphasis: programs leading to an Associate of Science Degree or Associate of Arts Degree and programs leading to a Certificate of Achievement. Both provide instruction in the skills and knowledge needed to enter or to make progress in an occupation. The student who wants to pursue a career-oriented program must be eligible to enroll at West Valley College. The Associate of Science Degree programs require completion of a series of general education courses in addition to courses which are career oriented. Please refer to the Graduation Requirements for the Associate Degree in this catalog. Career programs are developed by the college in close cooperation with advisory committees composed of representatives from business, industry and the college. These advisory committees review course content to make certain that the instruction and curriculum provide current skills, and recommendations are made to update the curriculum. In this manner, students in these programs receive the most current information and skills to prepare them for employment in their chosen field.

Frequently a student's education goal will change. The College recognizes the mobility within our society and the necessity of changing education needs and goals. Therefore, students can switch from a degree program to a certificate program without loss of credit. The reverse is also true. Certificate programs require completion of a series of career-oriented courses. Typically, students who seek certificates wish to complete a career program as quickly as possible to obtain employment. Many students complete the requirements for the certificate, attain employment, and return to West Valley College to complete the additional general education requirements for an Associate of Science degree. All degree and certificate programs require a “C” grade or better in all major required courses.

The Career Programs Center, located in the Applied Arts and Sciences building, provides resource information on all Career Programs, as well as career advisement, job search assistance, referrals to jobs, Work Experience. A chart which includes the various career programs with transfer, degree or certificate designation appears on page 4.

Certificate Recognition at Graduation

Students earning a certificate approved by the CA Community College State Chancellor's Office will be included in the graduation ceremony.

Note: State approved Degrees and Certificates will appear on the student's official transcript.

Course Repetitions

It is the intent of the Governing Board that students shall have reasonable opportunity to repeat courses when such repetition furthers achievement of the students' educational objectives and is in accordance with the provisions of the California Education Code. It is not, however, the intent of the Governing Board to allow students to repeat courses that have not been successfully completed with a grade of A, B, or C. Course repetition is permitted for substandard work (previous grade of D, F, or NP) or where there are special extenuating circumstances.

In course repetition for substandard work, the grade earned in the last enrollment shall be used exclusively in determining the units attempted, completed and grade points earned. Grades awarded for courses repeated under provisions of special circumstances other than for substandard work shall not be counted in calculating a student's grade point average.

The student's permanent academic record shall contain all work attempted and depict a legible, true and complete academic history. Courses may be repeated once for the following reasons:

1. To alleviate substandard work (D, F, or NP) recorded on the student's record.
2. When a previous grade was the result of verified extenuating circumstances and the student's petition for repetition has prior approval of the Academic Appeals Committee.
3. A significant lapse of time (3 or more years) has occurred since the student previously completed the course and the student's petition for repetition has prior approval of the Academic Appeals Committee.

Further, in accordance with Title 5, Section 58161 of the California Administrative Code adopted on June 3, 1983, by the California Community Colleges Board of Governors, certain courses are designated as repeatable ones.

The following courses may be taken a total of four times:

AJ 160G Advanced Officer Training
AJ 160J Standards and Training for Corrections
AJ 160K Field Training for Officers
ART 022A Workshop: Art Gallery and Museum Operations
ART 050A Critical Analysis in Oil Painting
CA 010 Computer Keyboarding
CA 010D Computer Keyboarding and Document Formatting
CA 015 Document Formatting
COUNS 022A-D Personal Growth
COUNS 022A-D Personal Growth
COUNS 024A-D Personal Growth
CTR 06A1 Court Reporting Theory I
CTR 06B1 Court Reporting Theory II
CTR 07A Court Reporting Theory I
CTR 07B Court Reporting Theory II
CTR 08 Lab
CTR 020 Lab
CTR 020X Lab
CTR 022X Lab
CTR 050S Court Reporting Workshop-Night (Goal 80)
CTR 091 Directed Studies
CTR 120 20-Hour Dictation
DMIS 091,092,093 Directed Studies

Course repertitions

ESL 068 Pronunciation Skills
ESL 060 Foundations in ESL
ESL 0610G Basic Grammar and Writing 1
ESL 0620G Basic Grammar and Writing 2
ESL 0630G Sentence Development
ESL 0640G Paragraph Development
ESL 0650G Composition in English as a Second Language
ESL 061LS Basic Listening and Speaking 1
ESL 062LS Basic Listening and Speaking 2
ESL 063LS Oral Communication 1
ESL 064LS Oral Communication 2
ESL 065LS Academic Listening and Speaking
ESL 061RV Basic Reading and Vocabulary 1
ESL 062RV Basic Reading and Vocabulary 2
ESL 063RV Intermediate Reading and Vocabulary 1
ESL 064RV Intermediate Reading and Vocabulary 2
ESL 065RV Academic Reading and Vocabulary
ESL 075A-D ESL Skills
HED 011 Cardiopulmonary Resuscitation
HTECH 054A Internship
HTECH 054B Internship
JORN 055 Newspaper Article Writing
JORN 057 Newspaper Photography
LS 001A Adaptable Computer Assisted Instruction
MATH 016G Preparation for Intermediate Algebra
MATH 090P Preparation for Elementary Algebra
MUSIC 020 Ear Training Fundamentals
MUSIC 022 College Chamber Ensemble
MUSIC 032A Beginning Voice: Classical Music
MUSIC 032B Beginning Music: Folk Music
MUSIC 032C Beginning Music: Musical Theater
MUSIC 036 Guitar
MUSIC 039 Applied Music
MUSIC 040A Chamber Singers - Early Music
MUSIC 040B Chamber Singers - Classical Music
MUSIC 040C Chamber Singers - Modern Music
MUSIC 041 Mixed Chorus
MUSIC 042 College Chorale
MUSIC 048A-D Symphony Orchestra
MUSIC 049 Symphonic Band
MUSIC 051 Jazz Ensemble
MUSIC 052A Ensemble Performance - Jazz & Popular Music
MUSIC 053 Instrumental Chamber Music Ensemble
MUSIC 055A Masterworks Chorale - Early Music
MUSIC 055B Masterworks Chorale - Classical Music
MUSIC 055C Masterworks Chorale - Modern Music
MUSIC 056 Vocal Jazz Ensemble
MUSIC 062A Solo Performance in Jazz & Popular Music
MUSIC 063A Intro to Music Production & Multi-Track Recording
PE 1.10 Adapted Perception Motor Development
PE 1.14 Adapted Sports Conditioning: Aquatic Training
PE 1.16 Adapted Weight Training
PE 1.18 Adapted Stretch & Flex
PE 1.20 Adapted Walk, Wheel & Row Aerobics
PE 1.29 Adapted PE-Chair Yoga for Health
PE 2.01 Water Polo
PE 2.02 Lifeguarding
PE 3.05 Choreography for Modern and Jazz Dance
PE 3.08 Flamenco Dance of Spain
PE 3.18 Dance Workshop
PE 3.19 Rehearsal & Performance in Dance
PE 3.25 Tap Dance - Intermediate
PE 3.28 Dance Repertory (A-F)
PE 3.30 Dance: Beginning Hip Hop
Course repetitions

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PE 10.11 Intramurals—Soccer
PE 10.10 Intramurals—Team Tennis
PE 10.09 Intramurals—Baseball
PE 10.08 Intramurals—Flag Football
PE 10.07 Intramurals—Volleyball
PE 10.06 Intramurals—Swimming
PE 10.03 Intramurals—Basketball
PE 10.02 Intramurals—Badminton
PE 10.01 Intramurals—Wrestling

The following courses may be taken a total of three times:

ART 050A Beginning Drawing
ART 049A Beginning Painting
ART 049C Intermediate Painting
ART 049D Advanced Painting
ART 050B Critical Analysis in Acrylic Painting
ART 050C Critical Analysis in Water Color

The following courses may be taken a total of two times:

AJ 030A Justice Field Experience
AJ 030B Justice Field Experience
AJ 037A AJ Internship
AJ 038B Spanish for Public Safety and Emergency Personnel
AJ 150A-Z Pre-Service Justice Training

ARC 050A,B Conversational Arabic - Beginning

BUS 072 Office Communications
BUS 071 Office Record Keeping

ART 050D Critical Analysis in Mixed Media Painting
ART 057A Annimation I
ART 057B Annimation II

JBI 052 Biology Skills and Concepts

CHS 030A Success Strategies

CA 041 Desktop Publishing 1: Adobe InDesign
CA 041A Desktop Publishing 1: Adobe InDesign
CA 042A Desktop Publishing 2: Adobe InDesign

COLINS 041 Student Government Activities Practicum
CRR 077A Court Reporting Theory I
CRR 077B Court Reporting Theory II
CRR 030A Computer-Aided Basic Dictionary Building

CRR 044 Court Reporting Apprenticeship
RD 030A Success Strategies for Fashion Design

FD 084 Internship

PHYS 052 Physics Skills and Concepts
PKMGST 012C Advanced Outdoor Skill for the Park Ranger

RUSS 051B Russian Conversation & Culture

THEAR 004 Post-Production: Digital Editing of the Narrative Film

THEAR 033B Musical Comedy Workshop

The following courses may be taken a total of two times:

AJ 030A Justice Field Experience
AJ 030B Justice Field Experience
AJ 037A AJ Internship
AJ 038B Spanish for Public Safety and Emergency Personnel

AJ 150A-Z Pre-Service Justice Training

ARAB 050A,B Conversational Arabic - Beginning

ART 001A Survey of Western Art I
ART 001B Survey of Western Art II

ART 010D Art of the 20th Century

ART 033A Two-Dimensional Design
ART 033C Color Design

ART 035A Beginning Life Drawing
ART 035B Intermediate Life Drawing
ART 035C Intermediate-Advanced Life Drawing
ART 035D Advanced Life Drawing

ART 047A Beginning Watercolor
ART 047B Intermediate Watercolor
ART 047C Intermediate-Advanced Watercolor
ART 047D Advanced Watercolor

ART 053A Computer Graphics Overview
ART 053B Computer Animation Overview
ART 053C Web Arts Overview

ART 055 Introduction to Computer Arts
ART 057A Modeling for Animation
ART 057B Animation

ART 058A Promotional Animation

ART 059 Animation Studio

ART 065A-D Ceramics Handbuilding

BIO 050 Human Cadaver Dissection
BIO 013 Natural History of California
BUS 071 Office Record Keeping

BUS 072 Office Communications

CA 034A MS Word: Basic Features
CA 034B MS Word: Indents, Tabs & Tables
CA 034C MS Word: Report Formatting Features
CA 034D MS Word: Mail Merge

CA 046C Creating a Presentation Using PowerPoint

CA 046D Intermediate Microsoft PowerPoint
CA 054 Quicken for Home and Business
CA 054A Quicken Basics
CA 062B Bag Spreadsheets, Microsoft Excel
CA 062D Learning the Basics of Excel

CA 062E Creating Charts in Excel
CA 064 Adobe Acrobat and PDF
CA 068 Web Pages with Microsoft Office
CA 070A Getting Around Windows
CA 081A Beg Database, eBase
CA 083 Microsoft Project
CA 091 Creating Web Pages for the Home User
CHIN 001A Beginning Chinese
CHIN 050A Basic Conversational Mandarin Chinese and Culture
CHIN 050B Basic Conversational Mandarin Chinese and Culture
CHIN 056A Chinese Immersion
CHS 080 Curriculum Principles & Practices
CHS 087 Methods of Observation in Early Childhood Settings
CTR 008D 80 WPM Speed Goal
CTR 010D 100 WPM Speed Goal
CTR 012D 120 WPM Speed Goal
CTR 014D 140 WPM Speed Goal
CTR 016D 160 WPM Speed Goal
CTR 018D 180 WPM Speed Goal
CTR 020CD 200 WPM Speed Goal
CTR 022CD 200 WPM Speed Goal
CTR 030B Computer Aided Medical Dictionary
CTR 030C Computer Aided Legal Dictionary
DMIS 001 Digital Media I
DMIS 003 Digital Visual Design
DMIS 004 Digital Layout, Color, and Typography
DMIS 007 Digital Media Production Process
DMIS 010C Digital Images, Photoshop
DMIS 010D Digital Images, Advanced Photoshop
DMIS 011 Introduction to Blogs
DMIS 012 Online Entrepreneur
DMIS 013 Apple Life
DMIS 014C Digital Illustration: Illustrator
DMIS 014D Advanced Illustration
DMIS 018 Freelance abcd Startup for the Web and Digital Media
DMIS 019 Updating Websites
DMIS 020 Web/Internet Project Management
DMIS 021A Web Development 1
DMIS 021B Web Development 2
DMIS 021C Web Development 3
DMIS 022B Advanced Dreamweaver
DMIS 024 Information and Content Design
DMIS 025 Internet Marketing 1
DMIS 029 Digital Print Preparation
DMIS 030C Page Layout: QuarkXPress
DMIS 035A Digital Editing: Premiere
DMIS 038A Flash 1: Creating Interactive Web Pages
DMIS 038B Flash 2: Scripting and Web Interfaces
DMIS 039 Digital Video in HD
DMIS 064 3D Application Graphics
DMIS 066 Digital Audio and Video
DMIS 069 DVD Authoring
DMIS 075A Internet Services 1
DMIS 080 Commercial Web Site Project
DMIS 085 CAD: Scanning & Color Printing
DMIS 086 Portfolio Planning/Review/Desktop Publishing and Digital Media
DMIS 087 Digital Media Intern Experience
DMIS 100 Special Topics
DRAFT 076 Microstation
ENGR 080 Introduction to Math CAD
ENGR 085 Matlab
ENGR 086 Engineering Problem Solving using Matlab
ENGL 900-A Computer Assisted Writing
FARS 050A Beginning Farsi Conversation & Culture
FD 018A Electronic Grading and Marking
FD 019B Electronic Patternmaking
FD 020 Couture Embellishment
FD 040A Flats and Specs
FD 040B Fashion Sketching
FD 042 Fashion Illustration II
FD 050 Basic Apparel Construction
FD 054 Apparel Manufacturing
FD 060 Professional Patternmaking I
FD 063 Fitting and Pattern Alteration
FD 065 Production Patternmaking
FD 067 Manual Pattern Grading
FD 082 Portfolio Development
FD 083 Fashion Field Study
FD 085 CAD: Scanning & Color Printing
FD 087 Creating Designs and Technical Sketches
FRNCH 058AB French Immersion
GERM 056A German Immersion
GREEK 050A Conversational Greek and Culture
ITAL 056A Italian Immersion
ID 015 Interior Architectural Drafting
ID 035C Design of Historic Interiors
ID 070 Advanced Graphic Techniques
JPN 011A Japanese Laboratory
JPN 011B Japanese Laboratory
LATIN 050A Grammar, Structure and Roman Culture
LS 098 Computer Basics
LS 098 Creative Writing Strategies
LS 098B Effective Paragraph Writing
LS 098C Effective Essay Writing
LS 098D Effective Writing
MUSIC 063B Advanced Music Production and Multi-Track Recording
MUSIC 064 Sound Design
MUSIC 065 Commercial Music Theory/Songwriting I
PARA 047 Trademark Law
PE. TH 060 Group Fitness Instructor Training
PHOTO 030D Color Digital Photography
PHYS 091,092,093 Directed Studies in Physics
PKMGST 023 Powersaws
PKMGST 021B Intermediate Outdoor Skills for the Park Ranger
PKMGST 021C Advanced Outdoor Skills for the Park Ranger
PKMGST 0215 Intro to Park Maintenance Skills
PKMGST 019 Wilderness First Responder
PKMGST 020AB Park Internship Seminar
PKMGST 024 Wilderness Navigation
PKMGST 116 Universal Trail Assessment Process
PKMGST 150F Mountain Medicine
LEAD 020A Intro to Developing Leadership Skills
READ 960 Reading Fundamentals
READ 961 Effective Reading
RUSS 011A Russian Laboratory
RUSS 011B Russian Laboratory
RUSS 056A Russian Immersion
SPAN 040 A Spanish for Public Safety and Emergency Personnel
SPAN 058A Immersion Spanish
THEAR 025A Improvisational Theatre Workshop
THEAR 025B Improvisational Theatre Workshop

The following courses have a maximum unit limit:

THEAR 021ABC Rehearsal and Performance (Technical), have a combined maximum of 12 units.
THEAR 022ABC Rehearsal and Performance (Costume/Makeup), have a combined maximum of 12 units.

Courses under Selected/Special Topics may be repeated as long as each topic is a different title and content. Students may repeat the following groups of classes for a combined maximum of 4 units for each group:

PE 1.02 Adapted PE 4
PE 1.03 Adapted PE 4
PE 1.06 Adapted PE — General Fitness 4
PE 1.09 Adapted PE — General Fitness 4
PE 1.12 Adapted PE — Rhythmic Aerobics 4
PE 1.13 Adapted PE — Rhythmic Aerobics 4
PE 1.24 Adapted PE — Watercises & Swim 4
PE 1.25 Adapted PE — Watercises & Swim 4
PE 1.26 Adapted PE — Weight Training 4
PE 1.27 Adapted PE — Weight Training 4
PE 2.04 Swimming — Beginning 4
PE 2.05 Swimming — Intermediate 4
PE 2.06 Swimming — Advanced 4
PE 2.07 Masters Swimming 4
PE 3.02 Ballet — Beginning 4
PE 3.04 Ballet — Intermediate 4
PE 3.06 Country Western — Beginning 4
PE 3.07 Country Western — Intermediate 4
PE 3.10 International Folk Dance — Beginning 4
PE 3.11 International Folk Dance — Intermediate 4
PE 3.12 Jazz Dance — Beginning 4
PE 3.14 Jazz Dance — Intermediate 4
PE 3.15 Modern Dance — Beginning 4
PE 3.17 Modern Dance — Intermediate 4
PE 3.20 Soc Dance, Beginning 4
PE 3.22 Soc Dance, Intermediate 4
PE 3.23 Beginning Tap Dance 4
PE 3.24 Advanced Beginning Tap Dance 4
PE 3.26 Beg Country West Line Dance 4
PE 3.27 Int Country West Line Dance 4
PE 3.34 Studio Dance Production 4
PE 3.36 Spirit Teams 4
PE 6.02 Karate — Beginning 4
PE 6.06 Karate — Intermediate 4
PE 7.02 Badminton — Beginning 4
PE 7.03 Badminton — Intermediate 4
PE 7.05 Intro to Cycling 4
PE 7.06 Intro to Mountain Biking 4
PE 7.07 Fencing — Beginning 4
PE 7.08 Fencing — Intermediate 4
PE 7.09 Fencing — Advanced 4
PE 7.10 Golf — Beginning 4
PE 7.11 Golf — Intermediate 4
PE 7.12 Golf — Advanced 4
PE 7.18 Tennis — Beginning 4
PE 7.19 Tennis — Advanced Beginning 4
PE 7.20 Tennis — Intermediate 4
PE 7.21 Tennis — Advanced 4
PE 7.22 Tennis — Tournament Tennis 4
PE 8.08 Soccer, Beginning — Men 4
PE 8.09 Soccer, Advanced — Men 4
PE 8.12 Softball — Beginning 4
PE 8.13 Softball — Intermediate 4
PE 8.15 Volleyball — Beginning 4
PE 8.16 Volleyball — Intermediate 4
PE 8.17 Volleyball — Advanced 4
PE 8.18 Volleyball — Outdoor 4
PE 8.19 Volleyball — Adult Camp 4

UNIT VALUE AND STUDENT LOAD
A semester unit of credit represents the number of lecture hours (or their non-lecture equivalent) per week for one semester. Normally, a student is expected to devote two hours of preparation outside class for each unit of credit in a class. Students wishing to enroll in more than 18 units during the semester must obtain permission from a counselor.

A full-time student is defined as a student enrolled in 12 or more semester units of credit. A part-time student is defined as a student enrolled in fewer than 12 semester units of credit.

### Career Programs Advisory Boards

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- Nina Bitaiwaz, Tax Manager
- James Williams, Global Program Director

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- Chief Laura Lorman, West Valley/Mission District Police Department
- Captain Steve Clark, Santa Cruz Police Department
- Lieutenant Dave Storton, San Jose Police Department
- Lieutenant Tim Morgan, Palo Alto Police Department
- Sergeant Dave Cobble, Santa Clara Sheriff’s Department

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  - Department Chair, Architecture and Landscape Architecture
- Christopher Clancy, A.I.A., Sugimura & Associates Architects
- Paul Marino, A.I.A., City of San Jose, Department of Public Works
- Glen Rock, A.S.L.A.
- Dennis Shafer, A.I.A., Shafer Architecture
- Richard Smith, A.I.A., CAS Architects

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- Michael Burke, Colliers International
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- Robert Climo, Novellus
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- Sara Crowder, Central County Occupational Center
- Heidi Diamond, West Valley College
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- Lale Yurtsseven, Small Business Experts
- Chris Zilg, West Valley College

#### Court Reporting Advisory Board
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- Irene Fontana, CSR, Official and Deposition Reporter, Captioner
- Stephanie Grossman, CSR, Deposition firm owner
- Karen Hensche, CSR, Deposition Reporter
- Emily Holley, CSR, Deposition Reporter
- Kathy Leschuk, CSR, Official Court Reporter
- Kelly McCarthy, CSR, Official Court Reporter
- Lisa McMillan, CSR, Deposition Reporter
- Kim Meierotto, CSR, Deposition Reporter
- Diane Passagno, CSR, Official Court Reporter
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- Les Lucas, Court Manager
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- Sam Ajam, BizzWithBuzz
- Su Akyuz, Interval Research
- James Campbell, Print Specialist/Art Director
- Harvey Chin, Filmmaker
- Peter Commandeur, Digital Impressions
- Tricia Creason-Valencia, Documentary Filmmaker
- Sylvia Min, Mills College
- Al Mingione, CIS Faculty WVC
- Dale Poor, Central County Occupational Center
- Terry Price, Terry Price Design
- Clark Semple, Mount Pleasant High School

#### Drafting/Engineering Advisory Board
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- Ronald Gerula, P.E. Mech.
- Nik Djordjevik, Lockheed
- Yung Feng, former Intel employee
- Chris Martin
- Jim Castlener, British Aerospace Engineering

#### Fashion Design and Apparel Technology Advisory Board
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Adam Salinger, Pro-Med Billing
Carol Schulz, Valley Medical Center
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Priya Smith, Kaiser Hospital
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Tamara Stafford, El Camino Hospital
Ernie Waterstein, San Jose Medical Group

Interior Design Advisory Board
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Norah Brown, Pivot Interiors
Jim Crawford, James Crawford, Architect
Sharon Daroca, Design Mart Silicon Valley
Terry de la Cuesta, Robinson, Mills+ Williams
Julie Cavanaugh, Design 101
Anna K. Harrison, ASID
Joseph Hittinger, Joseph Hittinger Designs
Barbara Jacobs, Barbara Jacobs Interior Design
Lisa Kohler, Reel Grobman Associates
Elke MacGregor, DES
Patricia McDonald, ASID
Michael O’Farrell, Palm
Teri Pollard, AP+I Design, Inc.
John Scouffas, Gensler Associates

Paralegal Advisory Board
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Mareja Behman, Artisan Printing
Hon. Franklin Bondondo, Santa Clara County Superior Court
Van Dang, Cisco Systems
Stefani Dawkins, Associate Faculty; Cisco Systems
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David Lambing, WVC Paralegal Graduate
Gayle Mozez, Associate Faculty; Townsend and Townsend and Crew
Kristin D. Nevarez, Esq., Fragomen, DeRuy, Bersen & Loewy LLP
Suzy Papazian, Esq., San Jose Water Company
Fred Prochaska, Dean, Career Education & Workforce Development

Park Management Program Advisory Committee
Kim Aufhauser, Park Management Instructor
Randy August, Bureau of Land Management
Michael Bacon, Santa Clara County Parks and Recreation
Greg Betts, Palo Alto City Parks
Steve Bier, California State Parks
Tom Borra, Santa Clara County Parks and Recreation
Carl Brenner, Pinnacles National Monument
Patrick Congdon, Adjunct Faculty, Santa Clara County Open Space Authority
Chris Cruz, Park Management Instructor
William Dall, California Department of Parks and Recreation
Michael Durfee, U.S. Fish & Wildlife Service
Mark Fitcher, Adjunct Faculty, National Park Service (Yosemite National Park)
Susan Fritzke, Adjunct Faculty, National Park Service (Golden Gate NRA)
Kris Gaiero, Chair, Division of Applied Arts and Sciences
Michelle Guzdek, Adjunct Faculty, KLA -Tencor
Elizabeth Hammack, California Department of Parks and Recreation
Philip Hartley, President, West Valley College
Pam Helmske, San Jose City Parks Department
Derek Neumann, Adjunct Faculty, Santa Clara Open Space Authority
Celina Pinet, Dean, Instruction
Mathew Price, Santa Clara County GIS
Fred Prochaska, Dean, Career Education
Teresa Rogoway, Adjunct Faculty, Santa Clara Open Space Authority
David Sanguenetti, Mid-Peninsula Regional Open Space District
Joe Schultz, Santa Cruz Parks
Bern Smith, Independent Land Management Consultant
Tom Smith, Park Management Program - Faculty Emeritus
Miles Standish, Castle Rock State Park
Dana Sullivan, Pinnacles National Monument
West Overberg, Trimble Navigation

Superior Court Union

Occupational Work Experience

No more than sixteen (16) units that are directly related to occupational work experience, whether from one department or from multiple departments, may be counted toward the associate degree.

General Work Experience Education:
No more than six (6) units of general work experience WKREX 301G, 302G, 303G may be counted toward the associate degree.

Students may repeat the following classes for a maximum of 12 units total:
Bus 301-304 Cooperative Work Experience Education
CTR 301-304 Cooperative Work Experience Education

Students may repeat the following class indefinitely:
LS 110 Supervised Tutoring
Distance Learning

Distance Learning is a term used to describe education in which the instructor and student are separated by distance and interact through the assistance of the World Wide Web and Internet, as well as interactive electronic communication tools such as the ANGEL course management system, iChat, Podcast, Discussion Forums, blogs, wikis, social networks, synchronous and asynchronous e-mail and video-conferencing.

DL offers multiple advantages including the flexibility and convenience of reduced travel time and cost, access to education anytime anywhere, and the opportunity to meet the needs of students' various learning styles, mobility restraints and disabilities.

The DL program at West Valley College uses cutting edge technologies and professional instructional design techniques to offer students a wide variety of diverse courses designed to help them pursue their educational objectives and to achieve their personal goals. Students may take classes in the three most common types of DL courses: Online, Hybrid and Web-enhanced. In Online courses all of the content is taught using the Internet and other technology; in Hybrid courses less than 51% of the content is taught using DE tools; in Web-enhanced courses the content is taught in the traditional face-to-face mode and is complemented with the use of various technology. Telecourses are also used to deliver courses in select disciplines.

Description of Courses

NOTES ON COURSE DESCRIPTIONS

The offering of any course is subject to adequate enrollment. Courses are offered as frequently as needed and as financial resources are available. Course hours per week stated in the catalog are based on an 18 week semester. For hours per week during the current 16 week semester system or summer or winter sessions, please see the schedule of classes.

TRANSFER CREDIT: Each college or university has its own numbering system. West Valley College Catalog will indicate courses which are acceptable for at least elective credit at the University of California and California State University. The student should see the course description for acceptability of credit.

The descriptor, Acceptable for Credit: California State University, indicates that the course has been designated by West Valley College as a baccalaureate level class, and as such will be accepted for at least elective credit at the campuses of California State Universities. The descriptor, Acceptable for credit: University of California, indicates that the class will also be acceptable for at least elective credit at the campuses of the University of California.

For more specific information about the transfer of credit for courses, students are advised to see page 7 “Transfer Credit” and to consult a counselor. Refer to www.assist.org for up-to-date articulation.

How To Read Course Descriptions

1 Subject
2 Course number
3 Course Title
4 Course Number of Units
5 Course hours per week (see note below)
6 Necessary course and /or skills to take this class
7 Concurrent: may be taken at the same time
8 Co requisite must be taken at the same time
9 Acceptable for credit to university/ies
10 Course description

Recommended Preparations in Basic Skills:

Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 053. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.

NOTE: Course hours per week stated in the catalog are based on an 18 week semester. For hours per week during the current 16 week semester or summer or winter sessions, please see the schedule of classes, or go to www.westvalley.edu and look under MyWebServices.
ACCTG 010 ACCOUNTING FUNDAMENTALS FINANCIAL

5 units
Lecture 5 hours; lab 0 hours, lab 0 hours by arrangement
NOTE: Business majors intending to transfer to a four-year college or university SHOULD PLAN TO TAKE ACCOUNTING IN THEIR SOPHOMORE YEAR, rather than in their freshman year.
Recommended preparation: MATH 902
Acceptable for credit: University of California, California State University

Financial accounting includes basic accounting theory and procedure for a sole proprietorship including analysis of books of original entry and their relationship to the general ledger, financial statements, adjusting and closing the ledger. In addition, financial accounting includes basic accounting theory pertaining to the accounting for merchandise inventory, cash, receivables, plant assets, intangible assets, and current liabilities. Computer application of these topics is also covered.

ACCTG 011 ACCOUNTING FUNDAMENTALS MANAGERIAL

5 units
Lecture 5 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: ACCTG 010.
Recommended preparation: MATH 902
Acceptable for credit: University of California, California State University

This course covers accounting theory and procedures for corporations, basic accounting theory pertaining to the accounting for long-term liabilities and investments, the preparation and content of a cash flow statement, and basic financial statement analysis. In addition, this course covers accounting theory and procedures for a manufacturer (including job order and process costing systems, and actual, normal, and standard costing systems), budgeting (master budgets, cash budgets, and flexible budgets), cost-volume-profit analysis, variance analysis, responsibility accounting, and decision analysis including capital budgeting.

ACCTG 050 ACCOUNTING FOR SMALL BUSINESS

1 unit
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: MATH 902

This course is designed as a non-theoretical, practical approach to accounting with special emphasis on accounting for the smaller business establishment. It covers the accounting cycle twice, once for a service-type business, and a second time for a merchandising enterprise.
Pass/No Pass Option

ACCTG 051A INCOME TAX

3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: MATH 902
Acceptable for credit: California State University

This course covers the theory, philosophy and principles of federal income tax law and procedures for computing income tax liability of individuals, including income concepts, deductions, exemptions, credits, tax accounting principles, basis, and capital assets. It includes solving typical income tax problems and discussion of contemporary tax topics.
FALL ONLY, odd-numbered years.

ACCTG 060A ACCOUNTING FUNDAMENTALS I - QUICKBOOKS

3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement

This course will cover the basics of the accounting cycle for a service organization. The steps involved in the recording and reporting process will be taught first in a manual environment and then in a computerized environment using the accounting software package. Pass/No Pass Option

ACCTG 060B ACCOUNTING FUNDAMENTALS II - QUICKBOOKS

3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisites: ACCTG 060A or ACCTG 050 or ACCTG 010

This is a course designed for the student with prior accounting knowledge. The course will be devoted to learning the steps in the accounting process for a merchandising organization and specifically, the handling of receivable and payable transactions using the computerized accounting software package, Quickbooks. The course will also cover the handling of basic payroll transactions using Quickbooks software.
Pass/No Pass Option

ACCTG 100 SPECIAL TOPICS

5-3 units
The course will explore topics related to this discipline and will be offered as needed. See the class schedule for current offerings.
Pass/No Pass Option
# Administration of Justice

**THE FACULTY**

James E. Smith

**DIVISION**

Social Science

**DIVISION CHAIR**

Janis Ksa

**DEPARTMENT CHAIR**

Jim Smith

**PHONE**

408-741-2550

**EMAIL**

jim.smith@wvm.edu

**COUNSELING**

408-741-2009

**Learning Outcomes**

After completing courses in Administration of Justice, a student will be able to:

- Interpret and apply established law and rules of evidence to a given law enforcement or corrections related situation;
- Use the appropriate interpersonal communication methodology, techniques or tactics for a given law enforcement or corrections related situation;
- Apply established conflict resolution techniques for a given law enforcement or corrections related situation;
- Identify the appropriate application of force in response to a given law enforcement or corrections related matter or conflict scenario;
- Identify and describe a minimum of one personal methodology for demonstrating an appreciation and respect for different cultures, and the ethnic diversity of a particular community;
- Identify and describe an ethical and professional response when give a personal law enforcement or corrections related matter or conflict scenario.

**ADMINISTRATION OF JUSTICE (Justice Studies): Transfer**

See Transfer Planning Guide available at the Counseling Center.

**ADMINISTRATION OF JUSTICE: LAW ENFORCEMENT (A.S. Degree)**

**Major Requirements:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AJ 001 Introduction to Administration of Justice</td>
<td>3</td>
</tr>
<tr>
<td>AJ 002 Concepts of Criminal Law</td>
<td>3</td>
</tr>
<tr>
<td>AJ 003 Principles and Procedures of the Justice System</td>
<td>3</td>
</tr>
<tr>
<td>AJ 004 Legal Aspects of Evidence</td>
<td>3</td>
</tr>
<tr>
<td>AJ 005 Criminal Investigation</td>
<td>3</td>
</tr>
<tr>
<td>AJ 021 Community Relations</td>
<td>3</td>
</tr>
<tr>
<td>AJ 023 Police Report Writings</td>
<td>3</td>
</tr>
</tbody>
</table>

Administration of Justice majors must take their G.E. requirements outside of the Administration of Justice Department.

To be awarded an A.S. Degree, a student must complete:

1. All the major requirements
2. Additional units to meet the college graduation requirements

3. Nine units of any Administration of Justice electives from the Recommended List.

**Recommended List:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
</table>

**AJ 001 INTRODUCTION TO THE ADMINISTRATION OF JUSTICE**

3 units

Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement

Acceptable for credit: University of California, California State University

This course will offer students the opportunity to learn about the history and philosophy of justice as it evolved throughout the world. There will be an in-depth study of the American system and the various subsystems; roles and role 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.

**AJ 002 CONCEPTS OF CRIMINAL LAW**

3 units

Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement

Acceptable for credit: University of California, California State University

This course covers historical development, philosophy of law and constitutional provisions; definitions; classifications of crime and their applications to the system of administration of justice; legal research; study of case law, method-ology; and concepts of law as a social force. This course explores crimes against persons, property, and the state as a social, religious, and historical ideology.

**AJ 003 PRINCIPLES AND PROCEDURES OF THE JUSTICE SYSTEM**

3 units

Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement

Acceptable for credit: University of California, California State University

This course covers the legal process from pre-arrest, arrest through trial, sentencing and correctional procedures; a review of the history of case and common law; conceptual interpretations of law as reflected in court decisions; a study of case law methodology and case research as the decisions impact upon the procedures of the justice system.

**AJ 004 LEGAL ASPECTS OF EVIDENCE**

3 units

Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement

Acceptable for Credit: California State University

This course focuses on the origin, development, philosophy and constitutional basis of evidence, constitutional and procedural considerations affecting arrest, search and seizure; kinds and degrees of evidence and rules governing admissibility, judicial decisions interpreting individual rights and case studies as viewed from a conceptual level.

**AJ 005 CRIMINAL INVESTIGATION**

3 units

Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement

Acceptable for credit: California State University

The fundamentals of investigation, crime scene search and recording, collection and preservation of physical evidence, scientific aid, and modern methods of analysis. Travel to crime scenes to practice techniques. This course prepares for a career in criminal justice or security. This course is recommended for those interested in the use of scientific evidence in law enforcement.

**AJ 006 PATROL PROCEDURES**

3 units

Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement

Acceptable for credit: California State University

The history and development of patrol philosophy; planning for field activities to include functions of patrol, traffic and other preliminary investigative duties of the field officer; techniques for planning patrol activities; handling complaints and requests for services; mechanics of field interviews, searches and arrests; the handling of traffic-related problems; civil and domestic disturbances and other community crime incidents.

**AJ 008 JUVENILE PROCEDURES**

3 units

Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement

Acceptable for credit: California State University

The organization, functions and jurisdiction of juvenile agencies; the processing and detention of juveniles; case disposition; juvenile statutes and court procedures.

**AJ 011 POLICE PHOTOGRAPHY**

3 units

Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement

Acceptable for credit: California State University

History and development of photography in Administration of Justice; the role of photography in the system; types of uses of cameras and equipment; principles of light and lighting; application of darkroom techniques; utilization of special techniques in the justice system; application of photography to law enforcement work.

**AJ 014 ALCOHOL, NARCOTICS AND DRUG ABUSE**

3 units

Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement

Acceptable for credit: California State University

Introduction to the problem of substance abuse. History and classification of drugs of abuse. Designed to equip police officers and the general public with knowledge of the issues involved in drug abuse.

**AJ 015 SEXUAL ASSAULT INVESTIGATION**

3 units

Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement

Acceptable for credit: California State University

This course covers the investigation of sexual assault, the collection of evidence, and the treatment of the victim. The course also examines the psychological makeup of the sexual assault perpetrator, reviews the impact on peripheral victims including the family, friends, the community, and the measures used by agencies and individuals to prevent this crime. Pass/No Pass Option
AJ 016 WOMEN AND JUSTICE: NEW TRENDS  
3 units  
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement  
Acceptable for credit: California State University  
This course will examine both traditional and changing roles of men and women in society with an emphasis on the criminal justice system. Special features of the course will be the study of female adult and juvenile correctional facilities, the selection, training and affirmative action programs for women in police work, and female criminality.

AJ 021 COMMUNITY RELATIONS  
3 units  
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement  
Acceptable for credit: University of California, California State University  
The relationship of criminal justice agents and the community; causal and symptomatic aspects of community understanding; lack of cooperation and mistrust; study of behavioral causes; ways to develop and maintain amicable relationships.

AJ 023 POLICE REPORT WRITING  
3 units  
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement  
Acceptable for credit: California State University  
This course is a study of law enforcement reporting procedures with emphasis on techniques designed to improve writing skills, enhance individual observation and comprehension, and affect a more efficient utilization of recorded data in crime detection and the investigative function.

AJ 026 ORGANIZED CRIME  
3 units  
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement  
Acceptable for credit: California State University  
A study of the origins and development of organized crime from early Italy to contemporary America. The emphasis is on past and current major organized crime figures, activities, and law enforcement efforts to combat the escalating infusion of organized crime into legitimate business.

AJ 027 COMPUTERS IN LAW ENFORCEMENT  
3 units  
Lecture 3 hours; lab 0 hours, lab 2 hours by arrangement  
Acceptable for credit: California State University  
This course will provide students with a better understanding of law enforcement computer systems, related applications, and computer related crimes. Computer programs will be utilized for crime report writing, crime-scene sketches, evidence reports, in-house justice agency memos, and related criminal justice written projects.

AJ 030A JUSTICE FIELD EXPERIENCE  
3 units  
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement  
Prerequisite: Must be 18 years of age or older  
Acceptable for credit: California State University  
This is a course for students, police officers, deputy sheriffs, probation and parole officers, and interested citizens. This course is designed to update and upgrade skills in law enforcement interpretation, crime prevention, and related topics through lectures, guest speakers, and field visits to law enforcement agencies, police academies, courts, juvenile halls, and State and Federal prisons (Level III and IV security). Students are subject to justice institution security clearances, and those convicted of a Felony may be excluded. Students must be age 18 or older to visit Penal Institutions. Pass/No Pass Option

AJ 030B JUSTICE FIELD EXPERIENCE  
3 units  
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement  
Prerequisite: Must be 18 years of age or older  
Acceptable for credit: California State University  
This is a course for students, police officers, deputy sheriffs, probation and parole officers, and interested citizens. This course is designed to update and upgrade skills in law enforcement interpretation, crime prevention, and related topics through lectures, guest speakers, and field visits to law enforcement agencies, police academies, courts, juvenile halls, and State and Federal prisons (Level III and IV security). Students are subject to justice institution security clearances, and those convicted of a Felony may be excluded. Students must be age 18 or older to visit Penal Institutions. Pass/No Pass Option

AJ 031 ACADEMY ORIENTATION  
3 units  
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement  
Acceptable for credit: California State University  
This orientation course is designed to prepare students for entry into and successful completion of the Basic Peace Officer’s Academy. It is open to all majors and interested students. Pass/No Pass Option

AJ 032 MOTORCYCLE, PRISON AND STREET GANGS  
3 units  
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement  
Acceptable for credit: California State University  
This course is designed for pre-service students or in-service officers to enable them to become familiar with the history, recruitment, training methods, purpose, and infrastructures of various gangs currently operating in California. Pass/No Pass Option

AJ 033 INTRODUCTION TO PROBATION AND PAROLE  
3 units  
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement  
Acceptable for credit: California State University  
This introductory course is designed to orient students to possible careers in probation, parole, and corrections. This course covers historical and present day functions of the probation and parole systems of the United States. Pass/No Pass Option

AJ 034 CAREER PLANNING IN CRIMINAL JUSTICE  
3 units  
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement  
Acceptable for credit: California State University  
This introductory course is designed to acquaint students with potential careers in the Criminal Justice System. The content emphasizes the application, testing, and screening process necessary for employment with criminal justice agencies. Pass/No Pass Option

AJ 036 FIREARMS TERMINOLOGY & SAFETY  
3 units  
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement  
Acceptable for Credit: California State University  
History and development of firearms are briefly discussed. Various types of firearms are introduced and their functions examined. Laws pertaining to firearm ownership, possession, use and transportation are studied. Firearm safety is addressed. Pass/No Pass Option.

AJ 037A ADMINISTRATION OF JUSTICE  
3 units  
Lecture 1 hour; lab 0 hours, lab 6 hours by arrangement  
Acceptable for credit: California State University  
Prerequisite: Must be 18 years or age or older  
Administration of Justice pre-service students and interested citizens will study the history, current events, theory and practice of the administration of justice institutions. Students will learn about serving as a law enforcement officer in a correctional facility, as well as the legal considerations that impact the administration of justice. This course is designed to orient students to possible careers in probation, parole, and corrections. This course covers historical and present day functions of the probation and parole systems of the United States. Pass/No Pass Option

AJ 038 SPANISH FOR PUBLIC SAFETY AND EMERGENCY PERSONNEL  
3 units  
Lecture 3 hours; lab 0 hours, lab 2 hours by arrangement  
This course is designed for pre service students and in service public personnel as well as emergency personnel who wish to be better culturally and orally more effective in serving their law enforcement agency and the Hispanic community. The class emphasis will be on basic communicative Spanish specifically designed for this environment’s immediate safety needs. The student will be expected to successfully apply the language acquisition and culturally learned inferences to safety personnel needs. This course may be repeated one time. Pass/No Pass Option  
Dual listed with SPAN 040A. 
AJ 041 INTRODUCTION TO FORENSICS
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course is a survey of the application of scientific methods to the examination, evaluation and explanation of the physical evidence related to a crime. The course also introduces students to the contributions of forensic anthropology, forensic psychiatry, document analysis, and computer forensics to criminal investigations. Pass/No Pass Option

AJ 091, 092, 093 DIRECTED STUDIES
1-3 units
91 - Lecture 0 hours; lab 0 hours, lab 3 hours by arrangement
92 - Lecture 0 hours; lab 0 hours, lab 6 hours by arrangement
93 - Lecture 0 hours; lab 0 hours, lab 9 hours by arrangement
Prerequisite: Interview with instructor to determine objectives and write a contract.
Acceptable for credit: California State University
Directed Studies of special interest to the student which are related to but not included in regular courses offered by the college. Registration by contact with and only upon consent of the instructor.

AJ 100 SPECIAL TOPICS
.5-3 units
The course will explore topics related to this discipline and will be offered as needed. See the class schedule for current offerings. Pass/No Pass Option

AJ 160G ADVANCED OFFICER TRAINING
.25 – 5 units
Lecture 1 hour (over 4 weeks) - 5 hours; lab 0 hours, lab 0 hours by arrangement
This is a variable unit course designed to meet state mandated standards and agency training requirements for currently employed law enforcement personnel. Course content includes refresher material and re-certification in all areas of law enforcement responsibility such as: tactical firearms, arrest and control, patrol procedures, officer safety, incident command, communications, new laws, ethics, and civil liability. This is a variable unit course and may be taken for a total of four times. Pass/No Pass Option

AJ 160K FIELD TRAINING FOR OFFICERS
1-10 units
Lecture 1-10 hours; lab 0 hours, lab 0 hours by arrangement
This course is designed to provide the opportunity for practical application of patrol services for peace officers who have completed a Regular Basic Course (Academy). This is a variable unit course and may be taken for a total of four times. Pass/No Pass Option

AJ 160L - BASIC ACADEMY
32 units
Lecture 23 hours; lab 27 hours, lab 0 hours by arrangement
This is a Commission on Peace Officers Standards and Training (P.O.S.T) certified basic course for persons intending to become full time law enforcement officers in California. The course provides instruction, practice, and evaluation of the skills, the knowledge, and the physical requirements required by the State of California to meet the minimum standards to be employed as a peace officer in California. Pass/No Pass Option

Air Force R.O.T.C. (See Military Science)

Anatomy and Physiology
Human Anatomy (See Biology 47)
Human Physiology (See Biology 48)

American Sign Language

DIVISION Language Arts
DIVISION CHAIR Randy Fujishin
DEPARTMENT CHAIR Marc Accornero
PHONE 408-741-4011
EMAIL marc.accornero@wvm.edu
COUNSELING 408-741-2009

Learning Outcomes
See World Languages

SL 060A, B AMERICAN SIGN LANGUAGE (AMESLAN)
3 units each
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: SL 060A with a grade of C or better is prerequisite to SL 060B.
Acceptable for credit: University of California, California State University
A course in manual communication emphasizing the vocabulary and syntax, finger spelling and introduction to American Sign Language (AMESLAN) to equip the student to communicate with the deaf on a conversational level. Some stress placed on the educational, social, psychological, and economic problems of deafness. Pass/No Pass Option

SL 100 SPECIAL TOPICS
3 units
The course will explore topics related to this discipline and will be offered as needed. See the class schedule for current offerings. Pass/No Pass Option

Recommended Preparations in Basic Skills:
Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 053. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.

NOTE: Course hours per week stated in the catalog are based on an 18 week semester. For hours per week during the current 16 week semester or summer or winter sessions, please see the schedule of classes, or go to www.westvalley.edu and look under MyWebServices.
ANTHR 002 INTRODUCTION TO ARCHAEOLOGY
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course is a survey of cultural development from the Stone Age to early civilizations of the Old and New World. Archaeological methods, concepts and perspectives. The prehistory and archaeology of the Ice Ages, rise and fall of the Maya, Aztec and Toltec cultures, Easter Island, and Egypt will be highlighted. Pass/No Pass Option

ANTHR 003 INTRODUCTION TO CULTURAL ANTHROPOLOGY
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course is a study of culture and social behavior as developed through the anthropological study of contemporary peoples. Comparative survey of the range of cultures of the world with emphasis upon social organization, economics, religion, kinship systems, cultural patterns, values, ethics, and ecology. Pass/No Pass Option

ANTHR 004 INTRODUCTION TO LINGUISTIC ANTHROPOLOGY
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course is designed to introduce students to the anthropological study of language and communication. It includes a survey of world languages and an introduction to methods used by linguistic anthropologists. The course will also cover the use of linguistic data in studies of cognition, social context, cultural history and languages as they reflect the separate cultural realities of different cultures; and an exploration of mental processes of non-western peoples as revealed in linguistic formulations of time and space; process and entity. Pass/No Pass Option

ANTHR 005 ANTHROPOLOGY OF MAGIC, WITCHCRAFT AND RELIGION
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course is a cross-cultural study of the forms and functions of supernatural beliefs and associated rituals in various contemporary societies of Africa, Asia, aboriginal Australia, Oceania, South America, native North America and elsewhere. The course is designed to introduce anthropological approaches to the understanding of cultural beliefs in the supernatural. This course considers the forms and functions of supernatural beliefs and rituals in various societies to develop insights into the functional aspects of religious beliefs and institutions in our lives. Pass/No Pass Option

Antropology

THE FACULTY
Andrew Kindon

DIVISION Social Science
DIVISION CHAIR Janis Kea
DEPARTMENT CHAIR Andrew Kindon
PHONE 408-741-2554
EMAIL andrew.kindon@wvm.edu
COUNSELING 408-741-2009

Learning Outcomes
After completing courses in Anthropology or an A.A. degree in Social Sciences with an emphasis in Anthropology, a student will be able to
• Apply scientific methodologies, including descriptive, quantitative, or qualitative;
• Demonstrate a holistic perspective on cultural, environmental, and/or biological systems that addresses cultural values, change, and interactions.

ANTHROPOLOGY: Transfer:
See Transfer Planning Guide available at the Counseling Center.

ANTHROPOLOGY (A.A. Degree):
See Social Science A.A. Degree with option in Anthropology.

ANTHR 001 INTRODUCTION TO PHYSICAL ANTHROPOLOGY
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
The anthropological approach to the human condition, theories of human origins, scientific evidence for the origin and evolution of the human species, description and anthropological explanation of human physical, biological, and behavioral variations. Pass/No Pass Option

ANTHR 002 INTRODUCTION TO ARCHAEOLOGY
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
A survey of cultural development from the Stone Age to early civilizations of the Old and New World. Archaeological methods, concepts and perspectives. The prehistory and archaeology of the Ice Ages, rise and fall of the Maya, Aztec and Toltec cultures, Easter Island, and Egypt will be highlighted. Pass/No Pass Option

Arabic

DIVISION Language Arts
DIVISION CHAIR Randy Fujishin
DEPARTMENT CHAIR Marc Accornero
PHONE 408-741-4011
EMAIL marc.accomnero@wvm.edu
COUNSELING 408-741-2009

Learning Outcomes
See World Languages

ARAB 001A BEGINNING ARABIC
5 units
Lecture 5 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course is an introduction to the fundamentals of Modern Standard Arabic pronunciation, speaking and grammar. Emphasis is placed on oral communication. All four developmental language skills, listening, speaking, reading and writing are introduced within a cultural context. Pass/No Pass Option

ARAB 050A BEGINNING CONVERSATIONAL ARABIC AND CULTURE
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course is designed for students with little or no experience in the Arabic language. It focuses on communicative skills of listening comprehension and speaking, and in developing mastery of the Arabic writing system for basic reading and writing of simple sentences and short paragraphs. Pass/No Pass Option

ARAB 050B BEGINNING CONVERSATIONAL ARABIC AND CULTURE
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: beginning fluency in Arabic.
Acceptable for credit: California State University
This course is the continuation of Arabic 050A. Students focus on increasing vocabulary and knowledge of basic grammar structures. Emphasis is placed on listening and speaking skills. Reading and recognition of the written language is introduced and practiced. Cultural topics continue to center on daily activities and life experiences. These are presented through a variety of audiovisual aids and readings. Pass/No Pass Option

Archeology

(See Anthropology)
Architecture

See also Landscape Architecture

THE FACULTY
Dr. Sorosh Ghahramani, Registered Architect, Italy; International Associate A.I.A.

DIVISION Applied Arts and Sciences
DIVISION CHAIR Diane Hurd
DEPARTMENT CHAIR Dr. Sorosh Ghahramani
PHONE 408-741-4097
EMAIL sorosh.ghahramani@wvm.edu
COUNSELING 408-741-2009

Degree
A.S., Architecture

Certificates
Architecture
Historic Preservation

Associate of Science in Architecture Learning Outcomes

After completing an A.S. degree in Architecture, a student will be able to:

• Communicate effectively and professionally in the architectural environment through proper use of verbal, written and graphic techniques.
• Apply mathematical skills to solve technical problems associated with architectural drawings.
• Develop architectural drawings including construction drawings, and presentation drawings.
• Use computer graphics applications associated with architectural projects.
• Select construction materials based upon their properties and methods of installation.
• Apply principals of structural design.
• Apply building codes, zoning codes, and ADA (Americans with Disabilities Act).
• Demonstrate creativity and problem-solving abilities in designing residential and commercial buildings.
• Use standard dimensions for space planning and human occupancy using Architectural Graphic Standards.
• Identify professional, ethical and societal responsibilities including respect for diversity.

Certificate in Historic Preservation Learning Outcomes

After completing a certificate in Historic Preservation, a student will be able to:

• Communicate effectively and professionally in the historic preservation environment through proper usage of verbal, written and graphic techniques.
• Apply mathematical skills to solve technical problems associated with restoration drawings and site measurements.
• Develop restoration drawings including construction drawings, and presentation drawings.
• Use computer graphics applications associated with restoration projects.
• Select restoration materials based upon their properties and methods of installation.
• Analyze structural systems of existing historic buildings.
• Apply building code and ADA (Americans with Disabilities Act) to existing historic buildings.
• Apply historic preservation guidelines and recommendations by Using “The Secretary of Interior’s Standards”.
• Identify professional, ethical and societal responsibilities including respect for diversity.

ARCHITECTURE

The Architecture Program at West Valley College is primarily transfer oriented. It prepares students to enter 4- and 5-year architecture programs at the university level. Most students transfer to U.C. Berkeley, Cal Poly San Luis Obispo, Cal Poly Pomona, the University of Southern California, and to a variety of public and private institutions, nationwide.

While it is generally possible to enter the field of Architecture directly with either a Certificate or A.S. Degree from West Valley, the transfer orientation of our program and the nature of internship within the Architecture profession limit that option. The Architecture courses at West Valley cover four areas of study: design, graphics, history, and practice/technical communication. In most instances, these courses are foundational rather than comprehensive, since students need two or more additional years of study in these areas before they receive a Bachelor’s or Master’s degree, because technology is becoming increasingly important in architecture, both professionally and academically, an increasing number of WVC courses leverage computer technology as an educational tool.

Students, upon completion of this certificate, may qualify for the following career paths as well as transfer to a 4 or 5 year program:

• Architect
• Landscape Architect
• Historic Preservation Architect
• Interior Designer
• Construction Manager
• Facilities Manager
• Graphic Designer
• Product Designer
• Specification Writer
• Structural Engineer
• Architectural Renderer

ARCHITECTURE: Transfer:
See Transfer Planning Guide available at the Counseling Center.

COURSE SUBSTITUTION AND WAIVERS

Course substitution and waivers are approved by the department upon review of transcripts, course description, syllabus, SLO (Student Learning Outcomes), and evidence of proficiency in the subject matter (a portfolio of assignments, projects, presentations, etc.) Students may take an exam upon department’s request.

CREDIT BY EXAMINATION

West Valley College’s credit by examination policy does not apply to any of Architecture courses.

ARCHITECTURE (A.S. Degree)

Major Requirements: (37 Units)

Course Units
ARCH 045 Architectural Building Codes 3
ARCH 050 Construction Materials & Methods 3
ARCH 051 Architectural Graphics: Drawing & Sketching 3
ARCH 052 Architectural Graphics: Color Rendering 3
ARCH 053 Intro to Architectural and Environmental Design 3
ARCH 054 Introduction to Architectural Desktop 3
ARCH 056 Basic Architectural Design 3
ARCH 057 Architectural Model Making 1
ARCH 060 Green Building & Sustainable Design 3
ARCH 061 Architectural Design I 3
ARCH 062 Architectural Design II 3
ARCH 063 Architectural Design III 3
ARCH 065 Advanced Architectural desktop & 3D Rendering 3

Required Electives: Select 12 units from below:

Course Units
ARCH 040 Fundamentals of Historic Preservation 2
ARCH 041 Science of Materials in Historic Preservation 3
ARCH 042 Architectural Restoration & Rehabilitation 3
ARCH 043 Styles in Architecture 3
ARCH 046 History of Architecture 3
ARCH 047 History of Modern Architecture 3
ARCH 074 Landscape Design I 3
ARCH 075 Landscape Design II 3
ARCH 077 GIS Applications to Architecture & Landscape Architecture 3
ARCH 084 Sustainability in Landscape Architecture 2

Total Units 49

To be awarded an A.S. Degree, a student must complete
1. All the major requirements.
2. A grade of “C” or better must be earned for all required courses.
3. All the required electives.
4. Additional units to meet the college graduation requirements.

Note: The student should choose those general education requirements, which may apply both toward graduation requirements of the college and toward the bachelor’s degree requirements at the four-year institution to which he/she plans to transfer.

Recommended Preparations in Basic Skills:

Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 053. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.

NOTE: Course hours per week stated in the catalog are based on a 18 week semester. For hours per week during the current 16 week semester or summer or winter sessions, please see the schedule of classes, or go to www.westvalley.edu and look under MyWebServices.
ARCHITECTURE (Certificate)
Major Requirements: (31 Units)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>ARCH 045 Architectural Building Codes</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 050 Construction Materials &amp; Methods</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 051 Architectural Graphics: Drawing &amp; Sketching</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 052 Architectural Graphics: Color Rendering</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 053 Intro to Architectural and Environmental Design</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 054 Introduction to Architectural Desktop</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 056 Basic Architectural Design</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 057 Architectural Model Making</td>
<td>1</td>
</tr>
<tr>
<td>ARCH 061 Architectural Design I</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 062 Architectural Design II</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 065 Advanced Architectural Model Making &amp; 3D Rendering</td>
<td>3</td>
</tr>
</tbody>
</table>

To be awarded a certificate, a student must:
1. Complete all the major requirements.
2. Earn a grade of “C” or better for all required courses.

Total Units 31

HISTORIC PRESERVATION (Certificate)

Historic preservation is an evolving field, focusing on the care, protection, and restoration of the built environment (historic buildings) and other cultural resources. Now strongly tied to local, state, and federal laws, historic preservation as both a field of research and as a profession has matured considerably during the past 20 years.

The practice of the profession requires a blend of knowledge in history of architecture and historic techniques of building construction. The goal is to reuse existing buildings that are structurally sound and environmentally safe. The study of this field prepares an individual to be a historic preservation designer, project supervisor, consultant, or contractor in the preservation process.

The program aims at preparing students for careers in the historic preservation and conservation of the historic environment. Students have opportunities for studies and research in the history of architecture, preservation education and planning, documentation, and architectural restoration and rehabilitation, and architectural conservation. A strong emphasis is placed on community-based projects through college linkages with local and state groups, organizations, and agencies.

Career Paths
• Architectural Firms Specialized in Historic Preservation
• National Park Service and State Park
• U.S. Department of The Interior
• City, State, and County Agencies
• Cultural Resource and Heritage Management Firms
• Museums
• Private Planning Firms
• Non-Profit Organizations

Major Requirements: (13 Units)

<table>
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<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>ARCH 040 Fundamentals of Historic Preservation</td>
<td>2</td>
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<td>ARCH 041 Science of Materials in Historic Preservation</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 042 Architectural Restoration &amp; Rehabilitation</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 043 Styles in Architecture</td>
<td>2</td>
</tr>
<tr>
<td>ARCH 044 Introduction to Architectural Desktop</td>
<td>3</td>
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</tbody>
</table>

Required Electives (4 Units):

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARCH 045 Architectural Building Codes</td>
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</tr>
<tr>
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<td>1</td>
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<tr>
<td>ARCH 060 Green Building &amp; Sustainable Design</td>
<td>3</td>
</tr>
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<td>ARCH 065 Advanced Architectural Model Making &amp; 3D Rendering</td>
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</tr>
<tr>
<td>ARCH 077 GIS Applications to Architecture &amp; Landscape Architecture</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 084 Sustainability in Landscape Architecture</td>
<td>3</td>
</tr>
</tbody>
</table>

To be awarded a certificate, a student must:
1. Complete all the major requirements.
2. Earn a grade of “C” or better for all required courses.

Total Units 17

ARCH 040 FUNDAMENTALS OF HISTORIC PRESERVATION
2 units
Lecture 2 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University, University of California (Proposed)
This course is a study of historic preservation theories and philosophies, various definitions for different types of preservation planning: Preservation, Restoration, Rehabilitation, and Reconstruction. It includes the study of the recommendations and guidelines of the Secretary of Interior's Standards for the treatment of historic properties. Pass/No Pass Option

ARCH 041 SCIENCE OF MATERIALS IN HISTORIC PRESERVATION
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course is a study of traditional and modern materials, including use and properties, the diagnosis of the causes of deterioration, preservation, and restoration methods. This course also covers the mechanical stress effects on rigid materials, the study of corrosive chemicals on porous materials, the atmospheric pollution effects, the settlement of masonry, and the vibrations on the structures as well as the effects of road traffic on the buildings. Pass/No Pass Option

ARCH 042 ARCHITECTURAL RESTORATION AND REHABILITATION
3 units
Lecture 2 hours; lab 4 hours, lab 0 hours by arrangement
Prerequisites: ARCH 040, ARCH 041, ARCH 054
Acceptable for credit: California State University, University of California (Proposed)
This course is a study of different restoration philosophies and procedures. Course topics include: acquiring research skills for the collection of historic documents from various archives; investigating historic building; preparing field measurements; drawing plans, elevations, and sections of the historic building; following zoning and building code restrictions and requirements for restoration and rehabilitation of an existing historic building when subject to a new use of occupancy; reporting the diagnosis of deterioration causes; and presenting the final restoration and rehabilitation proposal with specifications. Pass/No Pass Option

ARCH 043 STYLES IN ARCHITECTURE
2 units
Lecture 2 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University, University of California (Proposed)
This course is a study of styles in architecture from pre-history to present. This course covers cultural, political, and social influences in architectural styles; a general overview of different architectural styles including each style’s date of origination, its life period, main characteristics, and features; differences between similar styles, and eclecticism. This course covers also the architectural styles of the American house. Pass/No Pass Option

ARCH 045 ARCHITECTURAL BUILDING CODES
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course covers the building permit process and definition of building codes as described in the International Building Code. The course emphasizes use and occupancy, special use and occupancy, building heights and areas, type of construction, fire-resistive construction, interior finishes, fire-protection systems, means of egress, accessibility, interior environment, energy efficiency, exterior walls, roof assemblies, structural provisions, building materials and systems, and existing structures. Pass/No Pass Option

ARCH 046 HISTORY OF ARCHITECTURE
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course is a study of the global history of architecture from 3,500 B.C. to the 1945. Pass/No Pass Option

- PREREQUISITES and COREQUISITES are MANDATORY. See page 14 for specific information.
- Courses used to meet prerequisite requirements must have been completed with a grade of C or Pass or better.
- RECOMMENDED Preparations are ADVISORY.
- This catalog is subject to change and may be incomplete. Please consult the addenda at www.westvalley.edu/catalog/.
ARCH 047 HISTORY OF MODERN ARCHITECTURE
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course is a study of the global history of architecture from 3,500 B.C. to the 1945. Pass/No Pass Option

ARCH 050 CONSTRUCTION MATERIALS & METHODS
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California (proposed), California State University
This course is a study of the various building materials, their methods of installation, and provides an overview of the structural concepts of building design. Pass/No Pass Option

ARCH 051 ARCHITECTURAL GRAPHICS: DRAWING & SKETCHING
3 units
Lecture 2 hours; lab 4 hours, lab 0 hours by arrangement
Recommended preparation: MATH 103 or MATH 103R
Acceptable for credit: University of California, California State University
This course is a study of the basic techniques of drafting and sketching as it relates to architectural graphic communication. Students have opportunities to develop visual literacy, freehand sketching techniques, and an understanding of perspective. This course also covers natural and man-made forms and basic architectural rendering. Pass/No Pass Option

ARCH 052 ARCHITECTURAL GRAPHICS: COLOR RENDERING
3 units
Lecture 2 hours; lab 4 hours, lab 0 hours by arrangement
Recommended preparation: MATH 103 or MATH 103R
Acceptable for credit: University of California, California State University
This course is a study of three-dimensional representations using various color media as it relates to architectural and environmental graphic communication. Students have opportunities to develop visual color literacy, three-dimensional drawing techniques, and an understanding of color rendering. This course covers natural and human-made forms and advanced architectural color rendering. Pass/No Pass Option

ARCH 053 INTRODUCTION TO ARCHITECTURAL & ENVIRONMENTAL DESIGN
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course is an overview of the field of environmental design and introduces the design process as a basis for architectural decision-making. Other topics include the professional fields of architecture, engineering, city planning, landscape architecture, allied professions, and construction. Pass/No Pass Option

ARCH 054 INTRODUCTION TO ARCHITECTURAL DESKTOP
3 units
Lecture 2 hours; lab 4 hours, lab 0 hours by arrangement
Recommended preparation: MATH 902 or concurrently
Acceptable for credit: California State University
This course is an introduction to Autodesk Architectural Desktop - an AutoCAD based software specifically designed for use by architecture and civil engineering professionals. This course emphasizes the construction of both 2D and 3D drawings. Pass/No Pass Option

ARCH 056 BASIC ARCHITECTURAL DESIGN
3 units
Lecture 2 hours; lab 4 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course is a study of the architectural design principles and methodologies. Students apply these principles to studio problems of increasing complexity. Various representation techniques are utilized, including sketching, manual drafting, computer graphics, and architectural model making. Pass/No Pass Option

ARCH 057 ARCHITECTURAL MODEL MAKING
1 unit
Lecture .5 hours; lab 1.5 hours, lab 0 hours by arrangement
Acceptable for credit: California State University, University of California (Proposed)
This course covers all aspects of the materials, tools, and skills required to build architectural models. Pass/No Pass Option

ARCH 060 GREEN BUILDING & SUSTAINABLE DESIGN
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California (Proposed), California State University
This intermediate level architecture course is a study of green building and sustainable design requirements. Students have opportunities to learn about green building and sustainable design requirements through lectures and case studies. Additional topics include green design strategies: envelope, lighting, heating, cooling, energy production, water and waste. Pass/No Pass Option

ARCH 061 ARCHITECTURAL DESIGN I
3 units
Lecture 2 hours; lab 4 hours, lab 0 hours by arrangement
Prerequisite ARCH 054 and ARCH 056
Recommended preparation: MATH 103 or MATH 103R
Acceptable for credit: University of California, California State University
This course is an intermediate level architectural design studio. Students have opportunities to study environmental and visual phenomena through architectural design exercises. The theories of building design and problem solving methodologies are introduced and used as a basis for the design process. Pass/No Pass Option

ARCH 062 ARCHITECTURAL DESIGN II
3 units
Lecture 2 hours; lab 4 hours, lab 0 hours by arrangement
Prerequisite ARCH 054 and ARCH 056
Recommended preparation: MATH 103 or MATH 103R
Acceptable for credit: University of California, California State University
This course is an intermediate-advanced level architectural design studio. Students have opportunities to study environmental and visual phenomena through architectural design exercises. Additional topics include the introduction to structure and materials, and their relationships to form, function, and design intent. Students have opportunities to design a complex building by performing case studies relating to the specific building type prior to undertaking the design project itself. Pass/No Pass Option

ARCH 063 ARCHITECTURAL DESIGN III
3 units
Lecture 2 hours; lab 4 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course is an advanced level architectural design studio. Students have opportunities to study environmental and visual phenomena through architectural design exercises. Additional topics include the introduction to structure and materials, and their relationships to form, function, and design intent. Students have opportunities to design a complex, multi-use, multi-story building by performing case studies relating to the specific building type prior to undertaking the design project itself. Pass/No Pass Option

ARCH 065 ADVANCED ARCHITECTURAL DESKTOP & 3D RENDERING
3 units
Lecture 2 hours; lab 4 hours, lab 0 hours by arrangement
Recommended preparation: MATH 103 or MATH 103R
Acceptable for credit: California State University
This course is an advanced Autodesk Architectural Desktop & VIZr two AutoCAD based softwares specifically designed for use by architecture, interior design, and civil engineering professionals. This course familiarizes both novice and experienced 3D artists with the process and capabilities of the ADT/VIZr tool set. The course focuses squarely on the process of developing projects with ADT and VIZr. Students will learn how to use each tool to its maximum benefit, as well as why it is important to the overall process. This course emphasizes the creation of a set of construction documents and advanced rendering perspectives from a 3D model of a building project and its context. Pass/No Pass Option

ARCH 072 HISTORY OF LANDSCAPE ARCHITECTURE
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University, University of California (Proposed)
This course is a study of world landscape architectural history from prehistory to present. Pass/No Pass Option
ARCH 073 INTRODUCTION TO LANDSCAPE ARCHITECTURE
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course is an introductory survey of landscape architecture, the landscape architectural profession, land use planning and environmental protection, and the different processes involved from small-space design to regional planning. Pass/No Pass Option

ARCH 074 LANDSCAPE DESIGN I
3 units
Lecture 2 hours; lab 3 hours, lab 0 hours by arrangement
Recommended preparation: MATH 103
MATH 103R
Acceptable for credit: University of California, California State University
This course is an intermediate level landscape architectural design studio. Students have opportunities to study environmental and visual phenomena through landscape architectural design exercises. The theories of site design and problem solving methodologies are introduced and used as a basis for the design process. Pass/No Pass Option

ARCH 075 LANDSCAPE DESIGN II
3 units
Lecture 2 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: California State University, University of California (Proposed)
This course is an advanced level landscape architectural design studio. Students have opportunities to study environmental and visual phenomena through landscape architectural design exercises. Additional topics include the introduction to landscape structures and materials, and their relationships to form, function, and design intent. Students have opportunities to design a complex site by performing case studies relating to the specific landscape design type prior to undertaking the design project itself. Pass/No Pass Option

ARCH 076 LANDSCAPE CONSTRUCTION TECHNOLOGY
3 units
Lecture 2 hours; lab 3 hours, lab 0 hours by arrangement
Recommended preparation: MATH 103 or MATH 103R
Acceptable for credit: California State University, University of California (Proposed)
This course is a study of the landscape architecture technical implementation with an emphasis on basic principles of site layout, grading and drainage, earthwork computations, irrigation systems, landscape construction materials, and details. Pass/No Pass Option

ARCH 077 GIS APPLICATIONS TO ARCHITECTURE & LANDSCAPE
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course is a study of Geographic Information Systems (GIS) software for application to relevant, natural and manmade environmental systems. It addresses both theory and application and provides the student with a dynamic analytical framework within which temporal and spatial data and information is gathered, integrated, interpreted, and manipulated. The students develop architectural or landscape architectural data base, to explore relevant environmental issues utilizing natural resources data such as habitats, vegetation, soils, topography, and geology. This course emphasizes a conceptual appreciation of the rapidly expanding field of GIS and offers an opportunity to apply some of those concepts to architecture, landscape architecture, and planning issues. Pass/No Pass Option

ARCH 081 LANDSCAPE PLANTS: SUMMER & AUTUMN
3 units
Lecture 2 hours; lab 3 hours, lab 0 hours by arrangement
Recommended preparation: BIO 042
Acceptable for credit: University of California, California State University
This course is a study of ornamental trees, vines, and groundcovers during the summer and autumn seasons. Emphasis is placed on growth habits, cultural requirements, maintenance, suitability for landscape use, and the ecology of plant communities. Pass/No Pass Option

ARCH 082 LANDSCAPE PLANTS: WINTER & SPRING
3 units
Lecture 2 hours; lab 3 hours, lab 0 hours by arrangement
Recommended preparation: BIO 042
Acceptable for credit: University of California, California State University
This course is a study of ornamental trees, vines, and groundcovers during the winter and spring seasons. Emphasis is placed on growth habits, cultural requirements, maintenance, suitability for landscape use, and the ecology of plant communities. Pass/No Pass Option

ARCH 083 PLANT COMPOSITION
2 units
Lecture 1 hour; lab 3 hours, lab 0 hours by arrangement
Prerequisite ARCH 081
Corequisite ARCH 082
Recommended preparation: BIO 042
Acceptable for credit: University of California, California State University
This course is a study of the design placement of ornamental trees, shrubs, vines, and groundcovers in the environmental landscape. Emphasis is on the aesthetic and functional relationship of plant combinations, forms, and the scale of plants to structures and outdoor spaces. Pass/No Pass Option

ARCH 084 SUSTAINABILITY IN LANDSCAPE ARCHITECTURE
3 units
Lecture 3 hour; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University, University of California (Proposed)
This course covers the topic of sustainability in landscape architectural design studio. Students have opportunities to study sustainable environmental and visual phenomena through landscape architectural design exercises. Additional topics include Firescaping, green roof, plant restoration, habitat restoration, and Brownfield. Students have opportunities to apply sustainable design to a specific site. Pass/No Pass Option

ARCH 091, 092, 093 DIRECTED STUDIES
1-3 units
91 - Lecture 0 hours; lab 0 hours, lab 3 hours by arrangement
92 - Lecture 0 hours; lab 0 hours, lab 6 hours by arrangement
93 - Lecture 0 hours; lab 0 hours, lab 9 hours by arrangement
Prerequisite: Interview with instructor to determine objectives and write a contract
Acceptable for credit: California State University
Directed Studies of special interest to the student which are related to but not included in regular courses offered by the college.

ARCH 100 SPECIAL TOPICS
.5-3 units
The course will explore topics related to this discipline and will be offered as needed. See the class schedule for current offerings. Pass/No Pass Option
Art

THE FACULTY
Kathy Arnold
Heidi Brueckner
Jason Challas
Christopher Cryer
Ron Guzman
Cynthia Napoli-AbellaReiss

DIVISION Fine Arts
DIVISION CHAIR Chris Cryer
DEPARTMENT CHAIR Jason Challas
PHONE 408-741-2542
EMAIL jason.challas@wvm.edu
COUNSELING 408-741-2009

The West Valley College Art Department offers a comprehensive curriculum of courses including art appreciation, art history, art history online, computer art and animation, two and three dimensional design, drawing, figure drawing, painting, ceramics, and sculpture. Art Department curriculum accommodates students with various goals and levels of experience. The Art Department faculty facilitates a supportive, creative learning environment where all students may explore their interests: transfer to four-year institutions and priority art schools or career options listed below. Instructional emphasis is placed on:

• the fundamental principles of art;
• developing technical skills and good craftsmanship; and
• exploring creativity and self-expression.

Art students are given the opportunity to participate in scheduled exhibitions of student work in the West Valley College Art Gallery.

Highlights
• West Valley College Art Gallery
• Fine Art Computer lab
• Integrated learning opportunities in Fine Arts – Art, Music, Theater Arts, Film
• Professional teaching faculty who actively produce and exhibit their artwork
• Lost-wax, ceramic shell, bronze casting facility
• Art History and Art Appreciation courses in distance format
• Opportunities to explore artistic expression in a wide variety of media
• Faculty scheduled trips to museums and galleries
• Focused workshops for community artists

Learning Outcomes
After completing courses, a certificate, or A.A. degree in Art, a student will be able to:

• Analyze a variety of artists, artistic styles, and historical periods;
• Create works of art that represent technical skills and good craftsmanship;
• Evaluate works of art created by self and others.

Career Options
• Art Conservator
• Art critic
• Art Curator
• Art Director
• Art Education/Teaching
• Art Librarian

• Art Publishing/Journalism
• Art Therapist
• Arts Administration
• Business
• Computer Animator
• Computer Art/Graphics
• Fine Artist
• Graphic Designer
• Museum/Gallery Professional
• Restoration
• Visual Resources Curator

Note: Some career options require more than two years of college study.

Degree
A.A. degree with an emphasis in:

Art history
Ceramics
Computer Animation
Drawing
Painting
Sculpture
Graphic Design

Certificates
Computer Arts: Animation
Two Dimensional Design Certificate

ART: Transfer:
See Transfer Planning Guide available at the Counseling Center.

ART (A. A. Degree)
Emphasis in Art History, Ceramics, Graphic Design, Painting/Drawing, Printmaking or Sculpture

Major Requirements

Course | Units
--- | ---
ART 001AB | Survey of Western Art 6
ART 001E | Design in Society 3
ART 031A | Beginning Drawing 3
ART 031B | Expressive Drawing 3
ART 031C | Representational Drawing 3
ART 033A | Two Dimensional Design 3
ART 033C | Color Design 3

One elective from recommended list 3

Recommended Electives Courses:

Art History: ART 001D, 007, 010, 012A,B
Ceramics: ART 065A,B,C,D, 067A,B,C,D
3-D Design: ART 075A,B,C,D
Graphic Design: ART 035A,B,C,D, 046
Painting/Drawing ART 035A,B,C,D, 047A,B,C,D, 049A,B,C,D
Printmaking ART 040A,B,C,D 041A,B,C,D
Sculpture ART 085A,B 089A,B

Transfer students planning to concentrate in Art History should be advised that there may be a foreign language requirement. Please consult a counselor.

To be awarded an A.A. Degree, a student must complete:

1. All the major requirements
2. Additional units to meet the college graduation requirements.

*Note: Students transferring to SJSU should take ART 031A & 031C

2-DIMENSIONAL VISUAL STUDIES
(Certificate)

Required Courses (12 units)

Course | Units
--- | ---
ART 031A | Beginning Drawing 3
ART 033A | Two-Dimensional Design 3
ART 033Q | Color Design 3

Choice of 1 elective from:

ART 0049A Beginning Painting 3
ART 047A Beginning Watercolor 3
ART 031B Expressive Drawing 3
ART 031C Representational Drawing 3
ART 035A Beginning Life Drawing 3
ART 055 Introduction to Computer Arts 3
ART 001E Design in Society 3

ART 001A SURVEY OF WESTERN ART 1
3 units

Lecture 3 hours; lab 0 hours, lab 1 hour by arrangement

Acceptable for credit: University of California, California State University

This course is a general survey of painting, sculpture, and architecture in the western world from prehistoric times through the Gothic period, using art as a reflection of human interaction with events of the time, emphasizing aesthetic, cultural and historical values. The hours by arrangement will be fulfilled by gallery trips followed by a critical analysis of the art viewed. Each trip will be under instructor supervision. Pass/No Pass Option

ART 001B SURVEY OF WESTERN ART II
3 units

Lecture 3 hours; lab 0 hours, lab 1 hour by arrangement

Acceptable for credit: University of California, California State University

This course is a general survey of painting, sculpture, and architecture in the western world from the Renaissance to the present day, using art as a reflection of human interaction with events of the time, emphasizing aesthetic, cultural and historical values. The hours by arrangement will be fulfilled by gallery trips followed by a critical analysis of the art viewed. Each trip will be under instructor supervision. Pass/No Pass Option
ART 001D ART OF THE 20TH CENTURY
3 units
Lecture 3 hours; lab 0 hours, lab 1 hour by arrangement
Acceptable for credit: University of California, California State University
This course is a survey of painting, sculpture, and design, pre-colonial to contemporary times. Each trip will be under instructor supervision.

ART 001E DESIGN IN SOCIETY
3 units
Lecture 3 hours; lab 0 hours, lab 0 hour by arrangement
Acceptable for credit: University of California, California State University
This course provides a thematic and chronological introduction to major types of design around the globe from prehistory to the present. It considers the cultural role of design in finding creative solutions to basic human needs such as shelter, clothing, utilitarian objects, transportation, and communication for social, political, religious, informational, and other purposes. Works by designers from many diverse cultures are studied within their historical and cultural contexts. Pass/No Pass Option

ART 001G HISTORY OF PHOTOGRAPHY
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California (proposed), California State University
The technical developments and aesthetic trends in photography are traced from its invention in the nineteenth century to the present day. This course includes image presentations, discussions and viewing exhibitions. Pass/No Pass Option

ART 003 BAY AREA MUSEUMS AND GALLERIES
2 units
Lecture 1 hour; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
A study of the various artists, styles, media, and techniques of the visual arts as presented by Bay Area museums and galleries. The aesthetic statements of historical and contemporary artists will be discussed. Regular field trips to current museum and gallery exhibitions are an integral part of this course. Pass/No Pass Option

ART 004 ART APPRECIATION
3 units
Lecture 3 hours; lab 0 hours, lab 1 hour by arrangement
Acceptable for credit: University of California, California State University
An introductory overview to the general trends and concepts of visual expression. Art objects under study will be considered both as aesthetic entities in themselves and as crystallization of man’s thought and beliefs at different periods of history. Students will also gain greater awareness of the processes, media and techniques required to create art. Pass/No Pass Option The hours by arrangement will be fulfilled by gallery trips followed by a critical analysis of the art viewed. Each trip will be under instructor supervision. Pass/No Pass Option

ART 007 ART OF ASIA
3 units
Lecture 3 hours; lab 0 hours, lab 1 hour by arrangement
Acceptable for credit: University of California, California State University
A general survey of arts and culture of Asia. Emphasis on painting, sculpture, ceramics and architecture of India, China and Japan. Development of artistic ideas and expressions based on cultural interactions from prehistory to the present will be studied. The hours by arrangement will be fulfilled by gallery trips followed by a critical analysis of the art viewed. Each trip will be under instructor supervision. Pass/No Pass Option

ART 008 AMERICAN ART: A MULTICULTURAL APPROACH
3 units
Lecture 3 hours; lab 0 hours, lab 0 hour by arrangement
Acceptable for credit: University of California, California State University
This course is a multicultural history of American art pre-colonial to contemporary times. The course examines the multiple histories and identities present in American art and culture providing understanding and awareness of their participation within America’s visual expression. Pass/No Pass Option

ART 010 AMERICAN ART: A MULTICULTURAL APPROACH
3 units
Lecture 3 hours; lab 0 hours, lab 0 hour by arrangement
Acceptable for credit: University of California, California State University
This course is a multicultural history of American art pre-colonial to contemporary times. The course examines the multiple histories and identities present in American art and culture providing understanding and awareness of their participation within America’s visual expression. Pass/No Pass Option

ART 011 ART OF PRE-HISPANIC MEXICO
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
A general survey of painting, sculpture and architecture from the main civilizations of Pre-Hispanic Mexico, emphasizing aesthetic, cultural and historical values of the times. The hours by arrangement will be fulfilled by gallery trips followed by a critical analysis of the art viewed. Each trip will be under instructor supervision. Pass/No Pass Option

ART 012A ART OF COLONIAL AND MODERN MEXICO
3 units
Lecture 3 hours; lab 0 hours, lab 1 hour by arrangement
Acceptable for credit: University of California, California State University
A general survey of painting, sculpture and architecture from colonial and modern Mexico as influenced by European civilizations, and the emergence of a national art style, emphasizing aesthetic, cultural and historical values of the times. The hours by arrangement will be fulfilled by gallery trips followed by a critical analysis of the art viewed. Each trip will be under instructor supervision. Pass/No Pass Option

ART 012B ART OF COLONIAL AND MODERN MEXICO
3 units
Lecture 3 hours; lab 0 hours, lab 1 hour by arrangement
Acceptable for credit: University of California, California State University
A general survey of painting, sculpture and architecture from colonial and modern Mexico as influenced by European civilizations, and the emergence of a national art style, emphasizing aesthetic, cultural and historical values of the times. The hours by arrangement will be fulfilled by gallery trips followed by a critical analysis of the art viewed. Each trip will be under instructor supervision. Pass/No Pass Option

ART 013 AFRICAN-AMERICAN ART HISTORY
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course is a brief survey of the art of West African civilizations and the art of African Americans from colonial to contemporary time. It examines ways in which African American art has alternately reflected, shaped, and challenged such important historical events and currents as the Harlem Renaissance, the Civil Rights and Black Power movements, the Women’s movement, and contemporary identity politics. Pass/No Pass Option

ART 014 WOMEN IN ART HISTORY
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course is a survey of women in Western art. Specifically, it traces the representation of Woman in art history, the emergence of the female artist, and the examination of feminist theory in art history. It includes an examination of the major art periods, theories, criticism, and feminist criticism. This course focuses on women both as the subjects and the creators of art. It is organized chronologically and thematically. This involves a historical survey of women artists and their artistic contributions, as well as an examination of the religious, mythological and secular images of women in art. Extensive attention is given to the creation, modification and persistence of these images throughout history, due to various social, economical, psychological and intellectual conditions. Pass/No Pass Option

• PREREQUISITES AND COREQUISITES are MANDATORY. See page 14 for specific information.
• Courses used to meet prerequisite requirements must have been completed with a grade of C or Pass or better.
• RECOMMENDED preparations are ADVISORY.
• This catalog is subject to change and may be incomplete. Please consult the addenda at www.westvalley.edu/catalog/.
ART 031A BEGINNING DRAWING
3 units
Lecture 2 hours; lab 4 hours, lab 0 hour by arrangement
Acceptable for credit: University of California, California State University
This is a beginning drawing course for students with no former drawing experience. Students draw natural and human-made forms from observation directed toward realistic rendering of objects. Students receive an introduction to pictorial composition and perspective and an introduction to drawing media: pencil, charcoal, conte, and pen and ink. Studio practice emphasizes basic shading principles, techniques and development of "line" qualities of graphic presentation. Students have the opportunity to learn aesthetic vocabulary leading to independent critical judgment. This course may be taken four times. Pass/No Pass Option

ART 031B EXPRESSIVE DRAWING
3 units
Lecture 2 hours; lab 4 hours, lab 0 hour by arrangement
Recommended preparation: ART 031A
Acceptable for credit: University of California, California State University
Advanced course for students with previous college-level drawing experience. Course emphasizes refinement of drawing skills and in-depth concentration on composition. Students will be introduced to various styles of drawing. The course stresses development of individual presentation of compositions and conceptualization capabilities. Skills will be taught which enable students to develop an aesthetic vocabulary leading to independent critical judgment. Pass/No Pass Option

ART 031C REPRESENTATIONAL DRAWING
3 units
Lecture 2 hours; lab 4 hours, lab 0 hour by arrangement
Acceptable for credit: University of California, California State University
In this course, students will have the opportunity to expand their understanding of rendering a physical likeness of three-dimensional form in black and white media. Concepts such as planar relationships, value/contrast, modeling with light and shade, proportioning and scale, linear and atmospheric perspective, multiple vanishing points, and surface texture will be emphasized. This course may be repeated once. Pass/No Pass Option

ART 033A TWO-DIMENSIONAL DESIGN
3 units
Lecture 2 hours; lab 4 hours, lab 0 hour by arrangement
Acceptable for credit: University of California, California State University
This course offers an introduction to the principle, elements, and terminology of two-dimensional design. Design elements such as line, value, texture, shape, and basic color are organized by various principles such as repetition, variety, balance, and proportion. A wide variety of media will be used. Pass/No Pass Option

ART 033C COLOR DESIGN
3 units
Lecture 2 hours; lab 4 hours, lab 0 hour by arrangement
Recommended preparation: ART 033A
Acceptable for credit: University of California, California State University
Students have the opportunity to refine their basic design skills through the use of color concepts based on theory and expression. Projects focus on color attributes such as hue, value, intensity, weight, distance, temperature, color schemes, and color interaction. Pass/No Pass Option

ART 035A BEGINNING LIFE DRAWING
3 units
Lecture 2 hours; lab 4 hours, lab 0 hour by arrangement
Acceptable for credit: University of California, California State University
In this course, students have the opportunity to study the fundamentals of the human figure by drawing from life in a variety of black and white media. Familiarization with the human form in terms of mass, weight, dimension, and structure are emphasized through a variety of assignments stressing contour, gesture, surface modeling, light, and proportion. Pass/No Pass Option

ART 035B INTERMEDIATE LIFE DRAWING
3 units
Lecture 2 hours; lab 4 hours, lab 0 hour by arrangement
Acceptable for credit: University of California, California State University
This course gives students the opportunity to refine basic figure drawing skills through an emphasis on creative expression. This course also gives students the opportunity to gain an expanded understanding of proportion, structure, modeling, movement, and description of the human form. A variety of drawing materials is used including color media. Pass/No Pass Option

ART 035C INTERMEDIATE-ADVANCED LIFE DRAWING
3 units
Lecture 2 hours; lab 4 hours, lab 0 hour by arrangement
Acceptable for credit: University of California, California State University
This course gives students the opportunity to explore an expanded variety of drawing media used in combination with traditional approaches to develop a personal style of life drawing. Expanded theories of composition and color are covered through studio practice and research of the history of life drawing. Pass/No Pass Option

ART 035D ADVANCED LIFE DRAWING
3 units
Lecture 2 hours; lab 4 hours, lab 0 hour by arrangement
Acceptable for credit: University of California, California State University
This course gives students the opportunity to intensify their study of personal artistic direction through developing a cohesive and connected body of life drawings. Projects focus on use of multiple figures, theme development, and refinement of personal style. Studio work is supplemented with research of representations of the human figure in the art of various cultures and eras. Pass/No Pass Option

ART 036 PERSPECTIVE DRAWING
3 units
Lecture 2 hours; lab 4 hours, lab 1 hour by arrangement
Acceptable for credit: University of California, California State University
Study and practice in the principles of perspective and their uses in drawing.

ART 040A PRINTMAKING: ETCHING
3 units
Lecture 2 hours; lab 4 hours, lab 2 hours by arrangement
Recommended preparation: ART 031A or ART 033A
Acceptable for credit: University of California, California State University
Introductory course in etching techniques exploring etching, aquatint, drypoint, hard and soft ground and relief printing methods. Skills will be taught which enable students to develop an aesthetic vocabulary leading to independent critical judgment. Pass/No Pass Option

ART 040B PRINTMAKING: ETCHING
3 units
Lecture 2 hours; lab 4 hours, lab 2 hours by arrangement
Recommended preparation: ART 040A.
Acceptable for credit: University of California, California State University
Advanced studio practice in etching, exploring mezzotint, monoprint, color printing registration, and drypoint. Skills will be taught which enable students to develop an aesthetic vocabulary leading to independent critical judgment. Pass/No Pass Option

ART 040C PRINTMAKING: ETCHING
3 units
Lecture 2 hours; lab 4 hours, lab 1 hour by arrangement
Recommended preparation: ART 040B
Acceptable for credit: University of California, California State University
Advanced methods in Monotype, Collagraph, lift ground and hard and soft ground relief printing. Proper presentation and documentation of print portfolio (Intaglio). Skills will be taught which enable students to develop an aesthetic vocabulary leading to independent critical judgment. Pass/No Pass Option

Recommended Preparations in Basic Skills:
Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 055. Some courses may also require a math course prior to enrollment. See individual course descriptions for math recommendations.

NOTE: Course hours per week stated in the catalog are based on a 18 week semester. For hours per week during the current 16 week semester or summer or winter sessions, please see the schedule of classes, or go to www.westvalley.edu and look under MyWebServices.
ART 040D PRINTMAKING: ETCHING  
3 units  
Lecture 2 hours; lab 4 hours, lab 1 hour by arrangement  
**Recommended preparation:** ART 040C  
Acceptable for credit: University of California, California State University  
Advanced methods of multiple plate color registration with transparent and opaque inks, and editioning. The curating, caring for, and numbering and signing etchings. Skills will be taught which enable students to develop an aesthetic vocabulary leading to independent critical judgment. Pass/No Pass Option

ART 047A BEGINNING WATERCOLOR  
3 units  
Lecture 2 hours; lab 4 hours, lab 0 hour by arrangement  
**Recommended preparation:** ART 033A  
Acceptable for credit: University of California, California State University  
In this class, students are introduced to basic techniques and applications of traditional materials associated with painting in aqueous media. Pass/No Pass Option

ART 047B INTERMEDIATE WATERCOLOR  
3 units  
Lecture 2 hours; lab 4 hours, lab 0 hour by arrangement  
**Recommended preparation:** ART 047A  
Acceptable for credit: University of California, California State University  
In this class students have the opportunity to refine their technical skills associated with watercolor and related aqueous media. The focus of this class is on painting handling, using appropriate compositional structure and color necessary to the development of a personal style. Pass/No Pass Option

ART 047C INTERMEDIATE-ADVANCED WATERCOLOR  
3 units  
Lecture 2 hours; lab 4 hours, lab 0 hour by arrangement  
**Recommended preparation:** ART 047B  
Acceptable for credit: University of California, California State University  
In this class students are introduced to alternative painting surfaces, materials and procedures in combination with traditional watercolor and aqueous media approaches. This class emphasizes advanced theories of color and composition. Further evolution of a personal style is encouraged in this class in combination with art historical research. Pass/No Pass Option

ART 047D ADVANCED WATERCOLOR  
3 units  
Lecture 2 hours; lab 4 hours, lab 0 hour by arrangement  
**Recommended preparation:** ART 047C  
Acceptable for credit: University of California, California State University  
In this course students continue their study of personal artistic direction by developing a cohesive body of work within the confines of watercolor or other aqueous media. Projects focus on series and theme development. Studio work is supplemented with painting-oriented research, writing, and verbal appraisals. Pass/No Pass Option

ART 049A BEGINNING PAINTING  
3 units  
Lecture 2 hours; lab 4 hours, lab 0 hour by arrangement  
**Recommended preparation:** ART 031A and ART 033A  
Acceptable for credit: University of California, California State University  
In this course students have the opportunity to learn the elements of painting using a variety of techniques, materials, and tools. Structure, composition, paint handling, light affects, and color theory are stressed in relationship to the painting process and a variety of subject matter.

ART 049B INTERMEDIATE PAINTING  
3 units  
Lecture 2 hours; lab 4 hours, lab 0 hour by arrangement  
**Recommended preparation:** ART 049A  
Acceptable for credit: University of California, California State University  
In this course students refine basic painting skills in addition to expand understanding of paint handling, structure and volume, perspective, composition, and color theory. Students continue research of materials and techniques and begin to focus on creative expression.

ART 049C INTERMEDIATE-ADVANCED PAINTING  
3 units  
Lecture 2 hours; lab 4 hours, lab 0 hour by arrangement  
**Recommended preparation:** ART 049B  
Acceptable for credit: University of California, California State University  
In this course students pursue personal style and interests. Advanced theories of composition and color are covered through studio practice and research of the history of painting. Alternative painting surfaces and materials in combination with traditional approaches are explored. Pass/No Pass Option

ART 049D ADVANCED PAINTING  
3 units  
Lecture 2 hours; lab 4 hours, lab 0 hour by arrangement  
**Recommended preparation:** ART 049C  
Acceptable for credit: University of California, California State University  
In this course students intensify their study of personal artistic direction through developing a cohesive body of work. Projects focus on series and theme development. Studio work is supplemented with painting-oriented research, writing, and verbal analysis. Pass/No Pass Option

ART 052 FIGURE PAINTING  
3 units  
Lecture 2 hours; lab 4 hours, lab 0 hour by arrangement  
**Recommended preparation:** ART 049A and ART 033A  
Acceptable for credit: University of California, California State University  
Studio practice in painting media working from a nude or draped model. Uses of techniques, style and composition as expression in figure painting.

ART 054 PORTRAIT PAINTING  
3 units  
Lecture 2 hours; lab 4 hours, lab 0 hour by arrangement  
**Rec. preparation:** ART 049A and ART 033A  
Acceptable for credit: University of California, California State University  
Studio practice in painting media working from a model. Uses of techniques, style, and composition as aesthetic expression in portrait painting. A variety of painting styles will be explored and executed leading to skills that will enable the student to develop an aesthetic vocabulary leading to independent critical judgment.

ART 055 INTRO TO COMPUTER ARTS  
3 units  
Lecture 3 hours; lab 3 hours, lab 1 hour by arrangement  
**Recommended preparation:** ART 031B and ART 033C  
Acceptable for credit: University of California, California State University  
This course provides students with an opportunity to explore fundamental theories and methods of creating Computer Art and the impact of technology on 20th century art production. It introduces students to digital imaging, digital video/animation and interactive authoring which utilize hands-on contemporary art strategies. This course may be repeated once. Pass/No Pass Option

ART 057A ANIMATION I  
3 units  
Lecture 3 hours; lab 3 hours, lab 1 hour by arrangement  
**Recommended preparation:** ART 055 or concurrent  
Acceptable for credit: California State University  
This course provides students with a comprehensive introduction to the production of computer generated art imagery. It covers fundamental modeling techniques, texture mapping, lighting, rendering, and basic animation concepts. This course may be taken four times. Pass/No Pass Option

ART 057B ANIMATION II  
3 units  
Lecture 3 hours; lab 3 hours, lab 1 hour by arrangement  
**Recommended preparation:** ART 057A or concurrent; MATH 103/103R  
Acceptable for credit: California State University  
This course provides students with the opportunity to develop intermediate to advanced Computer Animation skills. It covers object and effects animation, character animation including inverse kinematics, and particle simulation. This course may be taken four times. Pass/No Pass Option

ART 059 ANIMATION STUDIO  
3 units  
Lecture 2 hours; lab 4 hours, lab 0 hour by arrangement  
This course offers students the opportunity to develop skills and awareness in the field of computer animation. Students will have the opportunity to work on actual projects responding to actual promotional design and presentation needs with a special emphasis on local industry and non-profit organizations in our community. Students will have the opportunity to participate in creative problem solving and hands-on experimentation. Pass/No Pass Option

**PREREQUISITES AND COREQUISITES are MANDATORY.** See page 14 for specific information.

**Courses used to meet prerequisite requirements must have been completed with a grade of C or Pass or better.**

**RECOMMENDED preparations are ADVISORY.**

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Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 055. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.

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ART 060A COMPUTER ARTS: INTERACTIVE DIGITAL VIDEO ART
3 units
Lecture 3 hours; lab 3 hours, lab 1 hour by arrangement

ART 060B COMPUTER ARTS: MULTIMEDIA ART PRODUCTION
3 units
Lecture 3 hours; lab 3 hours, lab 1 hour by arrangement

ART 065A CERAMICS - HANDBUILDING
3 units
Lecture 2 hours; lab 4 hours, lab 0 hour by arrangement

ART 065B CERAMICS - HANDBUILDING
3 units
Lecture 2 hours; lab 4 hours, lab 0 hour by arrangement

ART 065C CERAMICS HANDBUILDING
3 units
Lecture 2 hours; lab 4 hours, lab 0 hour by arrangement

ART 065D HANDBUILT CERAMICS - ADVANCED
3 units
Lecture 2 hours; lab 4 hours, lab 0 hour by arrangement

ART 066A CERAMICS - POTTER'S WHEEL
3 units
Lecture 2 hours; lab 4 hours, lab 0 hour by arrangement

ART 066B CERAMICS - POTTER'S WHEEL
3 units
Lecture 2 hours; lab 4 hours, lab 0 hour by arrangement

ART 085A SCULPTURE
3 units
Lecture 2 hours; lab 4 hours, lab 0 hour by arrangement

ART 085B SCULPTURE
3 units
Lecture 2 hours; lab 4 hours, lab 0 hour by arrangement

ART 088A METAL-SCULPTURE CASTING
3 units
Lecture 2 hours; lab 4 hours, lab 0 hour by arrangement

ART 088B METAL-SCULPTURE CASTING
3 units
Lecture 2 hours; lab 4 hours, lab 0 hour by arrangement

ART 091, 092, 093 DIRECTED STUDIES
1-3 units
Prerequisite: Interview with instructor to determine objectives and write a contract

ART 100 SPECIAL TOPICS
.5-3 units
The course will explore topics related to this discipline and will be offered as needed. See the class schedule for current offerings. Pass/No Pass Option

ART 1611
0 units
Lecture 1-6 hours; lab 0 hours, lab 0 hours by arrangement

Recommended Preparations in Basic Skills:
Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 055. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.

NOTE: Course hours per week stated in the catalog are based on a 18 week semester. For hours per week during the current 16 week semester or summer or winter sessions, please see the schedule of classes, or go to www.westvalley.edu and look under MyWebServices.
Astronomy

THE FACULTY
Benjamin Mendelsohn
Doug Epperson

DIVISION  Science and Mathematics
DIVISION CHAIR  Rebecca Wong
DEPARTMENT CHAIR  Lungyee Lin
PHONE  408-741-4658
EMAIL  lungyee.lin@wvm.edu
COUNSELING  408-741-2009

Learning Outcomes
After completing courses in Astronomy, a student will be able to:
• Apply concepts and methods of inquiry appropriate to the field of astronomy;
• Solve conceptual and numerical problems;
• Demonstrate appropriate laboratory skill;
• Choose and use appropriate methods to present concepts and data.

ASTRO 001 ASTRONOMY
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: MATH 902
Acceptable for credit: University of California, California State University
A course in descriptive astronomy, covering the entire panorama of evolution; the birth, life, and death cycle of stars; the birth, life, and death cycle of galaxies; the origin of the entire universe, the origin of planets, and the beginnings of life on earth. With that as a foundation, the possibility of communicating with distant technical civilizations is discussed.

ASTRO 002 ASTRONOMY LABORATORY
1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Prerequisite: May be taken concurrently with ASTRO 001, 010 or 011; or upon completion of ASTRO 001, 010 or 011
Recommended preparation: MATH 902
Acceptable for credit: University of California, California State University
Hands-on approach to learning astronomical data-collecting methods, reinforcing concepts learned in ASTRO 001, 010, or 011. Methods include use of the planetarium instrument, celestial globes, "homemade" instruments such as sundials, and astronomical photographic plates of stars and galaxies. This course may not be taken if ASTRO 010L or 011L has already been taken. Pass/No Pass Option

ASTRO 005 PLANETARIUM ASTRONOMY
2 units
Lecture 2 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: MATH 902
Naked eye astronomy is taught using the planetarium as a space simulator and teaching tool. Students have the opportunity to learn to find and recognize Northern Hemisphere constellations and identify their brightest stars. The motion of the starry skies including celestial viewing of moon and planets is studied. Telescopes and methods of analyzing starlight are introduced. A brief history of astronomy from an earth centered to expanding universe view is presented. Planetarium astronomy makes use of our campus planetarium and visit(s) to Bay Area planetarium(s). This class is also useful to prospective teachers and youth leaders. This course does not fulfill the General Education requirement. Pass/No Pass Option

ASTRO 010 SOLAR SYSTEM ASTRONOMY
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This is a course in descriptive Astronomy, with emphasis on evolution, structure and behavior of the Solar System and its contents. The course commences with a study of the night sky including the motions of the Sun, Moon, planets and stars. The motions of the celestial bodies are explained in the historical context of geocentric and heliocentric models. The origins of the solar system are explored followed by a study of the terrestrial planets utilizing comparative planetary geology. The atmospheres of the terrestrials and jovians is investigated, followed by an exploration of moons, ring systems, asteroids and comets. Pass/No Pass Option

ASTRO 010L ASTRONOMY LAB
1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Prerequisite: May be taken concurrently with ASTRO 001, ASTRO 010 or ASTRO 011 or upon completion of ASTRO 001, ASTRO 010 or ASTRO 011
Recommended preparation: MATH 902
Acceptable for credit: University of California, California State University
This lab provides a hands-on approach to learning data-collecting methods, reinforcing concepts learned in ASTRO 010 or 011. The course may not be taken for credit if credit has been earned for ASTRO 002 or ASTRO 010L. This course is recommended for students who have taken or are taking either Solar System Astronomy (ASTRO 010) or Stellar Astronomy (ASTRO 011). Methods include use of the planetarium instrument, celestial globes, homemade instrument such as sundials, and astronomical photographic plates of stars and galaxies. This course may not be taken if ASTRO 002 or ASTRO 010L has already been taken. Pass/No Pass Option

ASTRO 011L ASTRONOMY LAB
1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Prerequisite and arrangements are ADVISORY
This is an intensive weekend field lecture class in general observational astronomy. The class uses direct visual and telescope observations to help explain planetary geology, solar system, star, and galaxy formation. Pre-trip and post-trip lectures cover topics in stellar and solar system astronomy as well as basic telescope mounting. The course requires hiking and overnight camping at Pinnacles National Monument. It is held in conjunction with GEOL 012. Pass/No Pass Option

ASTRO 012 FIELD ASTRONOMY AT PINNACLES NATIONAL MONUMENT
1 unit
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This is an intensive weekend field lecture class in general observational astronomy. The class uses direct visual and telescope observations to help explain planetary geology, solar system, star, and galaxy formation. Pre-trip and post-trip lectures cover topics in stellar and solar system astronomy as well as basic telescope mounting. The course requires hiking and overnight camping at Pinnacles National Monument. It is held in conjunction with GEOL 012. Pass/No Pass Option
ASTRO 014 LIFE IN THE UNIVERSE
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: MATH 902
Acceptable for credit: University of California, California State University
This course considers the origin and evolution of life on Earth and the possibility of life elsewhere in the Universe. Applying the disciplines of astrophysics, biology, geology, and planetary science, students will study the chemical basis for life, the limits of life on earth and look for the markers of life in other places in the solar system. Students will also examine the possibilities for life outside of the solar system. Pass/No Pass Option

ASTRO 020 FAMILY OF THE SUN
4 units
Lecture 3 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This is an introductory course in astronomy for the non-science major. Topics include study of the night sky and the motions of the objects in the heavens as seen from Earth, examination of the structure and behavior of the Solar System and its contents, planetary geology, planetary atmospheres, the search for other solar systems and the possibility of the existence of extraterrestrial life. Laboratory work includes observation and application of concepts discussed in lectures, computer simulations, planetarium simulations, and field work. Pass/No Pass Option

ASTRO 021 LIFESTYLES OF THE STARS
4 units
Lecture 3 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This is an introductory course in astronomy for the non-science major. Topics include study of the night sky and the motions of the objects in the heavens as seen from Earth, study of the birth, life and death of stars including Einstein’s theory of relativity as applied to black holes. Laboratory work includes observation and application of concepts discussed in lectures, computer simulations, planetarium simulations, and field work. Pass/No Pass Option

ASTRO 030 FIELD ASTRONOMY
1 unit
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This is an intensive weekend field lecture course, whose location may change from semester to semester, in general observational astronomy. The class uses direct visual and telescopic observation of the sky to help explain solar system, stellar and galaxy formation. The course includes pre-trip lecture meetings that cover the fundamentals of the motion of the heavens, star charts and telescope optics. Hiking and overnight camping is required. The course is held in conjunction with GEOL 030. Pass/No Pass Option

Biology

THE FACULTY
Robert Berlani
Leticia Gallardo
Michelle Geary
Cheryl Hackworth
Nathan Norris
Christine Peters-Stanton
Molly Schrey
Peter Svensson

DIVISION: Science and Mathematics
DIVISION CHAIR: Rebecca Wong
DEPARTMENT CHAIR: Peter Svensson
PHONE: 408-741-2558
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COUNSELING: 408-741-2009

The Department of Biology at West Valley College offers an array of courses in different fields of biology. These courses are offered in support of the general education requirements in the natural sciences. Many of these courses fulfill the required transfer requirements to four-year programs at other institutions. It is recommended that students consult with the university they plan to attend to make sure that all lower division transfer requirements have been fulfilled. Prospective transfer students can visit www.assist.org for further information.

Learning Outcomes
After completing courses or an A.S. degree in Biology, a student will be able to:
- Demonstrate knowledge of the scientific method by applying to a laboratory problem;
- Demonstrate proper use of laboratory equipment, techniques and/or technology commonly employed in the field of biology;
- Demonstrate critical thinking and observational skills by applying knowledge of biological principles and concepts to a novel problem.

Career Options
- Athletic Trainer
- Biologist
- Biotechnology
- Botanist
- Cell Biologist
- Chiropractic
- Conservation Biologist
- Dentist
- ECG Technician
- Ecologist
- Educator
- Environment
- Environmental Lawyer
- Genetic Engineering
- Geneticist
- Habitat Restoration
- Marine Biologist
- Medical Assistant
- Medical Researcher
- Medicine
- Microbiologist
- Molecular Biologist
- Naturalist
- Nurse
- Nutritionist
- Occupational Therapist
- Park Management
- Pharmacist
- Physical Therapist
- Physician’s Assistant
- Researcher
- Science Writer/Journalist
- Scientific Illustration
- Sports Medicine
- Ultrasound Technician
- Veterinary Medicine
- Wild Life Biologist
- X-ray Technician
- Zoologist

Degree
A.S., Biological Sciences

BIOLOGICAL SCIENCE: Transfer: (Includes Biochemistry, Botany, Cell Biology, Zoology)
See Transfer Planning Guide available at the Counseling Center.

BIOLOGICAL SCIENCE (A.S. Degree)

Major Requirements:

1. Three courses in Biology from below:
   - Bio 041 Principles of Animal Biology 5
   - Bio 042 Principles of Plant Biology 5
   - Bio 043 Principles of Cells 5
   - Bio 045 Microbiology 5
   - Bio 047 Human Anatomy 5
   - Bio 048 Human Physiology 5

2. Either Chem 001A, B OR Chem 003A, B

To be awarded an A.S. Degree in the above, a student must complete:
- 1. All the major requirements
- 2. Additional units to meet the college graduation requirements.

The student should choose those general education requirements which may apply both toward graduation requirements of the college and toward the bachelor’s degree requirement at the four-year institution to which he/she plans to transfer.

BIO 010 INTRODUCTION TO BIOLOGY
4 units
Lecture 3 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This is an introductory course in general biology designed for the non-science major. Emphasis is on using critical thinking skills to understand and apply biological principles to the solution of everyday problems. Topics discussed include the scientific method, evolution, ecology, cell function and structure, cell energy, DNA and biotechnology, as well as how organisms interact with their internal and external environment. Laboratory work includes hands on application of concepts discussed in lectures, computer simulations and field work. A passing grade in both lecture and laboratory is required to receive credit for this course. Biology 10 is not open to students who have completed Biology 11 with a grade of C or better.

Recommended Preparations in Basic Skills:
Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 055. Some courses may also require a math course prior to enrollment. See individual course descriptions for math recommendations.

NOTE: Course hours per week stated in the catalog are based on an 18 week semester. For hours per week during the current 16 week semester or summer or winter sessions, please see the schedule of classes, or go to www.westvalley.edu and look under MyWebServices.
BIO 011 HUMAN BIOLOGY  
4 units  
Lecture 3 hours; lab 3 hours, lab 0 hours by arrangement  
Acceptable for credit: University of California, California State University  
Using human anatomy and physiology as its medium, this is an introductory course in biology designed for non-science majors. Emphasis is on critical thinking skills to understand and apply biological principles to the solution of everyday problems. Topics discussed include the scientific method, evolution, ecology, cell structure and function, as well as how human systems interact with their internal and external environment. Laboratory work includes hands-on application of concepts discussed in lectures through dissection, computer simulations and field work. A passing grade in both lecture and laboratory is required to receive credit for this course. Biology 11 is not open to students who have completed Biology 10 with a grade of C or better.

BIO 012 INTRODUCTION TO ECOLOGY AND WILDLIFE  
3 units  
Lecture 2 hours; lab 3 hours, lab 0 hours by arrangement  
Acceptable for credit: University of California, California State University  
This non-major course is an introduction to the general ecological principles that integrate all life on earth, with special focus on wildlife populations and their natural history. Energy and material flows will be covered, along with animal biology, behavior, population dynamics and human impact and management. Laboratory and field exercises emphasize investigational techniques used in scientific studies.

BIO 013 NATURAL HISTORY OF CALIFORNIA  
2 units  
Lecture 2 hours; lab 2 hour, lab 0 hours by arrangement  
Acceptable for credit: California State University  
This course explores the plant and animal communities of California. The students have the opportunity to learn about the ecology of California in both the classroom and field settings. Preliminary class meetings are followed by field trip(s). Students must successfully complete class preparatory requirements in order to participate in the field trip(s). Students are responsible for transportation and costs associated with travel, meals, camping equipment and related expenses.

BIO 014 CALIFORNIA PLANTS & ANIMALS  
3 units  
Lecture 2 hours; lab 3 hours, lab 0 hours by arrangement  
Acceptable for credit: California State University  
This course is a general education course which introduces California plants and animals in an ecological context. An ecosystem approach is used to explain the geographic distribution of life forms and their community associations. In-class activities and out-of-class projects involve learning the natural history of California life forms, as well as recognizing and naming them. Anyone who is interested in teaching, recreation or park management will learn identification and display techniques that will be of use.

BIO 015 CONSERVATION OF OUR NATURAL RESOURCES  
3 units  
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement  
Acceptable for credit: California State University  
This is a course in the conservation of our natural resources with a view of conservation problems by considering the history of human populations in the relation to natural resources, their present predicament, and their future outlook. Students will look at conservation as it pertains to water, timber, wildlife, soil and air. This course is dual listed with PKMG 014, Conservation of Our Natural Resources.

BIO 018 MARINE BIOLOGY  
4 units  
Lecture 3 hours 3 lab hours, lab 0 hours by arrangement  
Acceptable for credit: University of California, California State University  
A survey of the biological principles of marine science. Designed to acquaint the student with the natural history of the local coastline, the Monterey Bay and its adjoining areas. The use of oceanographic instruments and marine sampling devices, a descriptive survey of the flora and fauna as found in laboratory study and field trips, and the relationship of the ocean to man are also included.

BIO 022 GENETICS  
4 units  
Lecture 3 hours; lab 3 hours, lab 0 hours by arrangement  
Acceptable for credit: University of California, California State University  
This general education course is primarily for the non-science major. This is an introduction to the principles and concepts of heredity and their application to plants and animals, with emphasis on the heredity process, pedigrees, mutation, medical genetics, recombinant DNA, biotechnology genetics, population genetics.

BIO 023 INTRODUCTION TO INFECTIOUS DISEASES  
3 units  
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement  
Acceptable for credit: University of California, California State University  
This introductory biology course explores infectious diseases, parasites, and human immunity. The course begins with a survey of infectious disease agents, including emerging pathogens, agents of bioterrorism, and newer complications seen in ancient diseases. The course continues by examining how the human immune system responds to these infections and helps students interpret epidemiological patterns of disease in human populations.

BIO 024 CONTEMPORARY BIOLOGY  
3 units  
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement  
Acceptable for credit: University of California, California State University  
This course is designed for students of all disciplines to introduce a wide range of contemporary biological issues that will affect their lives: environmentally related issues, issues related to human physiology, and issues related to inheritance. Basic biological, chemical and physical principles are presented as appropriate for meaningful discussions of these issues and to understand articles, essays and lectures.

BIO 034 TROPICAL ECOLOGY  
4 units  
Lecture 3 hours; lab 3 hours, lab 0 hours by arrangement  
Acceptable for credit: California State University  
This introductory level course is designed for students of all disciplines who are interested in learning about tropical ecology first-hand by studying at field stations in Costa Rica. Principles of ecology, biodiversity, and conservation will be examined and applied in both terrestrial and marine environments. This intensive field course will emphasize two main tropical ecosystems: the rainforest and the rocky intertidal region. Costa Rican culture, economy, and public policy and their relationship to resource conservation will also be examined. Students will participate in naturalist-led hikes and group research projects in the field. They will also design and carry out independent ecological studies. This class will be held at biological field stations in Costa Rica, with other required class meetings at West Valley College. Students will be responsible for their own trip costs and for the purchase of items required for the trip. Pass/No Pass Option

BIO 035 BIOLOGY OF BIRDS  
3 units  
Lecture 2 hours; lab 3 hours, lab 0 hours by arrangement  
Acceptable for credit: California State University  
This course introduces the natural history and biology of birds. The anatomy, ecology, diversity, behavior, and identification of birds are explored through lectures, laboratories, and field trips. The biology of California birds is emphasized. The course is directed towards biology students, science educators (K-12), natural history museums and environmental docents, environmental educators, as well as bird enthusiasts. Students are responsible for transportation and costs associated with travel.

BIO 036 ANIMAL BEHAVIOR  
3 units  
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement  
Acceptable for credit: University of California, California State University  
Have you ever wondered why animals behave the way they do? This course will explore different aspects of animal behavior ranging from the hardshells of growing up, capturing food, escaping, migrating, navigating, communicating, making homes, competing for mates, courting, sex, taking care of offspring to the complex social behavior found in many animals. Pass/No Pass Option
BIO 037 EVOLUTION - LIFE ON EARTH  
3 units  
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement  
Acceptable for Credit: California State University  
This course is an introduction to the history of life on earth by the exploration of past and current environments through the evolution of different types of species over time. The course emphasizes Darwin’s theory of evolution, the evidence supporting it, mechanisms of evolution as well as modern viewpoints having implications for society and culture.

BIO 038 BIODIVERSITY AND EXTINCTION: HOTSPOTS, CRISIS AND CONSERVATION  
3 units  
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement  
Acceptable for credit: California State University; University of California (proposed)  
The class surveys the biodiversity on Earth with a focus on plants and animals in selected hotspots across the world. It examines ecological and evolutionary principles necessary to understand the nature and importance of the worldwide environmental crisis.

BIO 041 PRINCIPLES OF ANIMAL BIOLOGY  
5 units  
Lecture 3 hours; lab 6 hours, lab 0 hours by arrangement  
Prerequisites: Completion of a college biology course or high school biology course and MATH 106/106R, Intermediate Algebra, or equivalent  
Acceptable for credit: University of California, California State University  
This course introduces the principles and concepts of animal biology. The main focus of the class is on the diversity, ecology, natural history, morphology, physiology, and development of animals with an evolutionary emphasis. This class is designed for biology majors.

BIO 042 PRINCIPLES OF PLANT BIOLOGY  
5 units  
Lecture 3 hours; lab 6 hours, lab 0 hours by arrangement  
Prerequisites: Completion of a college biology course or high school biology course and MATH 106/106R, Intermediate Algebra, or equivalent  
Acceptable for credit: University of California, California State University  
This course for biology majors surveys basic principles of the plant sciences by examining all levels of biological organization. It provides an overview of plant diversity, ecology, evolution, morphology, anatomy, physiology, and biochemistry. In addition to plants, fungi, algae, and cyanobacteria are also examined. Laboratory activities include microscopic work, experimental physiology, and studies of biodiversity, natural history and ecology. Field trips to several ecosystems in the bay provide numerous opportunities to study local flora.

BIO 043 PRINCIPLES OF CELL BIOLOGY  
5 units  
Lecture 3 hours; lab 6 hours, lab 0 hours by arrangement  
Prerequisites: Completion of a college biology course, a college chemistry course and MATH 106/106R or equivalent  
Acceptable for credit: University of California, California State University  
This course is a comprehensive study of unifying principles of cell biology, including the principles of cell chemistry and metabolism, structure and function of procaryotic and eucaryotic cells and viruses, bacterial and protistan taxonomy, meiosis, molecular genetics, genetic engineering, and hypotheses of the origin of life. Laboratory exercises demonstrate lecture concepts, and give students practical experience in performing standard laboratory methods used in cell biology. This course is designed to complete the preparation of the biology and pre-professional major for specialized upper division courses.

BIO 045 MICROBIOLOGY  
5 units  
Lecture 3 hours; lab 6 hours, lab 0 hours by arrangement  
Prerequisite: Completion of a college biology course and any college chemistry course  
Recommended preparation: MATH 103/103R  
Acceptable for credit: University of California, California State University  
This course is designed for nursing and other majors in life science. An introduction to microorganisms and the laboratory techniques employed in their study. The characteristics, particularly of bacteria, but including viruses, rickettsiae, algae, fungi, yeasts and protozoa will be studied with emphasis on their relationship to human life. Laboratory work will include morphological, cultural, nutritional and biochemical characteristics of microorganisms. The student will gain experience with the basic laboratory skills of the microbiologist.

BIO 046 ANATOMY AND PHYSIOLOGY  
5 units  
Lecture 3 hours; lab 6 hours, lab 0 hours by arrangement  
Prerequisite: Completion of a college biology course or high school biology  
Recommended preparation: MATH 902  
Acceptable for credit: University of California, California State University  
A survey of human anatomy and physiology to understand the correlation of structure and function of the systems of the human body. Laboratory work will consist of animal dissection, cadaver material, microscopic work, experiment and demonstration of materials to supplement the lectures. Designed for the liberal arts student, those planning careers in education, psychology, and the social sciences.

BIO 047 HUMAN ANATOMY  
5 units  
Lecture 3 hours; lab 6 hours, lab 0 hours by arrangement  
Prerequisite: completion of a college biology course or HS biology  
Recommended preparation: MATH 902  
Acceptable for credit: University of California, California State University  
This course for health professionals includes study of the gross and microscopic structure of the human body. Lab will consist of HUMAN CADAVER examination, CAT dissection, and microscopic examination of human tissues.

BIO 047A HUMAN ANATOMY COORDINATED ENRICHMENT  
.5 units  
Lecture 0 hours; lab 1.5 hours, lab 0 hours by arrangement  
Enrichment program coordinated with Human Anatomy - BIO 047. This course provides students with more advanced study and material covered in the Human Anatomy course. Additional opportunities are available to examine anatomical structures and specimens, including microscopic slides, human bones, and human cadavers are available. Pass/No Pass Option

BIO 048 HUMAN PHYSIOLOGY  
5 units  
Lecture 3 hours; lab 6 hours, lab 0 hours by arrangement  
Prerequisite: BIO 047 and any college chemistry course  
Recommended preparation: MATH 103/103R  
Acceptable for credit: University of California, California State University  
A study of the organ systems of the human body and the physiological principles involved in normal function. Emphasis is upon regulatory mechanisms and cellular function. The laboratory includes experiments stressing function of the body systems. Some experiments will be carried out on the students themselves.

BIO 049A, B, C, D BIOLOGICAL TECHNIQUES  
1 unit each  
A - Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement  
B - Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement  
C - Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement  
D - Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement  
Prerequisite: Completion of a college biology science course; BIO 049A is prerequisite to 049B, BIO 049B is prerequisite to 049C, 049C is prerequisite to 049D  
Recommended preparation: MATH 902  
Acceptable for credit: California State University  
Designed for, but not restricted to, pre-teaching biology majors. The student works with individual instructors and the laboratory technician in the preparation of demonstration materials and laboratory setups. Provides practical experience in the use and care of laboratory apparatus.
BIO 050 HUMAN CADAVER DISSECTION
1 unit (Summer only)
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Prerequisite: BIO 047
Acceptable for credit: California State University
This course is a whole dissection of a human cadaver. The course is designed for nursing, medical, physical therapy, physician assistant, chiropractic and other health related majors. The course will use a regional approach to cadaver dissection. Working in small groups, students will dissect cadavers while the instructor provides the necessary information for the dissection. This course may be repeated once. (Summer Only) Pass/No Pass Option

BIO 052 BIOLOGY SKILLS AND CONCEPTS
0.5 unit
Lecture 1 hour (over 9 weeks); lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course offers students an opportunity to learn effective study strategies for biology classes. These strategies are applied to the review of topics in concurrent biology classes. Students will review biology concepts to help them learn more efficiently. The course is presented in 6-week sections, and students may take any of the sections within a semester. This course may be repeated twice. Pass/No Pass Option

BIO 055 BIOLOGY OF SEX
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course explores the natural history of sex and how it is fundamental to understanding the evolution and diversity of sexual reproductive strategies. Students will have the opportunity to learn about the biology behind the fantastic strategies organisms use to mix their genes. Topics covered include the evolution of sex, sex strategies organisms use to mix their genes, the differences, mating strategies, costs of reproduction, sexual conflict, sperm competition, sexual selection, promiscuity, and female choice.

BIO 056 ECOLOGY OF SIERRA NEVADA
3 units
Lecture 2 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course explores the natural history and ecology of the Sierra Nevada. This general education course includes an overview of the climate, evolutionary history, biogeography, community structure, natural history, and ecology of the plants, mammals, birds and insects of the Sierra Nevada range. Students also have the opportunity to gain an understanding of basic field techniques. This class is held in the field with required preliminary class meetings at West Valley College. Students are responsible for transportation and costs associated with travel, camping equipment, and related expenses. Pass/No Pass Option

BIO 057 ECOLOGY OF ALASKA
3 units
Lecture 2 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course introduces students to the natural history and ecology of Alaska. This general education course includes an overview of the climate, evolutionary history, biogeography, community structure, natural history, and ecology of the plants, mammals, birds and insects of Alaska. Students also have the opportunity to learn basic field techniques. These topics are explored through lecture and field settings. Students must successfully complete class preparatory requirements in order to participate in the field trip. Students are responsible for transportation and costs associated with travel, meals, camping equipment and related expenses. Pass/No Pass Option

BIO 058 FIELD ECOLOGY
2 units
Lecture 2 hours; lab 3 hours, lab 0 hours by arrangement
This course explores the ecology of plant and animal communities. The students have the opportunity to learn about field ecology in both the classroom and outdoor settings. Preliminary class meetings are followed by a field trip(s). Students must successfully complete class preparatory requirements in order to participate in the field trip(s). Students are responsible for transportation and costs associated with travel, meals, camping equipment and related expenses.

BIO 091, 092, 093 DIRECTED STUDIES
1-3 units
91 - Lecture 0 hours; lab 0 hours, lab 3 hours by arrangement
92 - Lecture 0 hours; lab 0 hours, lab 6 hours by arrangement
93 - Lecture 0 hours; lab 0 hours, lab 9 hours by arrangement
Prerequisite: Interview with instructor to determine objectives and write a contract
Acceptable for credit: *University of California, California State University
*UC transfer credit for directed studies courses is granted after a review of the course outline and examples of students work (assignments, tests, papers, etc.) by the enrolling UC campus. Please see a counselor for more information
Directed studies are investigations of special interest to the student which are related to, but not included in, regular courses offered by the college. Pass/No Pass Option

BIO 100 SPECIAL TOPICS
0.5-3 units
Recommended preparation: MATH 902
The course will explore topics related to this discipline and will be offered as needed. See the class schedule for current offerings. Pass/No Pass Option

Botany
Principles of Botany (See Biology 42)

Cell Biology
(See Biology 43)
### ADMINISTRATIVE COORDINATION

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 061</td>
<td>Business &amp; Society</td>
<td>3</td>
</tr>
<tr>
<td>BUS 062</td>
<td>Business Math</td>
<td>3</td>
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</tbody>
</table>

**Recommended Electives:**
- ENGL 905 English Fundamentals - A Prep Course for English 001A 3
- ACCTG 050 Accounting for Small Business 1
- CA 032B Intermediate Microsoft Word 2
- CA 046B Presentation PowerPoint 1
- CA 081B Beginning Database, Microsoft Access 1
- WRKEK 303 Occupational Work Experience 3

### BUSINESS ADMINISTRATION (Certificate)

#### Required Courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>BUS 034</td>
<td>Human Resource Management</td>
<td>3</td>
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<tr>
<td>BUS 036</td>
<td>Strategic Management</td>
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<td>BUS 068</td>
<td>Organizational Behavior</td>
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<tr>
<td>BUS 078</td>
<td>Business Communication</td>
<td>3</td>
</tr>
</tbody>
</table>

#### Recommended Electives:
- ENGL 901A English Composition 3

### ADMINISTRATIVE MANAGEMENT

#### (Certificate)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>BUS 081</td>
<td>Advertising Principles</td>
<td>3</td>
</tr>
<tr>
<td>BUS 056</td>
<td>Marketing Principles</td>
<td>3</td>
</tr>
<tr>
<td>BUS 040</td>
<td>Sales Strategies</td>
<td>3</td>
</tr>
<tr>
<td>BUS 061</td>
<td>Business and Society</td>
<td>3</td>
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<tr>
<td>BUS 051</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 078</td>
<td>Business Communication</td>
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### BUSINESS COMMUNICATION (Certificate)

#### Required Courses:

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<tbody>
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</tr>
<tr>
<td>BUS 078</td>
<td>Business Communication</td>
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</table>

### BUSINESS LEADERSHIP SKILLS (Certificate)

#### Required Courses:

<table>
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<tr>
<th>Course Code</th>
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<tr>
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<td>BUS 051</td>
<td>Introduction to Business</td>
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<td>BUS 061</td>
<td>Business and Society</td>
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### HUMAN RELATIONS IN BUSINESS (Certificate)

#### Required Courses:

<table>
<thead>
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<tbody>
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<td>BUS 056</td>
<td>Marketing Principles</td>
<td>3</td>
</tr>
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<td>BUS 040</td>
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<td>BUS 078</td>
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<tr>
<td>BUS 301-304</td>
<td>Business Work Experience Education</td>
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### PROFESSIONAL SELLING (Certificate)

#### Required Courses:

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<tr>
<td>BUS 066</td>
<td>Human Relations in Business</td>
<td>3</td>
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<tr>
<td>BUS 078</td>
<td>Business Communication</td>
<td>3</td>
</tr>
<tr>
<td>BUS 030</td>
<td>Intro Project Management</td>
<td>3</td>
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<td>BUS 068</td>
<td>Organizational Behavior</td>
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<tr>
<td>BUS 006</td>
<td>Negotiation Principles</td>
<td>3</td>
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<tr>
<td>CA 062G</td>
<td>Excelling with Excel</td>
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### RETAIL MANAGEMENT (CERTIFICATE)

#### Required Courses:

<table>
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<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>BUS 033</td>
<td>Functions of Management</td>
<td>3</td>
</tr>
<tr>
<td>BUS 034</td>
<td>Human Resource Management</td>
<td>3</td>
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<tr>
<td>BUS 035</td>
<td>Retail Management</td>
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<tr>
<td>BUS 056</td>
<td>Marketing Principles</td>
<td>3</td>
</tr>
<tr>
<td>BUS 062</td>
<td>Business Math</td>
<td>3</td>
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<tr>
<td>BUS 066</td>
<td>Human Relations in Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 078</td>
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</table>
BUSINESS ADMINISTRATION / REAL ESTATE

Small Business Startup
Retail Selling
Professional Selling
Project Management
Marketing
Human Relations in Business
Business Work Experience
Business Management
Business Communication
Business Administration
Advertising
Administrative Management
Business Administration
Business Communication
Business Leadership Skills
Business Management
Business Work Experience
Human Relations in Business
Marketing
Project Management
Professional Selling
Retail Selling
Small Business Startup

To pursue a business career with a language emphasis, choose one of the following language areas:

French
001A, 001B, 002A, 002B, 003A, 003B
057A, 057B — French for International Business

German
001A, 001B, 002A, 002B, 050A, 050B
051A, 051B — Intermediate German with emphasis on Business

Japanese
001A, 001B, 002A, 02B, 050A, 050B
051A, 051B — Intermediate Japanese with emphasis on Business

Russian
001A, 001B, 050A, 050B
051A, 051B — Intermediate Russian with emphasis on Business

Spanish
001A, 001B, 002A, 002B, 003A, 003B
057A, 058B — Spanish for International Business

REAL ESTATE SALESPERSON EDUCATION
(Certificate)

Required Courses:

Course | Units
--- | ---
BUS 040 Sales Strategies | 3
BUS 056 Marketing Principles | 3
BUS 066 Human Relations in Business | 3
BUS 301-304 Business Work Experience Education | 3 (total)
BUS 078 Business Communication | OR
BUS 051 Introduction to Business | OR
COMM 017 Effective Critical Listening | 3

BUSINESS PROGRAMS WITH INTERNATIONAL/FOREIGN LANGUAGE EMPHASIS

Dual-content Business/Foreign Language certificates are available with each of the following Business Certificate Programs:

- Administrative Assistance
- Administrative Coordination
- Administrative Management
- Advertising
- Business Administration
- Business Communication
- Business Leadership Skills
- Business Management
- Business Work Experience
- Human Relations in Business
- Marketing
- Project Management
- Professional Selling
- Retail Selling
- Small Business Startup

BUS 005 INTRODUCTION TO PROJECT MANAGEMENT

3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: CA 010

Acceptable for credit: California State University

Students manage a project's scope from inception to completion in order to successfully organize, implement, and complete project assignments. MS Project software and case studies are used to clarify concepts such as: project scope, task scheduling, resource allocation, vendor relationships, and managing risk. The significant link between Project Management and achieving organizational goals and objectives is emphasized. This course is dual-listed with CA 005. Pass/No Pass Option
BUS 032 LEADERSHIP
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
The student will develop participant observation skills for use in analyzing and interpreting individual behavior and interpreting cultural norms within the work environment. The student will also learn skills in team communication, conflict resolution, motivation, decision-making, goal-setting and delegating to enable him/her to function effectively as a quality leader. Pass/No Pass Option

BUS 033 FUNCTIONS OF MANAGEMENT
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
The student will analyze the various schools of management thought and draw conclusions regarding their application in today’s work environment. He/she will learn skills in the application of quality management practices regarding planning, organizing, staffing and controlling. The student will compare and contrast the two conflicting views regarding corporate responsibility and draw conclusions regarding their application in today’s work environment. Pass/No Pass Option

BUS 034 HUMAN RESOURCE MANAGEMENT
3 units
Lecture 3 hours; lab 0 hours, lab 0 hour by arrangement
Acceptable for credit: California State University
This course is an in-depth study of human resources management in public and private organizations. Specific areas of human resource management to be studied are: the principles and methods involved in recruitment, selection and placement of employees; affirmative action programs, training and development; performance appraisals; compensation and benefits; legal aspects of human resources administration; and government regulations and statutes. Pass/No Pass Option

BUS 035 RETAIL MANAGEMENT
3 units
Lecture 3 hours; lab 0 hours, lab 0 hour by arrangement
Acceptable for credit: California State University
This course is an in-depth study of the various kinds of retailing, the competition, the environment in which they operate. Studies will cover consumer behavior, product analysis, location and store layout, personnel administration, sources and logistics of material movement, pricing and other merchandising mathematics, retail promotion, budgeting, and the evaluation of store operations. Pass/No Pass Option

BUS 036 STRATEGIC MANAGEMENT
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
Strategic Management explores up-to-date, state-of-the-art planning concepts and techniques for achieving competitive advantage in today’s dynamic business environment. It includes strategy formulation, implementation and evaluation processes with a special focus on globalization, the natural environment, and c-commerce. Pass/No Pass Option

BUS 040 SALES STRATEGIES
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course includes the nature and concept of sales principles and strategies; careers in selling; planning, managing the relationship of the sales representative, wholesale salespersons, retail salespersons, speciality salespersons, and sales engineers; each category is explored in depth; issues on how to approach a prospect, how to prospect, qualify, make an effective sales presentation by using the stimulus-response method, the formula method, and the needs-satisfaction method are explored. Students taking this class will learn how to succeed in sales regardless of their chosen field. Motivation of the customer, handling customer objections and complaints, closing the sale, and follow up procedures are explored in depth. Pass/No Pass Option

BUS 051 INTRODUCTION TO BUSINESS
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This introductory course will help the student develop an overall personal concept of the functions of business and its role in society. The course covers the functions, objectives, ethics, and environment of business to enable the student to grasp the importance and functioning of a market directed economic system and understand and appreciate modern business methods and problems. This course includes a study of sole proprietorship, partnership, and corporate functions, international trade and business/government relations, production and products liability, accounting, marketing, personal management, and capital formation and a study of the securities markets. This course is recommended for both transfer and non-transfer students regardless of major. Pass/No Pass Option

BUS 054 SMALL BUSINESS START UP AND MANAGEMENT
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course explores the various facets of planning for the opening of a small business and the managing of that business after start-up. It studies the various functions of management as they relate to the small business. This course is recommended for students who want to explore the opportunities and requirements of creating and managing their own business. Pass/No Pass Option

BUS 056 MARKETING PRINCIPLES
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
The student enrolling in this course will study the areas and various activities involved in the transfer of goods from producer to the customer. Retail, wholesale and industrial marketing channels and institutions are investigated. Discussion of marketing concepts, promotional strategies, pricing policies, and international marketing are incorporated. Pass/No Pass Option

BUS 057 STOCK MARKET INVESTMENTS
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course provides students with the fundamentals to make sound security investments decisions. The class includes learning about the environment in which a person will be investing, risks and returns associated with different types of investments, and the establishment of investment objectives consistent with an individual’s characteristics, capacities and restrictions. Students have the opportunity to learn about the participants in the investment process, including organizations issuing the securities, investment brokers, and informational services, as well as the laws and regulations covering their activities. Pass/No Pass Option

BUS 058 MUTUAL FUND INVESTMENTS
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This is a practical course on investing in mutual funds. The class covers mutual fund history, mutual fund categories including fund expenses, record keeping, and taxes. The class also explores fund selection based on investor objectives and retirement planning strategies. Pass/No Pass Option

BUS 059A PERSONAL FINANCIAL PLANNING: STAGE I
1 unit
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This class provides beginning financial planning advice for individuals and families. Students have the opportunity to learn how to establish good money-management habits including cash flow management, establishing and maintaining good credit, buying your first home, saving and investing, and practical insurance guidelines. Pass/No Pass Option

BUS 059B PERSONAL FINANCIAL PLANNING: STAGE II
1 unit
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This class provides intermediate financial planning advice. Students have the opportunity to learn how to evaluate large purchases such as homes and automobiles, save for children’s college, plan for retirement and basic estate planning concepts. Pass/No Pass Option

BUS 059C PERSONAL FINANCIAL PLANNING: STAGE III
1 unit
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This class provides financial planning for pre-retirement and retirement years. Students have the opportunity to learn how to maximize retirement savings in pre-retirement, optimize distribution of cash flow from retirement savings, evaluate long term care and other types of insurance, and plan the distribution of their estate to minimize estate shrinkage. Pass/No Pass Option

Recommended Preparations in Basic Skills:
Before you retake any degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 055. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.

NOTE: Course hours per week stated in the catalog are based on an 18 week semester. For hours per week during the current 16 week semester or summer or winter sessions, please see the schedule of classes, or go to www.westvalley.edu and look under MyWebServices.
BUS 061 BUSINESS AND SOCIETY 3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course offers students an opportunity to learn about the mutually interdependent nature of business, government, and society. The class focuses on how business affects society and vice-versa. Topics covered in this class include business ethics, government regulation, the global environment of business, and the societal challenges and benefits of business activity. Pass/No Pass Option

BUS 062 BUSINESS MATHEMATICS 3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course is designed to review basic mathematics and to demonstrate the ability to use a ten-key desktop calculator and apply principles used in accounting, banking, insurance, finance, buying, selling, and real estate. Applied mathematics will be emphasized through the study of word problems, time value of money, simple and compound interest, and analysis of financial statements. A recommended course for all business majors. Pass/No Pass Option

BUS 066 HUMAN RELATIONS IN BUSINESS 3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course will be emphasizing personal/interpersonal relationships; developing leadership for business success; responding to current emphasis on maximizing human potential to meet present and future challenges by developing teamwork, building commitment and applying traditional human relations theories to today's society. Pass/No Pass Option

BUS 068 ORGANIZATIONAL BEHAVIOR 3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
Organizational Behavior is a comprehensive, reality-based course that investigates and illustrates behavior patterns in organizations. Emphasis is on globalization, diversity and ethics using current, real-world examples. It includes three levels of analysis-the individual, the group, and the organization-system and provides skill-building opportunities that demonstrate the linkage between organizational behavior and skill application. Pass/No Pass Option

BUS 070 EFFECTIVE OFFICE SKILLS 3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course will provide comprehensive coverage and integration of business skills and issues, develop decision-making skills, and establish a foundation in business procedures. Study of the electronic office, technology and procedures, document creation and distribution, research and organization of business reports, travel and conference planning, financial and legal procedures, and employment and career advancement will be included. Pass/No Pass Option

BUS 071 ADMINISTRATIVE RECORD KEEPING 3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
This course will review and strengthen elementary math and ten-key skills as they relate to the business world and introduce the basic principles of bookkeeping. This course can be repeated once. Pass/No Pass Option

BUS 072 ADMINISTRATIVE COMMUNICATION 3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
This course emphasizes the importance of office communication skills to improve speaking, writing and listening abilities. Topics covered include human relations, oral presentation, telephone techniques, review of grammar and punctuation, and basic business letter and memo writing. Pass/No Pass Option

BUS 078 BUSINESS COMMUNICATION 3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course explores techniques used to improve communication ability in the business world. It covers oral communication, review of grammar and punctuation, and techniques of business-writing style with emphasis on composition of letters, memoranda, resumes, and reports. Pass/No Pass Option

BUS 081 ADVERTISING PRINCIPLES 3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
The course is an introduction to the basic principles and techniques of advertising as applied to business and to media. Advertising campaigns and their effectiveness will be studied. Pass/No Pass Option

BUS 091 - 093 DIRECTED STUDIES 1-3 units
Lecture 3 hours; lab 0 hours, lab 3 hours by arrangement
Recommended preparations: RLEST 090, MATH 103/103R
Acceptable for credit: California State University
Real Estate Practice is an overview of the operational methods of a real estate business and the procedures used in a typical real estate transaction. The course requires students to evaluate the day-to-day operations of a real estate office, with an emphasis on topics such as listings, purchasing and sale, advertising, financing, escrows, taxation, income tax, and appraisal. This course summarizes information required for the State of California real estate license examinations. However, some outside study is advised. This course also applies toward the educational requirements of the California Real Estate Broker's license examination as an elective. Pass/No Pass Option

BUS 301-304 BUSINESS OCCUPATIONAL WORK EXPERIENCE 1-4 units
Acceptable for credit: California State University
These courses involve the supervised employment of students in positions which are related to the selected field of study, thereby extending the learning experience of the classroom to the field. The program provides students with the opportunity to increase their understanding of the world of work and explore their chosen field of work. Units of credit are awarded on the basis of number of hours of employment per week and the successful completion of learning objectives. No more than sixteen (16) units that are directly related to occupational work experience, whether from one department or from multiple departments, may be counted toward the associate degree.
RLEST 092 REAL ESTATE ECONOMICS
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course will allow the student to analyze the causes and effects of value fluctuations in real estate, the nature of land development and its relationship to the socio-economic status of people, and what is considered a good or bad real estate investment. He/she will distinguish between general and specific governmental controls affecting real estate activity and will analyze the effect of local, state and federal taxes on real estate activity. The student will apply basic economic principles in solving the critical problems facing this community in providing adequate housing for its citizens. This course applies toward the educational requirements of both the California real estate broker’s and the California real estate salesperson’s license examination. Pass/No Pass Only

RLEST 093A LEGAL ASPECTS OF REAL ESTATE I
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: RLEST 090, MATH 103/103R
Acceptable for credit: California State University
This is a fundamental real estate law course covering the basic understanding, background, and terminology necessary for advanced study in specialized real estate courses. This course is designed for students with little or no training or experience in real estate law. The purpose of the course is to introduce students to legal issues that arise in real estate and to enable students to identify, interpret, and solve fundamental legal problems inherent in real estate transactions and in the real estate profession. This course summarizes information required for the State of California real estate license examinations. This course also applies towards the educational requirements for a California Real Estate Broker’s license, and can also be applied as an elective for the Real Estate Salesperson’s license requirements. Pass/No Pass Option

RLEST 094B REAL ESTATE APPRAISAL II
1 unit
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: RLEST 090, MATH 103/103R
Acceptable for Credit: California State University
This is an advanced real estate appraisal course with an emphasis on appraising income-producing properties. The course also covers appraising industrial properties and partial interests. Course work includes analysis of income and expense statements, determination of capitalization rates, and discounted cash flow analysis. This course counts toward the educational requirements for California Real Estate Appraiser licenses and can be applied as an elective for the California Real Estate Broker’s license educational requirements.

RLEST 094C REAL ESTATE APPRAISAL PRINCIPLES AND PROCEDURES
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
This introductory real estate appraisal course meets both California Office of Real Estate Appraisers (OREA) and California Department of Real Estate (DRE) educational requirements. This course satisfies the OREA Basic Appraisal Principles requirement with 30 hours of principles and 15 hours of procedures instruction. Appraisal students are advised to take RLEST 094D concurrently for the additional 15 hours of basic procedures to fulfill OREA requirements. This course also applies to the educational requirements for the California DRE real estate broker’s and real estate salesperson’s license. With a focus on single-family residential property, students have an opportunity to learn the basic appraisal principles and influences in real estate valuation. Students also have an opportunity to learn the skills for gathering information to form an opinion based on reasoned judgment of the value of real estate. Pass/No Pass Option

RLEST 094D REAL ESTATE APPRAISAL PROCEDURES
1 unit
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement
This introductory real estate appraisal course provides 15 hours of Basic Appraisal Procedures instruction towards the 30 hour California Office of Real Estate Appraisers (OREA) requirements. This module is a continuation of RLEST 094C, which students are advised to take concurrently with RLEST 094D. With a focus on single-family residential property, students have an opportunity to learn basic procedural aspects of real property appraisal including introduction of computer-based appraisal tools for completing residential appraisal valuation. Pass/No Pass Option

RLEST 094E REAL ESTATE RESIDENTIAL MARKET ANALYSIS & HIGHEST & BEST USE
1 unit
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement
This introductory real estate appraisal course satisfies the California Office of Real Estate Appraisers (OREA) Residential Market Analysis and Highest and Best Use requirement. With a focus on single-family residential property, students have an opportunity to learn the appraisal principles applicable to Market Analysis and Highest and Best Use including data collection, analysis and creating a concluding position. Pass/No Pass Option

RLEST 094F REAL ESTATE RESIDENTIAL APPRAISER SITE VALUATION AND COST APPROACH
1 unit
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement
This introductory real estate appraisal course satisfies the California Office of Real Estate Appraisers (OREA) Residential Appraiser Site Valuation and Cost Approach requirement. With a focus on single-family residential property, students have an opportunity to learn the appraisal principles applicable to site analysis, valuation, and the cost approach. These principles include data collection, construction cost services, and reporting a concluding valuation. Pass/No Pass Option

RLEST 094G REAL ESTATE RESIDENTIAL SALES COMPARISON & INCOME APPROACH
2 units
Lecture 2 hours; lab 0 hours, lab 0 hours by arrangement
This introductory real estate appraisal course satisfies the California Office of Real Estate Appraisers (OREA) Residential Sales Comparison and Income Approach requirement. With a focus on single-family residential property, students have the opportunity to learn the appraisal principles applicable to Sales Comparison and Income Approach methods including data collection, adjustments, capitalization, and reporting a supportable concluding valuation. Pass/No Pass Option

RLEST 094H REAL ESTATE RESIDENTIAL REPORT WRITING & CASE STUDIES
1 unit
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement
This introductory real estate appraisal course satisfies the California Office of Real Estate Appraisers (OREA) Residential Report Writing and Case Studies requirement. With a focus on single-family residential property, students will have the opportunity to learn the appraisal skills applicable to report writing with case study scenarios used to improve their reasoning and writing skills. The class also covers residential forms. Pass/No Pass Option

RLEST 094J REAL ESTATE ADVANCED RESIDENTIAL APPLICATIONS AND CASE STUDIES
1 unit
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement
This introductory real estate appraisal course satisfies the California Office of Real Estate Appraisers (OREA) Advanced Residential Applications and Case Studies requirement. With a focus on single-family residential property, students will have the opportunity to learn advanced appraisal skills with case study scenarios. Case studies include topics such as market analysis, deriving and supporting adjustments, and complex property analysis. Pass/No Pass Option

RLEST 094K REAL ESTATE STATISTICS MODELING AND FINANCE
1 unit
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement
This introductory real estate appraisal course satisfies the California Office of Real Estate Appraisers (OREA) Statistics Modeling and Finance requirement. In this course students will have the opportunity to learn general statistics, valuation modeling and real estate finance. Pass/No Pass Option

Recommended Preparations in Basic Skills:
Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 055. Some courses may also require a math course prior to enrollment. See individual course descriptions for math recommendations.

NOTE: Course hours per week stated in the catalog are based on an 18 week semester. For hours per week during the current 16 week semester or summer or winter sessions, please see the schedule of classes, or go to www.westvalley.edu and look under MyWebServices.
RLEST 094L REAL ESTATE GENERAL APPRAISER MARKET ANALYSIS AND HIGHEST AND BEST USE
2 units
Lecture 2 hours; lab 0 hours, lab 0 hours by arrangement
This is a real estate appraisal course satisfying the California Office of Real Estate Appraisers (OREA) General Appraiser Market Analysis and Highest and Best Use requirement. This advanced course provides an in-depth understanding of market analysis with applications of Highest and Best Use principles. The course also analyzes case studies and local real estate. Pass/No Pass Option

RLEST 094M REAL ESTATE GENERAL APPRAISER SALES COMPARISON APPROACH
2 units
Lecture 2 hours; lab 0 hours, lab 0 hours by arrangement
This is a real estate appraisal course satisfying the California Office of Real Estate Appraisers (OREA) General Appraiser Sales Comparison Approach requirement. This advanced course provides an in-depth understanding of the various Sales Comparison principles. This course includes analysis of case studies and local real estate. Pass/No Pass Option

RLEST 094N REAL ESTATE GENERAL APPRAISER SITE VALUATION AND COST APPROACH
2 units
Lecture 2 hours; lab 0 hours, lab 0 hours by arrangement
This is a real estate appraisal course satisfying the California Office of Real Estate Appraisers (OREA) General Appraiser Site Valuation and Cost Approach requirement. With a focus on commercial property, this advanced course provides an in-depth understanding of site valuation and cost approach methodologies. Students will build on the principles learned in residential appraisal classes applicable to site analysis and the cost approach. Commercial construction cost services and case studies facilitate the learning experience. Pass/No Pass Option

RLEST 094P REAL ESTATE GENERAL APPRAISER REPORT WRITING AND CASE STUDIES
2 units
Lecture 2 hours; lab 0 hours, lab 0 hours by arrangement
This is a real estate appraisal course satisfying the California Office of Real Estate Appraisers (OREA) General Appraiser Report Writing and Case Studies requirement. With a focus on commercial property, this advanced course focuses on report writing including standard forms and narrative reports. This course stresses clarity and communications for appraisers. Case studies facilitate the learning experience to improve students’ reasoning and writing skills. Pass/No Pass Option

RLEST 094Q REAL ESTATE GENERAL APPRAISER INCOME APPROACH
4 units
Lecture 4 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: RLEST 090, and MATH 103/103R: Elementary Algebra
This is an advanced real estate appraisal course satisfying the California Office of Real Estate Appraisers (OREA) General Appraiser Income Approach requirement. The focus of this course is on appraising income-producing properties, including industrial properties and partial interests. Course work includes analysis of income and expense statements, determination of capitalization rates, and discounted cash flow analysis. Pass/No Pass Option

RLEST 094R REAL ESTATE APPRAISAL COMPUTER BASED SOLUTIONS
2 units
Lecture 2 hours; lab 0 hours, lab 0 hours by arrangement
This is a real estate appraisal course satisfying the California Office of Real Estate Appraisers (OREA) 30 hour elective per the 2008 education standards. This course provides the students with a computer-technology overview to help establish a small appraisal office. Topics include computer selection, small office networking, paperless office solutions, electronic measurement, printing, digital photography, appraisal sketch tools, spreadsheets and the HP12C calculator. The course includes coverage of survey appraisal solutions including WinTotal, Bradford Technologies ClickForms, and Argus for advanced income analysis. Pass/No Pass Option

RLEST 095A REAL ESTATE FINANCE I
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: RLEST 090
Recommended preparation: MATH 103R
Acceptable for credit: California State University
This course analyzes various topics about real estate financing, including financing for residential and commercial properties, and development opportunities. Other topics covered in the class include secured transactions, investment vehicles, government financing options, interest rates, and taxation considerations. The class also provides information on how to evaluate loan applicants. This course summarizes information required for the State of California real estate license examinations. This course also applies towards the educational requirements for a California Real Estate Broker’s license, and can also be applied as an elective for the Real Estate Salesperson license requirements. Pass/No Pass Option

RLEST 096A REAL ESTATE INVESTMENT I
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for Credit: California State University
This course is designed to acquaint the real estate student with the specific advantages and disadvantages of the various types of real estate investments including apartments, multi-residential, commercial, industrial, professional, recreational, condominiums and special purpose properties, and the effects of inflation, depreciation, taxes, tax-deferred exchanges, real estate cycles, growth patterns, risk and liquidity on the total real estate investment. The student also studies the advantages and disadvantages of investments in related fields of real estate investments including syndications, limited partnerships, the use of leverage, and creative financing such as all inclusive deeds of trusts in maximizing the real estate investment returns. This course applies towards the educational requirements of the California Real Estate Broker’s License examination and can also be applied as an elective for the Real Estate Salesperson License requirements. Pass/No Pass Option

RLEST 099 PROPERTY MANAGEMENT
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: RLEST 090
Acceptable for credit: California State University
Students in this class study successful techniques and practices in the management of income property including acquisition, analysis, legal considerations, marketing techniques, maintenance, records and insurance. This course also applies towards the educational requirements of the California Real Estate Broker’s License examination and can also be applied as an elective for the Real Estate Salesperson license requirements. Pass/No Pass Option


- PREREQUISITES AND COREQUISITES are MANDATORY. See page 14 for specific information.
- Courses used to meet prerequisite requirements must have been completed with a grade of C or Pass or better.
- RECOMMENDED preparations are ADVISORY.
- This catalog is subject to change and may be incomplete. Please consult the addenda at www.westvalley.edu/catalog/.
Chemistry

THE FACULTY
Blaine Harrison
Richard Shagoury
Susan Weiner

DIVISION Science and Mathematics
DIVISION CHAIR Rebecca Wong
DEPARTMENT CHAIR Blaine Harrison
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EMAIL blaine.harrison@wvm.edu
COUNSELING 408-741-2009

The Chemistry Program at West Valley college consist of:

- A series of chemistry courses designed to meet transfer requirements for physical and biological science majors.
- A series of courses designed for students majoring in fields other than chemistry, biology or physical science.
- A course designed specifically for students who prepare for review of the more basic chemical concepts. All chemistry courses at West Valley College (with the exception of Chem 050) include a practical component where students conduct hands-on chemical experiments in a modern, well-equipped laboratory.

Learning Outcomes
After completing courses or an A.S. degree in Chemistry, a student will be able to:

- Explain and apply chemical concepts;
- Perform calculations;
- Demonstrate various laboratory techniques.

Career Options:
- Allied Health Sciences
- Biology/Biochemistry
- Chemistry
- Dentistry
- Engineering
- Geochimistry/Geology
- Oceanography
- Medicine
- Pharmacy
- Physics
- Veterinary Medicine

Career options may require more than two years of college study.

Highlights:
- An outstanding chemistry faculty striving to maintain a competitive and well respected chemistry program.
- Ready availability of Instructors to students both inside the classrooms and laboratories, as well as during office hours.

A.A. Degrees:
- Physical Science

BIOLOGICAL SCIENCE: Transfer: (Includes Biochemistry, Botany, Cell Biology, Zoology)
See Transfer Planning Guide available at the Counseling Center.

CHEMISTRY: Transfer:
See Transfer Planning Guide available at the Counseling Center.

CHEMISTRY (A.S. Degree)

Major Requirements:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>CHEM 001A,B</td>
<td>5-5</td>
</tr>
<tr>
<td>Phys 002A,B</td>
<td>5-5</td>
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<tr>
<td>OR</td>
<td></td>
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<tr>
<td>Phys 004A</td>
<td></td>
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<tr>
<td>OR</td>
<td></td>
</tr>
</tbody>
</table>

To be awarded an A.S. Degree, a student must complete:

1. All the major requirements
2. Additional units to meet the college graduation requirements.

The student should choose those general education requirements which may apply both toward graduation requirements of the college and toward the bachelor's degree requirement at the four-year institution to which he/she plans to transfer.

A. Completion of the chemistry requirement in four semesters assumes the student has satisfied all prerequisites for Chem 001A and Math 003A before those four semesters begin. If any student is in doubt on his readiness for the chemistry majors program he/she should talk with any instructor in the Chemistry Department.

B. To meet the requirements for an A.S. degree from West Valley College the requirements from Categories II, III, IV, and V must be selected very carefully if the program is to be completed in four semesters.

Note: Completion of Chemistry 001A, 001B is equivalent to San Jose State University sequence of Chemistry 001A, 001B, although the order of topics presented is different. Students who are planning to complete the sequence are advised to take both semesters at the same college.

CHEM 001A GENERAL CHEMISTRY

5 units
Lecture 4 hours; lab 3 hours, lab 0 hours by arrangement
Prerequisite: CHEM 002 or 1 yr. High School chemistry with a grade of B or better and MATH 105 or 106R, or qualifying score on math placement test and proof of Algebra II. Concurrent enrollment in CHEM 050 strongly recommended

CHEM 001B GENERAL CHEMISTRY

5 units
Lecture 4 hours; lab 3 hours, lab 0 hours by arrangement
Prerequisite: CHEM 001A
Acceptable for credit: University of California, California State University
A continuation of CHEM 01A. The units of study will include solution equilibria, electrochemistry, thermodynamics, coordination compounds, and kinetics. The laboratory will consist of qualitative analysis of cations and anions and the synthesis of some specific compounds.

CHEM 002 INTRODUCTORY CHEMISTRY

4 units
Lecture 3 hours; lab 3 hours, lab 0 hours by arrangement
Prerequisite: MATH 106 or 106R or qualifying score on math placement test and proof of Algebra II
Acceptable for credit: University of California, California State University
Introduction to fundamental principles of chemistry, including atomic theory, chemical bonding, molecular structure, chemical reactions, stoichiometry, gas laws, and solution chemistry. The course stresses problem solving and is designed specifically to prepare the student for CHEM 001A.

CHEM 010 CONCEPTS IN CHEMISTRY

4 units
Lecture 3 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
Concepts in Chemistry is a non-mathematical introductory chemistry course intended for non-science majors. Fundamental topics covered include atoms, molecules, energy, biochemistry, organic chemistry, and inorganic chemistry. Applications in nutrition, environmental studies, nuclear chemistry, polymers, and medicinal chemistry will also be explored. Pass/No Pass Option

CHEM 012A ORGANIC CHEMISTRY

5 units
Lecture 3 hours; lab 6 hours, lab 0 hours by arrangement
Prerequisite: CHEM 001B
Acceptable for credit: University of California, California State University
A study of the fundamentals of organic chemistry with emphasis on underlying concepts. Modern laboratory techniques, including instrumental methods of structure determination. Recommended for chemistry majors, chemical engineering majors, most biology majors, and for pharmacy, pre-medical and pre-dental students.

CHEM 012B ORGANIC CHEMISTRY

5 units
Lecture 3 hours; lab 6 hours, lab 0 hours by arrangement
Prerequisite: CHEM 012A
Acceptable for credit: University of California, California State University
A continuation of Chemistry 012A

Recommended Preparations in Basic Skills:
Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 055. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.
CHEM 030A FUNDAMENTALS OF CHEMISTRY
3 units
Lecture 2 hours; lab 3 hours, lab 0 hours by arrangement
Prerequisite: MATH 103 or 103R or qualifying score on math placement test
Acceptable for credit: University of California, California State University
An elementary course covering the basic principles of inorganic chemistry and an introduction to organic chemistry. For non-science majors. Especially designed for the RN candidate and majors in the following four-year programs: Physical Education, Administration of Justice, Psychology, Sociology, Dental Hygiene, and Home Economics (except Dietetics). Not recommended for science majors.

CHEM 030B FUNDAMENTALS OF CHEMISTRY
3 units
Lecture 2 hours; lab 3 hours, lab 0 hours by arrangement
Prerequisite: CHEM 030A
Acceptable for credit: University of California, California State University
A continuation of CHEM 030A with emphasis in the fields of organic and introductory biochemistry.

CHEM 050 CHEMICAL SKILLS
1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Strongly recommended for students below the minimum assessment levels for CHEM 001A
This course is designed to strengthen the basic skills required in Chem 001A. Included will be units from mathematics, measurement, chemical formulas, chemical equations, and chemical problem solving. Pass/No Pass Option

CHEM 100 SPECIAL TOPICS .5-3 units
The course will explore topics related to this discipline and will be offered as needed. See the class schedule for current offerings. Pass/No Pass Option

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Child Studies

THE FACULTY
Leslie Hotta
Terry Shue
Katherine Moore Wines

DIVISION Applied Arts and Sciences
DIVISION CHAIR Diane Hurd
DEPARTMENT CHAIR Leslie Hotta
PHONE 408-741-4603
EMAIL leslie.hotta@wvm.edu
COUNSELING 408-741-2009

Learning Outcomes
After completing a certificate, or an A.S. degree in Child Studies, a student will be able to

- Demonstrate the process of curriculum and environment development for infants and toddlers at high risk and/or with disabilities;
- Interact with families using current skills to provide support for their development of self-advocacy and empowerment.

CHILD DEVELOPMENT/EARLY CHILDHOOD EDUCATION: Transfer:
See Transfer Planning Guide available at the Counseling Center.

CHILD STUDIES
Four certificate programs and an Associate of Science Degree program are designed to prepare students to work in a variety of early childhood settings and satisfy the early childhood education coursework required by the Department of Social Services Community Care Licensing Title 22 and the State Department of Education Title 5 regulations. Students are encouraged to complete the certificate programs as they work towards their Associates Degree and prepare to transfer to four-year colleges.

EARLY CHILDHOOD EDUCATION (A.S. Degree)
A student must successfully complete 41 to 44 units in Child Studies coursework including completion of one Certificate of Achievement Program and one of the Specializations listed below, plus the general education units required for college graduation.

CERTIFICATE PROGRAMS:
EARLY CHILDHOOD EDUCATION CERTIFICATE OF ACHIEVEMENT 48 units
EARLY CHILDHOOD CERTIFICATE OF MERIT 18 units
PRIMARY EDUCATION CERTIFICATE 48 units
EARLY INTERVENTION CERTIFICATE OF ACHIEVEMENT 51 units
SPECIALIZATIONS: (cannot double count courses taken to complete a certificate program)
PROGRAM DIRECTOR 12 units
CHS 064, CHS065, CHS085, CHS 086
COMMUNICATION AND THE ARTS 12 units
CHS 058, CHS 059, CHS 067, CHS 086

EARLY INTERVENTION CERTIFICATE OF ACHIEVEMENT
Successful completion of 33 semester units in coursework listed below plus 18 units in general education**. This satisfies State Department of Education Title 5 coursework requirements for the Child Development Master Teacher Permit. This certificate is appropriate for adults who are interested in working as an assistant or paraprofessional in early intervention programs, early childhood special education and child development programs serving infants, toddlers, and young children with special needs and their families.

Course Units
CHS 002 Child Growth and Development 3
CHS 034A Introduction to the Child with Special Needs 3
CHS 034B Inclusion of Children with Special Needs in Educational Settings 3
CHS 035 Field Experiences in Early Childhood Classrooms 3
CHS 063 Child, Family, and Community 3
CHS 066 Child Health and Safety 3
CHS 070  Infant Toddler Development and Care  3
CHS 085  Adult Supervision in Early Child Prog.  3
CHS 087  Methods of Observation in Early Childhood Settings  3

Elective Courses: Complete six units from the following list:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHS 005</td>
<td>Childhood and Culture  3</td>
</tr>
<tr>
<td>CHS 058</td>
<td>Language Literacy and the Developing Child  3</td>
</tr>
<tr>
<td>CHS 059</td>
<td>Music and Movement for Young Children  3</td>
</tr>
<tr>
<td>CHS 060</td>
<td>Children's Ways of Thinking and Knowing  3</td>
</tr>
<tr>
<td>CHS 067</td>
<td>Creative Art Experiences and Development  3</td>
</tr>
<tr>
<td>CHS 077A</td>
<td>Routines and the Environment in Infant/Toddler Programs  1</td>
</tr>
<tr>
<td>CHS 077B</td>
<td>Social Development in Infant/ Toddler Programs  1</td>
</tr>
<tr>
<td>CHS 078A</td>
<td>Early Learning in Infant/Toddler Programs  1</td>
</tr>
<tr>
<td>CHS 078B</td>
<td>Family Partnerships in Infant/ Toddler Programs  1</td>
</tr>
<tr>
<td>CHS 083</td>
<td>Documentation of Children's Learning  2</td>
</tr>
<tr>
<td>CHS 084</td>
<td>Advocacy for Children  1</td>
</tr>
<tr>
<td>CHS 086</td>
<td>Technology For Teachers and Administrators  3</td>
</tr>
<tr>
<td>CHS 087</td>
<td>Methods of Observation in EC Settings  3</td>
</tr>
<tr>
<td>CHS 088</td>
<td>Early Childhood Environments  3</td>
</tr>
</tbody>
</table>

**18 diversified semester units in general education should include at least one course in each of the following areas: 1. Humanities and/or Fine Arts, 2. Social Sciences, 3. Math and/or Science, 4. English/Language Arts

EARLY CHILDHOOD EDUCATION CERTIFICATE OF ACHIEVEMENT

Successful completion of 30 semester units in coursework listed below plus 18 units in general education.** This satisfies State Department of Education Title 5 coursework requirements for the Child Development Teacher and Master Teacher Permit and Department of Social Services Title 22 Community Care Licensing requirements for qualified preschool teachers in a licensed early childhood program.

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<td>Introduction to ECE  3</td>
</tr>
<tr>
<td>CHS 002</td>
<td>Child Growth and Development  3</td>
</tr>
<tr>
<td>CHS 031</td>
<td>Student Teaching Practicum  3</td>
</tr>
<tr>
<td>CHS 035</td>
<td>Supervised Field Experience in Early  3</td>
</tr>
<tr>
<td>CHS 063</td>
<td>Child, Family, and Community  3</td>
</tr>
<tr>
<td>CHS 066</td>
<td>Child Health and Safety  3</td>
</tr>
<tr>
<td>CHS 080</td>
<td>Curriculum Principles and Practices  3</td>
</tr>
<tr>
<td>CHS 087</td>
<td>Methods of Observation in Early Childhood Settings  3</td>
</tr>
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<td>Documentation of Children's Learning  2</td>
</tr>
<tr>
<td>CHS 084</td>
<td>Advocacy for Children  1</td>
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<tr>
<td>CHS 086</td>
<td>Technology For Teachers and Administrators  3</td>
</tr>
<tr>
<td>CHS 088</td>
<td>Early Childhood Environments  3</td>
</tr>
<tr>
<td>CHS 088A</td>
<td>The Outdoor Environment  1</td>
</tr>
</tbody>
</table>

**18 diversified semester units in general education should include at least one course in each of the following areas: 1. Humanities and/or Fine Arts, 2. Social Sciences, 3. Math and/or Science, 4. English/Language Arts

EARLY CHILDHOOD CERTIFICATE OF MERIT

Successful completion of 18 semester units in coursework listed below. This satisfies Title 5 and Title 22 coursework requirements for qualified preschool teachers.

**18 diversified semester units in general education should include at least one course in each of the following areas: 1. Humanities and/or Fine Arts, 2. Social Sciences, 3. Math and/or Science, 4. English/Language Arts

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<td>CHS 066</td>
<td>Child Health and Safety  3</td>
</tr>
<tr>
<td>CHS 087</td>
<td>Methods of Observation in Early Childhood Settings  3</td>
</tr>
</tbody>
</table>

Total Units 18

COURSE SUBSTITUTION AND WAIVERS

Course substitution and waivers are approved by the department upon review of transcripts, course description, and evidence of proficiency in the subject matter.

CHS 001 INTRODUCTION TO EARLY CHILDHOOD EDUCATION

3 units

Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement

Acceptable for credit: California State University

This foundation course explores the field of early childhood education from multicultural, socioeconomic, and professional perspectives. Students gain an understanding of how the many roles of the teacher and environment impact the growth and development of the child within an emergent play-based curriculum model.

CHS 002 CHILD GROWTH AND DEVELOPMENT

3 units

Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement

Acceptable for credit: University of California, California State University

This course provides an introduction to human growth and development from conception through adolescence including physical growth, language, social-emotional and cognitive development of the child. Topics discussed include theories of development; developmental and cultural contexts; heredity; societal influences and interaction with the environment. Observation of children is required. Pass/No Pass Option

CHS 005 CHILDHOOD AND CULTURE

3 units

Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement

Acceptable for credit: University of California, California State University

This course examines the influence of culture on the child’s physical, cognitive, and social-emotional development and behavior. Race, socioeconomic class, ethnicity and gender are explored. Cultures examined include: African American, Latino/Chicano, Japanese American, Chinese American, Vietnamese American, Native American, and Middle Eastern. This course satisfies the 3-unit Cultural Diversity requirement for an Associate degree. Pass/No Pass Option

Recommended Preparations in Basic Skills:

Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 055. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.

NOTE: Course hours per week stated in the catalog are based on an 18 week semester. For hours per week during the current 16 week semester or summer or winter sessions, please see the schedule of classes, or go to www.westvalley.edu and look under MyWebServices.
CHS 006 CAREERS IN EDUCATION
1 unit
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement
This short course is an orientation to careers in early childhood education, elementary school and high school teaching, parent education, and various jobs which involve work with children and families. Thorough discussion and information about licensing requirements, child development permits, teaching credentials, certificate programs and professional preparation for parent education are included. Students engage in a self assessment, discuss the trends regarding various jobs, and look at salary and training requirements for different professional roles. Pass/No Pass Option

CHS 031 STUDENT TEACHING PRACTICUM
3 units
Lecture 1 hour; lab 6 hours, lab 0 hours by arrangement
Prerequisites: CHS 001, CHS 002, CHS 060, CHS 062, CHS 065, CHS 080, CHS 067
Acceptable for credit: California State University
This course is designed for students who are preparing to work in an early childhood program that supports a play-based emergent curriculum. It focuses on integrating and applying knowledge and understanding of the processes of child growth and development to group settings with young children. Students experience the role of the teacher as it relates to observing, interacting with children and families, planning and implementing developmentally appropriate curriculum and participating in family conferences and staff development. Students are required to participate as a lab student and integral member of the teaching team in one of the Child Development Centers at West Valley College. Pass/No Pass Option

CHS 033A FAMILY DEVELOPMENT
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
The course teaches a strength-based approach to interviewing families, assessing and building family communication skills, assessing and connecting families with community resources within a framework of cultural competency. This course prepares students to work with children and families in a variety of settings such as community based organizations and larger social service or educational agencies. It is recommended for students interested in working in Social Services, Health Services and Education settings that require skills in family assessment, intervention and referral. Pass/No Pass Option

CHS 033B FAMILY DEVELOPMENT
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisites: CHS 033A
Acceptable for credit: California State University
This course builds upon the skills learned in the Family Development CHS 033A course. This course provides advanced skills to students interested in working in Social Services, Health Services and Education settings that require skills in family assessment, intervention and referral. The course teaches a strength-based approach to interviewing families, assessing and building family communication skills, assessing and connecting families with community resources within a framework of cultural competency. This course prepares students to work with children and families in a variety of settings such as community based organizations and larger social service or educational agencies. Pass/No Pass Option

CHS 034A INTRODUCTION TO THE CHILD WITH SPECIAL NEEDS
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course is designed for students who are considering a career in special education or desire to work with children and families with special needs. This course provides an overview of common disabilities of children and the impact on families. Educational issues, techniques, methods of intervention and case management are explored. An examination of public law, the Individuals with Disabilities Act (IDEA), and the development of the Individual Family Services Plan (IFSP) and Individual Educational Plan (IEP) are included. Teaching practices and philosophies of inclusion in child development programs and schools are discussed and adaptations and intervention methods designed. Observation of children is required. Pass/No Pass Option

CHS 034B INCLUSION OF THE CHILD WITH SPECIAL NEEDS IN EDUCATIONAL SETTINGS
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: CHS 034A
Acceptable for credit: California State University
This course focuses on the theories, research, and practical applications from the fields of both early childhood education and special education. Topics covered include curriculum modification strategies to facilitate the development of cognitive, motor, social/emotional, and language skills in children with special needs. Specific attention is placed on developing plans, collaborative teaching systems, and methods for working with paraprofessionals and parents of children with special needs. The course introduces efficient and cost effective methods for adapting the learning environments to meet children’s unique needs. Practical strategies are discussed for implementation of IEP (Individual Education Plans) and IFSP (Individual Family Service Plans). Pass/No Pass Option

CHS 035 SUPERVISED FIELD EXPERIENCE IN AN EARLY CHILDHOOD PROGRAM
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Co-requisite: Work Experience 303
Acceptable for credit: California State University
This course provides students with a supervised field experience in a classroom setting. Students may be placed in the public school setting in pre-kindergarten to 3rd grade classrooms, in licensed early childhood programs serving infants through school-age children, or in classrooms serving children with special needs. Students must co-enroll in three units of Occupational Work Experience and complete a minimum of 120 hours per semester in the classroom. Pass/No Pass Option

CHS 051 EARLY FIELD EXPERIENCE IN THE ELEMENTARY CLASSROOM
3 units
Lecture 2 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course is an introduction to life in the elementary school. It is designed to provide students, through observation and participation in an elementary school classroom, with the early knowledge and skills necessary to further pursue a career as elementary school teachers.

CHS 052 SCHOOL AGE CHILD CARE PRINCIPLES AND PRACTICES
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course is specifically designed for students who are preparing to work with school age children in a variety of after-school, recreation, and summer day camps. Topics include: early childhood philosophies, curriculum planning and development for the school age child, the role of the adult, the role of the child in curriculum activities, planning the environment, the value of play, field trips, parent involvement and professional development. Pass/No Pass Option

CHS 053 CONTEMPORARY EDUCATION IN A CHANGING SOCIETY
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course examines the social, historical, and political influences on education and teaching in America today. It views schools as social institutions that reflect the values and sociocultural dynamics of the society at large. The issues and foundations of educating a culturally and linguistically diverse student population are the major foci of the course. Pass/No Pass Option

CHS 056 SCHOOL-AGE CHILD: BEHAVIOR AND DEVELOPMENT
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
An introduction to human growth and development from ages five through twelve, covering physical, language, cognitive, and social development of the child. Discussions will cover current issues related to the school age child such as school readiness, kindergarten policies and practices, elementary school experiences, and the influence of society. After-school care, developmentally appropriate practices, activities, and licensing are also covered. The course is designed for those who are or desire to be employed as instructional aides in child-care facilities, preschool or elementary school districts, or for parents of children ages 5 through 12. Pass/No Pass Option
CHS 058 LANGUAGE, LITERACY AND THE DEVELOPING CHILD
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course explores the development of language and speech, language acquisition theories, emergent literacy and the development of experiences and activities for young children that promote oral and written language abilities. Lecture and class discussions will focus on the developmental stages of receptive and expressive language, conversations (listening, talking, play and routines), print awareness, phonemic awareness, reading and writing, bilingual development, speech and language delays, children’s literature and poetry. Students gain experience in using language art materials, designing print rich environments, and planning language experiences for young children. Observations of children, language sampling, and group activities are included. Pass/No Pass Option

CHS 059 MUSIC AND MOVEMENT FOR YOUNG CHILDREN
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course presents an overview of developmentally appropriate music and movement experiences for young children from birth through age eight years. It emphasizes the understanding of the intrinsic joys and learning that children experience in these areas. Students have the opportunity to develop an awareness of the importance of movement and physical education experiences as it relates to physical and cognitive development. Topics include: music in the classroom; singing and the human voice; children’s exploration of musical instruments; brain development, movement and motor development; instructional approaches to music and movement curriculum development; cultural influences, integrating music and movement into other curricular areas; and leading games and circle time. Students also have the opportunity to learn songs, movement activities and games plus practice leading groups of children in these areas. Pass/No Pass Option

CHS 060 CHILDREN’S WAYS OF THINKING AND KNOWING
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course provides an examination of cognitive development in young children. It emphasizes developmentally appropriate learning experiences which will enhance the child’s thinking and understanding of the physical and social world. Brain development; developing social knowledge; implications of Piaget’s and Vygotski’s theory of constructivism; teacher-learner interactions; scaffolding; learning styles; and implementing learning experiences are discussed. Students will use children’s play in early childhood and school-age settings as the basis for course observations, discussions, and designing, building, and implementing learning experiences for young children. Pass/No Pass Option

CHS 063 THE CHILD, THE FAMILY AND THE COMMUNITY
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course focuses on the study of the child’s relationship to the family and community. Additional topics include utilizing community resources and how family life, values, and practices affect the child. Pass/No Pass Option

CHS 064 SUPERVISION AND ADMINISTRATION I: CENTER MANAGEMENT
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course is an in-depth study of effective application of management and supervision procedures in early childhood programs. Topics include the unique goals, role and responsibility of the director, licensing and other regulatory requirements, administrative structure and governance, budgeting, staff selection, program operation, policies and procedures, marketing, program assessment, and professional advocacy.

CHS 065 SUPERVISION AND ADMINISTRATION II: PEOPLE AND PROCESSES
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: CHS 064
Acceptable for credit: California State University
This course is an in-depth study of issues related to the supervision and operation of children’s programs. Topics include staff-administrator relationships, staff development and in-service training, staff-parent relationships with a focus on effective problem solving techniques, decision making models, meetings, performance appraisal, and assessment of individual leadership style and developmental stages.

CHS 066 CHILD SAFETY, HEALTH AND NUTRITION
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course focuses on brain development, temperaments, primary care routines and the environment, continuity of care, and adaptation of the environment for special needs as it applies to the development of infants/toddlers. This course is based upon the Program for Infant/Toddler Care’s (PITC) philosophy and essential policies. Pass/No Pass Option

CHS 067 CREATIVE ART EXPERIENCES AND DEVELOPMENT
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course explores factors that affect the development of creative art expression and aesthetics in children. The developmental aspects of art expression, the role of the environment, materials, and adult-child interaction in fostering and nurturing creative art expression are emphasized. Pass/No Pass Option

CHS 070 INFANT/TODDLER DEVELOPMENT & CARE
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for Credit: California State University
This course is an in-depth study of infant development to age three, with emphasis on physical, emotional, social, and cognitive development. Program planning based on the understanding of development needs and observation of individual infants. Application of theories to practical implementation is stressed. This course fulfills state requirements for infant care. Pass/No Pass Option

CHS 075 MENTORING AND PROFESSIONAL DEVELOPMENT OF EARLY CHILDHOOD PROFESSIONALS
2 units
Lecture 2 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This class is designed to prepare teachers for the role of mentorship of student teachers, assistant teachers, parents, and volunteers in early childhood settings. The class focuses specifically on the role of the teacher supervising other adults while simultaneously addressing the classroom needs of the children, parents and the program, and includes discussions on the development of the professional self, compiling a portfolio, and documentation of the teacher’s work with children. Pass/No Pass Option

CHS 077A ROUTINES & THE ENVIRONMENT IN INFANT/TODDLER PROGRAMS
1 unit
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement
This course focuses on brain development, temperaments, primary care routines and the environment, continuity of care, and adaptation of the environment for special needs as it applies to the development of infants/toddlers. This course is based upon the Program for Infant/Toddler Care’s (PITC) philosophy and essential policies. Pass/No Pass Option

Recommended Preparations in Basic Skills:
Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 055. Some courses may also require a course prior to enrollment. See individual course descriptions for math recommendations.

NOTE: Course hours per week stated in the catalog are based on an 18 week semester. For hours per week during the current 16 week semester or summer or winter sessions, please see the schedule of classes, or go to www.westvalley.edu and look under MyWebServices.
CHS 077B SOCIAL DEVELOPMENT IN INFANT/TODDLER PROGRAMS
1 unit
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement
This course focuses on the socialization, guidance, and program policies that best support the healthy social emotional development of infants/toddlers in group care. Topics include the development of self-esteem, stages of emotional development, developing relationships, early intervention strategies, and using care giving routines as curriculum. This course is based upon the Program for Infant/Toddler Care’s (PITC) philosophy and essential policies. Pass/No Pass Option

CHS 078A EARLY LEARNING IN INFANT/TODDLER PROGRAMS
1 unit
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement
This course focuses on the stages of cognitive development, the emergence of language, and the in-depth study of what infants/toddlers are learning as they grow. Topics include healthy brain development, the caregiver’s role in facilitating learning, curriculum planning, and integration of inclusion strategies. This course is based upon the Program for Infant/Toddler Care’s (PITC) philosophy and essential policies. Pass/No Pass Option

CHS 078B FAMILY PARTNERSHIPS IN INFANT/TODDLER PROGRAMS
1 unit
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement
This course focuses on the connection between culture and developing culturally sensitive partnerships with families of infants/toddlers in group care settings. Topics include developing culturally responsive care giving practices, responding to families in culturally sensitive ways, and developing early intervention and inclusion strategies for working with families and children with special needs. This course is based upon the Program for Infant/Toddler Care’s (PITC) philosophy and essential policies. Pass/No Pass Option

CHS 080 CURRICULUM PRINCIPLES AND PRACTICES
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: CHS 060, CHS 087
Prerequisites: CHS 002
Acceptable for credit: California State University
This course is designed to integrate the student’s knowledge of child development, observation, and classroom environments to plan, implement, and evaluate children’s learning experiences. In this course, students design developmentally appropriate curriculum following the play-based emergent curriculum model. Pass/No Pass Option

CHS 083 DOCUMENTATION OF CHILDREN’S LEARNING
2 units
Lecture 2 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This foundation course explores the role of documentation in education as a tool for reflection, assessment and growth of children, teachers, and families. Students are required to observe in the West Valley College Development Centers. Pass/No Pass Option

CHS 084 ADVOCACY FOR CHILDREN
1 unit
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course covers the ways early care and education professionals can advocate for young children and their families. It examines advocacy at the local, state, and federal levels, and focuses on how bills become law and how early care and education professionals can influence public policy. Pass/No Pass Option

CHS 085 ADULT SUPERVISION IN EARLY CHILDHOOD PROGRAMS: PROGRAM AND PROFESSIONAL ASSESSMENT
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course is a study of methods and principles of program and professional assessment, evaluation, and communication appropriate for individuals who supervise adult teachers, parents, and volunteers in early childhood programs. A variety of professional and program instruments including NAECY and NAFC Accreditation self-study materials designed for use in assessing staff performance and program quality will be thoroughly discussed in an in-depth analysis of on-going assessment and its importance in program and professional development. In addition, self-assessment, leadership style, communication styles, and career development will be examined.

CHS 086 TECHNOLOGY FOR TEACHERS AND ADMINISTRATORS IN EARLY CHILDHOOD PROGRAMS
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course focuses on the value of nature in childhood experiences and fully examines the potential of the outdoor playground to become an extension of the classroom and offer many opportunities for children to explore, create, discover, and learn. Topics include playground design, enhancing outside play and learning opportunities, daily routines that support active participation in the outdoor environment, teacher and parent education, and curriculum planning. Pass/No Pass Option

CHS 087 METHODS OF OBSERVATION IN EARLY CHILDHOOD SETTINGS
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: CHS 002: Child Growth and Development
Acceptable for credit: California State University
This course is an in-depth study of techniques to observe and record behavior in educational settings. Emphasis is on the observation of behavior as an integral element within the contexts of the developmental interaction and emergent curriculum models. Observation of behavior is viewed as data to inform and guide children’s development and to plan for emergent curriculum experiences. The ecological model, observing the child in context, is emphasized. Students are required to observe and record behavior in the West Valley College Child Development centers. Pass/No Pass Option

CHS 088 EARLY CHILDHOOD ENVIRONMENTS
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course explores the latest concepts in creating and implementing indoor and outdoor early childhood environments which meet the developmental needs and interests of young children. Discussion of research, theory, and practice of environmental requirements for children’s optimal growth and well being include: facility and assessment of child’s space; elements of developmentally appropriate settings; use of color, light, sound, texture, surfaces and finishes; definition of space and creative ways to transform difficult spaces; designing spaces to create ambiance, organizational climate and work flow and to support collaboration of teachers, parents, children and other professionals in curriculum planning and implementation are examined. Pass/No Pass Option

CHS 088A THE OUTDOOR ENVIRONMENT
1 unit
Lecture 1 hours; lab 0 hours, lab 0 hours by arrangement
This course focuses on the value of nature in childhood experiences and fully examines the potential of the outdoor playground to become an extension of the classroom and offer many opportunities for children to explore, create, discover, and learn. Topics include playground design, enhancing outside play and learning opportunities, daily routines that support active participation in the outdoor environment, teacher and parent education, and curriculum planning. Pass/No Pass Option

- PREREQUISITES AND COREQUISITES are MANDATORY. See page 14 for specific information.
- Courses used to meet prerequisite requirements must have been completed with a grade of C or Pass or better.
- RECOMMENDED preparations are ADVISORY.
- This catalog is subject to change and may be incomplete. Please consult the addenda at www.westvalley.edu/catalog/.
CHS 089A ECE DIRECTOR'S COLLABORATIVE
1 unit
Lecture 1 hours; lab 0 hours, lab 0 hours by arrangement

This course provides on-going professional support, information, and resources for students who are currently administering early childhood programs. Other topics include current information on research, trends, and issues in the field to contribute to the student’s competence, performance, and effectiveness in supervisory roles. This course is designed for program directors, district managers, site supervisors, assistant directors, and others who have a supervisory role in an early childhood program. Pass/No Pass Options

CHS 091, 092, 093 DIRECTED STUDIES
1, 2 or 3 units
91 - Lecture 0 hours; lab 0 hours, lab 3 hours by arrangement
92 - Lecture 0 hours; lab 0 hours, lab 6 hours by arrangement
93 - Lecture 0 hours; lab 0 hours, lab 9 hours by arrangement

Acceptable for credit: California State University

Directed studies are investigations of special interest to the student which are related to, but not included in, regular courses offered by the college. Pass/No Pass Options

CHIN 001A BEGINNING CHINESE
5 units
Lecture 5 hours; lab 0 hours, lab 0 hours by arrangement
Co requisite CHIN 011A
Acceptable for credit: University of California, California State University

This is an introductory course of the basic oral and written structures of the Mandarin Chinese language. Emphasis is placed on communication and relevancy. Reading and writing is introduced and practiced. Aspects of the Chinese culture in China and Chinese-speaking countries are presented and discussed. Pass/No Pass Option

CHIN 011A CHINESE LABORATORY
.5 units
Lecture 0 hours; lab 1.5 hours, lab 0 hours by arrangement
Co requisite CHIN 001A
Acceptable for credit: California State University

This course provides an excellent supplement to the Chinese class by presenting a variety of language skills presented and studied in the CHIN 001A offered by arrangement for the student's convenience. It aims to provide practice for the language skills presented and studied in the CHIN 001A class with the aide of technology. The course provides an excellent supplement to the Chinese class by presenting a variety of approaches to practicing the language skills. Pass/No Pass Option

CHIN 050A BASIC CONVERSATIONAL MANDARIN CHINESE AND CULTURE
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement

Acceptable for credit: California State University

Conversational Mandarin Chinese and Culture is designed for students desiring a basic, practical conversational approach to learning a language. This course emphasizes conversation and vocabulary building with a minimum of grammar. A variety of classroom activities and visual aids will be used in presenting the language. Cultural topics will center on everyday life activities in Chinese speaking countries such as food customs, traditions, and family. Pass/No Pass Option

CHIN 050B BASIC CONVERSATIONAL MANDARIN CHINESE AND CULTURE
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement

Prerequisite: CHIN 050A

Acceptable for credit: California State University

This course is the continuation of CHIN 050A. Students will increase their vocabulary and knowledge of basic grammar structures while emphasizing conversation and recognition of Chinese characters. Cultural topics will continue to center on everyday life activities. This will be presented through a variety of audiosvisual aids and readings. This course may be repeated once. Pass/No Pass Option

CHIN 091, 092, AND 093 CHINESE DIRECTED STUDIES
1, 2 or 3 units
91 - Lecture 0 hours; lab 0 hours, lab 3 hours by arrangement
92 - Lecture 0 hours; lab 0 hours, lab 6 hours by arrangement
93 - Lecture 0 hours; lab 0 hours, lab 9 hours by arrangement

Prerequisite: Interview with instructor to determine objectives and write a contract

Acceptable for credit: California State University, *University of California

* UC transfer credit for directed studies is granted after a review of the course outline and examples of students work (assignment, tests papers, etc.) by the enrolling UC campus. Please see a counselor for more information

Students are given individual work of special interest in Chinese, reading, writing, lab work, research, etc. Related to the regular Chinese courses offered but not included in them. Pass/No Pass Option

Recommended Preparations in Basic Skills:

Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 053. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.

NOTE: Course hours per week stated in the catalog are based on an 18 week semester. For hours per week during the current 16 week semester or summer or winter sessions, please see the schedule of classes, or go to www.westvalley.edu and look under MyWebServices.
Communication Studies

THE FACULTY
Randy Fujishin
John Hannigan
Meg Farrell
Paul Sanders

DIVISION Language Arts
DIVISION CHAIR Randy Fujishin
DEPARTMENT CHAIR John Hannigan
PHONE 408-741-2629
EMAIL john.hannigan@wvm.edu
COUNSELING 408-741-2009

“Your ability to communicate will determine the quality of your life more than any other aspect of your life.” The Communication Studies Department at West Valley College is dedicated to this fundamental principle as stated by noted psychologist Virginia Satir. Each course in our nine-course curriculum begins with this premise.

Highlights
• An exemplary teaching faculty dedicated to assisting students to improve their communication effectiveness
• Course offerings in fulfillment of AA degree, IGETC and CSU oral transfer requirements
• State of the art public speaking facilities providing students with access to presentation technologies
• Evening and off campus class offerings

Learning Outcomes
After completing courses or A.A. degree in Communication Studies, a student will be able to
• Identify and explain concepts/theories of communication;
• Demonstrate effective communication skills in a variety of settings;
• Report increased confidence in communication interactions.

Career Options
• Consulting
• Corporate training
• Education
• Marketing and sales
• Mass media
• Mediation
• Political and social service
• Public relations

Degree
A.A., Communication Studies

COMMUNICATION STUDIES: Transfer:
See Transfer Planning Guide available at the Counseling Center.

COMMUNICATION STUDIES (A.A. Degree)
To earn an Associate of Arts degree in Communication Studies, you must complete 18 units of Communication courses, selecting from the four categories shown below, as well as completing all other requirements for graduation.

1. Select one of the following courses (3 units):
   COMM 001 Public Speaking 3
   COMM 010 Persuasive Speaking 3
   COMM 020 Argumentation and Debate 3

2. Select one of the following courses (3 units):
   COMM 008 Interpersonal Communication 3
   COMM 004 Small Group Discussion 3
   COMM 012 Intercultural Communication 3

3. Select two additional courses from category 1 and/or 2.

4. Select 6 units from the following courses:
   Any communication course(s) listed above if not being used to satisfy Categories 1-4 (3 or 6 units)

   Computer Applications courses to total 3 units.
   ANTHR 003 Introduction to Cultural Anthropology
   ANTHR 004 Introduction to Linguistic Anthropology
   BUS 040 Sales Strategies
   CHS 005 Childhood and Culture
   COUNs 024 Personal Growth
   MATH 010 Elementary Statistics
   PHIL 002 Introduction to Logic
   PHIL 003 Introduction to Problems in Ethics
   PHIL 017 Logic and Critical Reasoning
   PSYCH 002 Experimental Psychology
   THEAR 035A Voice Production and Articulation

To be awarded an A.A. degree, a student must complete
1. All the major requirements
2. Additional units to meet the college graduation requirements.

Note: Some transferring institutions will count no more than 12 community college units toward a communication major. Communication units above that number transfer as general electives.

COMM 001 PUBLIC SPEAKING
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: ENGL 005
Recommended preparation: ESL 065LS strongly recommended for ESL students
Acceptable for credit: University of California, California State University
A basic course in communication studies which emphasizes the fundamentals of extemporaneous speaking. Includes involvement in interpersonal transactions, study of the role of the listener in oral communication, understanding audience-speaker relationship, research, organization, reasoning, and style.

COMM 004 SMALL-GROUP DISCUSSION
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: ENGL 005
Acceptable for credit: University of California, California State University
An introductory course designed to provide students with theoretical and practical insights and experiences into the interaction, information-sharing, and decision-making processes of small groups. Pass/No Pass Option

COMM 008 INTERPERSONAL COMMUNICATION
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course involves practical skills of interpersonal communication used in a variety of face-to-face settings, both personal and business, with emphasis upon personal effectiveness and empowerment. Pass/No Pass Option

COMM 010 PERSUASIVE SPEAKING
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: ENGL 005
Recommended preparation: ESL 065LS strongly recommended for ESL students
Acceptable for credit: University of California, California State University
Persuasive Speaking is a basic course in communication studies with an emphasis on persuasion. Attention is given to developing the ability to prepare and present persuasive messages and the ability to listen critically and evaluate persuasive messages.

COMM 012 INTERCULTURAL COMMUNICATION
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: ENGL 005
Acceptable for Credit: University of California, California State University
This course is designed to help improve intercultural communication skills in various communication situations. It will assist in the understanding and evaluation of barriers to communication situations. It will assist in the understanding and evaluation of barriers to communicating with people from other cultures, which include ethnocentrism, prejudice, and lack of awareness. This course satisfies the 3 unit Cultural Diversity requirement for the AA degree. Pass/No Pass Option

• PREREQUISITES AND COREQUISITES are MANDATORY. See page 14 for specific information.
• Courses used to meet prerequisite requirements must have been completed with a grade of C or Pass or better.
• RECOMMENDED preparations are ADVISORY.
• This catalog is subject to change and may be incomplete. Please consult the addenda at www.westvalley.edu/catalog/.
Computer Aided Drafting and Design

THE FACULTY
Ogilvie Blythe
Diane Hurd
Jane Lilly
Christopher Wright

DIVISION Applied Arts and Sciences
DEPARTMENT CHAIR Diane Hurd
PHONE 408-741-2028
EMAIL diane.hurd@wvm.edu

Learning Outcomes
After completing courses and a certificate in Computer Aided Drafting and Design, a student will be able to:
- Create, manipulate, and organize CAD drawings using AEC industry standards;
- Plan and generate CAD drawing files using common and advanced CAD tools;
- Produce a CAD drawing to represent existing field conditions using the principles of inventory and measurement techniques.

COMPUTER AIDED DRAFTING AND DESIGN (Certificate)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>ID 015</td>
<td>Interior Architecture Drafting 3</td>
</tr>
<tr>
<td>ID 065</td>
<td>AutoCAD-Introduction to Computer Aided Interior Design 3</td>
</tr>
<tr>
<td>ID 066</td>
<td>Advanced AutoCAD 3</td>
</tr>
<tr>
<td>3 units of recommended electives: Choosing among the following:</td>
<td></td>
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<tr>
<td>DM/IS 086</td>
<td>Portfolio Planning &amp; Review 3</td>
</tr>
<tr>
<td>PKMGT 016A</td>
<td>Introduction to Geographic Information and Global Positioning Systems 3</td>
</tr>
<tr>
<td>DM/IS 010C</td>
<td>Digital Image Photoshop 3</td>
</tr>
<tr>
<td>Or other department approved 3 unit elective</td>
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</tr>
</tbody>
</table>

Computer Applications

THE FACULTY
Karina Dundurs

DIVISION Business
DEPARTMENT CHAIR Jim Henderson
PHONE 408-741-2414
EMAIL karina.dundurs@wvm.edu

The Computer Applications Department provides varied software program instruction for small businesses, home offices, and hobbyists. Curriculum is geared for students who want to learn software for basic skills and/or upgrading of skills. The majority of the courses are offered as short courses, i.e., days and evenings for five weeks and Saturday classes, which are held on two consecutive weekends. Distance learning, e-learning, or online courses and a few lectures courses are available as semester-length courses.

Learning Outcomes
Students who successfully complete computer applications courses will be able to:
- Develop and prepare documents, projects, presentations, and web design;
- Demonstrate skills in current software programs;
- Implement tasks appropriate for a variety of informal and formal work environments; and
- Create and design basic publications, illustrations, and digital imagery.

Career Options
- Administrative assistant
- Clerk
- Data entry operator
- Office manager
- Receptionist
- Any office position using computers

Degrees
A.S., Computer Applications

Certificates
Microsoft Office ONLINE
Microsoft Office—Certificate of Achievement Level I
Microsoft Office—Certificate of Achievement Level II
Publishing with Microsoft Office
See also DIGITAL MEDIA/INTERNET SERVICES

COMPUTER APPLICATIONS
(A.S. Degree and Certificate)

Required Courses (13 units)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>CA 017</td>
<td>Technology Competency 3</td>
</tr>
<tr>
<td>CA 020</td>
<td>Intro to Macintosh OR</td>
</tr>
<tr>
<td>CA 070</td>
<td>Using MS Windows 1</td>
</tr>
<tr>
<td>CA 031B</td>
<td>Beg, Word Proc. Word 1</td>
</tr>
<tr>
<td>CA 032B</td>
<td>Intermed. Word Proc. Word 2</td>
</tr>
<tr>
<td>CA 046B</td>
<td>Presentation PowerPoint 1</td>
</tr>
</tbody>
</table>
OFFICE TECHNOLOGIES-LEVEL 1
(Certificate) Minimum 12 units.

Choose from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CA 020</td>
<td>Intro to Macintosh OR</td>
</tr>
<tr>
<td>CA 070</td>
<td>Using MS Windows 1</td>
</tr>
<tr>
<td>CA 031B</td>
<td>Beg. Word Proc. Word 1</td>
</tr>
<tr>
<td>CA 046B</td>
<td>Presentation PowerPoint 1</td>
</tr>
<tr>
<td>CA 062B</td>
<td>Beg. Spreadsheets, Excel 1</td>
</tr>
<tr>
<td>CA 073</td>
<td>Internet: Hands-On OR 1</td>
</tr>
<tr>
<td>CA 074</td>
<td>Stop Surfing-Start Researching 1</td>
</tr>
</tbody>
</table>

Required Courses from Business (6 units)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 033</td>
<td>Functions of Mgmt OR 3</td>
</tr>
<tr>
<td>BUS 070</td>
<td>Effective Office Skills OR 3</td>
</tr>
<tr>
<td>BUS 078</td>
<td>Bus Communication 3</td>
</tr>
<tr>
<td>BUS 066</td>
<td>Human Relations in Business 3</td>
</tr>
</tbody>
</table>

To be awarded an A.S. Degree, a student must complete:
1. All the major requirements.
2. Additional units to meet the college graduation requirements.

A grade of "C" or better or "P" must be earned.

OFFICE TECHNOLOGIES-ONLINE
(Certificate) Minimum 12 units.

Choose from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CA 10D</td>
<td>Computer Keyboarding 3</td>
</tr>
<tr>
<td>CA 018</td>
<td>Understanding Your Computer 3</td>
</tr>
<tr>
<td>CA 030</td>
<td>MS Office: What Your Need to Know 3</td>
</tr>
<tr>
<td>CA 032C</td>
<td>Going to the Next Level: Intermed. Word &amp; More 3</td>
</tr>
<tr>
<td>CA 062G</td>
<td>Excelling with Excel 3</td>
</tr>
<tr>
<td>CA 064</td>
<td>Adobe Acrobat and PDF 1</td>
</tr>
<tr>
<td>CA 081</td>
<td>Accessing with Access 3</td>
</tr>
<tr>
<td>CA 086</td>
<td>Web Pages with HTML 1</td>
</tr>
<tr>
<td>BUS 070</td>
<td>Effective Office Skills 3</td>
</tr>
<tr>
<td>Total Units</td>
<td>12</td>
</tr>
</tbody>
</table>

PUBLISHING WITH MICROSOFT OFFICE
(Certificate) Minimum 13 units

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CA 005</td>
<td>Intro to Project Management 3</td>
</tr>
<tr>
<td>CA 031B</td>
<td>Beginning Word Processing: Microsoft Word 1</td>
</tr>
<tr>
<td>CA 033*</td>
<td>Office Computing. 3</td>
</tr>
</tbody>
</table>

This class maybe substituted for the following classes:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CA 031B</td>
<td>Beginning Word Processing: Microsoft Word 1</td>
</tr>
<tr>
<td>CA 031B</td>
<td>Office Computing. 3</td>
</tr>
<tr>
<td>CA 034B</td>
<td>Mastering Illustrator 1</td>
</tr>
<tr>
<td>CA 046B</td>
<td>Presentation, Power Point 1</td>
</tr>
<tr>
<td>CA 046D</td>
<td>Intermediate PowerPoint 1</td>
</tr>
<tr>
<td>CA 062B</td>
<td>Beginning Spreadsheets: Microsoft Excel 1</td>
</tr>
<tr>
<td>CA 064</td>
<td>Adobe Acrobat and PDF 1</td>
</tr>
<tr>
<td>CA 066</td>
<td>PhotoShop Elements 1</td>
</tr>
<tr>
<td>CA 066A</td>
<td>PhotoShop Elements 2</td>
</tr>
<tr>
<td>CA 067A</td>
<td>Publishing Tips &amp; Tricks with MS Office 3 OR</td>
</tr>
<tr>
<td>CA 041A</td>
<td>Desktop Publishing: Adobe InDesign 1</td>
</tr>
<tr>
<td>CA 042A</td>
<td>Desktop Publishing: Adobe InDesign 1</td>
</tr>
<tr>
<td>CA 096</td>
<td>Web Pages with HTML OR</td>
</tr>
<tr>
<td>CA 096I</td>
<td>Creating Web Pages with DreamWeaver 1</td>
</tr>
</tbody>
</table>

CA 005 INTRODUCTION TO PROJECT MANAGEMENT
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University

Students manage a project's scope from inception to completion in order to successfully organize, implement, and complete project assignments. MS Project software and case studies are used to clarify concepts such as: project scope, task scheduling, resource allocations, vendor relationships, and managing risk. The significant link between Project Management and achieving organizational goals and objectives is emphasized. This class is dual-listed with BUS 005. Pass/No Pass Option

CA 010D COMPUTER KEYBOARDING
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement

Students have the opportunity to learn the touch system of Keyboarding, and improve their basic keyboarding techniques to develop speed and accuracy. Techniques of document preparation including formatting for business letters, memos, statistical table, and reports are covered. Pass/No Pass Option

- PREREQUISITES AND COREQUISITES are MANDATORY. See page 14 for specific information.
- Courses used to meet prerequisite requirements must have been completed with a grade of C or Pass or better.
- RECOMMENDED preparations are ADVISORY.
- This catalog is subject to change and may be incomplete. Please consult the addenda at www.westvalley.edu/catalog/.
CA 014 DISTANCE LEARNING COURSE DESIGN
4 units
Lecture 4 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: ENGL 001A, READ 053
This course offers students the opportunity to learn the skills needed to effectively design, deliver and evaluate distance learning courses with textual, graphic and audiovisual content. Course modules include: pedagogy, course management, design tools, software applications, ethics, audio-visual content, and evaluation.

CA 017 TECHNOLOGY COMPETENCY
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: CA 010, CA 020 and/or CA 070
Acceptable for credit: California State University
This course is designed for students pursuing technology competency. Students receive instruction in working with the Internet and its resources to produce documents, reports, and other written/presentation materials to support requirements in academic studies and the business workplace. Topics include: technology use issues, Internet basics, web searching, citing and copyright, assessing validity of sources, and preparation of a report and presentation. Pass/No Pass Option

CA 020 INTRODUCTION TO MACINTOSH
1 unit
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
An introduction to the Apple Macintosh computer. Basic operations covered will include pointing, clicking and dragging, working with the desktop and files, printing, and loading an application program. Software concepts will be introduced using paint and word-processing programs. Pass/No Pass Only.

CA 030 MICROSOFT OFFICE-WHAT YOU REALLY NEED
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: CA 010D
This class is designed for business and non-business users, graduate students and the home user who want to know the top ten skills needed to be successful with Microsoft Office Word, Excel, and PowerPoint. Pass/No Pass Option

CA 030M MICROSOFT OFFICE-UPGRADING FROM 2003 TO 2007
0.5 units
Lecture 1 hour (over 9 weeks); lab 0 hours, lab 0 hours by arrangement
This course examines the differences between Word, Excel and PowerPoint 2003 and 2007. This course is designed for students who know how to use these software products and wish to learn the basic differences. Pass/No Pass Option

CA 031B BEGINNING WORD PROCESSING, MICROSOFT WORD
1 unit
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: CA 010 and CA 020 or CA 070
Acceptable for credit: California State University
The syntax and structure of the software and basic operating procedures of a word processing program to produce mailable documents for personal and business use will be taught in this course. Specific topics to be included are menu, icon and key commands, cursor control, basic input and editing procedures, file handling, character, paragraph, and page format features, file management, print features, and practice in simple document formatting. Courses will be offered on Macintosh and PCs. Pass/No Pass Only.

CA 032B INTERMEDIATE WORD PROCESSING, MICROSOFT WORD
2 units
Lecture 2 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: CA 031A
Acceptable for credit: California State University
The more advanced features of a word processing program to produce business documents will be taught in this course. Topics covered include footnoting, using styles, creating tables, sorting, indexing and tables of contents, using glossaries, libraries, or macros, outlining, calculating, merging, using graphic features, drawing, and importing information. Software features will be used to produce letters, statistical documents, and reports. Courses will be offered on Macintosh and PCs. Pass/No Pass Option

CA 032C GOING TO THE NEXT LEVEL: INTERMEDIATE WORD AND MORE ONLINE
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: CA 010, CA 032B and MATH 902
This online course uses the software program Microsoft Word. Students receive instruction in advanced procedures and practice for personal and professional use. Specific topics include: editing features and menu commands to produce memorandums, letters, statistical tables, forms, and long reports. Some commands utilized include table of contents, indexes, footnotes/ endnotes, cross-reference, merging, columns, styles and templates, tables, charts, macros, and drawing tools to produce desktop publishing copy. Pass/No Pass Option

CA 033 BEGINNING OFFICE COMPUTING
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: CA 010D
Acceptable for credit: California State University
This course introduces students to the Windows operating system. Students have the opportunity to learn basic Microsoft Word to produce documents for personal and business use and beginning spreadsheets using Microsoft Excel. Pass/No Pass Option

CA 033B ADVANCED WORD PROCESSING, MICROSOFT WORD
3 units
Lecture 3 hours; lab 0 hours, lab 2 hours by arrangement
Recommended preparation: CA 032B
This course will provide students with the opportunity to refine their ability to use key stroke short cuts, icons and ribbons, and macro capability of the word processing program to personalize the software and produce complicated business documents. Also included will be desktop publishing features of the program and working with program manuals to learn all features of the program. Courses will be offered on Macintosh and PCs. Pass/No Pass Option

CA 041 DESKTOP PUBLISHING - ADOBE INDESIGN
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: CA 020, CA 70, CA 100L
This course focuses on the uses of Adobe InDesign for document layout and design. Students have the opportunity to learn how to integrate text, graphics, and photographs to create a variety of professional quality finished documents for practical and business use. Design principles and techniques for kerning, tracking, alignment, using templates, and using style palettes are also covered. This course is West Valley College AA/AS degree and certificate applicable. Pass/No Pass Option

CA 043B MASTERING ILLUSTRATOR I
1 unit
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: CA 020 or CA 070 and MATH 902
This is an introductory course using illustration software to create graphic images, which can be used with other desktop publishing software. Topics to be covered include generating images such as business logos and forms, printing the images, creating lines and curves, adding text to graphics, shaping, editing and grouping graphics, and transforming images into new forms. This course will be offered on Macintosh and/or PCs. This course does not fulfill the requirement for DMIS 014C. Digital Illustration 1: Illustrator. Pass/No Pass Only

CA 046B PRESENTATION, POWERPOINT
1 unit
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: CA 020 or CA 070
Students in this course will be given the opportunity to learn to use a comprehensive software program. Using templates for formatting text and data organized in outline form, creating overhead transparencies, preparing slide presentations, and printing presentation notes will be studied. Courses will be offered on Macintosh and IBM PCs. Credit/No Credit Only

Recommended Preparations in Basic Skills:
Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 055. Some courses may also require a math course prior to enrollment. See individual course descriptions for math recommendations.

NOTE: Course hours per week stated in the catalog are based on an 18 week semester. For hours per week during the current 16 week semester or summer or winter sessions, please see the schedule of classes, or go to www.westvalley.edu and look under MyWebServices.
CA 046D INTERMEDIATE MICROSOFT POWERPOINT
1 unit
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: CA 010 and CA 020 or CA 070
This is an intermediate Microsoft PowerPoint course for integrating multimedia into presentations. Students will develop presentations incorporating multimedia technology, drawings, clip art, audio, video and animation. Students will also customize PowerPoint’s windows and settings. This course may be repeated once. Pass/No Pass Option

CA 051 PERSONAL COMPUTER HARDWARE AND SOFTWARE
1 unit
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: CIS 002 or CA 070
This course examines personal computing hardware, operating systems, and software applications from a technical side to enable students to select, install and configure their personal computing system. Students will be taught to identify and set up hardware components, including processors, memory, bus architecture’s, accessories and expansion options; operating systems, including DOS configuration options; and personal productivity software, such as word processing, spreadsheets, database, graphics, multimedia. Pass/No Pass Only.

CA 062B BEGINNING SPREADSHEETS, MICROSOFT EXCEL
1 unit
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: CA 020 or CA 070
Acceptable for credit: California State University
This course provides the students with the opportunity to learn the capabilities of a spreadsheet program. Students will learn how to create spreadsheet formats, enter text, data and formula expressions, store, retrieve, copy and print spreadsheets; create graphic representations of data; and be introduced to macro capabilities. Courses will be offered on Macintosh and PCs. CA 062B can be taken for a total of two times. Pass/No Pass Only.

CA 062G EXCELLENT WITH EXCEL
3 units
Lecture 3 hour; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: CA 010 or CA 070 and MATH 902
This online course uses the software program Microsoft Excel. Students receive instruction in beginning and intermediate spreadsheet procedures for practical application in personal and professional use. Some specific topics include: modifying and improving a worksheet, entering formulas in well-designed worksheets, working with functions, sorting and filtering lists, and working with charts. In addition, through extensive problem solving, students also receive instruction in advanced data functions, extended skills in charting, interactive analysis of data with pivot tables, financial modeling and goal seeking, and linking/embedding objects. Pass/No Pass Option

CA 063B INTERMEDIATE SPREADSHEETS, MICROSOFT EXCEL
2 units
Lecture 2 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: CA 062B
Acceptable for credit: California State University
This course provides students with the opportunity to learn the spreadsheet program to solve practical business problems. Students will learn how to create and use advanced graphing features of the program along with complex mathematical functions; data analysis techniques; data base commands; and macros including building custom menus. Course will be offered in intermediate Spreadsheets, Lotus 1-2-3, Intermediate Spreadsheets, Microsoft Excel; and Intermediate Spreadsheets, Pass/No Pass Option

CA 063C INTERMEDIATE AND ADVANCED EXCEL
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: CA 061B
Acceptable for credit: California State University
Students will have the opportunity to work on the advanced features of a spreadsheet program. Emphasis will be on problem solving and developing skills for use in a business environment. Pass/No Pass Option

CA 064 ADOBE Acrobat and PDF
1 unit
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: CA 010
This course focuses on using Adobe Acrobat to convert Microsoft documents to PDF. PDF files will be enhanced with bookmarks, thumbnails and links. Digital forms will be created and web documents will be converted to PDF. This course is AA/AS degree applicable and may be repeated once. Pass/No Pass Only

CA 066 BEGINNING PHOTOSHOP ELEMENTS
1 unit
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: CA 020 or CA 070
This course will introduce students to basic features of Adobe PhotoShop Elements as used for small businesses, amateur photographers, and hobbyists. The program is used in desktop publishing to manipulate the appearance of digital images and graphics. Students will learn about the capabilities of this program and practice using varied techniques to create dramatic visual effects in a variety of publications. Pass/No Pass Only

CA 066A PHOTOSHOP ELEMENTS 2
Pass/No Pass Only

CA 067 DESKTOP PUBLISHING WITH MICROSOFT OFFICE
2 units
Lecture 2 hour; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: CA 010, CA 020 or CA 070, CA 031B
In this course, students will use IBM PC hardware and Microsoft software to create documents suitable for professional quality printing. Included will be page layout and design principles. The student will integrate text and graphics to produce attractive, professional, business communications. Pass/No Pass Option

CA 070 USING MICROSOFT WINDOWS
1 unit
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement
This introductory course introduces students to the use of Microsoft Windows, its application programs and utilities. It explores making the computer more efficient through proper use of the Windows system. Pass/No Pass Only.

CA 073 INTERNET HANDS-ON:-)
1 unit
Lecture 3 hour; lab 0 hours, lab 2 hours by arrangement
Recommended preparation: CA 020 or CA 070
This course provides both demonstration and extensive hands-on internet activities that introduce students to the Internet. Students will experience accessing using TCP/IP, Telnet, FTP, etc. and connect to other sites. Topics include Archie, Veronica, Gopher, world wide web (WWW), wide area information services (WAIS), EMAIL, and similar popular access methods. Pass/No Pass Only.

CA 074 STOP SURFING – START RESEARCHING
1 unit
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: CA 020 or CA 070
This is an introduction to Internet unstructured research. Students will have the opportunity to learn to identify when it is appropriate to use the Internet for research and will practice using various tools to find and retrieve information. The course will include practice evaluating and documenting the information found. It is dual listed with LIBR 006. Pass/No Pass Only.

• PREREQUISITES AND COREQUISITES are MANDATORY. See page 14 for specific information.
• Courses used to meet prerequisite requirements must have been completed with a grade of C or Pass or better.
• RECOMMENDED preparations are ADVISORY
• This catalog is subject to change and may be incomplete. Please consult the addenda at www.westvalley.edu/catalog/
CA 079 INSTALLING AND CONFIGURING WINDOWS
1 unit
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: CA 070
Acceptable for credit: California State University
For more technically inclined students, and for those who wish to earn related degrees or certificates, this class studies the procedures for installing, customizing, and configuring MS Windows. Topics presented include Windows setup and custom installation options; the purposes for each of the subsystems within Windows; how INI files are used to control Windows start-up; Windows services, such as fonts drivers, Windows and non-Windows programs; and troubleshooting. Pass/No Pass Only

CA 081 ACCESSING WITH ACCESS
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: CA 020 or CA 070
Acceptable for credit: California State University
This course introduces students to Microsoft Access, a database program, database concepts, terminology, and applications. Students have the opportunity to learn how to define and construct basic forms and reports. Students also have the opportunity to use the Base file management program and receive instruction on how to create and manage database files. Emphasis is on techniques that promote operational efficiency, effective design, and proper management of database files. Advanced features of the program are emphasized. Pass/No Pass Option

CA 081B BEGINNING DATABASE, MICROSOFT ACCESS
1 unit
Lecture 3 hours; lab 0 hours, lab 2 hours by arrangement (over 6 weeks)
Recommended preparation: CA 010 or CA 020 or CA 070
Acceptable for credit: California State University
In this introduction to FileMaker Pro course, a database program, the students will have the opportunity to learn database concepts, terminology, and applications. Students will also have the opportunity to learn how to define and construct data tables enter and update data tables, sort and categorize data, perform basic queries.

CA 091, 092, 093 DIRECTED STUDIES
1-3 units
91 - Lecture 0 hours; lab 0 hours, lab 3 hours by arrangement
92 - Lecture 0 hours; lab 0 hours, lab 6 hours by arrangement
93 - Lecture 0 hours; lab 0 hours, lab 9 hours by arrangement
Prerequisite: Interview with instructor to determine objectives and write a contract
Directed studies are investigations of special interest to the student which are related to, but not included in, regular courses offered by the college. Pass/No Pass Only

CA 094A COMPUTER SKILLS DEVELOPMENT
1 unit
Lecture 0 hours; lab 0 hours, lab 3 hours by arrangement
Recommended preparation: CA 020 or CA 020A or CA 070 or CA 070A
Students will have the opportunity to review and practice features of software packages of their own choosing in order to produce computer-generated documents. This laboratory provides an opportunity to enhance job skills or to produce required work in courses in history, economics, science, and other where there is no required computer lab by arrangement. Students will be required to submit a plan of study including the software features to be reviewed and documents to be produced. Pass/No Pass Option

CA 094B COMPUTER SKILLS DEVELOPMENT
2 units
Lecture 0 hours; lab 0 hours, lab 6 hours by arrangement
Recommended preparations: CA 020 or CA 020A or CA 070 or CA 070A
Students will have the opportunity to review and practice features of software packages of their own choosing in order to produce computer-generated documents. This laboratory provides an opportunity to enhance job skills or to produce required work in courses in history, economics, science, and other where there is no required computer lab by arrangement. Students will be required to submit a plan of study including the software features to be reviewed and documents to be produced. Pass/No Pass Option

CA 094C COMPUTER SKILLS DEVELOPMENT
3 units
Lecture 0 hours; lab 0 hours, lab 9 hours by arrangement
Recommended preparation: CA 020 or CA 020A or CA 070 or CA 070A
Students will have the opportunity to review and practice features of software packages of their own choosing in order to produce computer-generated documents. This laboratory provides an opportunity to enhance job skills or to produce required work in courses in history, economics, science, and other where there is no required computer lab by arrangement. Students will be required to submit a plan of study including the software features to be reviewed and documents to be produced. Pass/No Pass Option

CA 096 CREATING WORLD WIDE WEB PAGES
1 unit
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: CA 020 or CA 070 and MATH 103/103R
This course offers students the opportunity to create personal pages for the World Wide Web on the Internet. Students will explore examples of the Web and create their own pages using Hyper Text Markup Language (HTML). The course will include analysis of automatic HTML generation programs incorporated in popular computer applications. Pass/No Pass Option

CA 096I CREATING WEB PAGES WITH DREAMWEAVER
1 unit
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: CA010, CA 020 or CA 070
Using Dreamweaver, students create dynamic web pages for home, small businesses, or personal use. Students upload to a site, add graphics, create a form, and apply other web-building techniques. Pass/No Pass Option

CA 100 SPECIAL TOPICS
5-3 units
The course will explore topics related to this discipline and will be offered as needed. See the class schedule for current offerings. Pass/No Pass Option
**Computer Information Systems**

**THE FACULTY**

J. Patrick Fenton  
Fred George

**DIVISION**  
Business

**DIVISION CHAIR**  
Jim Henderson

**DEPARTMENT CHAIR**  
Patrick Fenton

**PHONE**  
408-741-2433

**EMAIL**  
pat.fenton@wvm.edu

**COUNSELING**  
408-741-2009

The CIS Department at West Valley College offers a complete computer curriculum using state-of-the-art computing equipment. Students may choose a Business Applications or Computer Science option (A.S. Degree or Certificate). The West Valley counselors will aid in choosing the option that best meets the student’s needs.

The following is an outline of the REQUIRED and RECOMMENDED courses in the A.S. degree and Certificate Programs. Many programs are based on prior completion of PREREQUISITES. Certificates are awarded upon the recommendation of the individual departments. Consult your catalog and see a counselor for clarification and further information.

**Learning Outcomes**

After completing a certificate or A.S. degree in Computer Information Systems, a student will be able to:

- Apply essential foundations in mathematics, reading, writing technical materials, and related general education topics;
- Demonstrate appropriate range of experiences and studies that connect theory and academic skills to real-world occurrences;
- Identify and acquire skill sets beyond technical skills, such as interpersonal communication skills, team skills, and management skills appropriate to the discipline;
- Distinguish the possibilities and limitations of computing technology can, and cannot do;
- Identify the foundations of the concepts and skills of computer programming;
- Demonstrate the essential concept of process;
- Describe the concept of a lifecycle, including the significance of its phases; the implications for the development of all aspects of computer-related systems, including software, hardware, and the human-computer interface; and the relationship between system quality and lifecycle management;
- Examine professional, legal, and ethical issues in order to acquire, develop, and demonstrate attitudes and priorities that honor, protect, and enhance the student’s own and their chosen profession’s ethical stature and standing.

**COMPUTER AND INFORMATION SYSTEMS: Transfer:**

See Transfer Planning Guide available at the Counseling Center.

**BUSINESS APPLICATIONS OPTION**

(A.S. Degree)

The A.S. Degree in CIS, Business Applications Option is designed for those students engaged in the development or maintenance of software applications used in an enterprise: business, industry, government, or non-profit. The degree focuses on programming, business applications, using programming languages commonly found in an enterprise setting, as well as systems analysis and data base management knowledge. Basic business skills, such as Accounting, Economics, Business Law, Finite Math, etc., are included.

### Major Requirements:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCTG 010 Accounting Fundamentals - Financial</td>
<td>5</td>
</tr>
<tr>
<td>ACCTG 011 Accounting Fundamentals - Managerial</td>
<td>5</td>
</tr>
<tr>
<td>BUS 028 Business Law</td>
<td>3</td>
</tr>
<tr>
<td>CIS 002 Introduction to Computing</td>
<td>4</td>
</tr>
<tr>
<td>CIS 011 Systems Analysis</td>
<td>3</td>
</tr>
<tr>
<td>CIS 012 Data Base Management Systems</td>
<td>3</td>
</tr>
<tr>
<td>ECON 001A Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ECON 001B Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>MATH 008 Finite Math</td>
<td>3</td>
</tr>
<tr>
<td>CIS 031 Visual Basic Programming</td>
<td>3</td>
</tr>
<tr>
<td>CIS 97.1A Computing Studies Practicum</td>
<td>3</td>
</tr>
</tbody>
</table>

At least four of the following:

- CIS 004A Computer Programming I (C++ Language) 4
- CIS 004B Computer Programming II (C++ Language) 4
- CIS 04B1 Computer Programming II (Java) 4
- CIS 037 C Programming 4
- CIS 038 C++ Programming (except if CIS 004A is completed) 3
- CIS 38.2 C# Programming 3
- CIS 37.5 Objective-C Programming 3
- CIS 039 Microcomputer Assembler Programming 3
- CIS 045A Unix Operating System 3
- CIS 37.6 Cocoa Application Programming 3
- CIS 42.3 PERL Programming 3

To be awarded an A.S. degree a student must complete:

1. All the major requirements
2. Additional units to meet the college graduation requirements
3. A “C” average in all CIS course work.

**BUSINESS APPLICATIONS OPTION**

(Certificate)

The certificate in CIS, Business Applications Option is designed for those students engaged in the development or maintenance of software applications used in an enterprise: business, industry, government, or non-profit. The certificate focuses on programming business applications using programming languages commonly found in an enterprise setting, as well as systems analysis and data base management knowledge. Basic business skills, such as Accounting, Economics, Business Law, Finite Math, etc., are included.

### Required Courses:

<table>
<thead>
<tr>
<th>Course</th>
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</tr>
</thead>
<tbody>
<tr>
<td>ACCTG 010 Accounting Fundamentals - Financial</td>
<td>5</td>
</tr>
<tr>
<td>ACCTG 011 Accounting Fundamentals - Managerial</td>
<td>5</td>
</tr>
<tr>
<td>CIS 002 Introduction to Computing</td>
<td>4</td>
</tr>
<tr>
<td>CIS 011 Systems Analysis</td>
<td>3</td>
</tr>
<tr>
<td>CIS 012 Data Base Management Systems</td>
<td>3</td>
</tr>
<tr>
<td>MATH 008 Finite Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>CIS 031 Visual Basic Programming</td>
<td>3</td>
</tr>
<tr>
<td>CIS 97.1A Computing Studies Practicum</td>
<td>3</td>
</tr>
</tbody>
</table>

At least three of the following:

- CIS 031 Visual Basic Programming 3
- CIS 045B Advanced Unix: Utilities & Shell Programming 3
- CIS 037 C Programming 3
- CIS 37.5 Objective-C Programming 3
- CIS 37.6 Cocoa Application Programming 3

- A “C” average must be maintained in all CIS course work to be awarded a certificate in CIS.

**COMPUTER SCIENCE OPTION**

(A.S. Degree)

The A.S. Degree in Computer Information Systems, Computer Science Option, signifies completion of what is typically the lower division, first two years, of a four-year computer science curriculum, providing a milestone for student achievement.

### Major Requirements:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>C 04A Computer Programming I (C++ Language)</td>
<td>4</td>
</tr>
<tr>
<td>C 04A1 Computer Programming I (Java)</td>
<td>4</td>
</tr>
<tr>
<td>C 04B Computer Programming II (C++ Language)</td>
<td>4</td>
</tr>
<tr>
<td>C 04B1 Computer Programming II (Java)</td>
<td>4</td>
</tr>
<tr>
<td>CIS 037 C Programming 4</td>
<td></td>
</tr>
<tr>
<td>CIS 038 C++ Programming (except if CIS 004A is completed)</td>
<td>3</td>
</tr>
<tr>
<td>CIS 38.2 C# Programming 3</td>
<td></td>
</tr>
<tr>
<td>CIS 37.5 Objective-C Programming 3</td>
<td></td>
</tr>
<tr>
<td>CIS 039 Microcomputer Assembler Programming 3</td>
<td></td>
</tr>
<tr>
<td>CIS 045A Unix Operating System 3</td>
<td></td>
</tr>
<tr>
<td>CIS 37.6 Cocoa Application Programming 3</td>
<td></td>
</tr>
<tr>
<td>CIS 42.3 PERL Programming 3</td>
<td></td>
</tr>
</tbody>
</table>

To be awarded an A.S. degree a student must complete:

1. All the major requirements
2. Additional units to meet the college graduation requirements
3. A “C” average in all CIS course work.

### Course Units

**Required Courses:**

- CIS 031 Visual Basic Programming 3
- CIS 045B Advanced Unix: Utilities & Shell Programming 3
- CIS 037 C Programming 3
- CIS 37.5 Objective-C Programming 3
- CIS 37.6 Cocoa Application Programming 3

- A “C” average must be maintained in all CIS course work to be awarded a certificate in CIS.

**PREREQUISITES and COREQUISITES are MANDATORY.** See page 14 for specific information.

- Courses used to meet prerequisite requirements must have been completed with a grade of C or Pass or better.

- **RECOMMENDED** preparations are ADVISORY.

- This catalog is subject to change and may be incomplete. Please consult the addenda at www.westvalley.edu/catalog/.
CIS 038  C++ Programming (except if student has completed CIS 04A) 3  
CIS 015  Software Design 3  
CIS 42.3 PERL Programming 3  

To be awarded an A.S. degree, a student must complete:  
1. All the major requirements  
2. Additional units to meet the college graduation requirements.  
3. A "C" average in all CIS course work.

**COMPUTER INFORMATION SYSTEMS Certificate**  
The Certificate in Computer Information Systems, Computer Science Option, signifies that a student has completed a set of fundamental computer programming skills related to an eventual four-year degree program in Computer Science.

**Required Courses:**  

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 04A Computer Programming I (C++ Language)</td>
<td>4</td>
</tr>
<tr>
<td>CIS 04A1 Computer Programming I (Java)</td>
<td>4 or</td>
</tr>
<tr>
<td>CIS 04B Computer Programming II (C++ Language)</td>
<td>4</td>
</tr>
<tr>
<td>CIS 04B1 Computer Programming II (java)</td>
<td>4 or</td>
</tr>
<tr>
<td>CIS 039 Microcomputer Assembler Programming</td>
<td>3</td>
</tr>
<tr>
<td>CIS 045A Unix Operating System</td>
<td>3</td>
</tr>
<tr>
<td>MATH 010 Elementary Statistics</td>
<td>3</td>
</tr>
<tr>
<td>MATH 019 Discrete Mathematics</td>
<td>4</td>
</tr>
<tr>
<td>CIS 97.1A Computing Studies Practicum</td>
<td>2 - 3</td>
</tr>
</tbody>
</table>

**At least two of the following:**  

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 031 Visual Basic Programming</td>
<td>3</td>
</tr>
<tr>
<td>CIS 045B Advanced Unix: Utilities &amp; Shell</td>
<td>3</td>
</tr>
<tr>
<td>CIS 03B C++ Programming (except if the student has taken CIS 04A)</td>
<td>3</td>
</tr>
<tr>
<td>CIS 37.5 Objective-C Programming</td>
<td>3</td>
</tr>
<tr>
<td>CIS 38.2 C# Programming</td>
<td>3</td>
</tr>
<tr>
<td>CIS 37.6 Cocoa Application Programming</td>
<td>3</td>
</tr>
<tr>
<td>CIS 015 Software Design</td>
<td>3</td>
</tr>
</tbody>
</table>

**COMPUTER INFORMATION SYSTEMS Certificate Programming Emphasis**  
The Computer Information Systems Certificate is designed to provide a knowledge cluster of defined skills in a particular area of emphasis within the field of Information Technology.

**Major Requirements:**  

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 04A Computer Programming I (C++ Language)</td>
<td>4</td>
</tr>
<tr>
<td>CIS 04A1 COMPUTER PROGRAMMING I (Java)</td>
<td>4</td>
</tr>
<tr>
<td>CIS 04B Computer Programming II (C++ Language)</td>
<td>4</td>
</tr>
<tr>
<td>CIS 04B1 Computer Programming II (Java)</td>
<td>4 or</td>
</tr>
<tr>
<td>MATH 019 Discrete Mathematics</td>
<td>4</td>
</tr>
<tr>
<td>MATH 010 Elementary Statistics</td>
<td>3</td>
</tr>
<tr>
<td>CIS 97.1A Computing Studies Practicum</td>
<td>2 - 3</td>
</tr>
</tbody>
</table>

**C/C++ Emphasis**  

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 37.5 Objective-C Programming</td>
<td>3</td>
</tr>
<tr>
<td>CIS 38.2 C# Programming</td>
<td>3</td>
</tr>
</tbody>
</table>

For this emphasis, students must complete CIS 004A, CIS 004B (C++) in the major requirements list.

**Java Emphasis**  

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>C/405A Unix Operating System</td>
<td>3</td>
</tr>
<tr>
<td>For this emphasis, students must complete CIS 04A, CIS 04B.1 (Java)</td>
<td></td>
</tr>
</tbody>
</table>

**UNIX Emphasis**  

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 045A Unix Operating System</td>
<td>3</td>
</tr>
<tr>
<td>CIS 045B Advanced Unix: Utilities &amp; Shell</td>
<td>3</td>
</tr>
</tbody>
</table>

**Visual Basic Emphasis**  

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 031 Visual Basic Programming</td>
<td>3</td>
</tr>
<tr>
<td>CIS 31.2 Applications Programming Using Visual Basic</td>
<td>3</td>
</tr>
</tbody>
</table>

**Traditional Programming Emphasis**  

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 039 Microcomputer Assembler Programming</td>
<td>3</td>
</tr>
<tr>
<td>CIS 031 Visual Basic Programming</td>
<td>3</td>
</tr>
<tr>
<td>CIS 038 C++ Programming (except if CIS 0404 or CIS 0404B is completed)</td>
<td>3</td>
</tr>
</tbody>
</table>

To be awarded an A.S. Degree, a student must complete:  
1. All the major requirements  
2. Elective units plus emphasis courses and major requirements must total a minimum of 35 units.  
3. Students must complete a minimum of one emphasis category. Additional units may be made up of a second complete emphasis category or a combination of emphasis courses depending on a student's goal(s).  
4. Additional units to meet the college general education graduation requirements.

**Apple Developer Emphasis**  

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 004A Computer Programming I (C++ Language)</td>
<td>4</td>
</tr>
<tr>
<td>CIS 37.5 Objective-C Programming</td>
<td>3</td>
</tr>
<tr>
<td>CIS 37.6 Cocoa Application Programming</td>
<td>3</td>
</tr>
<tr>
<td>CIS 82.5 Mac OS System Support Essentials</td>
<td>3</td>
</tr>
<tr>
<td>CIS 82.6 Mac OS System Administration</td>
<td>3</td>
</tr>
<tr>
<td>CIS 97.1A Computing Studies Practicum</td>
<td>0.5 - 3</td>
</tr>
</tbody>
</table>

**CIS 002 INTRODUCTION TO COMPUTING**  

4 units  
Lecture 4 hours; lab 0 hours, lab 0 hours by arrangement  
Co requisite: CIS 97.1A  
Recommended preparation: MATH 106 or MATH 106R  
Acceptable for credit: University of California, California State University

This is an introductory course in personal productivity computing, introducing students to the concepts and uses of computing in education, business and society. Fundamentals of each of the major components of a computing system are examined: elementary functions of hardware; software for systems operations and applications; the relationship of data and information; the need for proper procedures; and the people who use and support computing. Students use computers for hands-on experience of computer productivity activities, including word processing, spreadsheets, presentation manager, database management, and Internet access. The course is recommended for students in general; especially those who need to complete a computing course requirement for transfer to a four-year business program. Pass/No Pass Option

**CIS 004A COMPUTER PROGRAMMING I (C++ LANGUAGE)**  

4 units  
Lecture 4 hours; lab 0 hours, lab 0 hours by arrangement  
Co requisite: CIS 97.1A  
Recommended preparation: MATH 106 or MATH 106R  
Acceptable for credit: University of California, California State University

This is a beginning course for students planning to major in CIS-Computer Science Option and/ or who plan to transfer to a four-year school's Computer Science program. CIS 004A covers algorithm development, programming concepts, documentation, and programming style using the C++ language. Topics include program control structures (sequence, selection, iteration), modular programming (functions and argument passing), and data types (simple types, arrays, files, and structures). The course includes both lecture and a hands-on programming component where students will use classroom computers to design, code, and execute programs. Pass/No Pass Option

**CIS 004B COMPUTER PROGRAMMING II (C++ LANGUAGE)**  

4 units  
Lecture 4 hours; lab 0 hours, lab 0 hours by arrangement  
Prerequisite: CIS 004A  
Co requisite: CIS 97.1A  
Recommended preparation: MATH 106 or MATH 106R  
Acceptable for credit: University of California, California State University

This is a continuation of CIS 004A (Computer Programming I) intended for students majoring in CIS-Computer Science Option and/ or planning to transfer to a four-year college or university Computer Science program. CIS 004B introduces concepts of abstract data types, C++ classes, separate compilation, and information hiding. Topics in data structures (dynamic allocation, linked lists, stacks and queues, and binary trees), and sorting/searching algorithms will be introduced. The course includes both lecture and programming in C++. Pass/No Pass Option

**Recommended Preparations in Basic Skills:**  
Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 053. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.

**NOTE:** Course hours per week stated in the catalog are based on an 18 week semester. For hours per week during the current 16 week semester or summer or winter sessions, please see the schedule of classes, or go to www.westvalley.edu and look under MyWebServices.
CIS 0481 COMPUTER PROGRAMMING II
(JAVA)
4 units
Lecture 4 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: CIS 0481: COMPUTER PROGRAMMING I (JAVA)
Recommended preparation: MATH 105: Intermediate Algebra
or MATH 106R: Intermediate Algebra
Co-requisite: Course required to be taken concurrently
CIS 97.1A: Computing Studies Practicum
Acceptable for credit: University of California, California State University

This is a continuation of CIS 048.1 (Computer Programming I) intended for students majoring in CIS-Computer Science Option and/or planning to transfer to a four-year college or university computer science program. CIS 048.1 introduces concepts of abstract data types, Java classes, separate compilation, and information hiding. Topics in data structures (dynamic allocation, linked lists, stacks and queues, and binary trees), and sorting/searching algorithms will be introduced. The course includes both lecture and a hands-on component where students will design, code, and execute programs. This course serves as an introduction to concepts of local area networking applications, computer communications. It introduces terms, concepts, and technologies of computer networking. It also defines contemporary network services, transmission media, and protocols, inter-networking, and emerging technologies. This course serves as an introduction to concepts of local area networking applied computer communications. It introduces terms, concepts, and technologies of computer networking. Pass/No Pass Option

CIS 005 BUSINESS APPLICATION
PROGRAMMING (COBOL)
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: MATH 106/106R
Acceptable for credit: California State University

COBOL is a traditional business programming language required of MIS majors and those whose responsibilities include support of business applications including, for example, the business functions within our own college. This is a computer problem solving and programming course using COBOL, a programming language designed for traditional business applications. Structured COBOL syntax will be studied in detail. Emphasis will also be placed on taking a number of business applications from the initial job definition phase through programming and testing. Course content includes standard program logic statements, user interface considerations, tables, and file operations. Programs will be compiled and executed on microcomputers and/or workstations. Pass/No Pass Option

CIS 011 SYSTEMS ANALYSIS
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: MATH 106 or MATH 106R
Acceptable for credit: California State University

Systems Analysis as it applies to business applications is studied. Systems investigation, justification, design and implementation concepts are presented. Techniques of fact finding, fact recording, record design, data organization and documentation will be taught through the case study method. Pass/No Pass Option

CIS 012 DATA BASE MANAGEMENT
SYSTEMS
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: MATH 106/106R

Acceptable for credit: California State University

Data Base Management Systems (DBMS) are introduced and surveyed in this course. Terminology and concepts are studied. Various data base models are covered: hierarchical, network (CODASYL), relational, and E-R. Commercially available DBMS are overviewed. Implementation tasks and the position of Data Base Administrator are considered.

CIS 015 SOFTWARE DESIGN
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: MATH 106/106R

Acceptable for credit: California State University

This course presents the basic concepts associated with object oriented software design. Students will study and implement object oriented software concepts in programming languages, user interfaces, and databases in order to develop a style of programming that allows for better program organization and modularity. Key concepts include abstract data typing inheritance and object identity. This class is intended to be independent of specific programming languages, but examples of object oriented program design will be developed and presented using contemporary industry-preferred languages and programming tools. Students are advised to have knowledge of and ability to use appropriate programming languages such as C, C++, Visual Basic, or similar. Pass/No Pass Option

CIS 031 VISUAL BASIC PROGRAMMING
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement

Acceptable for credit: University of California, California State University

This course is designed to introduce students to programming using the Visual Basic programming language and to develop programming skills. Visual Basic is an event-driven, Windows-based application programming language. Topics include the use of objects, such as Forms, Controls, Properties, and events. Traditional structured programing practices are implemented using Visual Basic. Programming techniques and methodology are emphasized. Pass/No Pass Option

CIS 31.1 FUNDAMENTALS OF MICROSOFT
VISUAL BASIC
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: MATH 106

Acceptable for Credit: California State University

This course will give the student the opportunity to learn how to create single-user applications using the Microsoft Visual Basic programming system, a first step for students who are new to Visual Basic. Pass/No Pass Option

CIS 31.2 APPLICATIONS PROGRAMMING
USING VISUAL BASIC
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: CIS 31.1

Recommended preparation: MATH 106/106R

Acceptable for credit: California State University

This course is added to CIS as one of the support courses within a Microsoft Certification program. This is a second course in Visual Basic programming, intended to provide more advanced skills in using the Visual Basic programming system. Programming in Visual Basic is an increasingly demanded technical skill for applications developed for the Windows environment. Pass/No Pass Option

CIS 037 C PROGRAMMING
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement

Acceptable for credit: University of California, California State University

A programming system. Programming in Visual Basic is primarily a business programming system. Programming in Visual Basic is an increasingly demanded technical skill for applications developed for the Windows environment. Pass/No Pass Option

CIS 37.5 OBJECTIVE-C PROGRAMMING
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement

Acceptable for credit: California State University

The Objective-C programming language, and the underlying C language, is presented from an object-oriented programming perspective. The course makes few assumptions about the system platform, available development tools, or classes of libraries. Students explore the Objective-C language and syntax by example, starting with the fundamentals of writing a program, entering the Objective-C source code, compiling, and running a program on Apple Mac OS, Windows, and Unix systems.

CIS 37.6 IPHONE & MACINTOSH
APPLICATION PROGRAMMING
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement

Acceptable for credit: California State University

Programming Apple OS applications in Cocoa is explored in this course. Using an object-oriented paradigm, Cocoa builds graphical-user-interface applications to run within the Apple Macintosh operating system. Cocoa relies upon object-oriented concepts: Objects, Classes, Methods, and Messages as well as the collection of classes called Frameworks. Students in this class begin their work on simple applications and, by adding features and refinements create more advanced applications. Pass/No Pass Option

• PREREQUISITES AND COREQUISITES are MANDATORY. See page 14 for specific information.
• Courses used to meet prerequisite requirements must have been completed with a grade of C or Pass or better.
• RECOMMENDED preparations are ADVISORY
• This catalog is subject to change and may be incomplete. Please consult the addenda at www.westvalley.edu/catalog.
CIS 038 C++ PROGRAMMING
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
The objective of this course is to introduce students to programming in C++, an evolution of the C programming language. Topics covered in the course include most aspects of C++, including object-oriented programming and extensions of the C++ language. Pass/No Pass Option

CIS 38.2 C PROGRAMMING
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
The objective of this course is to introduce students to programming in C, a Microsoft Visual Studio evolution of the C++ programming language. Topics covered in the course include most aspects of C, including object-oriented programming and extensions of the C# language. Pass/No Pass Option

CIS 039 MICROCOMPUTER ASSEMBLER PROGRAMMING
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: MATH 106/106R
Acceptable for credit: University of California, California State University
Designed to teach students how to write assembly language for Intel/DOS-compatible personal computers, this course emphasizes fundamentals of computer operation. Functions not readily apparent when using a high-level language, such as storage registers, binary arithmetic, and data representation, are of particular importance in this course. Programming assignments for this course will use the instruction set developed for the Intel 80 x 86 and related microprocessors. Pass/No Pass Option

CIS 40.3 JAVA FOR NON-PROGRAMMERS
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: MATH 106/106R and CA 020 or CA 070 and CA 096
This course introduces object-oriented programming generally, and Java programming specifically. Emphasis is placed on understanding the syntax of Java, compiling and interpreting Java, and on writing and editing simple Java code. Students with no previous programming background are strongly encouraged to attend this course before entering the Java 1, 2, 3 sequence. Pass/No Pass Option

CIS 42.1 WEB PROGRAMMING 1-CLIENT SIDE
3 units
Lecture 3 hours; lab 0 hours, lab 2 hours by arrangement
Recommended preparation: MATH 106/106R
This course focuses on client-side web programming for those students who have previous experience with HTML. Programming and scripting languages covered will be current with industry demand. Pass/No Pass Option

CIS 42.3 PERL PROGRAMMING
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Co requisite: CIS 97.1A
Recommended preparation: MATH 106 or MATH 106R
Acceptable for credit: California State University
PERL is a web-application builder’s tool for creating pages, forms, and interfaces. Pass/No Pass Option

CIS 43.1 WEB TECHNOLOGIES
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: MATH 106/106R, CA 020 or 070, DM/IS 020B
This course focuses on the technologies of the world wide web. Examples of the types of topics to be discussed, based on current technologies include web protocols, low-level transmission, packet switching, and internetworking. The courses Local Area Technologies, Web Technologies, and Internet Technologies form the core of the Internet Services program. The content of each course complements the other and is designed to provide a technical understanding of local and wide-area networking. Pass/No Pass Option

CIS 43.2 INTERNET TECHNOLOGIES
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: MATH 106/106R, CA 020 or CA 070
This course focuses on the technologies of the Internet outside of the world wide web. Examples of the types of topics to be discussed based on current technologies include QoS-Based Communications, Frame Relay, ATM, Layer 3 Fundamentals, xDSL, etc. The courses Local Area Technologies, Web Technologies, and Internet Technologies form the core of the Internet Services program. The content of each course complements the other and is designed to provide a technical understanding of local and wide-area networking. Pass/No Pass Option

CIS 43.5 INTERNET AND WEB SYSTEM ADMINISTRATION
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: MATH 106/106R, CA 020 or CA 070
This course focuses on creating and maintaining a basic Internet information server offering mailing list, anonymous FTP and World Wide Web services. Pass/No Pass Option

CIS 045A THE UNIX OPERATING SYSTEM
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: MATH 106/106R
Acceptable for credit: California State University
This introductory course explores the UNIX operating system as it relates to the system user. Topics presented during the course include the history and evolution of the UNIX operating system, the user interface, files and directories, screen editing using vi, controlling the user’s environment, simple shell scripts, and other essential features of UNIX. Both AT&T and BSD variants of UNIX are discussed as are features of alternative Bourne-and-C-Shell environments. Pass/No Pass Option

CIS 045B ADVANCED UNIX: UTILITIES AND SHELL PROGRAMMING
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: CIS 045A
Recommended preparation: MATH 106/106R
This course is designed for students who have some introductory-level proficiency with the Unix operating system and who want to increase their abilities to use Unix utilities and shells. The subject matter includes the use of awk, grep, sed, and other functions. Text formatting is explored with nroff and vi. Shell script programming, begun in CIS 045A, is expanded to include the shell process, programming constructs, style, debugging and portability. The course includes aspects of both AT&T and BSD variants of Unix and features of both Bourne- and C-Shell environments. Assignments involving the use of Unix will be completed in the computer lab. Pass/No Pass Option

CIS 50.1 INSTALLING AND SUPPORTING MICROCOMPUTERS
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: MATH 106/106R
Acceptable for credit: California State University
This course investigates personal computer systems, including system boards, bus structures, memory, peripherals and other components, operating systems, system configuration, and problem diagnosis and repair. Various types of computers, operating environments, and related issues are explored and compared. Students who wish to pursue networking, systems engineering, or similar technical computing fields are encouraged to take this course. Pass/No Pass Option

CIS 060 LOCAL AREA NETWORKING TECHNOLOGIES
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: MATH 106 or MATH 106R
This course serves as an introduction to the concepts of local area networking, applied computer communications. It introduces terms, concepts, and technologies of computer networking. It also defines contemporary network services, transmission media, and protocols, inter networking, and emerging technologies. Pass/No Pass Option

Recommended Preparations in Basic Skills:
Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 055. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.

NOTE: Course hours per week stated in the catalog are based on an 18 week semester. For hours per week during the current 16 week semester or summer or winter sessions, please see the schedule of classes, or go to www.westvalley.edu and look under MyWebServices.
CIS 81.1 MICROSOFT ADMINISTRATION
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: MATH 106/106R
Acceptable for credit: California State University
Microsoft Windows NT is a major networking and personal computer operating system for which there is an increasing demand for trained support personnel. This course will compliment the networking courses already offered by CIS and expands the options for students. This course is added to CIS as one of the support courses within a Microsoft Certification program. This course provides a foundation for supporting Microsoft Windows NT operating system, including the skills to configure, customize, optimize, integrate networks, and troubleshoot. The course is designed to prepare students to pass Microsoft's professional certification requirements. Pass/No Pass Option

CIS 82.5 MAC OS SYSTEM SUPPORT ESSENTIALS
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
The course prepares help desk, technical support, system administrators, and software developers to knowledgeably address Macintosh computer operations. The course includes coverage of normal operations, proper use of utilities, system resources, and troubleshooting. Pass/No Pass Option

CIS 82.7 MAC OS SERVER SUPPORT
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Mac OS X Server Support is a course designed to give technical coordinators and entry-level system administrators the skills, tools, and knowledge to implement and maintain a Mac OS X Server-based system. Students learn to install and configure Mac OS X Server to provide network-based services, such as file sharing, authentication, and printing. Tools for efficiently managing and deploying Mac OS are also covered. The course is a combination of lectures and hands-on case study exercises that provide practical real-world experience. Pass/No Pass Option

CIS 091, 092, 093 DIRECTED STUDIES
1-3 units
91 - Lecture 0 hours; lab 0 hours, lab 3 hours by arrangement
92 - Lecture 0 hours; lab 0 hours, lab 6 hours by arrangement
93 - Lecture 0 hours; lab 0 hours, lab 9 hours by arrangement
Prerequisite: Interview with instructor to determine objectives and write a contract.
Acceptable for credit: University of California, California State University, UC transfer credit for directed studies courses is granted after a review of the course outline and examples of students work (assignments, tests, papers, etc.) by the enrolling UC Campus. Please see a counselor for more information.
Directed studies are investigations of special interest to the student which are related to, but not included in, regular courses offered by the college.

CIS 91.1A COMPUTER INFORMATION SYSTEMS INTERNSHIP
3 units
Lecture 0 hours; lab 9 hours, lab 0 hours by arrangement
In this course, students apply skills acquired in CIS and other supporting courses of their major, to acquire direct industry experience, and to explore various aspects of employment within the field of professional computing and information technology. The course may be repeated, but each internship must be accompanied by a new set of objectives providing a unique learning experience. Application, references, and invitation from the CIS Department required. Pass/No Pass Option

CIS 97.1A COMPUTING STUDIES PRACTICUM
0.5 – 3 units
Lecture 0 hours; lab 1.5-9 hours, lab 0 hours by arrangement
Co requisite: All CIS programming languages and similar courses.
This course provides a problem-solving practicum related to the theory introduced in the respective programming language courses. Computer Studies Practicum compliments CIS lecture courses by providing an environment in which students are encouraged to explore in-depth various computing application development tools, skills, and work methods through the production of a larger-scale project than is typically assigned as homework in a lecture course. Students select their preferred and alternate projects, are assigned to a project advisor and to a development group of peers. During the semester, students develop the project from concept, through design, development, testing, and implementation. At the end of the semester, students present the results of their project through demonstration, accompanied by a written project documentation notebook. Students may take up to 3 units per semester. Credit earned in this course does not apply to an associate degree. Pass/No Pass Only

CIS 100 SPECIAL TOPICS
.5-3 units
The course will explore topics related to this discipline and will be offered as needed. See the class schedule for current offerings. Pass/No Pass Option

• PREREQUISITES AND COREQUISITES are MANDATORY. See page 14 for specific information.
• Courses used to meet prerequisite requirements must have been completed with a grade of C or Pass or better.
• RECOMMENDED preparations are ADVISORY.
• This catalog is subject to change and may be incomplete. Please consult the addenda at www.westvalley.edu/catalog/.
**Counseling**

**THE FACULTY**
- Angelica Banglie
- Michael Byers
- Alicia Cardenas
- Pauline Clark
- Michael Cubie
- Jean Finch
- Maria Garcia Schepers
- Tom Golzet
- Elise Johnson
- Marta Mora-Evans
- Carolyn Nash
- Sara Patterson
- Carol Pavan
- Melissa Salcido
- Leticia Sanchez-Mendoza
- Hernandez
- Ross Smith
- Wanda Wong
- Patricia A. Yukawa

**DIVISION**
- **Student Services**
- **DIVISION CHAIR**
  - Carol Pavan
- **DEPARTMENT CHAIR**
  - Sara Patterson
- **PHONE**
  - 408-741-2694
- **EMAIL**
  - sara.patterson@wvm.edu
- **COUNSELING**
  - **408-741-2009**

Counseling courses support and enhance a comprehensive counseling program available to all West Valley College students. Some of the courses are specific to programs and activities.

- **Counseling 000A – New Student Orientation**

**Recommended Preparation**

- **Student Leadership**
- **Job Search Methods**
- **Study Skills**

**Others teach college-life survival skills and personal/career/cultural awareness.**

- **Counseling 005 – College Success**
- **Counseling 012 – Careers and Lifestyles**
- **Counseling 014 – Self-Assessment**
- **Counseling 024 – Personal Growth**
- **Counseling 050 – Cross-Cultural Perspectives**

Most of the courses are CSU transferable, some meet CSU GE requirements, and all are WVC degree applicable.

**Learning Outcomes**

After completing courses in Counseling, a student will be able to:

- Identify and apply personal values and career preferences related to making effective career and major choices.
- Identify skills and career preferences related to making effective career and major choices.
- Identify strategies for making wise choices, goal setting, taking responsibility, and thinking critically about life choices.

After utilizing Counseling programs and services, a student will be able to:

- Identify the academic regulations, standards, and requirements related to academic goals.
- Participate in the development of an educational plan (short term or long term).
- Select appropriate college courses, programs and services to meet individual needs and support academic success.

**COUNS 000A ORIENTATION**

- **.5 unit**
- Lecture 1 hour (over 9 weeks); lab 0 hours, lab 0 hours by arrangement
- **Recommended preparation:** Standard R&W
- A course designed to equip students with basic survival tools for college. The course includes an orientation to WVC programs and services, rules and regulations; basic skills assessment; an overview of general education requirements for transfer and graduation; an introduction to the registration process educational planning. Pass/No Pass Only.

**COUNS 001 COLLEGE SURVIVAL SKILLS**

- **2 units**
- Lecture 2 hours; lab 0 hours, lab 0 hours by arrangement
- **Acceptable for credit:** California State University
- This comprehensive survey course includes a study of the role of education in life, college systems, effective learning strategies, academic survival, career information, awareness of personal development, techniques of interpersonal communication, educational planning, and resources on and off campus to enhance student success. This course has an option of being taught with an emphasis for immigrant students. Pass/No Pass Option

**COUNS 002 ACADEMIC AND PERSONAL PLANNING**

- **1 unit**
- Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement
- **Acceptable for credit:** California State University
- Increases self-knowledge and understanding by facilitating academic and personal decision-making. Includes assessment in reading, English, math and occupational interests. Aids in setting life and career goals, determining educational objectives, and developing appropriate short- and long-range plans. Pass/No Pass Only.

**COUNS 005 COLLEGE SUCCESS**

- **3 units**
- Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
- **Acceptable for credit:** California State University
- Increases self-knowledge and understanding by facilitating academic and personal decision-making. Includes assessment in reading, English, math and occupational interests. Aids in setting life and career goals, determining educational objectives, and developing appropriate short- and long-range plans. Pass/No Pass Only.

**COUNS 009 MAKING A DIFFERENCE IN THE COMMUNITY**

- **1 unit**
- Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement
- **Acceptable for credit:** California State University
- This course is designed to help students nurture a sense of community involvement while gaining work experience and service learning. Reflective and Critical Thinking will occur in the classroom. Students will be placed in volunteer or paid work positions in community service agencies, where they will learn about community issues and problems as well as potential solutions. Paid work experiences will be available to students who have access to federal work-study or CalWORKS work-study funds. This course will be dual listed with IS 009. It may be repeated two times. Pass/No Pass Option

**COUNS 012 CAREERS AND LIFESTYLES**

- **3 units**
- Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
- **Acceptable for credit:** California State University
- This course is for those who desire more in-depth career direction. Through the use of a variety of occupational exploration techniques, participants will identify values, interests, abilities, skills, and career alternatives. The major objective is to assist students in preparing for careers and lifestyles in an ever-changing world through the development and use of decision making, goal-setting, and life-planning tools and skills. Pass/No Pass Option

**COUNS 012A, B, C CAREERS AND LIFE STYLES**

- **1 unit each**
- Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement
- **Acceptable for credit:** California State University
- This course is similar to Couns 012 in content and purpose: a course for those who desire more in-depth career direction. Couns 012A focuses on self-assessment and identification and clarification of values; discussion and exploration of individual interests and their application to career search; and decision-making techniques and goal-setting strategies. Couns 012B focuses on the assessment of individual abilities, skills, academic and professional preparation, and on life-planning tools and skills in relation to career alternatives and career research. Couns 012C is the special-topic module. Modules taught will focus on specialized concerns relating to job search and the world of work, such as "Careers of the Future," "Retirement," "New Job Styles," "Divorce and the Job Market," "Career Transition," "Career Decision Making." Pass/No Pass Option

**Recommended Preparations in Basic Skills:**

Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 055. Some courses may also require a math course prior to enrollment. See individual course descriptions for math recommendations.

**NOTE:** Course hours per week stated in the catalog are based on an 18 week semester. For hours per week during the current 16 week semester or summer or winter sessions, please see the schedule of classes, or go to www.westvalley.edu and look under MyWebServices.
COUNS 014 SELF ASSESSMENT THROUGH TESTS
1 unit
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course will assist students to do some assessment of themselves through the taking of tests. A battery of tests will be administered, interpreted, and analyzed for the purpose of helping students to assess values, abilities, personalities, interests, and toward the setting of realistic personal and career goals and objectives. Pass/No Pass Option

COUNS 018 JOB SEARCH METHODS
1 unit
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course provides practical step-by-step instructions, techniques, and strategies for planning and organizing an effective job search. Emphasis will be placed upon developing strategies to deal with Job Market Issues, Job Market Research, Employer Contact, Resumes and Applications, Job Interviews, and the World of Work. Pass/No Pass Option

COUNS 023A,B,C,D PERSONAL GROWTH
1 unit each
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
These multi-purpose, flexible courses will assist students in (1) increasing their awareness of themselves and others, (2) identifying their actual strengths and weaknesses and potential for personal growth, (3) enhancing their self-esteem. They are designed to promote students' growth in a variety of ways and to help students better deal with problems and decisions. Specific topics will include: building self-esteem, effective communication, time management, stress management, inter-group and cross cultural relations, and conflict resolution. Pass/No Pass Option

COUNS 024 PERSONAL GROWTH
2 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
Personal growth is designed to assist students in increasing their awareness of themselves and others and identifying their personal strengths and weaknesses and potential for personal growth. By enhancing their self-esteem, students will function more effectively and fully in dealing with conflicts and life changing events. This course will promote growth by helping students to develop decision, making strategies, conflict resolution skills, assertive training techniques and stress management. Students will learn effective communication skills, so they can express thoughts and feelings and improve and enrich their relationships with others. This course is West Valley College AA/AS Degree applicable under Area E General Education and the CSU G.E. Pattern. Pass/No Pass Option

COUNS 025 IMPROVING RELATIONSHIPS THROUGH COMMUNICATION
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This investigation into the concept of communication as dialog through reading and discussion of pertinent literature. The concept of dialog will relate to the human experience of friendship. Emphasis will be on developing a wide range of skills which promote one-to-one communication in close relationships. Repeated opportunities will be given for practice both in and out of class. (Dual listed with Comm 025). Students may receive credit for one course only. Pass/No Pass Option

COUNS 026 WORKPLACE SUCCESS SKILLS
2 units
Lecture 2 hours; lab 0 hours, lab 0 hours by arrangement
This course will expose students to those people skills and organizational skills necessary to be successful in today's workplace. Major topics are: getting started at a job; solving problems; gaining promotion; and getting along with bosses, co-workers and customers. Additional topics are: communication issues and techniques; time-management; workplace ethics; teamwork; and performance reviews. Students will participate in assessment of their workplace, transferable and basic skills. Students will complete a portfolio. Students will complete "post-tests" of their workplace and basic skills. Pass/No Pass Option

COUNS 031A,B,C,D PRINCIPLES AND PRACTICES OF STUDENT ADVISING (LAB)
1 unit each
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Recommended preparation: Counseling 030.
This course will provide supervised practice and experience in utilizing the skills and content of Counseling 030. Role-playing, simulations and videotaping will be employed to assist students in developing a mastery of the skills of effective student advising. This course may be repeated three times. Pass/No Pass Option

COUNS 041 STUDENT GOVERNMENT ACTIVITIES PRACTICUM
1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
Participation in the Student Senate provides a leadership and skills forum in which to debate legislation and to lobby on local, state, and federal levels. In addition to making the students part of the student decision-making body, participation in student government also provides the students with an opportunity to organize student-related events and to exchange political and cultural views. This course may be repeated two times. Pass/No Pass Option

COUNS 045 SUCCESSFUL STUDY STRATEGIES
1 unit
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course is designed to teach students to improve their study skills and become more aware of their potential for success. Opportunity is provided for implementing new approaches to time management, note taking, test preparation, and other study techniques. Pass/No Pass Option

COUNS 050 CROSS-CULTURAL PERSPECTIVES
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course will explore cross-cultural theories and research relative to personal and cultural identity, communication styles, value orientation, leadership styles, social justice, cultural assimilation, the family, health care, education, the world of work, media in the United States, ethnocentrism and racism. The goals will be to enhance understanding, insights, and respect for diverse cultural groups. Cultures examined include: African American, Latino/Chicano, Japanese American, Chinese American, Vietnamese American, Native American, and Middle Eastern. This course satisfies Cultural Diversity requirement for an Associate degree. Pass/No Pass Option

COUNS 090 TRANSFER WITH SUCCESS
1 unit
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement
Acceptable for Credit: California State University
Transfer with Success is an introduction to the transfer process. It is designed to give students the opportunity to actively participate in planning their educational and career goals by providing them with information about the process and requirements for transferring from community college to a university. The course consists of lectures, guest speakers, and student assignments. Pass/No Pass Option

COUNS 100 SPECIAL TOPICS
5-3 units
The course will explore topics related to this discipline and will be offered as needed. See the class schedule for current offerings. Pass/No Pass Option

COUNS 3900 SENIOR PREPAREDNESS
0 unit
Lecture 1-6 hour; lab 0 hours, lab 0 hours by arrangement
This non-credit course expands the students' knowledge of economic, social, governmental, historic, geographic and cultural issues. Students also expand communication skills as they expand knowledge of world, national and local issues and become better informed community members.
Court Reporting
and Related Technologies

THE FACULTY
Linda Lawson

DEPARTMENT CHAIR
Linda Lawson

DIVISION Business
DIVISION CHAIR Jim Henderson

The Court Reporting and Related Technologies Department offers career education and training in court reporting as performed in courthouses and deposition settings. The Department also prepares students for careers in the related fields of captioning, transcription, and legal secretarial studies. The Department is approved by the Court Reporter's Board of California to qualify students to sit for the California Certified Shorthand Reporter's Examination. Licensed by the state, court reporters preserve all legal proceedings and submit their verbatim record as the official transcript.

Learning Outcomes
After completing a certificate or A.S. degree in Court Reporting and Related Technologies, a student will be able to

- Write stenographically at the appropriate speed for careers in court reporting and related fields;
- Use standard English punctuation and grammar, medical and legal terminology, and technology as required for specific career certificate programs.

Court Reporting
Learning Outcomes
After completing a certificate or A.S. degree in Court Reporting, a student will be able to

- Write stenographically four-voice testimony at 200 words per minute with 97.5% accuracy for ten minutes (as required to pass the Certified Shorthand Reporter skills examination of the Court Reporters Board of California, Department of Consumer Affairs);
- Use standard English punctuation and grammar, medical and legal terminology, and technology as required to pass the Certified Shorthand Reporter skills and written examinations of the Court Reporters Board of California, Department of Consumer Affairs.

Legal Transcription Technologist
Learning Outcomes
After completing a certificate in, Legal Transcription Technology, a student will be able to

- Write stenographically two-voice testimony at a minimum of 80 words per minute;
- Use standard English punctuation and grammar, legal terminology, law office procedures, and word processing technology.

Office Assistant/Transcription Technologist
Learning Outcomes
After completing a certificate in Office Assistant/Transcription Technologist, a student will be able to

- Write stenographically at a minimum of 80 words per minute;
- Use standard English punctuation and grammar, and word processing technology.

Note Reading and Scoping Technologist
Learning Outcomes
After completing a certificate in Note Reading and Scoping Technologist, a student will be able to

- Write stenographically at a minimum of 80 words per minute;
- Use standard English punctuation and grammar, medical and legal terminology, and computer-aided transcription technology.

Stenographic Computer-Aided Medical Transcription
Learning Outcomes
After completing a certificate in A.S. degree in Stenographic Computer-Aided Medical Transcription, a student will be able to

- Write medical dictation stenographically at a minimum of 80 words per minute;
- Use standard English punctuation and grammar, medical and legal terminology, and word processing technology in medical transcription modules and internship.

Legal Secretarial Studies
Learning Outcomes
After completing a certificate or A.S. degree in Legal Secretarial Studies, a student will be able to

- Demonstrate duties of a legal secretary related to law office procedures, English communication, and technology use.

Career Options
- Official Court Reporter
- Deposition Reporter
- Broadcast Captioner
- CART Provider (Communication Access Realtime Translation) for the deaf and hard-of-hearing
- Legal and Medical Transcriptionist
- Legal Secretary
- Scopist assisting court reporters

Degrees
A.S., Court Reporting and Related Technologies
A.S., Legal Transcription Technology
A.S., Realtime Stenographic Interpreter
A.S., Stenographic Computer-Aided Medical Transcription

Certificates
Court Reporting and Related Technologies
Legal Secretarial Studies
Legal Transcription Technologist
Note Reading and Scoping Technologist
Office Assistant/Transcription Technologist
Stenographic Computer-Aided Medical Transcription

*IN ORDER FOR A PERSON TO QUALITY FROM A SCHOOL TO TAKE THE STATE LICENSING EXAMINATION, THE PERSON SHALL COMPLETE A PROGRAM AT A RECOGNIZED SCHOOL. FOR INFORMATION CONCERNING THE MINIMUM REQUIREMENTS THAT A COURT REPORTING PROGRAM MUST MEET IN ORDER TO BE RECOGNIZED, CONTACT: THE COURT REPORTERS BOARD OF CALIFORNIA; 2535 CAPITOL OAKS DRIVE, SUITE 230, SACRAMENTO, CA 95815, (916) 863-3864.

Recommended preparation: for all courses: MATH 902
All courses except the following are Pass/No Pass Option:
CTR 024A, 024B, 026, 028A, 034A, 036A, 036B, 038,

COURT REPORTING MAJOR REQUIREMENTS
2007/2008 Academic Year
(A.S. Degree and Certificate of Achievement)

Required Courses (Minimum of 83 units)

First Semester
- CTR 007A Court Reporting Theory I 4
- ENGL 903 Basic Grammar and Sentence Structure 3

Second Semester
- CTR 007B Court Reporting Theory II 4
- ENGL 1A English Composition 3
- READ 63 Vocabulary Development 3
- READ 53 Speed and Critical Reading 3
- HTECH 9 Basic Medical Terminology 3

Summer Session
- CTR 008A 80 wpm Speed Goal 6.5
- CTR 28A Basic Computer-Aided Medical Transcription for Court Reporting 2.5
- CTR 28A 3

Fourth Semester
- CTR 34A1 Medical Dictation for the Court Reporter 3
- CTR 26 English Review and Office Practices for the Court Reporter 3

Summer Session
- CTR 38 3

Sixth Semester
- CTR 38 3

Summer Session
- CTR 26 3

Seventh Semester
- CTR 42A Certified Shorthand Reporters Examination Review 2
- CTR 44 Court Reporting Apprenticeship 1

Eighth Semester
- CTR 42B Certified Shorthand Reporters Examination Review 2

Recommended Preparations in Basic Skills:
Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 055. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.

NOTE: Course hours per week stated in the catalog are based on an 18 week semester. For hours per week during the current 16 week semester or summer or winter sessions, please see the schedule of classes, or go to www.westvalley.edu and look under MyWebServices.
LEGAL SECRETARIAL STUDIES
(Certificate)  (Minimum 17.5 units)
You may continue your studies in this field by pursuing certificates in Administrative Careers, Level I and Level II, and an Associate of Science Degree in Business Administration.

Course  Units
CA 032B  Intermediate Word Processing, Microsoft Word  2
CTR 024A & CTR 024B  English & Editing for Transcription  3
OR
ENG 005  English Fundamentals- A Preparatory Course for English  001A  3
PARA 065B  Word Processing for the Law Office, Microsoft Word  3
PARA 021  Introduction to American Law  3
PARA 022  Civil Litigation  3
PARA 025  Legal Ethics  3
CTR 083  Law Office Practicum for the Legal Secretary  2

You do not need a steno machine for this program.

Orientation: Each semester an orientation meeting provides information needed for entering and returning students in Court Reporting and Related Technologies.

Students who need additional time to practice computer skills are encouraged to take advantage of the open lab time in the Technology Center.

A Certificate of Proficiency will be awarded to those students achieving a grade of “C” or better, or “Pass” in the major requirements listed above.

LEGAL TRANSCRIPTION TECHNOLOGIST
(A.S. Degree and Certificate)

Course  Units
CTR 007A  Court Reporting Theory I  4
CTR 007B  Court Reporting Theory II  4
CTR 024A  English and Editing for Transcription  1.5
CTR 024B  English and Editing for Transcription  1.5
(CTR 024A & 024B are 9 weeks each)
ENGL 905  Can be alternate for CTR 024A,B  3
CTR 026  English Review and Office Practices for the Court Reporter  3
CTR 028A  Basic Computer-Aided Transcription  2.5
CTR 030A  Realtime and Computer-Aided Basic Dictionary Building  2
CTR 030B  Realtime and Computer-Aided Legal Dictionary Building  2
CA 031B  Bag. Word Processing, Microsoft Word  1
CA 032B  Interm. Word Processing, Microsoft Word  2

Any one of the following:
PARA 065B  Wordprocessing for the Law Office  3

Any one of the following with a grade of C or better, or demonstration of skill proficiency.
CTR 006 A-D 080 WPM speed goal  6.5
CTR 50X1  Court Reporting Workshop-Night (Goal-80)  4

A Certificate of Achievement in Legal Transcription Technology can be earned by students who have completed all required courses with at least a grade of “C” or “Pass”.

To be awarded an A.S. Degree, a student must complete:
1. All of the major requirements for a Certificate of Achievement, and
2. Additional units to meet the college graduation requirements.

Before beginning any court reporting or related technology program, the student should have keyboarding skills of at least 45 words per minute: the computer Applications program offers keyboarding classes.

NOTE READING AND SCOPING TECHNOLOGIST (Certificate)

Course  Units
First Semester
CTR 007A  Court Reporting Theory I  4
CTR 007B  Court Reporting Theory II  4
CA 015  Document Formatting  2
OR approved word processing class
CTR 024A  English and Editing for Transcription  1.5
CTR 024B  English and Editing for Transcription  1.5
(CTR 024A, 024B are 9 weeks each)
ENGL 905  Can be alternate for CTR 024A,B  3

Second Semester
CTR 008A  80 WPM, Speed Goal  6.5
OR
CTR 50X1  CTR Workshop (NIGHT)  4
CTR 028A  Basic Computer-Aided Transcription  2.5
CTR 026  English Review and Office Practices for the Court Reporter  3

A Certificate of Achievement as a Note Reading and Scoping Technician can be earned by students who have completed all required courses with at least a grade of “C” or “Pass”.

OFFICE ASSISTANT/TRANSCRIPTION TECHNOLOGIST (CERTIFICATE)

Course  Units
CTR 007A  Court Reporting Theory I  4
CTR 007B  Court Reporting Theory II  4
CTR 024A  English and Editing for Transcription  1.5
CTR 024B  English and Editing for Transcription  1.5
(CTR 024A, 024B are 9 weeks each)
ENGL 905  Can be alternate for CTR 024A,B  3
BUS 078  Business Communication  3
CA 031B  Beginning Word Processing, Microsoft Word  1
CA 032B  Interim Word Processing, MS Word  2
CA 010  Computer Keyboarding  1
CA 015  Document Formatting  2

Any one of the following with a grade of C or better, or demonstration of skill proficiency.
CTR 088 A-D or 50X1 with a grade of C or better on four test categories.

A Statement of Eligibility for Internship and completion of all required academic courses with a C or better are required before entry into internship.

A Certificate of Achievement in Stenographic Computer-Aided Medical Transcription can be earned by students who have completed all required courses with at least a grade of “C” or “Pass”.

To be awarded an A.S. Degree, a student must complete:
1. All of the major requirements for a Certificate of Proficiency, and
2. Additional units to meet the college graduation requirements.

Before beginning any Court Reporting or Related Technology program, the student should have keyboarding skills of at least 45 words per minute; the Computer Applications program offers keyboarding classes.

STENOGRAPHIC COMPUTER-AIDED MEDICAL TRANSCRIPTION
(A.S. Degree and Certificate)

Course  Units
CTR 007A  Court Reporting Theory I  4
CTR 007B  Court Reporting Theory II  4
CA 031B  Beginning Word Processing, Microsoft Word  1
CA 032B  Intermediate Word Processing, Microsoft Word  2
CTR 024A  English and Editing for Transcription  1.5
CTR 024B  English and Editing for Transcription  1.5
(CTR 024A, 024B are 9 weeks each)
ENGL 905  Can be alternate for CTR 024A,B  3
CTR 030A  Realtime and Computer-Aided Basic Dictionary Building  2
HTECH 002  Medical Information Processing  2
HTECH 004  Structure and Function of the Human Body  3
HTECH 005  Basic Medical Terminology  3
HTECH 006  Advanced Medical Terminology  3
HTECH 008  Communication for Health Care  2
HTECH 020  Pharmacology for Transcription  1
HTECH 025A,B,C  Medical Transcription  3 ea.
HTECH 054A  Internship  2
CTR 008A-D or 50X1 with a grade of C or better on four test categories.

This catalog is subject to change and may be incomplete. Please consult the addenda at www.westvalley.edu/catalog/.
COURSE DESCRIPTIONS

CTR 06A1 COURT REPORTING THEORY I 
2 units
Lecture 1 hours; lab 3 hours, lab 2.5 hours by arrangement
Acceptable for credit: California State University
The student will study the operation of a stenotype machine, learn all letters as taught in a computer-compatible theory write simple one and two syllable words, develop oral reading ability of steno and machine dexterity, and write on a computerized stenotype machine real-time stenography at 45 words per minute with 70 percent accuracy.

CTR 06B1 COURT REPORTING THEORY II 
2 units
Lecture 1 hours; lab 3 hours, lab 2.5 hours by arrangement
Acceptable for credit: California State University
The student will apply the knowledge developed in CTR 007A and learn prefixes, suffixes and special endings of a given computer-compatible theory. Machine dexterity, fluent reading ability of stenotype notes, and the application of real-time theory concepts to writing and reading of English dictation are developed.

CTR 007A COURT REPORTING THEORY I 
4 units
Lecture 2 hours; lab 7 hours, lab 3 hours by arrangement
Acceptable for credit: California State University
The student will study the operation of a stenotype machine, learn all letters as taught in a computer-compatible write, simple one and two syllable words, develop oral reading ability of stenotype and machine dexterity, and write on a computerized stenotype machine real-time stenography at 45 words per minute with 70 percent accuracy. This course may be repeated three times.

CTR 007B COURT REPORTING THEORY II 
4 units
Lecture 2 hours; lab 7 hours, lab 3 hours by arrangement
Acceptable for credit: California State University
The student will apply the knowledge developed in CTR 007A and learn prefixes, suffixes and special endings of a given computer-compatible theory. Machine dexterity, fluent reading ability of stenotype notes, and the application of real-time theory concepts to writing and reading of English dictation are developed. This course may be repeated three times.

CTR 008A 80 WPM SPEED GOAL 
6.5 units
Lecture 5 hours; lab 5 hours, lab 4 hours by arrangement
Prerequisite: CTR 06B1
Acceptable for credit: California State University
This course will introduce advanced theory concepts to enhance individual speed development, provide focused theory reinforcement vocabulary work, and prepare students for the competency goals of 80 words per minute. Speed will vary from 40 to 100 words per minute. Materials include literary sources, jury charge, business letters, and two-voice. This course also provides methods of expanding knowledge of medical terminology through oral and written instruction.

CTR 008B 80 WPM SPEED GOAL 
6.5 units
Lecture 5 hours; lab 5 hours, lab 4 hours by arrangement
Prerequisite: CTR 008A
Acceptable for credit: California State University
This course will introduce advanced theory concepts to enhance individual speed development, provide focused theory reinforcement vocabulary work, and prepare students for the competency goals of 80 words per minute. Speed will vary from 40 to 100 words per minute. Materials include literary sources, jury charge, business letters, and two-voice. This course also provides methods of expanding knowledge of medical terminology through oral and written instruction.

CTR 008C 80 WPM SPEED GOAL 
6.5 units
Lecture 5 hours; lab 5 hours, lab 4 hours by arrangement
Prerequisite: CTR 008A or 008B
Acceptable for credit: California State University
This course will introduce advanced theory concepts to enhance individual speed development, provide focused theory reinforcement vocabulary work, and prepare students for the competency goals of 80 words per minute. Speed will vary from 40 to 100 words per minute. Materials include literary sources, jury charge, business letters, and two-voice. This course also provides methods of expanding knowledge of medical terminology through oral and written instruction.

CTR 008D 80 WPM SPEED GOAL 
6.5 units
Lecture 5 hours; lab 5 hours, lab 4 hours by arrangement
Prerequisite: CTR 008A, or 008B, or 008C
Acceptable for credit: California State University
This course will introduce advanced theory concepts to enhance individual speed development, provide focused theory reinforcement vocabulary work, and prepare students for the competency goals of 80 words per minute. Speed will vary from 40 to 100 words per minute. Materials include literary sources, jury charge, business letters, and two-voice. This course is designed to access the student’s progress in the 80-word-per-minute speed goal and to provide instructional materials and testing to meet relevant needs. This course may be repeated one time.

CTR 008E 80 WPM SPEED GOAL 
6.5 units
Lecture 5 hours; lab 5 hours, lab 4 hours by arrangement
Prerequisite: CTR 008A
Acceptable for credit: California State University
This course will introduce advanced theory concepts to enhance individual speed development, provide focused theory reinforcement vocabulary work, and prepare students for the competency goals of 80 words per minute. Speed will vary from 35 to 100 words per minute. Materials include literary sources, jury charge, business letters, and two-voice. This course is also offered in Distance Learning Format on videotape.

CTR 010A 100 WPM SPEED GOAL 
6.5 units
Lecture 5 hours; lab 5 hours, lab 4 hours by arrangement
Prerequisite: Any one of CTR 008A-D or 008S
Acceptable for credit: California State University
This course will prepare students for the competency goals of 100 words per minute. Speed will vary from 80-120 words per minute. Materials include literary sources, jury charge, business letters, and two-voice. This course also provides methods of expanding English vocabulary through oral and written instruction.

CTR 010B 100 WPM SPEED GOAL 
6.5 units
Lecture 5 hours; lab 5 hours, lab 4 hours by arrangement
Prerequisite: CTR 010A
Acceptable for credit: California State University
This course will prepare students for the competency goals of 100 words per minute. Speed will vary from 80-120 words per minute. Materials include literary sources, jury charge, business letters, and two-voice. This course also provides methods of expanding knowledge of medical terminology through oral and written instruction.

CTR 010C 100 WPM SPEED GOAL 
6.5 units
Lecture 5 hours; lab 5 hours, lab 4 hours by arrangement
Prerequisite: CTR 010A or 010B
Acceptable for credit: California State University
This course will prepare students for the competency goals of 100 words per minute. Speed will vary from 80-120 words per minute. Materials include literary sources, jury charge, business letters, and two-voice. This course also provides methods of expanding knowledge of general legal terminology through oral and written instruction.

CTR 010D 100 WPM SPEED GOAL 
6.5 units
Lecture 5 hours; lab 5 hours, lab 4 hours by arrangement
Prerequisite: CTR 010A or 010B or 010C
Acceptable for credit: California State University
This course will prepare students for the competency goals of 100 words per minute. Speed will vary from 80-120 words per minute. Materials include literary sources, jury charge, business letters, and two-voice. This course is designed to access the student’s progress in the 100-word-per-minute speed goal and to provide instructional materials and testing to meet relevant needs. This course may be repeated one time.

CTR 010S 100 WPM SPEED GOAL 
2 units
Lecture 1.5 hours; lab 1.5 hours, lab 1 hour by arrangement
Acceptable for credit: California State University
This course will prepare students for the competency goals of 100 words per minute. Speed will vary from 80 to 120 words per minute. Materials will include literary, jury charge, business letters, and two-voice. This course is also offered in Distance Learning Format on videotape.

Recommended Preparations in Basic Skills:

Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 and reading competency by completing Reading 970, or Reading 055. Some courses may also require a math course prior to enrollment. See individual course descriptions for math recommendations.

NOTE: Course hours per week stated in the catalog are based on an 18 week semester. For hours per week during the current 16 week semester or summer or winter sessions, please see the schedule of classes, or go to www.westvalley.edu and look under MyWebServices.
LTR 012A 120 WPM SPEED GOAL
6.5 units
Lecture 5 hours; lab 5 hours, lab 4 hours by arrangement
Prerequisite: Any one of CTR 010A-D or 010S
Acceptable for credit: California State University
This course will prepare students for the competency goals of 120 words per minute. Speed will vary from 100-140 words per minute. Materials include literary sources, jury charge, and multiple-voice. This course also provides methods of expanding English vocabulary through oral and written instruction.

CTR 012B 120 WPM SPEED GOAL
6.5 units
Lecture 5 hours; lab 5 hours, lab 4 hours by arrangement
Prerequisite: CTR 012A
Acceptable for credit: California State University
This course will prepare students for the competency goals of 120 words per minute. Speed will vary from 100-140 words per minute. Materials include literary sources, technical current events, jury charge, and multiple-voice. This course also provides methods of expanding knowledge of medical terminology through oral and written instruction.

CTR 012C 120 WPM SPEED GOAL
6.5 units
Lecture 5 hours; lab 5 hours, lab 4 hours by arrangement
Prerequisite: CTR 012A or 012B
Acceptable for credit: California State University
This course will prepare students for the competency goals of 120 words per minute. Speed will vary from 100-140 words per minute. Materials include literary sources, jury charge, and multiple-voice. This course is designed to access the student’s progress in the 120-word-per-minute speed goal and to provide instructional materials and testing to meet relevant needs. This course may be repeated one time.

CTR 012S 120 WPM SPEED GOAL
2 units
Lecture 1.5 hours; lab 1.5 hours, lab 1 hour by arrangement
Acceptable for credit: California State University
This course will prepare students for the competency goals of 120 words per minute. Speed will vary from 100 to 140 words per minute. Materials will include literary, jury charge, and multiple-voice. This course is also offered in Distance Learning Format on videotape.

CTR 014A 140 WPM SPEED GOAL
6.5 units
Lecture 5 hours; lab 5 hours, lab 4 hours by arrangement
Prerequisite: Any one of CTR 012A-D or 012S
Acceptable for credit: California State University
This course will prepare students for the competency goals of 140 words per minute. Speed will vary from 120-160 words per minute. Materials include literary sources, jury charge, and multiple-voice. This course also provides methods of expanding English vocabulary through oral and written instruction.

CTR 014B 140 WPM SPEED GOAL
6.5 units
Lecture 5 hours; lab 5 hours, lab 4 hours by arrangement
Prerequisite: CTR 014A
Acceptable for credit: California State University
This course will prepare students for the competency goals of 140 words per minute. Speed will vary from 120-160 words per minute. Materials include literary sources, jury charge, and multiple-voice. This course also provides methods of expanding knowledge of medical terminology through oral and written instruction.

CTR 014C 140 WPM SPEED GOAL
6.5 units
Lecture 5 hours; lab 5 hours, lab 4 hours by arrangement
Prerequisite: CTR 014A or 014B
Acceptable for credit: California State University
This course will prepare students for the competency goals of 140 words per minute. Speed will vary from 120-160 words per minute. Materials include literary sources, jury charge, and multiple-voice. This course is designed to access the student’s progress in the 120-word-per-minute speed goal and to provide instructional materials and testing to meet relevant needs. This course may be repeated one time.

CTR 014D 140 WPM SPEED GOAL
6.5 units
Lecture 5 hours; lab 5 hours, lab 4 hours by arrangement
Prerequisite: CTR 014A, or 014B, or 014C
Acceptable for credit: California State University
This course will prepare students for the competency goals of 140 words per minute. Speed will vary from 120-160 words per minute. Materials include literary sources, jury charge, and multiple-voice. This course is designed to access the student’s progress in the 120-word-per-minute speed goal and to provide instructional materials and testing to meet relevant needs. This course may be repeated one time.

CTR 014S 140 WPM SPEED GOAL
2 units
Lecture 1.5 hours; lab 1.5 hours, lab 1 hour by arrangement
Acceptable for credit: California State University
This course will prepare students for the competency goals of 140 words per minute. Speed will vary from 120 to 160 words per minute. Materials will include literary, jury charge, and multiple-voice. This course is also offered in Distance Learning Format on videotape.

CTR 016A 160 WPM SPEED GOAL
6.5 units
Lecture 5 hours; lab 5 hours, lab 4 hours by arrangement
Prerequisite: Any one of CTR 014A-D or 014S
Acceptable for credit: California State University
This course will prepare students for the competency goals of 160 words per minute. Speed will vary from 140-180 words per minute. Materials include literary sources, current events, also provides methods of expanding English vocabulary through oral and written instruction.

CTR 016B 160 WPM SPEED GOAL
6.5 units
Lecture 5 hours; lab 5 hours, lab 4 hours by arrangement
Prerequisite: CTR 016A
Acceptable for credit: California State University
This course will prepare students for the competency goals of 160 words per minute. Speed will vary from 140-180 words per minute. Materials include literary sources, jury charge, and multiple-voice. This course also provides methods of expanding knowledge of medical terminology through oral and written instruction.

CTR 016C 160 WPM SPEED GOAL
6.5 units
Lecture 5 hours; lab 5 hours, lab 4 hours by arrangement
Prerequisite: Any one of CTR 016A or 016B
Acceptable for credit: California State University
This course will prepare students for the competency goals of 160 words per minute. Speed will vary from 140-180 words per minute. Materials include literary sources, jury charge, and multiple-voice. This course is designed to access the student’s progress in the 160-word-per-minute speed goal and to provide instructional materials and testing to meet relevant needs. This course may be repeated one time.

CTR 016D 160 WPM SPEED GOAL
6.5 units
Lecture 5 hours; lab 5 hours, lab 4 hours by arrangement
Prerequisite: CTR 016A or 016B or 016C
Acceptable for credit: California State University
This course will prepare students for the competency goals of 160 words per minute. Speed will vary from 140-180 words per minute. Materials include literary sources, jury charge, and multiple-voice. This course is also offered in Distance Learning Format on videotape.

CTR 016S 160 WPM SPEED GOAL
2 units
Lecture 1.5 hours; lab 1.5 hours, lab 1 hour by arrangement
Acceptable for credit: California State University
This course will prepare students for the competency goals of 160 words per minute. Speed will vary from 140 to 180 words per minute. Materials will include literary, jury charge, and multiple-voice. This course is also offered in Distance Learning Format on videotape.

• PREREQUISITES and COREQUISITES are MANDATORY. See page 14 for specific information.
• Courses used to meet prerequisite requirements must have been completed with a grade of C or Pass or better.
• RECOMMENDED preparatory courses are ADVISORY.
• This catalog is subject to change and may be incomplete. Please consult the addenda at www.westvalley.edu/catalog/.
COURT REPORTING

NOTE:
Recommended Preparations in Basic Skills:
Learning Format on videotape.

This course will prepare students for the competency goals of 180 words per minute. Speed will vary from 160-200 words per minute. Materials include literary sources, jury charge, and multiple-voice. This course also provides methods of expanding English vocabulary through oral and written instruction.

COURT REPORTING

This course will prepare students for the competency goals of 180 words per minute. Speed will vary from 160-200 words per minute. Materials include literary sources, jury charge, and multiple-voice. This course also provides methods of expanding knowledge of medical terminology through oral and written instruction.

COURT REPORTING

This course will prepare students for the competency goals of 180 words per minute. Speed will vary from 180-220 words per minute. Materials include literary sources, jury charge, congressional record and/or legal opinion, and multiple-voice. This course also provides methods of expanding knowledge of general legal terminology through oral and written instruction.

COURT REPORTING

This course will prepare students for the competency goals of 180 words per minute. Speed will vary from 160-200 words per minute. Materials include literary sources, jury charge, and multiple-voice. This course is designed to access the student's progress in the 180-word-per-minute speed goal and to provide instructional materials and testing to meet relevant needs. This course may be repeated one time.

COURT REPORTING

This course will prepare students for the competency goals of 180 words per minute. Speed will vary from 180-220 words per minute. Materials include literary sources, current events, jury charge, congressional record and/or legal opinion, and multiple-voice. This course also provides methods of expanding English vocabulary applicable to the profession, including multip voice courtroom testimony, congressional record, and material from medical and literary sources. All students participate in read back from this dictation.

COURT REPORTING

This course will prepare students for the competency goals of 200 words per minute. Speed will vary from 180-220 words per minute. Materials include literary sources, current events, jury charge, congressional record and/or legal opinion, and multiple-voice. This course also provides methods of expanding English vocabulary through oral and written instruction. Student shall pass two 5-minute 200 wpm Literary tests and two 5-minute 200 wpm Jury Charge tests with at least 95% accuracy. In addition, student shall pass one 5-minute 180 wpm Literary test and one 5-minute 200 Jury Charge test with at least 97.5% accuracy.

COURT REPORTING

This course will prepare students for the competency goals of 200 words per minute. Speed will vary from 180-220 words per minute. Materials include literary sources, jury charge, congressional record and/or legal opinion, and multiple-voice. This course is designed to access the student's progress in the 200-word-per-minute speed goal and to provide instructional materials and testing to meet relevant needs. This course may be repeated one time. Student shall pass two 5-minute 180 wpm Literary tests and two 5-minute 200 wpm Jury Charge tests with at least 95% accuracy. In addition, student shall pass one 5-minute 180 wpm Literary test and one 5-minute 200 Jury Charge test with at least 97.5% accuracy.

COURT REPORTING

This course will prepare students for the competency goals of 200 words per minute. Speed will vary from 180-220 words per minute. Materials include literary sources, jury charge, congressional record and/or legal opinion, and multiple-voice. This course is designed to access the student's progress in the 200-word-per-minute speed goal and to provide instructional materials and testing to meet relevant needs. This course may be repeated one time. Student shall pass two 5-minute 180 wpm Literary tests and two 5-minute 200 wpm Jury Charge tests with at least 95% accuracy. In addition, student shall pass one 5-minute 180 wpm Literary test and one 5-minute 200 Jury Charge test with at least 97.5% accuracy.

COURT REPORTING

This course will prepare students for the competency goals of 200 words per minute. Speed will vary from 180 to 220 words per minute. Materials include literary sources, jury charge, congressional record and/or legal opinion, and multiple-voice. This course is designed to access the student's progress in the 200-word-per-minute speed goal and to provide instructional materials and testing to meet relevant needs. This course may be repeated one time. Student shall pass two 5-minute 180 wpm Literary tests and two 5-minute 200 wpm Jury Charge tests with at least 95% accuracy. In addition, student shall pass one 5-minute 180 wpm Literary test and one 5-minute 200 Jury Charge test with at least 97.5% accuracy.
This course provides additional high-speed, live dictation to students who have completed the goal speeds of 200-225 words per minute and who are preparing to pass qualifying examinations for state or national court reporting certification or who plan to go into any area of employment utilizing real time stenotype output, such as captioning for television or for hearing-impaired students. The dictation contains a variety of relevant material containing vocabulary applicable to the profession, including multi-voice courtroom testimony, congressional record and material from medical and literary sources. All students participate in read back from this dictation.

**CTR 022A 220 WPM SPEED GOAL**
6.5 units
Lecture 5 hours; lab 5 hours, lab 5 hours by arrangement
Prerequisite: Any one of CTR 020A-D or CTR 020S
Acceptable for credit: California State University
This course will prepare students for the competency goals of 220 words per minute. Speed will vary from 200-240 words per minute. Materials include literary sources, jury charge, congressional record and/or legal opinion, and multiple-voice. This course also provides methods of expanding knowledge of general legal terminology through oral and written instruction. This course may be repeated one time. Student shall pass two 5-minute 225 wpm two-voice tests a with at least 97.5% accuracy. In addition, student shall pass one 5-min 225 wpm two-voice test with at least 97.5% accuracy.

**CTR 022B 220 WPM SPEED GOAL**
6.5 units
Lecture 5 hours; lab 5 hours, lab 5 hours by arrangement
Prerequisite: CTR 022A
Acceptable for credit: California State University
This course will prepare students for the competency goals of 220 words per minute. Speed will vary from 200-240 words per minute. Materials include literary sources, jury charge, congressional record and/or legal opinion, and multiple-voice. This course also provides methods of expanding knowledge of medical terminology through oral and written instruction. Student shall pass two 5-minute 225 wpm two-voice tests a with at least 95% accuracy. In addition, student shall pass one 5-min 225 wpm two-voice test with at least 97.5% accuracy.

**CTR 022C 220 WPM SPEED GOAL**
6.5 units
Lecture 5 hours; lab 5 hours, lab 5 hours by arrangement
Prerequisite: CTR 022B
Acceptable for credit: California State University
This course will prepare students for the competency goals of 220 words per minute. Speed will vary from 200-240 words per minute. Materials include literary sources, jury charge, congressional record and/or legal opinion, and multiple-voice. This course is designed to access the student's progress in the 220-word-per-minute speed goal and to provide instructional materials and testing to meet relevant needs. This course may be repeated one time. Student shall pass two 5-minute 225 wpm two-voice tests a with at least 97.5% accuracy. In addition, student shall pass one 5-min 225 wpm two-voice test with at least 97.5% accuracy.

**CTR 022D 220 WPM SPEED GOAL**
6.5 units
Lecture 5 hours; lab 5 hours, lab 5 hours by arrangement
Prerequisite: CTR 022A or 022B
Acceptable for credit: California State University
This course will prepare students for the competency goals of 220 words per minute. Speed will vary from 200-240 words per minute. Materials include literary sources, jury charge, congressional record and/or legal opinion, and multiple-voice. This course also provides methods of expanding knowledge of general legal terminology through oral and written instruction. This course may be repeated one time. Student shall pass two 5-minute 225 wpm two-voice tests a with at least 95% accuracy. In addition, student shall pass one 5-min 225 wpm two-voice test with at least 97.5% accuracy.

**CTR 022E 220 WPM SPEED GOAL**
2 units
Lecture 1.5 hours; lab 1.5 hours, lab 1 hour by arrangement
Acceptable for credit: California State University
This course will prepare students for the competency goals of 220 words per minute. Speed will vary from 200 to 240 words per minute. This course is designed for students in court reporting, medical transcription, paralegal studies, legal secretarial studies, park management, and areas in the administration of justice. Students may take this course, CTR 024A, before or after CTR 024B.

**CTR 024A ENGLISH AND EDITING FOR TRANSCRIPTION**
1.5 units
Lecture 1.5 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course covers all of the English and transcription conventions that anyone working in the legal and medical professions should know and be able to apply. It is a review for all wishing to pass the English components of state and national licensing examinations. Entering court reporting and medical transcription students learn ways to modify the rules in order to make verbatim English, as heard in courtrooms, deposition chambers, and doctors’ reports, readable without changing content. Students review medical and legal documents and the organization and formatting of these documents. This course is designed for students in court reporting, medical transcription, paralegal studies, legal secretarial studies, park management, and areas in the administration of justice. Students may take this course, CTR 024B, before or after CTR 024A.

**CTR 024B ENGLISH AND EDITING FOR TRANSCRIPTION**
1.5 units
Lecture 1.5 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course covers all of the English and transcription conventions that anyone working in the legal and medical professions should know and be able to apply. It is a review for all wishing to pass the English components of state and national licensing examinations. Entering court reporting and medical transcription students learn ways to modify the rules in order to make verbatim English, as heard in courtrooms, deposition chambers, and doctors’ reports, readable without changing content. Students review medical and legal documents and the organization and formatting of these documents. This course is designed for students in court reporting, medical transcription, paralegal studies, legal secretarial studies, park management, and areas in the administration of justice. Students may take this course, CTR 024B, before or after CTR 024A.

**CTR 026 ENGLISH REVIEW AND OFFICE PRACTICES FOR THE COURT REPORTER**
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: CTR 024A and 024B
Acceptable for credit: California State University
This course covers all of the English and transcription conventions that anyone working in the legal and medical professions should know and be able to apply. It is a review for all wishing to pass the English components of state and national licensing examinations. Entering court reporting and medical transcription students learn ways to modify the rules in order to make verbatim English, as heard in courtrooms, deposition chambers, and doctors’ reports, readable without changing content. Students review medical and legal documents and the organization and formatting of these documents. This course is designed for students in court reporting, medical transcription, paralegal studies, legal secretarial studies, park management, and areas in the administration of justice. Students may take this course, CTR 024B, before or after CTR 024A.
**CTR 028A Basic Computer-Aided Transcription for Court Reporting**
2.5 units
Lecture 2 hours; lab 1.5 hours, lab 2 hours by arrangement
Prerequisites: CTR 06B1
Recommended preparation: Type 45 wpm
Acceptable for credit: California State University

This class will instruct students in the advanced methods of computer-aided transcription production, including various formatting, automatic editing and indexing, dictionary maintenance, and other technical skills required of a court reporter. This course may be repeated three times. Pass/No Pass

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**CTR 029A Advanced Computer-Aided Transcription A**
1.5 units
Lecture 2 hours; lab 1 hour, lab 2 hours by arrangement (over 9 weeks)
This class will instruct court reporters and court reporting students in the advanced methods of computer-aided transcription production, including various formatting, automatic editing and indexing, dictionary maintenance, and other technical skills required of a court reporter. This course may be repeated three times. Pass/No Pass Only.

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**CTR 029B Advanced Computer-Aided Transcription B**
1 unit
Lecture 2 hour; lab 1 hour, lab 2 hour by arrangement (over 6 weeks)
This class will instruct court reporters and court reporting students in advanced stenography writing, emphasizing elimination of conflicts, use of briefs and phrases, dictionary and machine maintenance, steno machine editing, steno-interpreting, and an introduction to captioning. This course may be repeated three times. Pass/No Pass Only.

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**CTR 029C Advanced Computer-Aided Transcription C**
.5 unit
Lecture 2 hours; lab 1 hour, lab 2 hours by arrangement (over 3 weeks)
This class will instruct court reporters and court reporting students in the advanced methods of litigation support to include the creation of ASCII and other forms of file transfer and in computer-integrated courtroom methods. This course may be repeated three times. Pass/No Pass Only.

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**CTR 030A Realtime and Computer-Aided Basic Dictionary Building**
2 units
Lecture 1 hour; lab 3 hours, lab 0 hours by arrangement
Prerequisite: CTR 06B1 or CTR 007B
Acceptable for credit: California State University

Students receive instruction in basic English text entry and nontechnical dictionary building on an electronic stenotype machine. Using specialized computer software, students create and/or edit personal dictionaries of several thousand words. Pass/No Pass Option

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**CTR 030B Realtime and Computer-Aided Legal Dictionary Building**
2 units
Lecture 1 hour; lab 3 hours, lab 0 hours by arrangement
Prerequisite: CTR 06B1 or CTR 007B
Acceptable for credit: California State University

Students receive instruction in legal terminology text entry and legal dictionary building on an electronic stenotype machine. Using specialized computer software, students create legal dictionaries of several hundred entries. Pass/No Pass

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**CTR 030C Realtime and Computer-Aided Medical Dictionary Building**
2 units
Lecture 1 hour; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: California State University

Students receive instruction in medical text entry and medical dictionary building on an electronic stenotype machine. Using specialized computer software, students create personal medical dictionaries of several hundred entries of medical terms.

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**CTR 034A1 Medical Dictation for the Court Reporter**
1.5 units;
Lecture 1 hour; lab 1.5 hours, lab 0 hours by arrangement
Acceptable for credit: California State University

Students will be given concentrated dictation form various professional medical series at charting speeds for testing and transcription. The vocabulary of various medical specialties and anatomical and medical terminology will be covered.

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**CTR 035M Word Processing for the Law Office**
3 units
Lecture 3 hours; lab 0 hours, lab 2 hours by arrangement
Prerequisite: CA 032B
Acceptable for credit: California State University

Students learn to utilize Microsoft Word features that apply to the Law Office. Features covered will include document preparation, time management, desk management, electronic mail and importing information from other sources, i.e., spreadsheets, databases, CD-ROM, Internet and Fax. Pass/No Pass Only. (dual listed with CA 035B and PARA 065B)

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**CTR 038 Court and Deposition Procedures**
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University

This course provides training in the procedures and professional practices in the federal and California court structures as these practices apply to the court reporter. The student will become acquainted with the California laws governing the profession of shorthand reporting. The material covered includes all of the statutes and rules of court that the Certified Shorthand Reporter’s Board requires an applicant to know when preparing for the California State licensing examination. Procedures and ethical conduct in the deposition chamber are emphasized as well as the preparation and handling of the deposition transcript. Introductory exposure to reporters working in concert with videotaped depositions, video teleconferencing, and other emerging technologies is provided.

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**CTR 042A Certified Shorthand Reporter’s Review I**
2 units
Lecture 2 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisites: CTR 026, CTR 034, and CTR 038
Acceptable for credit: California State University

The advanced court reporting student preparing to take the State of California Certified Shorthand Reporter’s examination will review legal terminology, medical terminology, codes and rules of court of the State of California applicable to court reporting, and English and reading comprehension skills applicable to the written portion of the C.S.R. Examination. Emphasis will be placed on California codes, rules of court, and medical terminology. Tests will be administered each week.

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**CTR 042B Certified Shorthand Reporter’s Review II**
2 units
Lecture 2 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisites: CTR 026, CTR 034 and CTR 038
Acceptable for credit: California State University

The advanced court reporting student preparing to take the State of California Certified Shorthand Reporter’s examination will review legal terminology, medical terminology, codes and rules of court of the State of California applicable to court reporting, and English and reading comprehension skills applicable to the written portion of the C.S.R. Examination. Emphasis will be placed on English, reading comprehension, and legal terminology. Tests will be administered each week.

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**CTR 044 Court Reporting Apprenticeship**
1 unit
Lecture 0 hours; lab 0 hours, lab 3 hours by arrangement
Prerequisites: any one of CTR 018A-D or 018S
Acceptable for credit: California State University

This course supervises the apprenticeship training mandated by the Certified Shorthand Reporter’s Board. Transcript production of actual court and deposition proceedings is required in this course. This course may be repeated two times.
CTR 50X1 COURT REPORTING
WORKSHOP-NIGHT (GOAL 80)
3 units
Lecture 2 hours; lab 4 hours, lab 0 hours by arrangement
Prerequisite: CTR 050S or 050X or 051A, B, C, or D
Acceptable for credit: California State University
Students will review theory and operation of the stenotype machine in the continuing education program. They will develop sufficient skill to take dictation of new material for five minutes at 80 wpm and transcribe notes with at least 97.5% accuracy. Emphasis in this course is placed on speed building and accurate transcription. Units of credit will be granted when the speed objective is attained. This course may be repeated three times.

CTR 050S COURT REPORTING
WORKSHOP-NIGHT (GOAL 80)
1.5 units
Lecture 1 hour; lab 1.5 hours, lab 0 hours by arrangement
Students will review theory and operation of the stenotype machine in the continuing education program. They will develop sufficient skill to take dictation of new material for five minutes at 80 wpm and transcribe notes with at least 97.5% accuracy.

CTR 051S COURT REPORTING
WORKSHOP-NIGHT (GOAL 100)
1.5 units
Lecture 1 hour; lab 1.5 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course will prepare the students for the competency goals of 100 words per minute. Students will review theory and operation of the stenotype machine in the continuing education program. They will develop sufficient skill to take dictation of new material for five minutes at 80 wpm and transcribe notes with at least 97.5% accuracy.

CTR 51X1 COURT REPORTING
WORKSHOP-NIGHT (GOAL 100)
3 units
Lecture 2 hours; lab 4 hours, lab 0 hours by arrangement
Prerequisite: CTR 051S or 050X or 050S or CTR 08A, B, C, D or 010A, B, C, or D
Acceptable for credit: California State University
This course will prepare the students for the competency goals of 100 words per minute. Students will review theory and operation of the Stenotype machine. They will develop sufficient skill to write new material dictation for five minutes at the competency goal speeds and transcribe notes with at least 97.5 percent accuracy. This course may be repeated three times.

CTR 052S COURT REPORTING
WORKSHOP-NIGHT (GOAL 120)
1.5 units
Lecture 1 hour; lab 1.5 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course will prepare the students for the competency goals of 100 words per minute. Speed will vary from 100 -140 words per minute.

CRC 52X1 COURT REPORTING
WORKSHOP-NIGHT (GOAL 120)
3 units
Lecture 2 hours; lab 4 hours, lab 0 hours by arrangement
Prerequisite: CTR 052S or 051X or 051S or 010A, B, C or D or 012A, B, C, or D
Acceptable for credit: California State University
This course will prepare the students for the competency goals of 100 words per minute. Students will review theory and operation of the stenotype machine in the continuing education program. They will develop sufficient skill to take dictation of new material for five minutes at 80 wpm and transcribe notes with at least 97.5% accuracy. Emphasis in this course is placed on speed building and accurate transcription. Units of credit will be granted when the speed objective is attained. This course may be repeated three times.

CTR 053S COURT REPORTING
WORKSHOP-NIGHT (GOAL 140)
1.5 units
Lecture 1 hour; lab 1.5 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course will prepare the students for the competency goals of 140 words per minute. Students will review theory and operation of the stenotype machine in the continuing education program. They will develop sufficient skill to take dictation of new material for five minutes at 80 wpm and transcribe notes with at least 97.5% accuracy.

CTR 53X1 COURT REPORTING
WORKSHOP-NIGHT (GOAL 140)
3 units
Lecture 2 hours; lab 4 hours, lab 0 hours by arrangement
Prerequisite: CTR 053X or 053S or 054S or CTR 08A, B, C, D or 014A, B, C, or D
Acceptable for credit: California State University
This course will prepare the students for the competency goals of 140 words per minute. Students will review theory and operation of the stenotype machine. They will develop sufficient skill to write new material dictation for five minutes at 80 wpm and transcribe notes with at least 97.5 percent accuracy. This course may be repeated three times.

CTR 054S COURT REPORTING
WORKSHOP-NIGHT (GOAL 160)
1.5 units
Lecture 3 hours; lab 7.5 hours, lab 3 hours by arrangement
Prerequisite: CTR 054X or 054S or 055X or CTR 014A, B, C, or D or 018A, B, C, or D
Acceptable for credit: California State University
This class will offer the stenotype student intensive practice dictation in preparation for the competency tests presented at this level. Materials will include literary, jury charge, and multiple-voice dictation and drills. Speed will vary from 120-160 words per minute. Students will also practice transcription skills by transcribing proficiency tests and correcting them against the test cassette. Proper format, typing skills, punctuation and spelling will be emphasized. This course may be repeated three times.

CTR 54X1 COURT REPORTING
WORKSHOP-NIGHT (GOAL 160)
3 units
Lecture 2 hours; lab 4 hours, lab 0 hours by arrangement
Prerequisite: completion of CTR 053X or 053S or CTR 014A, B, C, or D or 054S or 016A, B, C, or D
Acceptable for credit: California State University
This class will offer the stenotype student intensive practice dictation in preparation for the competency tests presented at this level. Materials include literary, jury charge, and multiple voice dictation and drills. Speed will vary between 140 - 180 words per minute. Students will analyze and transcribe the stenotype notes from proficiency tests. Proper formatting, typing skills, punctuation, and spelling will be emphasized. This course may be repeated three times. Pass/No Pass Option

CTR 055S COURT REPORTING
WORKSHOP-NIGHT (GOAL 180)
1.5 units
Lecture 3 hours; lab 7.5 hours, lab 3 hours by arrangement (over 8 weeks)
Prerequisite: CTR 054X or 054S or 055X or CTR 016A, B, C, or D or 018A, B, C, or D
Acceptable for credit: California State University
This class will offer the stenotype student intensive practice dictation in preparation for the competency tests presented at this level. Materials include literary, jury charge, and multiple voice dictation and drills. Speed will vary between 160 and 200 words per minute. Students will also practice transcription skills by transcribing proficiency tests and correcting them against the test cassette. Proper format and typing skills will be emphasized, as well as punctuation and spelling. This course may be repeated three times. Pass/No Pass Option

CTR 55X1 COURT REPORTING
WORKSHOP-NIGHT (GOAL 180)
3 units
Lecture 2 hours; lab 4 hours, lab 0 hours by arrangement
Prerequisite: completion of CTR 053X or 053S or CTR 014A, B, C, or D or 054S or 016A, B, C, or D
Acceptable for credit: California State University
This class will offer the stenotype student intensive practice dictation in preparation for the competency tests presented at this level. Materials include literary, jury charge, and multiple voice dictation and drills. Speed will vary between 160-200 words per minute. Students will analyze and transcribe the stenotype notes from proficiency tests. Proper formatting, typing skills, punctuation, and spelling will be emphasized. This course may be repeated three times. Pass/No Pass Option

• PREREQUISITES AND COREQUISITES are MANDATORY. See page 14 for specific information.
• Courses used to meet prerequisite requirements must have been completed with a grade of C or Pass or better.
• RECOMMENDED preparations are ADVISORY.
• This catalog is subject to change and may be incomplete. Please consult the addenda at www.westvalley.edu/catalog/.
NOTE: Course hours per week stated in the catalog are based on an 18 week semester. For hours per week during the current 16 week semester or summer or winter sessions, please see the schedule of classes, or go to www.westvalley.edu and look under MyWebServices.

Recommended Preparations in Basic Skills:
Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 055. Some courses may also require a math course prior to enrollment. See individual course descriptions for math recommendations.

CTR 056S COURT REPORTING WORKSHOP (GOAL 200)-NIGHT
1.5 units
Lecture 3 hours; lab 7.5 hours, lab 3 hours by arrangement (over 8 weeks)
Prerequisite: CTR 055X or 055S or 056X or CTR 018A,B,C, or D or 020A,B,C, or D
Acceptable for credit: California State University
This class will offer the stenotype student intensive practice dictation in preparation for the competency tests presented at this level. Materials include literary, jury charge, and multiple voice dictation and drills. Speed will vary between 180 and 220 words per minute. Students will analyze and transcribe their stenotype notes from proficiency tests. Proper formatting, typing skills, punctuation, and spelling will be emphasized. This course may be repeated three times. Pass/No Pass Option

CTR 56X1 COURT REPORTING WORKSHOP (GOAL 200)-NIGHT
3 units
Lecture 2 hours; lab 4 hours, lab 0 hours by arrangement
Prerequisites: CTR 055X or 055S or 056S or CTR 018A,B,C, or D or 020A,B,C, or D
Acceptable for credit: California State University
This course will offer the stenotype student intensive practice dictation in preparation for the competency tests presented at this level. Materials include literary, jury charge, and multiple voice dictation and drills. Speed will vary between 180-220 words per minute. Students will analyze and transcribe their stenotype notes from proficiency tests. Proper formatting, typing skills, punctuation, and spelling will be emphasized. This course may be repeated three times. Pass/No Pass Option

CTR 057S COURT REPORTING WORKSHOP-NIGHT (GOAL 220)
1.5 units
Lecture 3 hours; lab 7.5 hours, lab 3 hours by arrangement (over 8 weeks)
Prerequisite: CTR 055X or 055S or 056S or CTR 018A,B,C, or D or 020A,B,C, or D
Acceptable for credit: California State University
This class will offer the stenotype student intensive practice dictation in preparation for the competency tests presented at this level. Materials include literary, jury charge, and multiple voice dictation and drills. Speed will vary between 200-240 words per minute. Students will analyze and transcribe their stenotype notes from proficiency tests. Proper formatting, typing skills, punctuation, and spelling will be emphasized. This course may be repeated three times. Pass/No Pass Option

CTR 57X1 COURT REPORTING WORKSHOP (GOAL 220)-NIGHT
3 units
Lecture 2 hours; lab 4 hours, lab 0 hours by arrangement
Prerequisites: CTR 056X or 056S or 057S or CTR 020A,B,C, or D or 022A,B,C, or D
Acceptable for credit: California State University
This class will offer the stenotype student intensive practice dictation in preparation for the competency tests presented at this level. Materials include literary, jury charge, and multiple voice dictation and drills. Speed will vary between 200-240 words per minute. Students will analyze and transcribe their stenotype notes from proficiency tests. Proper formatting, typing skills, punctuation, and spelling will be emphasized. This course may be repeated three times. Pass/No Pass Option

CTR 083 LAW OFFICE PRACTICUM
2 units
Lecture 2 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: CA 070, CA 031B, and MATH 002
Acceptable for credit: California State University
This course simulates a legal office environment in which students perform day-to-day duties of a legal secretary. Students practice skills necessary to interface with clients and attorneys, and to manage records, correspondence, file maintenance, and bookkeeping. This course includes guest speaker(s) and professional association activities. This course may be repeated once. Pass/No Pass Option

CTR X91A ADVANCED COURT REPORTING DICTATION
.5 unit
Lecture 0 hours; lab 1 hours, lab 1 hour by arrangement
This 6-week dictation course is designed for advanced students and working reporters who are preparing for state and national licensing examinations or for competency goals. Techni- cal terminology is emphasized. The speed of dictation for this class will be announced in the schedule. This course may be repeated three times. Pass/No Pass Only

CTR X91B ADVANCED COURT REPORTING DICTATION
.5 unit
Lecture 0 hours; lab 1 hours, lab 2 hours by arrangement
This 6-week dictation course is designed for advanced students and working reporters who are preparing for state and national licensing examinations or for competency goals. Medical terminology is emphasized. The speed of dictation for this class will be announced in the schedule of classes. This course may be repeated three times. Pass/No Pass Only.

CTR X91C ADVANCED COURT REPORTING DICTATION
.5 unit
Lecture 0 hours; lab 1 hours, lab 2 hours by arrangement
This 6-week dictation course is designed for advanced students and working reporters who are preparing for state and national licensing examinations or for competency goals. Legal terminology is emphasized. The speed of dictation will be announced in the schedule of classes. This course may be repeated three times. Pass/No Pass Only

CTR X91D ADVANCED COURT REPORTING DICTATION
.5 unit
Lecture 0 hours; lab 1 hours, lab 2 hours by arrangement
This 6-week dictation course is designed for advanced students and working reporters who are preparing for state and national licensing examinations or for competency goals. The speed of the dictation will be announced in the schedule of classes. This course may be repeated three times. Pass/No Pass Only

CTR 091, 092, 093, S-091, S-092, S-093 (DIRECTED STUDIES)
1-3 units
Acceptable for credit: California State University

CTR DIRECTED STUDIES 091
1 unit
Lecture 0 hours; lab 0 hours, lab 3 hours by arrangement
Acceptable for credit: California State University

CTR DIRECTED STUDIES S-091
1 unit (Summer)
Lecture 0 hours; lab 0 hours, lab 3 hours by arrangement
Acceptable for credit: California State University

CTR DIRECTED STUDIES S-092
2 units
Lecture 0 hours; lab 0 hours, lab 6 hours by arrangement
Acceptable for credit: California State University

CTR DIRECTED STUDIES S-093
3 units
Lecture 0 hours; lab 0 hours, lab 9 hours by arrangement
Acceptable for credit: California State University

CTR DIRECTED STUDIES S-093
3 units
Lecture 0 hours; lab 0 hours, lab 9 hours by arrangement
Acceptable for credit: California State University

A student who is eligible for a speed building contract may be repeated three times. Pass/No Pass Only.
### Digital Media / Internet Services

#### THE FACULTY
- Robert Anthony, Business
- Kelly Carey, Business
- Jean McIntosh, Business
- Jeff Rascov, Business

#### Division Chairman
- Jim Henderson

#### Department Chair
- Jeff Rascov

#### Email
- jeff.rascov@wvm.edu

#### Phone
- 408-741-2432

#### Counseling
- 408-741-2009

The Digital Media/Internet Services department is a Career Program aligned with the goals of the State Chancellor’s Office Economic Development/Workforce Education and Career Technical Education programs. Students may intend to work in Digital Media Design or Development fields, or they may work in a variety of professions where web and media play a marketing, support, or communication role. The department also supports lifelong learning, and as such, students interested in learning about digital media outside of employment are welcome. Courses are offered in person and online, due to the nature of their topics, and students are encouraged to work on projects and products that will be launched and marketed for their coursework and beyond enrollment. Digital Media/Internet Services students come to class with many different levels of experience, formal education, and country of origin. Emphasis is on a balance of the creative, production, development, and market aspects of Digital Media and Internet Services.

**Digital Media Design and Production: Learning Outcomes**

After completing a certificate or degree in Digital Media Design and Production, a student will be able to:
- Plan, create, shoot, edit, and produce digital video/audio products for the web and CD/DVD output.
- Produce, market, and distribute commercial-quality products for business and industry clients.

**Digital Publishing Learning Outcomes**

After completing a certificate or degree in Digital Publishing, a student will be able to:
- Plan, design, create layouts, and prepare files for commercial offset printing.
- Design identities and assets, create complementary websites, and produce a variety of printable documents in various formats and styles.

**Web Design and Production: Design Emphasis Learning Outcomes**

After completing a certificate or degree in Web Design and Production: Design Emphasis, a student will be able to:
- Plan and create client-focused websites that weave traditional design concepts, innovative interface ideas, and current technologies together in order to deliver and market quality web solutions.
- Create and present a digital and print portfolio, complete with identity and commercial-level websites.

### Web Design and Production: Production Emphasis Learning Outcomes

After completing a certificate or degree in Web Design and Production: Production Emphasis, a student will be able to:
- Plan, organize, implement, and manage websites.
- Creating and market sites based on user needs, client purpose, and target audience to maximize site usability, functionality, scalability, and marketability.

## Course Units

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>DM/IS 001</td>
<td>Digital Media 1</td>
<td>1</td>
</tr>
<tr>
<td>DM/IS 004</td>
<td>Digital Layout, Color, and Typography</td>
<td>3</td>
</tr>
<tr>
<td>DM/IS 007</td>
<td>Digital Media Production Process 1</td>
<td>3</td>
</tr>
<tr>
<td>DM/IS 010C</td>
<td>Digital Images: Photoshop</td>
<td>3</td>
</tr>
<tr>
<td>DM/IS 013</td>
<td>Apple iLife</td>
<td>1</td>
</tr>
<tr>
<td>DM/IS 014C</td>
<td>Digital Illustration: Illustrator</td>
<td>3</td>
</tr>
<tr>
<td>DM/IS 025</td>
<td>Internet Marketing 1</td>
<td>1</td>
</tr>
<tr>
<td>DM/IS 057A</td>
<td>Digital Video Editing: Premiere Pro</td>
<td>3</td>
</tr>
<tr>
<td>DM/IS 062</td>
<td>Flash: Creating Interactive Web Pages</td>
<td>3</td>
</tr>
<tr>
<td>DM/IS 062B</td>
<td>Flash 2: Action script Animation</td>
<td>3</td>
</tr>
<tr>
<td>DM/IS 063</td>
<td>Digital Video in HD</td>
<td>3</td>
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<tr>
<td>DM/IS 066</td>
<td>Digital Audio and Video</td>
<td>3</td>
</tr>
<tr>
<td>DM/IS 089</td>
<td>DVD Authoring</td>
<td>3</td>
</tr>
<tr>
<td>DM/IS 086</td>
<td>Portfolio Planning and Review</td>
<td>3</td>
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<tr>
<td>DM/IS 087</td>
<td>Digital Media Intern Experience</td>
<td>3</td>
</tr>
<tr>
<td>Total Units</td>
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<td>37</td>
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</table>

**Digital Media Design and Production: Level 1 (Certificate)**

The focus of the Digital Media Design and Production Certificate (Level 1) is planning, creating, shooting, editing, and producing digital video/audio projects for web and CD/DVD output.

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**Notes:**
- **PREREQUISITES and COREQUISITES** are MANDATORY. See page 14 for specific information.
- Courses used to meet prerequisite requirements must have been completed with a grade of C or Pass or better.
- **RECOMMENDED** preparations are ADVISORY.
- This catalog is subject to change and may be incomplete. Please consult the addenda at www.westvalley.edu/catalog.
DIGITAL MEDIA DESIGN AND PRODUCTION: LEVEL 2 (Certificate)
The focus of the Digital Media Design and Production Certificate (Level 2) is producing, delivering and distributing digital video/audio projects for web and CD/DVD output.

Required Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>DM/IS 001 Digital Media 1</td>
<td>1</td>
</tr>
<tr>
<td>DM/IS 004 Digital Layout, Color, and Typography</td>
<td>3</td>
</tr>
<tr>
<td>DM/IS 007 Digital Media Production Process</td>
<td>1</td>
</tr>
<tr>
<td>DM/IS 010C Digital Images: Photoshop</td>
<td>3</td>
</tr>
<tr>
<td>DM/IS 057A Digital Video Editing: Premiere Pro</td>
<td>3</td>
</tr>
<tr>
<td>DM/IS 062 Flash: Creating Interactive Web Pages</td>
<td>3</td>
</tr>
<tr>
<td>DM/IS 066 Digital Audio and Video</td>
<td>3</td>
</tr>
<tr>
<td>DM/IS 004 Digital Layout, Color, and Typography</td>
<td>3</td>
</tr>
<tr>
<td>DM/IS 007 Digital Media Production Process</td>
<td>1</td>
</tr>
<tr>
<td>DM/IS 010C Digital Images: Photoshop</td>
<td>3</td>
</tr>
<tr>
<td>DM/IS 014C Digital Illustration: Illustrator</td>
<td>3</td>
</tr>
<tr>
<td>DM/IS 042 Digital Print Preparation</td>
<td>3</td>
</tr>
<tr>
<td>Total Units</td>
<td>17</td>
</tr>
</tbody>
</table>

DIGITAL PUBLISHING LEVEL 2 (Certificate)
The focus of the Digital Publishing Certificate (Level 2) is designing, producing, and preparing multi-page documents for commercial offset printing. Students learn design principles and pre-press for various types of print projects, including brochures, magazines, catalogues and newsletters.

Required Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>DM/IS 010D Digital Images: Advanced Photoshop</td>
<td>3</td>
</tr>
<tr>
<td>DM/IS 014D Advanced Illustrator</td>
<td>3</td>
</tr>
<tr>
<td>DM/IS 018 Freelance and Startup for the Web</td>
<td>3</td>
</tr>
<tr>
<td>CA 096I Creating Web Pages With Dreamweaver</td>
<td>1</td>
</tr>
<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>DM/IS 023A Dreamweaver: Quick Start</td>
<td>1</td>
</tr>
<tr>
<td>DM/IS 085 Digital Printing</td>
<td>1</td>
</tr>
<tr>
<td>DM/IS 086 Portfolio Planning/Review</td>
<td>3</td>
</tr>
<tr>
<td>DM/IS 087 Digital Media Intern Experience</td>
<td>3</td>
</tr>
<tr>
<td>Total Units</td>
<td>17</td>
</tr>
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</table>

WEB DESIGN AND PRODUCTION: DESIGN EMPHASIS (A.A. Degree)
The focus of the Web Design and Production: Design Emphasis A.A. Degree is planning and creating client-focused websites that weaves traditional design concepts, innovative interface ideas, and current technologies together in order to deliver quality web solutions. In addition, students can present their own digital and print portfolio and professional identity.

Major Requirements:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>DM/IS 001 Digital Media 1</td>
<td>1</td>
</tr>
<tr>
<td>DM/IS 003 Digital Visual Design</td>
<td>3</td>
</tr>
<tr>
<td>DM/IS 004 Digital Layout, Color, and Typography</td>
<td>3</td>
</tr>
<tr>
<td>DM/IS 007 Digital Media Production Process</td>
<td>1</td>
</tr>
<tr>
<td>DM/IS 010C Digital Images: Photoshop</td>
<td>3</td>
</tr>
<tr>
<td>DM/IS 014C Digital Illustration: Illustrator</td>
<td>3</td>
</tr>
<tr>
<td>DM/IS 042 Digital Print Preparation</td>
<td>3</td>
</tr>
<tr>
<td>DM/IS 004 Digital Layout, Color, and Typography</td>
<td>3</td>
</tr>
<tr>
<td>DM/IS 007 Digital Media Production Process</td>
<td>1</td>
</tr>
<tr>
<td>DM/IS 010C Digital Images: Photoshop</td>
<td>3</td>
</tr>
<tr>
<td>DM/IS 014C Digital Illustration: Illustrator</td>
<td>3</td>
</tr>
<tr>
<td>DM/IS 042 Digital Print Preparation</td>
<td>3</td>
</tr>
<tr>
<td>DM/IS 004 Digital Layout, Color, and Typography</td>
<td>3</td>
</tr>
<tr>
<td>DM/IS 007 Digital Media Production Process</td>
<td>1</td>
</tr>
<tr>
<td>DM/IS 010C Digital Images: Photoshop</td>
<td>3</td>
</tr>
<tr>
<td>DM/IS 014C Digital Illustration: Illustrator</td>
<td>3</td>
</tr>
<tr>
<td>DM/IS 023 Web Design: Dreamweaver</td>
<td>3</td>
</tr>
<tr>
<td>DM/IS 024 Info and Content Design for the World Wide Web</td>
<td>1</td>
</tr>
<tr>
<td>DM/IS 025 Internet Marketing</td>
<td>1</td>
</tr>
<tr>
<td>DM/IS 080 Commercial Web Site Project</td>
<td>3</td>
</tr>
<tr>
<td>DM/IS 086 Portfolio Planning/Review</td>
<td>3</td>
</tr>
<tr>
<td>DM/IS 087 Digital Media Intern Experience</td>
<td>3</td>
</tr>
<tr>
<td>Total Units</td>
<td>36</td>
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</tbody>
</table>

WEB DESIGN CERTIFICATE: LEVEL 2
The focus of the Web Design Certificate (Level 2) is to design and implement web layouts, visual interfaces, graphics, and content for commercial websites. Students develop a digital portfolio and identity for transition to the workplace or university transfer.

Major Requirements:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
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<tbody>
<tr>
<td>DM/IS 03 Digital Visual Design</td>
<td>3</td>
</tr>
<tr>
<td>DM/IS 010D Digital Images: Advanced Photoshop</td>
<td>3</td>
</tr>
<tr>
<td>DM/IS 013 Apple Life</td>
<td>1</td>
</tr>
<tr>
<td>DM/IS 018 Freelance and Startup for the Web and Digital Media</td>
<td>3</td>
</tr>
<tr>
<td>DM/IS 025 Internet Marketing</td>
<td>1</td>
</tr>
<tr>
<td>DM/IS 080 Commercial Web Site Project</td>
<td>3</td>
</tr>
<tr>
<td>DM/IS 086 Portfolio Planning/Review</td>
<td>3</td>
</tr>
<tr>
<td>Total Units</td>
<td>17</td>
</tr>
</tbody>
</table>

WEB DESIGN AND PRODUCTION: PRODUCTION EMPHASIS (A.S. Degree)
The focus of the Web Design and Production (Production Emphasis) A.S. Degree is planning, organizing, implementing, and managing client-based websites. Students learn to create and produce commercial web sites based on user needs, client’s purpose, and the targeted market to maximize site usability and functionality.

Major Requirements include:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>DM/IS 001 Digital Media 1</td>
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<tr>
<td>DM/IS 003 Digital Visual Design</td>
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</tr>
<tr>
<td>DM/IS 009 Topography: Quick Start</td>
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<tr>
<td>DM/IS 010C Digital Images: Photoshop</td>
<td>3</td>
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<tr>
<td>DM/IS 012 Online Entrepreneur</td>
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<tr>
<td>DM/IS 014C Digital Illustration: Illustrator</td>
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<tr>
<td>DM/IS 018 Freelance and Startup for the Web</td>
<td>3</td>
</tr>
<tr>
<td>DM/IS 021A Web Development</td>
<td>3</td>
</tr>
<tr>
<td>DM/IS 023 Web Design: Dreamweaver</td>
<td>3</td>
</tr>
<tr>
<td>DM/IS 023B Web Development: Dreamweaver</td>
<td>3</td>
</tr>
<tr>
<td>DM/IS 024 Information and Content Design for the World Wide Web</td>
<td>1</td>
</tr>
<tr>
<td>DM/IS 025 Internet Marketing</td>
<td>1</td>
</tr>
<tr>
<td>DM/IS 066 Digital Audio and Video</td>
<td>3</td>
</tr>
<tr>
<td>DM/IS 080 Commercial Web Site Project</td>
<td>3</td>
</tr>
<tr>
<td>DM/IS 086 Portfolio Planning/Review</td>
<td>3</td>
</tr>
<tr>
<td>DM/IS 087 Digital Media Intern Experience</td>
<td>3</td>
</tr>
<tr>
<td>Total Units</td>
<td>38</td>
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</tbody>
</table>

WEB PRODUCTION CERTIFICATE: LEVEL 1
The focus of the Web Production Certificate (Level 1) is planning, organizing, implementing, and managing client-based websites. Students learn design and development.

Required Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>DM/IS 001 Digital Media 1</td>
<td>1</td>
</tr>
<tr>
<td>DM/IS 003 Digital Visual Design</td>
<td>3</td>
</tr>
<tr>
<td>DM/IS 007 Digital Media Production Process</td>
<td>1</td>
</tr>
<tr>
<td>DM/IS 009 Topography: Quick Start</td>
<td>1</td>
</tr>
<tr>
<td>DM/IS 010C Digital Images: Photoshop</td>
<td>3</td>
</tr>
<tr>
<td>DM/IS 014C Digital Illustration: Illustrator</td>
<td>3</td>
</tr>
<tr>
<td>DM/IS 023 Web Design: Dreamweaver</td>
<td>3</td>
</tr>
<tr>
<td>DM/IS 024 Info and Content Design for the World Wide Web</td>
<td>1</td>
</tr>
</tbody>
</table>
**DM/IS 013 Apple iLife** 1
**DM/IS 014C Digital Illustration: Illustrator** 3
**DM/IS 023 Web Design: Dreamweaver** 3
**DM/IS 024 Information and Content Design for the World Wide Web** 1
Total Units 17

**WEB PRODUCTION CERTIFICATE: LEVEL 2**
The focus of the Web Production Certificate (Level 2) is producing client-based, commercial websites. Emphasis is on business development, project management, web solutions and client web presence.

**Required Courses:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>DM/IS 021A Web Development</td>
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<td>DM/IS 021B Web Development</td>
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<tr>
<td>DM/IS 021C Web Development</td>
<td>3</td>
</tr>
<tr>
<td>DM/IS 025B Web Development: Dreamweaver 3</td>
<td>3</td>
</tr>
<tr>
<td>DM/IS 025 Internet Marketing</td>
<td>1</td>
</tr>
<tr>
<td>DM/IS 066 Digital Audio and Video</td>
<td>3</td>
</tr>
<tr>
<td>or DM/IS 080 Commercial Web Site Project</td>
<td>3</td>
</tr>
<tr>
<td>DM/IS 056 Portfolio Planning and Review</td>
<td>3</td>
</tr>
<tr>
<td>Total Units</td>
<td>17</td>
</tr>
</tbody>
</table>

**WEB DEVELOPMENT (Certificate)**
The focus of the Web Development Certificate is client and server side code for website development. Students learn XHTML, CSS, scripting languages such as JavaScript and PHP/MySQL, and work with servers to develop commercial websites.

**Certificate Courses:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>DM/IS 021A Web Development</td>
<td>3</td>
</tr>
<tr>
<td>DM/IS 021B Web Development</td>
<td>3</td>
</tr>
<tr>
<td>DM/IS 021C Web Development</td>
<td>3</td>
</tr>
<tr>
<td>DM/IS 075A Internet Services 1</td>
<td>3</td>
</tr>
<tr>
<td>DM/IS 023B Web Development: Dreamweaver 3</td>
<td>3</td>
</tr>
<tr>
<td>DM/IS 025 Internet Marketing</td>
<td>1</td>
</tr>
<tr>
<td>DM/IS 024 Info and Content Design for the World Wide Web</td>
<td>1</td>
</tr>
<tr>
<td>Total Units</td>
<td>17</td>
</tr>
</tbody>
</table>

**DM/IS 001 DIGITAL MEDIA 1**
1 unit
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement

Students will explore the world of digital media including digital media technology, skills, and creative processes. Examples of programs that have been created and are on the market, along with experimental applications and ideas for digital media programs, are included. Students will understand how digital media fits into the business structure and how digital media tools can benefit operations. Digital media communications in education, art, publishing, television and theater will be discussed. Pass/No Pass Only

**DM/IS 003 DIGITAL VISUAL DESIGN**
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: CA 020 or CA 070
This course focuses on the planning, drawing, gathering information and resources, and preparation process of digital media development. Pass/No Pass Option

**DM/IS 004 DIGITAL LAYOUT, COLOR AND TYPOGRAPHY**
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: CA 020 or CA 070
This course focuses on developing a visual understanding of basic layout design using color and typography. Emphasis will be on anatomy of type, different typefaces, cross platform issues, color theory, and the use of color to communicate effectively. Pass/No Pass Option

**DM/IS 007 DIGITAL MEDIA PRODUCTION PROCESS**
1 unit
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement
This course is an introduction to the multimedia business. Topics include copyright issues, pricing of products, finding clients, and developing business plans. Pass/No Pass Only

**DM/IS 009 TYPOGRAPHY: QUICK START**
1 unit
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement
This course focuses on the planning and use of digital type for commercial website design and other digital media applications. Selecting, purchasing, installing, and managing fonts for design and communication with the user will be emphasized. Pass/No Pass Only

**DM/IS 010A PHOTOSHOP: QUICK START**
1 unit
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement
This course is an introduction to Photoshop, providing a general overview of the application features and interface. The focus of this course is on acquainting the student with the capabilities and features of the application. This course provides hands-on experience in the manipulation, acquisition and management of photographic images using Photoshop. Pass/No Pass Only

**DM/IS 010C DIGITAL IMAGES: PHOTOSHOP**
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: CA 020 or CA 070
This course focuses on professional techniques for digital image manipulation including creating digital artwork, enhancing images, and preparing digital images for color printing. Pass/No Pass Option

**DM/IS 010D DIGITAL IMAGES: ADVANCED PHOTOSHOP**
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: DM/IS 010C
This is an advanced course in digital image manipulation. This course focuses on creating original imagery and effective solutions to projects. Additional topics include workflow, methodologies, and techniques needed to resolve industry level design issues, and production requirements. Pass/No Pass Option

**DM/IS 010X PHOTOSHOP: NEW VERSION FEATURES**
1 unit
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement
This course focuses on new and improved tools and features included in the latest version of Photoshop. It is intended for students with a working knowledge and understanding of previous versions of Photoshop tools and functions. Pass/No Pass Only

**DM/IS 011X ONLINE ENTREPRENEUR**
1 unit
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: CA 020 or CA 070
This course focuses on the planning and use of digital type for commercial website design and other digital media applications. Selecting, purchasing, installing, and managing fonts for design and communication with the user will be emphasized. Pass/No Pass Only

**DM/IS 013X APPLE ILIFE**
1 unit
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement
This course uses the Apple iLife application suite to edit and create digital media products. The course reviews the Apple iLife suite: iPhoto to organize and print digital photographs, iMovie to capture and edit digital videos, iDVD to organize and burn DVDs, GarageBand to capture and edit digital audio, and iTunes to purchase and download music online. Pass/No Pass Only

**DM/IS 014C DIGITAL ILLUSTRATION: ILLUSTRATOR**
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: CA 020 or CA 070
This course focuses on using Illustrator to create artwork, to design icons, to communicate visually with graphics, and to work with file formats. Emphasis is on the use of Illustrator for publishing, integrating with other applications, and designing web graphics. Pass/No Pass Option

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- **PREREQUISITES AND COREQUISITES** are MANDATORY. See page 14 for specific information.
- Courses used to meet prerequisite requirements must have been completed with a grade of C or Pass or better.
- **RECOMMENDED** preparations are ADVISORY.
- This catalog is subject to change and may be incomplete. Please consult the addenda at www.westvalley.edu/catalog/.
### DM/IS 014D ADVANCED ILLUSTRATOR

3 units  
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement  
Recommended preparation: CA 020, CA 070 or equivalent  
This is an advanced course in developing illustrations using Adobe Illustrator. The course focuses on the creation of completed commercial quality illustrations. Students have the opportunity to learn to develop their own style while exploring different types of illustrative techniques. Production methodologies from concept to pre-press consideration are emphasized. This course may be taken twice. Pass/No Pass Option

### DM/IS 018 FREELANCE AND STARTUP FOR THE WEB AND DIGITAL MEDIA

3 units  
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement  
This course explores planning, creating, marketing and freelancing a startup Web/Digital Media business. This course may be taken twice. Pass/No Pass Option

### DM/IS 019X ILLUSTRATOR: NEW VERSION FEATURES

1 unit  
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement  
This course focuses on new and improved tools and features included in the latest version of Adobe Illustrator. It is intended for students with a working knowledge and understanding of previous versions of Illustrator tools and functions. Pass/No Pass Only

### DM/IS 020 WEB/INTERNET PROJECT MANAGEMENT

3 units  
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement  
Recommended preparation: CA 020 or CA 070  
Existing websites often need an updated design, code and/or interface. This course focuses on designing, creating and coding for the purpose of transitioning existing sites to current looks and technologies.

### DM/IS 021B WEB DEVELOPMENT 2

3 units  
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement  
Recommended preparation: DM/IS 021A  
This course extends the DM/IS 021A course. It focuses on web site production and development using XHTML, HTML, and CSS by adding more complex web application requirements. Additional emphasis is placed on more advanced uses of markup and scripting languages PHP/MySQL. Pass/No Pass Option

### DM/IS 021C WEB DEVELOPMENT 3

3 units  
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement  
Recommended preparation: DM/IS 021B  
This course focuses on commercial web design, production, and development using XHTML, CSS, and current tools and scripting technologies. Students work on a production team to create complex web-based applications.

### DM/IS 021D WEB DEVELOPMENT: QUICK START

1 unit  
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement  
This course focuses on new and improved tools and features included in the latest version of Adobe Illustrator. It is intended for students with a working knowledge and understanding of previous versions of Illustrator tools and functions. Pass/No Pass Only

### DM/IS 023 WEB DESIGN: DREAMWEAVER

3 units  
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement  
Recommended preparation: CA 020 or CA 070  
This course focuses on commercial web design, production, and development using XHTML, HTML, and CSS by adding more complex web application requirements. Additional emphasis is placed on more advanced uses of markup and scripting languages PHP/MySQL. Pass/No Pass Option

### DM/IS 023A DREAMWEAVER: QUICK START

1 unit  
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement  
Recommended preparation: CA 020 or CA 070  
This course focuses on website layout and design using Dreamweaver. Emphasis is on implementing navigation, CSS (Cascading Style Sheets) layouts, testing, and debugging. Pass/No Pass Only

### DM/IS 023B WEB DEVELOPMENT: DREAMWEAVER

3 units  
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement  
Recommended preparation: DM/IS 021A  
This course extends the DM/IS 021A course. It focuses on web site production and development using XHTML, HTML, and CSS by adding more complex web application requirements. Additional emphasis is placed on more advanced uses of markup and scripting languages PHP/MySQL. Pass/No Pass Option

### DM/IS 024 INFORMATION AND CONTENT DESIGN FOR THE WORLD WIDE WEB

1 unit  
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement  
Acceptable for credit: California State University  
This course focuses on the design and layout of websites for submission to search engines and other web directories. Additionally, marketing plans, marketing budgets, and advertising options are explored. Pass/No Pass Only

### DM/IS 024A INTERFACE DESIGN

1 unit  
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement  
Acceptable for credit: California State University  
This course focuses on creating interface design that serves the purpose of a product, intent of the client, and needs of the target audience. Students analyze design and plan and create prototypes for web and mobile devices. Pass/No Pass Option

### DM/IS 024B INTERNET LEGAL ISSUES

1 unit  
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement  
Acceptable for credit: California State University  
This course introduces conceptual and practical understanding of copyright and trademark, privacy, copying, posting pictures, videos, and music, “junk dog” statements, domain name disputes, disclaimers, and other legal issues. The course defines concepts, offers resources, and introduces options; it does not offer legal advice. Pass/No Pass Only

### DM/IS 025 INTERNET MARKETING 1

1 unit  
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement  
Recommended preparation: CA 020 or CA 070  
Acceptable for credit: California State University  
This course introduces the marketing of websites on the Internet. Students learn to prepare web sites for submission to search engines and other web directories. Additionally, marketing plans, marketing budgets, and advertising options are explored. Pass/No Pass Only

### DM/IS 025B NEW MEDIA MARKETING

1 unit  
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement  
Acceptable for credit: California State University  
This course focuses on marketing businesses, products/projects, and ideas through new media channels. Pass/No Pass Option
DM/IS 025C WEB SEO (SEARCH ENGINE OPTIMIZATION)
1 unit
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement
This course focuses on current trends and techniques in search engine optimization to make websites findable and rank higher in multiple search engines. Pass/No Pass Only

DM/IS 025D WEB ANALYTICS
1 unit
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement
This course focuses on Web Analytics, the objective tracking, collection, measurement, reporting, and analysis of quantitative internet data to optimize websites and web marketing initiatives. Pass/No Pass Only

DM/IS 025E MOBILE ADVERTISING
1 unit
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement
A practical guide to the emerging mobile advertising market, this course serves as an introduction and how-to guide for understanding, planning, designing, developing, and marketing mobile advertising. Pass/No Pass Option

DM/IS 029 PUBLICATION DESIGN AND PRINTING
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: CA 020 or CA 070
This advanced course focuses on design, production and publication techniques for creating business communications. Emphasis is on the creation of multi-page projects from concept to print. Adobe Illustrator and Photoshop images are used within Adobe InDesign to create multi-page layouts. Printing methodologies are also emphasized. Pass/No Pass Option

DM/IS 057A DIGITAL VIDEO EDITING: PREMIERE PRO
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: CA 020 and CA 070
Digital video is a dynamic way of delivering content through video, CD-ROM, and websites. This class focuses on video editing using Adobe Premiere. Emphasis is on using Premiere tools to capture, edit, and compress digital video. Pass/No Pass Option

DM/IS 062A FLASH: ANIMATION AND INTERFACE DESIGN
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: CA 020 or CA 070
Students will use Flash CS4 Flash to create interactive Web pages incorporating graphics, animation, sound, and programming. Pass/No Pass Option

DM/IS 062B FLASH 2: ACTIONSCRIPT ANIMATION AND INTERACTIVITY
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: DM/IS 062A
This advanced course focuses on programming Flash websites. Students learn action-scripting, forms, and interactive techniques using Flash programming. Pass/No Pass Option

DM/IS 063 DIGITAL VIDEO IN HD
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: CA 020 and CA 070
This course focuses on digital video editing using High Definition equipment. This course emphasizes the integration of HD in the Digital Media industry. In addition, students have the opportunity to learn HD video shooting and editing. This course may be taken twice. Pass/No Pass Option

DM/IS 064 WEB MOTION GRAPHICS
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
This course focuses on the techniques and methodologies used to create and publish motion graphics to websites, CD-ROM and DVD’s. Basic animation theory is incorporated in the development of animated GIF’s, navigation sets, Flash sequences, and image animation. Pass/No Pass Option

DM/IS 065 DIGITAL AUDIO AND VIDEO
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: CA 020 or CA 070
This course focuses on creation and compression of video and audio files for broadcast, CD-ROM, and the Internet. Emphasis is on shooting video, importing audio and video, developing Quicktime VR, and creating and mixing audio files. Pass/No Pass Option

DM/IS 066 DIGITAL AUDIO: QUICK START
1 unit
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: CA 020 or CA 070
This course focuses on incorporating available sound from the web and CD-ROMs into digital media projects. It also introduces digital sound recording and editing software. Pass/No Pass Only

DM/IS 068A DIGITAL DVD AUTHORING
3 units
Lecture 3 hours; lab 0 hours, lab 2 hours by arrangement
Recommended preparation: CA 020 or CA 070
This course focuses on design and development of commercial DVD’s. Topics include video editing, video compression, menu design, and DVD burning. Additional emphasis includes the development and design of DVD packaging and distribution. Pass/No Pass Option

DM/IS 069 DVD AUTHORING
3 units
Lecture 3 hours; lab 0 hours, lab 2 hours by arrangement
Recommended preparation: CA 020 or CA 070
This course focuses on design and development of commercial DVD’s. Topics include video editing, video compression, menu design, and DVD burning. Additional emphasis includes the development and design of DVD packaging and distribution. Pass/No Pass Option

DM/IS 072 MOBILE SITES / APPS DESIGN AND DEVELOPMENT
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course focuses on creating wireless websites for proprietary iPhone, Blackberry, etc.) technologies and WGC recommendations (XHTML Basic, WAP). Additional, current and emerging technologies are explored. Pass/No Pass Option

DM/IS 075A INTERNET SERVICES 1
3 units
Lecture 3 hours; lab 0 hours, lab 2 hours by arrangement
This course combines a presentation of technical information with hands-on work to introduce web producers and developers, entrepreneurs, and company supervisors and managers to the technical aspects of the wide array of Internet services available to individuals and organizations. Examples of topics covered are current web technologies, application service providers, and upcoming internet technologies. This course is WVC degree and certificate applicable.

DM/IS 080 COMMERCIAL WEB SITE PROJECT
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Students will plan, design, develop, and test commercial websites. Pass/No Pass Option

DM/IS 085 DIGITAL PRINTING
1 Unit
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: CA 020 or CA 070
This course reviews the digital printing process including the preparation and printing of documents. This course also covers color management techniques, monitor calibration and profiling, printer calibration and profiling, and provides hands on experience producing digital prints. Pass/No Pass Option

DM/IS 086 PORTFOLIO PLANNING AND REVIEW
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: DM/IS 080
This course is for Desktop Publishing and Digital Media students committed to developing a professional quality hard copy and digital portfolio. Pass/No Pass Option

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• Courses used to meet prerequisite requirements must have been completed with a grade of C or Pass or better.
• RECOMMENDED preparations are ADVISORY
• This catalog is subject to change and may be incomplete. Please consult the addenda at www.westvalley.edu/catalog/
Disability and Educational Support Program

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Anne Crosby-Lundin
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The Disability & Educational Support Program assists students with disabilities to achieve their educational goals. DESP offers classes, primarily at the basic skills level, to prepare students for more advanced college level courses. In addition to classes, the program provides services that include but are not limited to counseling, registration assistance, test accommodations, note takers, tram service, class materials in alternate format, and adapted physical education. Adapted physical education courses are listed in this catalog under Physical Education. DESP is located in the Learning Services building.

Learning Outcomes
After completing one or more appropriate DESP courses, a student will
• Demonstrate measurable progress in one or more of the areas listed:
  Physical Fitness
  Arithmetic and Pre-algebra
  Computer Use
  Learning strategies
  Reading
  Writing
After completing one or more DESP program activities or services a student will be able to
• Specify, evaluate the benefits of, and access the program services and accommodations that relate to his or her disability.

Adapted Physical Education
(See Physical Education)

Disability and Educational Support Program — Adapted Computer Courses

LS 901A ADAPTED COMPUTER-ASSISTED INSTRUCTION
1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
The course is designed to improve basic academic skills and/or cognitive processes of disabled students through the use of appropriate software and computer technologies. Units earned in this course do not count toward the Associate Degree. Pass/No Pass Only

LS 908A COMPUTER BASICS
2 units
Lecture 2 hours; lab 1 hour, lab 0 hours by arrangement
This course introduces students to computers and how they are used at home, at school, and in the workplace. The course explores types of computer hardware and software. Basic mouse and keyboard skills are introduced. Students have the opportunity to learn essential computer terminology and what computers can do. This course includes a brief overview of the Windows operating system, creating and saving text files, EMAIL, attachments, and use of the Internet. In addition to lectures and demonstrations, students have the opportunity to become comfortable with computers and certain selected software through hands-on operation in a lab setting. This course meets the educational needs of students with disabilities. Instructional materials and methods are modified as appropriate. Pass/No Pass Only

Disability and Educational Support Program — Learning Skills Courses

LS 001 LEARNING STRATEGIES FOR COLLEGE LIFE
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
In this course, students learn and apply learning strategies in order to increase their effectiveness within the classroom and in day-to-day life activities. Major subjects include: goal setting, time management, learning and note taking skills, memory techniques, reading improvement, test taking improving concentration, learning styles and stress management. This course may be taught in distance-learning format. Pass/No Pass Option

LS 918B EFFECTIVE LEARNING: MATH LAB
0.5 unit
Lecture 0 hours; lab 1.5 hour, lab 0 hours by arrangement
This course focuses on the specific application of learning strategies for math coursework. Pass/No Pass Only.

Recommended Preparations in Basic Skills:
Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 055. Some courses may also require a math course prior to enrollment. See individual course descriptions for math recommendations.

NOTE: Course hours per week stated in the catalog are based on an 18 week semester. For hours per week during the current 16 week semester or summer or winter sessions, please see the schedule of classes, or go to www.westvalley.edu and look under MyWebServices.
LS 932 EFFECTIVE READING STRATEGIES
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
This course is designed to teach basic reading skills to students with disabilities. Specific instruction in vocabulary development and reading comprehension is included. Pass/No Pass Only

LS 941B EFFECTIVE SENTENCE AND PARAGRAPH WRITING
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommendations in Basic Skills: Level I: Sentences, simple paragraphs or ENGL 103 or ESL 64GW
This is a basic writing course designed to meet the educational needs of students with learning disabilities. Instruction focuses on improving writing skills including basic grammar, sentence structure, punctuation/capitalization and paragraph development and organization. This course may be repeated one time. Credits earned in this course do not count toward the Associate Degree. Pass/No Pass Only

LS 941C EFFECTIVE ESSAY WRITING
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommendations in Basic Skills: Level II: Paragraphs, short essays or ENGL 105 or ESL 65GW
This is a basic writing course designed to meet the educational needs of students with learning disabilities. It stresses the practical application of strategies to compensate for written language difficulties. The course addresses essay development and organization, and includes review of basic grammar and punctuation. This course may be repeated one time. Credits earned in this course do not count toward the Associate Degree. Pass/No Pass Option

LS 943A WRITING SUPPORT LAB A
1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
This is a lab course to support students enrolled in English 001A. Designed to meet the educational needs of students with disabilities, it stresses the practical application of strategies to compensate for the disability and its effect on reading and writing. Topics covered include: learning strategies such as time management and test taking; critical reading of text; evaluating assigned essays for unity, support, coherence and sentence skills; and researching and writing research papers. This course may be taken for a total of two times. It is Non-West Valley College A.A. / A.S degree and certificate applicable – basic skills. Pass/No Pass Only

LS 943B WRITING SUPPORT LAB B
1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
This is a lab course to support students enrolled in English 001B or English 001C. Designed to meet the educational needs of students with disabilities, it stresses the practical application of strategies to compensate for the disability and its effect on reading and writing language. Topics covered include: learning strategies such as time management and test taking; critical reading of text; evaluating assigned essays for unity, support, coherence and sentence skills; and researching and writing research papers. This course may be taken for a total of two times. It is Non A.A. / A.S. West Valley College degree and certificate applicable – basic skills. Pass/No Pass Only

LS 944 EFFECTIVE LEARNING: MATH
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
This is a basic math class designed to meet the educational needs of students with disabilities. Instruction focuses on basic arithmetic and pre-algebra skills with emphasis on the critical thinking and study skills necessary for success in math. Units in this course do not count toward the Associate Degree. This course may be repeated one time. Pass/No Pass Option

LS 972 EFFECTIVE COMMUNICATION SKILLS
2 units
Lecture 2 hours; lab 0 hours, lab 0 hours by arrangement
This is the basic communication course designed to meet the educational needs of students with acquired speech and language disabilities. It stresses the practical application of strategies to compensate for expressive and receptive language problems including articulation, word finding, auditory comprehension and, verbal expression difficulties. Pass/No Pass Only

LS 100 SPECIAL TOPICS
.5-3 units
The course will explore topics related to this discipline and will be offered as needed. See the class schedule for current offerings. Special topics courses are not Associate Degree courses. Pass/No Pass Option

Drafting Technology

THE FACULTY
Thomas Sanford
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Learning Outcomes
After completing courses and certificate, or an A.S. degree in Drafting Technology, a student will be able to:
• Communicate technical ideas and designs effectively and appropriately;
• Apply decision making, problem solving and design strategies to a project;
• Produce design documentation to industry standards using Computer-Aided Design/ Drafting (CAD) software;
• Apply principles of geometric dimensioning & tolerancing, materials and process design specifications to production drawings;
• Apply mechanical design concepts in 3D using the latest solid-modeling software.

(A.S. Degree)
The Drafting Technology program is offered at both West Valley College and Mission College. A total of 36 units of specified drafting courses are required for fulfillment of the technician certificate.
An A.S. Degree in Drafting Technology will be awarded to students who complete 36 units of required drafting courses and electives and who meet all other college requirements for graduation. Consult an Engineering Technology counselor for detailed information.
The following drafting major requirement courses are required for the certificate or degree by both West Valley College and Mission College and may be taken at either:

Major Requirements:
Course
DRAFT 051A Beginning Technical Drafting 3
DRAFT 051B Intermediate Technical Drafting 3
DRAFT 051C,D Advanced Technical Drafting 3-3
DRAFT 055A Illustration 3D CAD 3
DRAFT 058A Electronics Drafting 3
DRAFT 073 Design and Drafting: Auto CAD 3
DRAFT 075 Advanced Auto CAD 3
MATH 000D Trigonometry 3
Draft Electives 9

Available at both campuses:
COUNS 005 College Success 3
COUNS 045 Successful Study Strategies 3
PHYS 002A General Physics 5

Available at Mission College:
DRAFT 055A Illustration 3D CAD 3
DRAFT 058A Electronics Drafting 3
DRAFT 058B P.C. Board Design 3
DRAFT 058C Electro/Mechanical Packaging Design 3

WEST VALLEY COLLEGE 2010 • 2011 CATALOG
**DRAFT 070** Survey to CAD 2
**DRAFT 071** CAD Printed Circuits 3
**DRAFT 072** CAD Mechanical Design 3

**Available at West Valley College:**

- **ARCH 053** Introduction to Architecture and Environmental Design 3
- **DRAFT 050** Beginning Drafting 2
- **DRAFT 051A** Technical Drafting: Beginning 3
- **DRAFT 051B** Technical Drafting: Intermediate 3
- **DRAFT 051C** Technical Drafting: Advanced 3
- **DRAFT 051D** Technical Drafting: Adv. Specialized Design 3
- **DRAFT 073** Design and Drafting: Auto CAD 3
- **DRAFT 075** Advanced Auto CAD 3
- **DRAFT 083** Intro 3D Drawing with PRO-E 3
- **ENGR 01A** Plane Surveying 3
- **ENGR 020** Engineering Graphics 3

**Available at other schools only:**

- **MTECH 101** Introduction to Machine Tech 
  (See note below) 3
- **ETECH 108** Engineering Processes 
  (See note below) 3

**NOTES:** Machine Tech. 101 and Engr. Tech. 108 may be taken at Evergreen Valley College or other local community colleges.

For a certificate, only the major requirements listed above must be completed.

To be awarded an A.S. Degree, a student must complete:

1. All of the major requirements
2. Additional units to meet the college graduation requirements.

**Mission College—Drafting Options:**

**CAD Applications:**
- Electronic
- Mechanical

**DRAFT 050 BEGINNING DRAFTING**

2 units
Lecture 2 hours; lab 2 hours, lab 0 hours by arrangement

A survey course designed to provide a working knowledge of the methods of graphical communication. For the student who has not had previous drafting experience. Covers drafting tools and materials, basic fundamentals of freehand sketching, pictorial drawing, orthographic projection, auxiliaries, sections, and dimensioning, and an introduction to architectural floor plans. Pass/No Pass Option

**DRAFT 051A TECHNICAL DRAFTING: BEGINNING**

3 units
Lecture 2 hours; lab 4 hours, lab 0 hours by arrangement

Prerequisite: One year of high school mathematics or MATH 902 and DRAFT 050

Acceptable for credit: California State University

The study of drafting practices, especially in orthographic projections (multi-view), sections, primary auxiliaries, dimensioning practices, and some freehand sketching and lettering practice. Pass/No Pass Option

**DRAFT 051B TECHNICAL DRAFTING: INTERMEDIATE**

3 units
Lecture 2 hours; lab 4 hours, lab 0 hours by arrangement

Prerequisite: DRAFT 051A

Acceptable for credit: California State University

The continued study of orthographic projection, plus secondary auxiliaries, threads and fasteners, revolutions, developments and intersections, dimensioning and tolerancing, and axonometric projection. Pass/No Pass Option

**DRAFT 051C TECHNICAL DRAFTING: ADVANCED GENERALIZATION**

3 units
Lecture 2 hours; lab 4 hours, lab 0 hours by arrangement

Prerequisite: DRAFT 051B

Acceptable for credit: California State University

A study of electro/mechanical drafting. Covers block diagrams, schematics, interconnecting and wiring diagrams, and electronic terminology. Pass/No Pass Option

**DRAFT 051D TECHNICAL DRAFTING: ADVANCED SPECIALIZATION—DESIGN**

3 units
Lecture 2 hours; lab 4 hours, lab 0 hours by arrangement

Prerequisite: DRAFT 051B

Acceptable for credit: California State University

A special field of drafting including machine drafting (detail and subassemblies), topographic drawing, gears and cams, welding representation (weldments) and military standards and specification. Pass/No Pass Option

**DRAFT 058A ELECTRONICS DRAFTING (OFFERED AT MISSION COLLEGE)**

3 units
Lecture 2 hours; lab 4 hours, lab 0 hours by arrangement

Prerequisite: DRAFT 051A

Acceptable for credit: California State University

A study of electronic drawings, symbols, methods and techniques. Covers block diagrams, schematics, interconnecting and wiring diagrams, printed circuits, electronic assembly drawings, and electronic terminology. Pass/No Pass Option

**DRAFT 058B ELECTRONICS DRAFTING P.C. DESIGN (OFFERED AT MISSION COLLEGE)**

3 units
Lecture 2 hours; lab 4 hours, lab 0 hours by arrangement

Prerequisite: DRAFT 058A

Acceptable for credit: California State University

This course includes an introduction to and study of printed circuit board preparation, layout, and design.

**DRAFT 058C ELECTRONIC MECHANICAL PACKAGING DESIGN (OFFERED AT MISSION COLLEGE)**

3 units
Lecture 2 hours; lab 4 hours, lab 0 hours by arrangement

Prerequisite: DRAFT 058B

Acceptable for credit: California State University

Designed for drafting and electronics students. Prepares students for employment in the field of electro/mechanical drafting. Student develops all necessary documentation skills for an entire electro/mechanical design package.

**DRAFT 073 AUTOCAD - INTRODUCTION TO COMPUTER-AIDED DESIGN**

3 units
Lecture 2 hours; lab 3 hours, lab 2 hours by arrangement

Recommended preparation: MATH 902 or concurrently

Acceptable for credit: California State University

This course is an introduction to 2 dimensional and isometric computer-aided drafting using AutoCAD on the PC. It is designed for students with no computer experience and dual listed with ID 65. Pass/No Pass Option

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**Recommended Preparations in Basic Skills:**

Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 053. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.

**NOTE:** Course hours per week stated in the catalog are based on an 18 week semester. For hours per week during the current 16 week semester or summer or winter sessions, please see the schedule of classes, or go to [www.westvalley.edu](http://www.westvalley.edu) and look under MyWebServices.
DRAFT 075 ADVANCED AUTOCAD
3 units
Lecture 2 hours; lab 3 hours; lab 2 hours by arrangement
Prerequisite: DRAFT 073 or ID 065 or ARCH 070
Acceptable for credit: California State University
This course provides an opportunity for students to use concepts acquired in ID 65 or Draft 73 in a more complex way. Advanced topics in the construction of two and three dimensional drawing and solid modeling are addressed. This course is dual listed with ID 66. Pass/No Pass Option

DRAFT 076 MICROSTATION
3 units
Lecture 2 hours; lab 3 hours, lab 2 hours by arrangement
Prerequisite: DRAFT 073 or ARCH 070 or CA 075 or ID 065
Acceptable for credit: California State University
The course will enable students to work on more complicated problems of concepts already learned and to learn advanced topics including Auto vision, Auto Cad, and Auto desk 3D Studio. The course emphasis will be advanced topics in the construction of both 2D and 3D drawings and solid modeling, in addition to advanced projects using Cad techniques. Software for this course will be microstation. This course may be repeated one time. Pass/No Pass Option

DRAFT 083 INTRO TO 3-D DRAWING WITH PRO/E
3 units
Lecture 2 hours; lab 3 hours, lab 2 hours by arrangement
Students have the opportunity to learn the fundamentals of computer-aided design and drafting using Pro/ENGINEER software. Also covered is the application of operating system, software, hardware, and peripherals in creating manufacturing models. Pass/No Pass Option

DRAFT 091, 092, 093 DIRECTED STUDIES
1-3 units
91 - Lecture 0 hours; lab 0 hours, lab 3 hours by arrangement
92 - Lecture 0 hours; lab 0 hours, lab 6 hours by arrangement
93 - Lecture 0 hours; lab 0 hours, lab 9 hours by arrangement
Prerequisite: Interview with instructor to determine objectives and write a contract.
Acceptable for credit: California State University
Advisory work in Drafting Technology will be accomplished by the student who is enrolled in third semester or more advanced regular courses in his/her respective field.

DRAFT 100 SPECIAL TOPICS
5-3 units
The course will explore topics related to this discipline and will be offered as needed. See the class schedule for current offerings. Pass/No Pass Option

ECON 001B PRINCIPLES OF MICROECONOMICS
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Co-requisite: ECON 002B
Acceptable for credit: California State University, University of California
An introduction to microeconomic analysis. Analysis of the allocation of resources and the distribution of income through a price system, economic theory related to demand, production, competitive and non-competitive product markets; the role of public policy. This course may also be taught on Internet. Pass/No Pass Option

ECON 002A PRINCIPLES OF MACROECONOMICS LAB
1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This online laboratory introduces macroeconomic analysis and principles. This lab must be taken concurrently with Econ 1A, regardless if 1A is taken lecture-based or online. Pass/No Pass Option

ECON 002B PRINCIPLES OF MICROECONOMICS LAB
1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This online laboratory introduces microeconomic analysis, analysis of the allocation of resources and the distribution of income through a price system, economic theory related to demand, production, competitive and non-competitive product markets. This lab must be taken concurrently with Econ 1B, regardless if 1B is taken lecture-based or online. Pass/No Pass Option

ECON 010 ECONOMIC STATISTICS
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: ECON 001A and ECON 001B and MATH 008
Co-requisite: ECON 010A
Acceptable for Credit: California State University
This introductory course presents statistical concepts and methods used extensively in economics. Students study descriptive and inferential statistics using economic examples. Emphasis is on problem solving and interpretation of results that underlie decision making within economic markets and institutions. The course provides a foundation to prepare economics majors for required upper division courses in quantitative methods and econometrics. This course must be taken with the online laboratory Econ 10A, regardless if you take Econ 10 lecture-based or online. Pass/No Pass Option

ECONOMICS

THE FACULTY
Janis Kea
Samuel Liu

DIVISION Social Science
DIVISION CHAIR Janis Kea
DEPARTMENT CHAIR Janis Kea
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EMAIL jannis.kea@wvm.edu
COUNSELING 408-741-2009

Economics courses are college level transfer courses. Acceptable for credit: University of California, A.S. General Education, and in the liberal arts; Economics prides itself in the rigor of its academic and disciplinary training as preparation for upper division studies and professional training in economics related disciplines (environmental studies, urban studies, law, etc.).

Learning Outcomes
After completing courses in Economics, a student will be able to:
- Explain how individuals and firms make choices under scarcity;
- Describe the major players and institutions that facilitate the market economy;
- Analyze economic models as they apply to market economies and specific product and factor markets.

Educational Options
Economics programs offer a variety of courses designed to meet the needs of students in different disciplines (environmental studies, urban studies, law, etc.)

Courses used to meet prerequisite requirements must have been completed with a grade of C or Pass or better.

Educational Options
- upper division courses in economics and business administration;
- upper division courses within the social sciences and in the liberal arts;
- upper division courses in applied economics and economics-related disciplines (environmental studies, urban studies, law, etc.).

ECONOMICS: Transfer. See Transfer Planning Guide available at the Counseling Center.

ECONOMICS:
See Social Science A.A. Degree with option in Economics.

ECON 001A PRINCIPLES OF MACROECONOMICS
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Co-requisite: ECON 002A
Acceptable for credit: University of California, California State University
This introductory course presents statistical concepts and methods used extensively in economics. Students study descriptive and inferential statistics using economic examples. Emphasis is on problem solving and interpretation of results that underlie decision making within economic markets and institutions. The course provides a foundation to prepare economics majors for required upper division courses in quantitative methods and econometrics. This course must be taken with the online laboratory Econ 10A, regardless if you take Econ 10 lecture-based or online. Pass/No Pass Option

ECON 001B PRINCIPLES OF MICROECONOMICS
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Co-requisite: ECON 002B
Acceptable for credit: California State University, University of California
An introduction to microeconomic analysis. Analysis of the allocation of resources and the distribution of income through a price system, economic theory related to demand, production, competitive and non-competitive product markets; the role of public policy. This course may also be taught on Internet. Pass/No Pass Option

ECON 002A PRINCIPLES OF MACROECONOMICS LAB
1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This online laboratory introduces macroeconomic analysis and principles. This lab must be taken concurrently with Econ 1A, regardless if 1A is taken lecture-based or online. Pass/No Pass Option

ECON 002B PRINCIPLES OF MICROECONOMICS LAB
1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This online laboratory introduces microeconomic analysis, analysis of the allocation of resources and the distribution of income through a price system, economic theory related to demand, production, competitive and non-competitive product markets. This lab must be taken concurrently with Econ 1B, regardless if 1B is taken lecture-based or online. Pass/No Pass Option

ECON 010 ECONOMIC STATISTICS
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: ECON 001A and ECON 001B and MATH 008
Co-requisite: ECON 010A
Acceptable for Credit: California State University
This introductory course presents statistical concepts and methods used extensively in economics. Students study descriptive and inferential statistics using economic examples. Emphasis is on problem solving and interpretation of results that underlie decision making within economic markets and institutions. The course provides a foundation to prepare economics majors for required upper division courses in quantitative methods and econometrics. This course must be taken with the online laboratory Econ 10A, regardless if you take Econ 10 lecture-based or online. Pass/No Pass Option

• PREREQUISITES AND COREQUISITES are MANDATORY. See page 14 for specific information.
• Courses used to meet prerequisite requirements must have been completed with a grade of C or Pass or better.
• RECOMMENDED preparations are ADVISORY
• This catalog is subject to change and may be incomplete. Please consult the addenda at www.westvalley.edu/catalog/
ECON 010A ECONOMIC STATISTICS LAB
1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Co-requisite: ECON 010
This online laboratory introduces statistical concepts and methods used extensively in economics. Students study descriptive and inferential statistics using economic examples in the lab. Emphasis is placed on problem solving and interpretation of results that underlie decision making within economic markets and institutions. This laboratory must be taken concurrently with Econ 10, regardless if Econ 10 is taken lecture-based or online. Pass/No Pass Option

ECON 041 ECONOMICS OF SPORTS
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: ECON 001B
Acceptable for Credit: California State University
This course provides an introduction to the economics of sports. The course analyzes the costs and benefits of having a sports franchise and stadium in a city. The course analyzes professional sports teams as profit-maximizing businesses, monopolies, and cartels. The course analyzes the labor market for professional and college athletes. Pass/No Pass Option

ECON 045 ECONOMICS OF FINANCIAL MARKETS
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for Credit: California State University
The course provides an introduction to the theory of finance and the financial markets. The course reviews and analyzes bond and stock valuation, portfolio allocation, the relationship between risk and return, the efficient market hypothesis, options markets, and behavioral finance. Pass/No Pass Option

ECON 100 SPECIAL TOPICS
.5-3 units
The course will explore topics related to this discipline and will be offered as needed. See the class schedule for current offerings. Pass/No Pass Option

Electronic Imaging
(See Photography)

Engineering

THE FACULTY
Thomas Sanford
DIVISION Applied Arts and Sciences
DIVISION CHAIR Diane Hurd
DEPARTMENT CHAIR Thomas Sanford
PHONE 408-741-4608
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COUNSELING 408-741-2009

Engineers are problem solvers. Engineers apply the principles and theories of math and science to technical problems. Engineers design, discover, and invent new products and processes.

Learning Outcomes
After completing courses and/or a certificate in Engineering, a student will be able to:
• Identify and to solve environmental problems;
• Apply fundamental science and engineering in an integrative fashion, to effectively work and solve problems at the interface of mathematics, science, engineering and technology;
• Apply diverse techniques, methods, and tools towards the solution of engineering problems;
• Apply the engineering process and design driven research;
• Demonstrate effective oral and written communication skills;
• Conduct reliable independent work as well as teamwork experience;
• Identify and apply ethical principles and standards

Career Options
• Aerospace Engineering
• Biological Engineering
• Chemical Engineering
• Civil Engineering
• Electrical Engineering
• Materials Engineering
• Mechanical Engineering
• Nanotech Engineering
• Nuclear Engineering
• Software Engineering

Degree
A.S., Engineering

ENGINEERING: Transfer:
See Transfer Planning Guide available at the Counseling Center.

ENGINEERING (A.S. Degree)
Common Lower-Division Requirements: Certain math and physical science courses are common to all engineering programs as follows (check with your counselor regarding the specific four-year transfer school of your choice):

Course | Units
--- | ---
CHEM 001A General Chemistry (see note below) | 5
ENGR 010 Intro to Engineering | 4
ENGR 020 Engineering Graphics | 3
ENGR 021 Intro to Computing for Scientists and Engineers | 3
ENGR 023 Mechanics | 3
ENGR 024 Intro to Circuit Analysis | 3
MATH 003A,B Analytical Geometry and Calculus | 5-5

To be awarded a A.S. degree, a student must complete
1. All the major requirements
2. Additional units to meet the college graduation requirements.

NOTE: Only CHEM 001A is required for the A.S. degree. Transfer students may need to take additional chemistry courses to complete the requirements for a B.S. degree. Please consult with a counselor to determine campus-specific requirements.

Additional math may be required.
Those students majoring in civil engineering should enroll in ENGR 01A, Plane Surveying.

Recommended Electives: Choose those general education requirements outside the major which may apply toward the bachelor’s degree requirements at the four-year institution where you transfer.

ENGINEERING TECHNOLOGY: Transfer:
See Transfer Planning Guide available at the Counseling Center.

ENGR 001A PLANE SURVEYING
3 units
Lecture 2 hours; lab 4 hours, lab 0 hours by arrangement
Prerequisite: MATH 000D or high school trigonometry.
Acceptable for credit: University of California, California State University

The course explores the different engineering measurements as applied to survey work, instruments and techniques used in making horizontal, vertical and angular measurements. Application to practical field and mapping problems.

ENGR 010 INTRODUCTION TO ENGINEERING
4 units
Lecture 4 hours; lab 1 hours, lab 2 hours by arrangement
Acceptable for credit: University of California, California State University

This course explores the different engineering disciplines to assist students in a choice of major and introduces first-year engineering students to experimentation, data analysis, basic computer skills, and engineering design. Pass/No Pass Only

ENGR 020 ENGINEERING GRAPHICS
3 units
Lecture 2 hours; lab 4 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University

A study of orthographic projection, sections, auxiliary (single and double) dimensioning, tolerancing, subassemblies, threads and fasteners and weldments.

Some work to be done in freehand sketching. Primarily for engineering transfer students. Detail and assembly drawings. Engineering design projects. Both drafting board and CAD techniques will be utilized.

Recommended Preparations in Basic Skills:
Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 053. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.

NOTE: Course hours per week stated in the catalog are based on an 18 week semester. For hours per week during the current 16 week semester or summer or winter sessions, please see the schedule of classes, or go to www.westvalley.edu and look under MyWebServices.
ENGR 021 INTRO TO COMPUTING FOR SCIENTISTS AND ENGINEERS  
3 units  
Lecture 3 hours; lab 0 hours, lab 3 hours by arrangement  
Acceptable for credit: University of California, California State University  
This course emphasizes the use of the computer as a tool using the C++ program language to solve scientific and engineering problems. Topics include program design, algorithms, development, documentation and elementary data structures.

ENGR 022 DESCRIPTIVE GEOMETRY  
3 units  
Lecture 2 hours; lab 4 hours, lab 0 hours by arrangement  
Acceptable for credit: University of California, California State University  
A thorough study of orthographic projection techniques utilizing both drawing board and CAD. The study of points, lines and planes in space and of their intersections. The graphical solution of space problems. Develops an understanding of visualizing objects in various positions. Primarily for transfer students in engineering or for drafting majors.

ENGR 023 VECTOR MECHANICS  
3 units  
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement  
Prerequisite: PHYS 004A  
Acceptable for credit: University of California, California State University  
Application of static principles for solution of problems with particles, trusses, frames, cables, and other structural components under concentrated and distributed force systems.

ENGR 024 INTRODUCTION TO CIRCUIT ANALYSIS  
3 units  
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement  
Prerequisite: PHYS 004B  
Corequisite: MATH 004A  
Units: University of California, California State University  
Introduction to the analysis of lumped, linear, bilateral circuits. Considers basic elements; elementary network differential equations; development of steady state sinusoidal circuits analysis from the network differential equations.

ENGR 025 INTRODUCTION TO MATERIALS  
3 units  
Lecture 3 hours; lab 2 hours, lab 0 hours by arrangement  
Prerequisites: MATH 003A, PHYS 004A, CHEM 001A  
Acceptable for credit: University of California, California State University  
This course is an introduction to engineering materials, including pure metals, binary alloys, steels, semiconductors, plastics and polymers, with an introduction into mechanics of materials including basic material failure mechanisms. Pass/No Pass Option

ENGR 060 INTRODUCTION TO MATH CAD  
.5 unit  
Lecture 1 hour (over 9 weeks); lab 0 hours, lab 0 hours by arrangement  
Introduction to solving mathematical equations and expressions using MathCAD. Lectures, examples and hands-on practice from several engineering fields will be given. This course may be repeated once. Pass/No Pass Option

ENGR 065 MATLAB  
.5 unit  
Lecture 1 hour (over 9 weeks); lab 0 hours, lab 0 hours by arrangement  
Recommended preparation: MATH 106/106R  
This course is an introduction to solving mathematical equations and expressions using MATLAB. This course may be taken for a total of two times. Pass/No Pass Option

ENGR 066 ENGINEERING PROBLEM SOLVING USING MATLAB  
4 units  
Lecture 3 hours; lab 3 hours, lab 0 hours by arrangement  
Recommended preparation: MATH 106/106R  
Acceptable for credit: University of California, California State University  
This course provides an opportunity to use the computers to solve engineering problems using MATLAB. The student will learn to use basic programming techniques including program control, relational/logical operators, and selection scripting and file management as they implement computational solutions. This course may be repeated one time. Pass/No Pass Option

ENGR 100 SPECIAL TOPICS  
.5-3 units  
The course will explore topics related to this discipline and will be offered as needed. See the class schedule for current offerings. Credit/No Credit

English

THE FACULTY  
Paula Boudeaux  
Leigh Burrill  
Rebecca Clasno-Diaz  
Janine Gerzanics  
Clementina Golaw  
Dulce Gray  
Lenore Harris  
Vicky Kalvitis  
Jessi Lema  
Julie Maia  
Eric Pape  
Leslie Saito-Liu  
Susan Schulte  
Douglas Temkin  
Jennifer Wagner

DIVISION  
Language Arts

DEPARTMENT CHAIR  
Randy Fujishin

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COUNSELING  
408-741-2009

The English Department teaches skills that are universal to every other discipline. Taking courses in English increases a student’s chances of success in every other area. The ability to read effectively and to write expressively will prove invaluable for any student.

Learning Outcomes  
After completing courses or an A.A. degree in English, a student will be able to:  
• Write focused, organized, well-developed essays that support clear thesis statements and demonstrate competence in standard English grammar and usage;  
• Analyze and evaluate academic essays and literature;  
• Formulate and communicate in writing positions on diverse issues;  
• Write research papers that demonstrate the effective evaluation, integration, and MLA documentation of sources

Highlights  
• Composition courses designed for all levels of ability  
• Transfer level literature and creative writing courses that meet CSU & UC requirements  
• On-line courses in composition and creative writing  
• Links with industry and regional Learning Communities  
• Experienced, innovative faculty dedicated to student success

Learning Outcomes  
The West Valley College English Department offers composition and literature courses designed to provide students with the skills needed to be successful in both their academic and work lives. Through these courses, students develop reading, writing, and critical thinking skills needed to attain an AA/AS degree, transfer to a four-year college or university, or move directly into the workforce.

Career Options  
• Advertising  
• Business  
• Civil Service

WEST VALLEY COLLEGE  
2010 • 2011 CATALOG

• PREREQUISITES AND COREQUISITES are MANDATORY. See page 14 for specific information.
• Courses used to meet prerequisite requirements must have been completed with a grade of C or Pass or better.
• RECOMMENDED preparations are ADVISORY.
• This catalog is subject to change and may be incomplete. Please consult the addenda at www.westvalley.edu/catalog/.

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DIVISION CHAIR Randy Fujishin

COUNSELING  
408-741-2009

DIVISION CHAIR  
Randy Fujishin

COUNSELING  
408-741-2009

COUNSELING  
408-741-2009
Students planning to undertake graduate study in English are advised to complete Intermediate Foreign Language 02A and 02B before transferring.

**ENGL 001A ENGLISH COMPOSITION**
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: ENGL 905 or Qualifying Placement Scores and READ 961 or Qualifying Placement Scores
Co requisite: ENGL 991
Acceptable for credit: University of California, California State University
This course introduces the techniques of college English composition with emphasis on clear and effective writing and analytical reading. Student will write a series of essays including a documented research paper. Because this is a collegiate-level writing course, student must enroll with strong grammatical competence. This course fulfills the written commercial requirement for Associate and Bachelor degrees. This course is also offered in an online format. Pass/No Pass Option

**ENGL 001B ENGLISH COMPOSITION**
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: ENGL 001A
Co requisite: ENGL 992
Acceptable for credit: University of California, California State University
English 1B introduces students to literary analysis with an emphasis on critical thinking, reading, and writing. Students read, discuss, and compose analytic essays about literary texts (such as short fiction, poetry, drama, and novels) from diverse cultures. This course covers formal and informal fallacies of language and thought, and the principles of inductive and deductive reasoning. Students conduct research, study literary criticism, and write research essays that synthesize multiple sources. This course fulfills the critical thinking requirement for CSU transfer and is also offered in an online format.

**ENGL 001C CLEAR THINKING IN WRITING**
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: ENGL 001A
Co requisite: ENGL 993
Acceptable for credit: University of California, California State University
This writing course focuses on techniques and principles of writing effective arguments. The course examines word choice, inference, evidence, reasoning, and strategies in arguments written by both professional and student writers. Students will spend 2 hours per week by arrangement working on writing and thinking skills to enhance performance in the course. Fulfills the English requirement for the Associate degrees; a baccalaureate course.

**ENGL 005A SURVEY OF ENGLISH LITERATURE**
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: ENGL 001A
Acceptable for credit: University of California, California State University
This course surveys British literature from the Old English/Anglo-Saxon period through the 18th century. Pass/No Pass Option

**ENGL 005B SURVEY OF ENGLISH LITERATURE**
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: ENGL 001A
Acceptable for credit: University of California, California State University
This course surveys English literature from the Romantic period to the present. Pass/No Pass Option

**ENGL 006A WORLD LITERATURE**
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: ENGL 001A
Acceptable for credit: University of California, California State University
This course surveys literature from around the world produced from the beginnings of oral history up to the year 1650. This course emphasizes literature outside the Anglo-American tradition. Students analyze and compare texts representing various genres from different cultural regions, including Africa, Asia, Europe, the Middle East, Latin America, and the Pacific Islands. Through this cross-cultural study of literature, students engage in thinking critically about cultural diversity and related issues—such as global migrations, international power dynamics, and transnational patterns of inequality—in a world context. Pass/No Pass Option

**ENGL 006B WORLD LITERATURE**
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: ENGL 001A
Acceptable for credit: University of California, California State University
This course surveys literature from around the world produced between 1650 and the present. This course emphasizes literature outside the Anglo-American tradition. Students analyze and compare texts representing various genres from different cultural regions, including Africa, Asia, Europe, the Middle East, Latin America, Australia, and the Pacific Islands. Through this cross-cultural study of literature, students engage in thinking critically about cultural diversity and related issues—such as global migrations, international power dynamics, and transnational patterns of inequality—in a world context. Pass/No Pass Option
ENGL 007A AMERICAN LITERATURE
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: ENGL 001A
Acceptable for credit: University of California, California State University
This course surveys major American literary traditions from the colonial period to the Civil War. Pass/No Pass Option

ENGL 007B AMERICAN LITERATURE
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: ENGL 001A, 007A is not a prerequisite for 007B
Acceptable for credit: University of California, California State University
This course surveys major American literary traditions from the Civil War to the present. Pass/No Pass Option

ENGL 010 CHILDREN’S LITERATURE
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommendation preparation: ENGL 001A
Acceptable for credit: University of California, California State University
This course provides a survey of representative samples of the world’s literature written for and about children. Students examine both the history of this literature and the trends in style, purpose, and subject matter. Folk tales, mythology, fantasy, modern fiction, poetry, biography, and autobiography form the basic categories of study. Pass/No Pass Option

ENGL 012 AFRICAN-AMERICAN LITERATURE
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: ENGL 001A
Acceptable for credit: University of California, California State University
This course examines African American Literature from the 1700s to the present. Particular emphasis will be given to the development of a body of literature that attests to the mastery and enhancement by Black writers of the prevailing literary forms in each era in America’s cultural, social, and political history. Students will examine how literature reflects the experiences of Africans adapting to life in new world America and carving out a new identity complete with the development of new literary styles and conventions. The literature will be examined through lenses of conventional critical theory and elements of literature. This course will satisfy the 3-unit Cultural Diversity requirement for the Associate degree. Pass/No Pass Option

ENGL 013 LATINO/CHICANO LITERATURE
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course examines Latino/Chicano literature in the United States and focuses on literary styles and prevalent themes such as class, race, gender and sexualities. This course satisfies the 3-unit Cultural Diversity requirement for the associate degree. Pass/No Pass Option

ENGL 016 LATIN AMERICAN LITERATURE
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: ENGL 001A
Acceptable for credit: University of California, California State University
This course introduces students to the richness of Latin American literature through English translations. It examines dominant themes, including racial, cultural, gender, and class issues, in the works of men and women writers from diverse Latin American cultures. Pass/No Pass Option

ENGL 018 ASIAN AMERICAN LITERATURE
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: ENGL 001A
Acceptable for credit: University of California, California State University
This course provides a cross-cultural comparative study of the literary works of several Asian American authors. Through their works, students will learn not only the literature, but also the history, culture, customs, and traditions of at least four of the following Asian American communities: Chinese, Japanese, Korean, Filipino, Vietnamese, Indian, and other Southeast Asians and Pacific Islanders. This course will satisfy the 3-unit Cultural Diversity requirement for the Associate degree. Pass/No Pass Option

ENGL 041 LITERATURE AND FILM
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: ENGL 001A
Acceptable for credit: University of California, California State University
This course introduces students to the cultural, aesthetic, and historical analysis of literature and film, as well as to critical theories and approaches (such as Reader Response and Reception Theory), and their application to the analysis of literature and film. Students compare the narrative techniques used by writers and filmmakers in selection works from both media. They also examine how writers and filmmakers use formal elements (such as point of view in various literary genres and camera work in film) to create aesthetic statements. Pass/No Pass Option

ENGL 043 CLASSICAL MYTHOLOGY
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: ENGL 001A
Acceptable for credit: University of California, California State University
An examination of the major myths of our western heritage, and consideration of the subsequent treatment through the centuries of these myths in various literary genres. Pass/No Pass Option

ENGL 044 THE BIBLE AS LITERATURE
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: ENGL 001A
Acceptable for credit: University of California, California State University
This course focuses on literary analysis of the Old and New Testaments with consideration of their influence upon language and literature.

ENGL 046 CONTEMPORARY AMERICAN MULTICULTURAL LITERATURE
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course examines contemporary American literature by writers from at least three of the following groups: African American/Black, American Indian, Asian American/Pacific Islander, Chicano/ Latino, European American, and Middle Eastern-American. Students examine issues such as race, class, gender, and sexualities as explored in the literary works. This course satisfies the 3-unit Cultural Diversity requirement for the associate degree. Pass/No Pass Option

ENGL 047 INTRODUCTION TO POETRY
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: ENGL 001A
Acceptable for credit: University of California, California State University
Students in this class examine poetry from a variety of angles—terminology, form, performance, and composition—and write analytical essays about poems and poets. Pass/No Pass Option

ENGL 048 INTRODUCTION TO SHAKESPEARE
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: ENGL 001A
Acceptable for credit: University of California, California State University
An analysis and discussion of a selection of the author’s major plays and poems, with appropriate attention to Elizabethan backgrounds and dramatic conventions, in order to gain insight into human variety, understanding, and worth as illuminated through an appreciation of Shakespeare’s works. This course does not satisfy the Shakespeare requirement at San Jose State University, but does fulfill general education requirements at West Valley College for the Associate degree. Pass/No Pass Option

**NOTES:**
- PREREQUISITES AND COREQUISITES are MANDATORY. See page 14 for specific information.
- Courses used to meet prerequisite requirements must have been completed with a grade of C or Pass or better.
- RECOMMENDED preparations are ADVISORY
- This catalog is subject to change and may be incomplete. Please consult the addenda at www.westvalley.edu/catalog/.
ENGL 049 MODERN FICTION
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: ENGL 001A
Acceptable for credit: University of California, California State University
Reading and analysis of the modern and contemporary novel and short story; fulfills general education requirement for literature. Pass/No Pass Option

ENGL 070 CREATIVE WRITING
3 units each
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: ENGL 001A
Acceptable for credit: California State University, University of California (proposed),
This course provides an introduction to the practice and study of the craft involved in writing fiction and poetry. The course also includes the analysis and critical examination of the works of various professional writers and student writers during class workshops. Pass/No Pass Option

ENGL 071 INTERMEDIATE FICTION WRITING
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: ENGL 070
Acceptable for credit: California State University, University of California (proposed),
This course provides instruction in writing fiction at the intermediate level. Students write short stories or several chapters of a novel at a more sophisticated level by more fully developing the elements of fiction in their writing. Students in this course also analyze and critique each other's work in the workshop format. This course may be of interest to students with the goal of further improving creative writing skills, or creating a portfolio prior to transferring to a 4-year program in creative writing.

ENGL 072 INTERMEDIATE POETRY WRITING
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: ENGL 070
Acceptable for credit: California State University, University of California (proposed),
This course provides instruction in writing poetry at the intermediate level. Students write poems at a more sophisticated level by more fully developing the elements of poetry in their writing. Students in this course also analyze and critique each other's work in a workshop format. This course may be of interest to students with the goal of further improving their creative writing skills, or creating a portfolio prior to transferring to a 4-year program in creative writing.

ENGL 093 BASIC GRAMMAR AND SENTENCE STRUCTURE
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
This is a first level language skills course concentrating on grammar, sentence structure, punctuation, usage, spelling, vocabulary, critical reading, and paragraphs. Course is not designed to meet the needs of ESL students. A grade of pass qualifies the student for English 905. This course does not fulfill the English requirement for the Associate degree and is not a baccalaureate level course. Pass/No Pass Only

ENGL 095 ENGLISH FUNDAMENTALS-A PREPARATORY COURSE FOR ENGL 001A
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: ENGL 093 or ESL 65GW or qualifying assessment scores
Co requisite: ENGL 990
This course prepares students for college-level writing and English 001A. It provides the foundation needed for beginning college writing. Students in this course have the opportunity to learn and practice the writing process, focusing on greater proficiency in writing multi-paragraph essays. The course covers the main elements of sound essays including thesis statements, supporting details and evidence, organization, and coherence. Students have the opportunity to develop various writing strategies using classroom computers in the Computer Assisted Writing Lab where one class meeting per week is held. Pass/No Pass Option.

ENGL 975A, B, C, D WRITING SKILLS LAB
0.5 units each
Lecture 0 hours; lab 1.5 hours, lab 0 hours by arrangement
These courses offer individualized programs for the native speaker of English and non-native speakers who have completed ESL 065GW. Students work in all levels of writing competency, from learning the parts of speech to mastering punctuation, from improving paragraph structure to writing thesis statements. Students who are enrolled concurrently in English composition classes and the Writing Lab may be assigned to a specially designed core programs appropriate to their class level and their individual needs. Instructors and instructional aides work closely with all students to monitor their lab-generated papers and ensure their improvement. Credit earned in this course does not apply to an Associate degree. Pass/No Pass Only

ENGL 990 WRITING SKILLS LAB
0.5 units
Lecture 0 hours; lab 1.5 hours, lab 0 hours by arrangement
English 990 is a co-requisite lab for English 905: English Fundamentals. This lab course provides skill-building activities that support the work in English Fundamentals 905 of writing essays containing clear thesis statements and unified, coherent, adequately developed paragraphs. Skills exercises focus on the steps of the writing process: prewriting, drafting, revising, editing, and proofreading. Students complete individually designed assignments appropriate for their skill level and needs. Pass/No Pass Option

ENGL 991 WRITING SKILLS LAB
0.5 units
Lecture 0 hours; lab 1.5 hours, lab 0 hours by arrangement
English 991 is a co-requisite lab for English 1A: English Composition. This lab course provides skill-building activities that support the work of English 1A of writing a series of college-level essays including a documented research paper. Skills exercises focus on developing strategies for writing clearly, reading analytically, and conducting research effectively. Students complete individually designed assignments appropriate for their skill level and needs. Pass/No Pass Option

ENGL 992 WRITING SKILLS LAB
0.5 units
Lecture 0 hours; lab 1.5 hours, lab 0 hours by arrangement
English 992 is a co-requisite lab for English 1B: English Composition. This lab course provides skill-building activities that support the work of English 1B of analyzing literature, conducting literary research, and composing literary criticism. Skills exercises focus on developing effective strategies for interpreting literary texts and writing critical essays. Students complete individually designed assignments appropriate for their skill level and needs. Pass/No Pass Option

ENGL 993 WRITING SKILLS LAB
0.5 units
Lecture 0 hours; lab 1.5 hours, lab 0 hours by arrangement
English 993 is a co-requisite lab for English 1C: Critical Thinking and Writing. This lab course provides skill-building activities that support the work of English 1C which is focused on the principles and techniques of critical thinking and formal argument writing. Students complete individually designed assignments appropriate for their skill level and needs. Pass/No Pass Option

Recommended Preparations in Basic Skills:
Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 05S. Some courses may also require a math course prior to enrollment. See individual course descriptions for math recommendations.

NOTE: Course hours per week stated in the catalog are based on an 18 week semester. For hours per week during the current 16 week semester or summer or winter sessions, please see the schedule of classes, or go to www.westvalley.edu and look under MyWebServices.
English as a Second Language

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Gail Ann Barta
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The English as a Second Language Department at West Valley College offers six levels of courses in grammar/ writing, listening/ speaking, and reading comprehension/ vocabulary, as well one course for new learners of English and one course in pronunciation/ accent reduction. Individualized instruction labs supplement these semester-long courses.

To enroll in ESL, students need to take the ESL placement test or complete the prerequisites. ESL classes at the 960-964 levels, as well as lab sections of 975, are non-degree applicable and non-transferable. Courses at the 65 level are Associate Degree applicable and transferable to either a UC or a CSU.

Learning Outcomes
After completing all levels of ESL, a student will be able to:
- Identify and use the grammatical elements of college-level standard English to write an essay using academic level vocabulary;
- Participate in a group discussion using appropriate social and linguistic forms to join an ongoing discussion;
- Produce speech which is intelligible and accurately articulated;
- Identify aspects of American culture and values and those of other cultural traditions;
- Demonstrate confidence in communicating in English.

ESL 960 FOUNDATIONS IN ESL
6 units
Lecture 6 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: Qualifying score on the ESL placement test
This course provides basic functional practice in reading, writing, listening, speaking, and grammar for low-beginning level ESL students. It also provides preparation for placement into ESL 961 classes. Oral communication tasks involve the comprehension and production of basic verbal instructions and requests, communication strategies, pronunciation, and vocabulary usage. Written communication tasks include completion of grammar exercises and short written assignments. Students are given the opportunity to develop basic study skills such as time management, and to complete simple tasks involving the library, dictionary, and computer. This course may be taken for a total of four times. Pass/No Pass Option.

ESL 961GW BASIC GRAMMAR AND WRITING
3.5 units
Lecture 3 hours; lab 0 hours, lab 1.5 hours by arrangement
Prerequisite: Completion of ESL assessment
Recommended preparation: It is strongly recommended that students enroll concurrently in ESL 961LS and ESL 961RV
This course is designed to improve the basic writing and grammar skills of beginning-level ESL students. The focus is on understanding and using basic grammatical forms and writing simple sentences using correct word forms, word order, function words, spelling, and punctuation. This course may be repeated three times. Pass/No Pass Option.

ESL 962GW BASIC GRAMMAR AND WRITING
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: ESL 61GW or ESL 961GW or completion of ESL assessment
Recommended preparation: It is strongly recommended that students enroll concurrently in ESL 962LS and ESL 962RV
This course is designed to improve the basic grammar and writing skills of ESL students. The focus is on the study and practice of simple and compound sentences, using compound tenses and correct word forms, word order, spelling, and punctuation. This course may be repeated three times. Pass/No Pass Option.

ESL 963GW SENTENCE DEVELOPMENT
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: ESL 62GW or ESL 962GW or completion of ESL assessment
Recommended preparation: It is strongly recommended that students enroll concurrently in ESL 963LS and ESL 963RV
This course develops writing fluency at the sentence and paragraph level through study and practice of compound and complex sentence patterns and organizational patterns used in standard written English. This course may be repeated three times. Pass/No Pass Option.

ESL 964GW PARAGRAPH DEVELOPMENT
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: ESL 63GW or ESL 963GW or completion of ESL assessment
Recommended preparation: It is strongly recommended that students enroll concurrently in ESL 964LS and ESL 964RV
This course develops the ability to write varied, complex sentences and effective paragraphs in standard written English. The course focuses on study and practice of complex sentence structures, pre-writing techniques including outlining, and basic rhetorical patterns. This course may be repeated three times. Pass/No Pass Option.

ESL 965GW COMPOSITION IN ENGLISH AS A SECOND LANGUAGE
3.5 units
Lecture 3 hours; lab 0 hours, lab 1.5 hours by arrangement
Prerequisite: ESL 64GW or ESL 964GW or completion of ESL assessment
Recommended preparation: It is strongly recommended that students enroll concurrently in ESL 965LS and ESL 965RV
This course develops fluency in writing expository paragraphs in standard written English and introduces essay structure. The focus is on the study and practice of topic sentences and thesis statements, rhetorical patterns, organization of the paragraph and short essay, coherence, and writing techniques. A grade of C or better qualifies a student for English 905. This course may be repeated three times. Pass/No Pass Option.

ESL 966GW BASIC GRAMMAR AND WRITING
3.5 units
Lecture 3 hours; lab 0 hours, lab 1.5 hours by arrangement
Prerequisite: ESL 61GW or ESL 961GW or completion of ESL assessment
Recommended preparation: It is strongly recommended that students enroll concurrently in ESL 966LS and ESL 966RV
This course is designed to improve the basic writing and grammar skills of beginning-level ESL students. The focus is on understanding and using basic grammatical forms and writing simple sentences using correct word forms, word order, function words, spelling, and punctuation. This course may be repeated three times. Pass/No Pass Option.

PREREQUISITES AND COREQUISITES are MANDATORY. See page 14 for specific information.
Courses used to meet prerequisite requirements must have been completed with a grade of C or Pass or better.
RECOMMENDED preparations are ADVISORY.
This catalog is subject to change and may be incomplete. Please consult the addenda at www.westvalley.edu/catalog/.

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### ESL 961LS Basic Listening and Speaking
3.5 units  
Lecture 3 hours; lab 0 hours, lab 1.5 hours by arrangement  
**Prerequisite:** Completion of ESL assessment  
**Recommended preparation:** It is strongly recommended that students enroll concurrently in ESL 961RV and ESL 961GW  
In this introductory course, students receive guidance and extensive practice in listening at the word, phrase, and sentence level. Listening focuses on comprehension of oral instructions, vocabulary in context, and ideas in sentences, monologues, and dialogues. Speaking focuses on the clear pronunciation of common words and phrases and the development of basic English pronunciation patterns of stress and intonation. This course may be repeated three times. Pass/No Pass Option

### ESL 962LS Basic Listening and Speaking
3.5 units  
Lecture 3 hours; lab 0 hours, lab 1.5 hours by arrangement  
**Prerequisite:** ESL 61LS or ESL 961LS or completion of ESL assessment  
**Recommended preparation:** It is strongly recommended that students enroll concurrently in ESL 962RV and ESL 962GW  
This course continues the development of basic listening comprehension and speaking skills. Listening focuses on the comprehension of oral instructions and questions in a series, vocabulary in context, and main ideas and details in sentences, monologues, dialogues, and short paragraphs. Speaking focuses on the clear pronunciation of common words and phrases and continues the development of basic English pronunciation patterns of stress and intonation. This course may be repeated three times. Pass/No Pass Option

### ESL 963LS Oral Communication 1
3.5 units  
Lecture 3 hours; lab 0 hours, lab 1.5 hours by arrangement  
**Prerequisite:** ESL 62LS or ESL 962LS or completion of ESL assessment  
**Recommended preparation:** It is strongly recommended that students enroll concurrently in ESL 963RV and ESL 963GW  
In this course intermediate-level ESL students receive guidance and extensive practice in effective oral communication in a variety of social and/or vocational situations. Students use current vocabulary resources, syntactic knowledge, and new idiomatic expressions to express ideas in conversational settings. Students observe and practice appropriate verbal and nonverbal behavior for conversing in English. The course emphasizes on the development of oral fluency in one-on-one and small group communication. This course may be repeated three times. Pass/No Pass Option

### ESL 964LS Oral Communication 2
3.5 units  
Lecture 3 hours; lab 0 hours, lab 1.5 hours by arrangement  
**Prerequisite:** ESL 63LS or ESL 963LS or completion of ESL assessment  
**Recommended preparation:** It is strongly recommended that students enroll concurrently in ESL 964RV and ESL 964GW  
This course continues to develop ESL students' oral communication skills in a variety of social, business, and/or academic situations. Students use current vocabulary resources, syntactic knowledge and new idiomatic expressions to express ideas in conversational settings. Students continue to learn appropriate verbal and nonverbal behavior. Emphasis is on the development of oral fluency and the appropriate use of conversational strategies and conversation management techniques. This course may be repeated three times. This course includes 2 hours of laboratory (hours by arrangement) to facilitate skill development. Pass/No Pass Option

### ESL 65LS Academic Listening and Speaking
3.5 units  
Lecture 3 hours; lab 0 hours, lab 1.5 hours by arrangement  
**Prerequisite:** ESL 64LS or ESL 964LS or completion of ESL assessment  
**Recommended preparation:** It is strongly recommended that students enroll concurrently in ESL 65RV and ESL 65GW  
Acceptable for credit: California State University Advanced-level ESL students receive guidance and extensive practice in listening and speaking in academic and professional settings. Listening focuses on understanding spoken English in formats such as college lectures and news broadcasts. Students are exposed to various styles and accents of speakers. Note-taking tasks reinforce aural comprehension and focus on recognizing organizational patterns and outlining main ideas and supporting details through audiotaped, videotaped, and live presentations. Speaking focuses on increased fluency and communicative strategies used by native speakers in academic and professional settings. This course includes 2 hours of laboratory (hours by arrangement) to facilitate skill development. This course may be repeated three times. Pass/No Pass Option

### ESL 65RV Basic Reading and Vocabulary
3.5 units  
Lecture 3 hours; lab 0 hours, lab 1.5 hours by arrangement  
**Prerequisite:** Completion of ESL assessment  
**Recommended preparation:** It is strongly recommended that students enroll concurrently in ESL 964LS and ESL 964GW  
This course focuses on vocabulary development and basic comprehension of ideas in sentences and groups of sentences written in standard English. Students will receive focused practice in the association of sound and meaning. Materials and class discussions are designed to increase knowledge of American culture necessary for understanding concepts and texts in English. This course includes 2 hours of laboratory (hours by arrangement) to facilitate skill development. This course may be repeated three times. Pass/No Pass Option

### ESL 654RV Intermediate Reading and Vocabulary 1
3 units  
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement  
**Prerequisite:** ESL 63RV or ESL 963RV or completion of ESL assessment  
**Recommended preparation:** It is strongly recommended that students enroll concurrently in ESL 963LS and ESL 963GW  
This is a reading and vocabulary development course for ESL students which focuses on understanding phrases rather than individual words in longer and more complex readings than in ESL 962RV. Students become familiar with using the library. This course may be repeated three times. Pass/No Pass Option

### ESL 654RV Intermediate Reading and Vocabulary 2
3 units  
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement  
**Prerequisite:** ESL 63RV or ESL 963RV or completion of ESL assessment  
**Recommended preparation:** It is strongly recommended that students enroll concurrently in ESL 964LS and ESL 964GW  
This is a reading and vocabulary development course for ESL students which continues the development of skills from ESL 963RV. Emphasis is on paraphrasing, summarizing, and the simple analysis of texts to identify main ideas and distinguish fact from opinion. This course may be repeated three times. Pass/No Pass Option

### ESL 655RV Academic Reading and Vocabulary
3 units  
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement  
**Prerequisite:** ESL 64RV or ESL 964RV or completion of ESL assessment  
**Recommended preparation:** It is strongly recommended that students enroll concurrently in ESL 965LS and ESL 965GW  
Acceptable for credit: California State University  
This course emphasizes reading and vocabulary development for ESL students at an advanced level. Students read articles that are longer and more complex than in ESL 964RV. Emphasis is on paraphrasing, summarizing, and analysis of texts to make abstract inferences and recognize propaganda. This course may be repeated three times. Pass/No Pass Option

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**Recommended Preparations in Basic Skills:**
Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading GSS. Some courses may also require a math course prior to enrollment. See individual course descriptions for math recommendations.

**NOTE:** Course hours per week stated in the catalog are based on an 18 week semester. For hours per week during the current 16 week semester or summer or winter sessions, please see the schedule of classes, or go to www.westvalley.edu and look under MyWebServices.
ESL 068 PRONUNCIATION SKILLS
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: ESL 63LS or ESL 963LS or completion of ESL assessment
This course is intended for advanced ESL students who want to improve their pronunciation skills and fluency in English. The course offers individual speech assessment and intensive practice in American English speech sounds, stress, rhythm, and intonation. Students will carry out class assignments for skill application and will learn how to monitor their speech in social and professional speaking situations. This course may be repeated three times. Pass/No Pass Only.

ESL 075A,B,C,D ENGLISH AS A SECOND LANGUAGE SKILLS LAB
.5 units
Lecture 0 hours; lab 0 hours, lab 1.5 hours by arrangement
Prerequisite: Completion of ESL assessment
The ESL Skills Lab is available to all ESL students. This program provides assistance to students who need help in grammar, vocabulary, listening, comprehension, reading, writing and spelling in English as a second language. Self-paced, auto-instructional materials, available in the ESL Skills Lab in the Library, allow students to progress at their own pace. ESL instructors and aides will be available to help ensure students' success. Students may take up to 1 unit per semester. Credit earned in this course does not apply to an associate degree. Pass/No Pass Only.

Ethnic Studies

DIVISION Language Arts
DIVISION CHAIR Randy Fujishin 408-741-2009
COUNSELING

ETHNIC STUDIES
The Ethnic Studies certificate is an interdisciplinary program. Currently Ethnic Studies classes are already offered by the History, English, Sociology, and Spanish departments. The certificate will offer students the knowledge and lecture training needed for an introductory understanding of cultural diversity issues. To fulfill the requirements for an Ethnic Studies certificate program students must complete a total of 12 units from the courses listed below.

ETHNIC STUDIES Courses
African American Studies:
- HIST 012 African American History 3
- ENGL 012 African American Literature 3
Asian American Studies:
- ENGL 018 Asian American Literature 3
Chicano/Latino Studies:
- HIST 016 Mexican American History 3
- ENGL 013 Chicano/Latino Literature or SOC 012 Sociology of Chicanismo 3
- SPAN 049 Spanish for Spanish Speaking 3
Native American Studies:
- HIST 014 History of the Native North American 3
- ENGL 001B English Composition 3

Farsi

DIVISION Language Arts
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Learning Outcomes
See World Languages
FARS 050A BEGINNING Farsi
CONVERSATION/CULTURE
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for Credit: California State University
This course is designed for students with little or no experience in the Persian (Farsi) language. It focuses on communicative skills of listening, speaking and comprehension, and in developing mastery of the basic reading and writing skills. Pass/No Pass Option

Facilities Planning and Design
(See Interior Design)
Fashion Design and Apparel Technology

THE FACULTY
Sally S. Aitken
Tiina Keller
Kyunghi (Kaee) Min

DIVISION Applied Arts & Sciences
DIVISION CHAIR Diane Hurd
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COUNSELING 408-741-2009

The West Valley College Fashion Design and Apparel Technology department offers an A.S. degree and certificate options in Apparel Design and Apparel Production, as well as short certificates in computer aided manufacturing. The program’s strength is in a comprehensive curriculum of design and production courses based on industry standard methods. These courses are designed to meet the different experience levels of students from beginner to advanced, as well as assist industry professionals seeking to upgrade their skills. To insure industry experience, students are required to complete an internship in the apparel or a related industry.

This degree is offered to students who are interested in learning more than the basic knowledge offered at the short certificate level. Associate degree in Apparel Design will enable our students to stay competitive in the job market that has become more focused on higher education. Graduates from the program will also be able to apply for upper division programs and transfer to state universities for further education.

Learning Outcomes
After completing courses, a certificate or an A.S. degree in Fashion Design and Apparel Technology, a student will be able to
• Design, produce, and market their ideas from concept to finished product;
• Make patterns from design sketches according to standardized measurements;
• Utilize industry standard manufacturing equipment;
• Use computer aided design and computer aided manufacturing equipment and software for design development and production;
• Allocate time and materials;
• Acquire, evaluate, organize, maintain, interpret, and communicate information;
• Improve creative problem solving skills;
• Participate as a team member in a diverse work environment.

Career Options
• CAD Grader/ Marker Maker
• CAD Pattern maker
• Designer
• Fabric/Trim Buyer
• First Pattern Maker
• Illustrator
• Merchandiser

• Production Coordinator
• Production Manager
• Production Pattern Maker
• Quality Controller
• Sample Maker
• Stylist
• Technical Designer

Degree
A.S.: Apparel Design
A.S.: Apparel Production

Certificates
Apparel Design (Level I and Level 2)
Apparel Production (Level I and Level 2)

COURSE SUBSTITUTION AND WAIVERS
Course substitution and waivers are approved by the department upon review of transcripts, course description, and evidence of proficiency in the subject matter.

FASHION DESIGN: Transfer:
See Transfer Planning Guide available at the Counseling Center.

APPELAR DESIGN-Level 1 (Certificate)
Course Units
FD 030 Intro. to Fashion Design 3
FD 030A Success Strategies 3
FD 040A Flats and Specs 1
FD 040B Fashion Sketching 2
FD 052A Fabric Analysis 1 3
FD 052B Fabric Analysis 2 3
FD 054 Apparel Manufacturing 3
FD 060 Patternmaking 1 3
FD 070 Elem. and Princ. of Design 3
FD 084 Internship 3
FD 085 Scanning & Color Printing 1
FD 087 CAD: Tech. Drawing & Specs 2

Plus 3 units Career Enhancement Courses from below:
FD 027 Professional Image 3
COMM 012 Intericult. Communication 3
COMM 018 Career Communication 3
BUS 030 Total Quality Management 3
BUS 054 Small Bus. Start Up & Mgmt. 3
BUS 062 Business Math 3
BUS 078 Business Communications 3
COUNS 018 Job Search Methods 1
COUNS 050 Cross Cultural Perspectives 3

APPELAR DESIGN-Level 2
(A.S. Degree Option or Certificate)
Course Units
FD 018B Electronic Patternmaking 3
FD 030 Intro. to Fashion Design 3
FD 030A Success Strategies 3
FD 044 Fashion Sketching 3
FD 052A Fabric Analysis 1 3
FD 052B Fabric Analysis 2 3
FD 054 Apparel Manufacturing 3
FD 060 Patternmaking 1 3
FD 062 Patternmaking 2 3
FD 066 Technical Design 2
FD 070 Elem. and Princ. of Design 3
FD 076 Creative Apparel Design 3
FD 078 Creating & Mktg. a Line 4
FD 082 Fashion Portfolio Development 1
FD 084 Fashion Design Internship 3
FD 087 CAD: Tech. Drawing & Specs 2-3

Plus 3 units Fashion Electives from below:
FD 017 Product Data Management 1
FD 020 Couture Embellishment 3
FD 027 Professional Image (cannot be used twice) 3
FD 042 Fashion Illustration II 3
FD 050 Basic Apparel Construction 3
FD 063 Fitting & Pattern Adjustment 2
FD 064 Professional Draping 3
FD 065 Patternmaking III 3
FD 083 Fashion Field Studies 1

Plus 3 units from Career Enhancement Courses below:
FD 027 Professional Image 3
COMM 012 Intericult. Communication 3
COMM 018 Career Communication 3
BUS 030 Total Quality Management 3
BUS 054 Small Bus. Start Up & Mgmt. 3
BUS 062 Business Math 3
BUS 078 Business Communications 3
COUNS 018 Job Search Methods 1
COUNS 050 Cross Cultural Perspectives 3

To be awarded an A.S. Degree, a student must complete
1. All the major requirements
2. Additional units to meet the college graduation requirements.

APPELAR PRODUCTION-Level 1
(Certificate)
Course Units
FD 030 Intro. to Fashion Design 3
FD 030A Success Strategies 3
FD 040A Flats and Specs 1
FD 052A Fabric Analysis 1 3
FD 052B Fabric Analysis 2 3
FD 054 Apparel Manufacturing 3
FD 060 Patternmaking 1 3
FD 064 Professional Draping 3
FD 065 Patternmaking III 3
FD 084 Internship 3

Plus 3 units from Career Enhancement Courses below:
FD 027 Professional Image (cannot be used twice) 3
COMM 012 Intercult. Communication 3
COMM 018 Career Communication 3
BUS 030 Total Quality Management 3
BUS 054 Small Bus. Start Up & Mgmt. 3
BUS 062 Business Math 3
BUS 078 Business Communications 3
COUNS 018 Job Search Methods 1
COUNS 050 Cross Cultural Perspectives 3

APPELAR PRODUCTION-Level 2
(A.S. Degree Option or Certificate)
Course Units
FD 018B Electronic Patternmaking 3
FD 030 Intro. to Fashion Design 3
FD 030A Success Strategies 3
FD 044 Fashion Sketching 3
FD 052A Fabric Analysis 1 3
FD 052B Fabric Analysis 2 3
FD 054 Apparel Manufacturing 3
FD 060 Patternmaking 1 3
FD 062 Patternmaking 2 3
FD 066 Technical Design 2
FD 070 Elem. and Princ. of Design 3
FD 076 Creative Apparel Design 3
FD 078 Creating & Mktg. a Line 4
FD 082 Fashion Portfolio Development 1
FD 084 Fashion Design Internship 3
FD 087 CAD: Tech. Drawing & Specs 2-3

Recommended Preparations in Basic Skills:
Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 055. Some courses may also require a math course prior to enrollment. See individual course descriptions for math recommendations.

NOTE: Course hours per week stated in the catalog are based on an 18 week semester. For hours per week during the current 16 week semester or summer or winter sessions, please see the schedule of classes, or go to www.westvalley.edu and look under MyWebServices.
FD 062 Professional Patternmaking II 3
FD 066 Technical Design 2
FD 070 Elem. and Princ. of Design 3
FD 076 Creative Apparel Design 3
FD 078 Creating & Mtg. a Line 4
FD 082 Fashion Portfolio Development 1
FD 084 Fashion Design Internship 3
FD 087 CAD: Tech. Drawing & Specs 3

Plus 3 units Fashion Electives from below:
FD 017 Product Data Management 1
FD 020 Couture Embellishment 3
FD 027 Professional Image (cannot be used twice) 3
FD 042 Fashion Illustration II 3
FD 050 Basic Apparel Construction 3
FD 063 Fitting & Pattern Adjustment 2
FD 064 Professional Draping 3
FD 065 Patternmaking III 3
FD 083 Fashion Field Studies 1

Plus 3 units from Career Enhancement Courses below:
FD 027 Professional Image (cannot be used twice) 3
COMM 012 Intercult. Communication 3
COMM 018 Career Communication 3
BUS 030 Total Quality Management 3
BUS 054 Small Bus. Start Up & Mgmt. 3
BUS 062 Business Math 3
BUS 078 Business Communications 3
COUNS 018 Job Search Methods 1
COUNS 050 Cross Cultural Perspectives 3

To be awarded an A.S. Degree, a student must complete

1. All the major requirements
2. Additional units to meet the college graduation requirements.

FD 018A PATTERN GRADING AND MARKER MAKING 3 units
Lecture 3 hours; lab 0 hours, lab 2.5 hours by arrangement
This course concentrates on computer techniques for digitizing (pattern input), grading (creating patterns in a full range of sizes), and creating markers (pattern cutting layouts) using the Gerber Technology (GT) AccuMark computer system. Students have the opportunity to learn Pattern Design and Marker Making software. Basics of manual pattern grading are also covered. Pass/No Pass Option

FD 018B ELECTRONIC PATTERNMAKING 3 units
Lecture 3 hours; lab 0 hours, lab 3 hours by arrangement
This course concentrates on computer techniques for patternmaking using the Gerber Technology (GT) AccuMark computer system. Students have the opportunity to learn the Pattern Design System (PDS) software and the Silhouette worktable. Pass/No Pass Option

FD 020 COUTURE EMBELLISHMENT 3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course explores the techniques used in the couture fashion design industry for the embellishment of garments. Students will analyze the use of these techniques for the enhancement of contemporary designs. Those who desire to advance their embellishment skills through practice with more advanced projects may repeat this course once for credit. Pass/No Pass Option

FD 027 PROFESSIONAL IMAGE 3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
Theories of color harmony, individual coloring, proportion, line and design for individual figures and faces will be presented in this course is particularly applicable for those in all professional careers. It is transferable to California State University. The course fulfills the West Valley General Education Pattern under Area E. Lifelong Understanding and Development. Requirement for an A.S. Degree. Pass/No Pass Option

FD 030 INTRODUCTION TO FASHION DESIGN 3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
A course designed to present in-depth information about all aspects of the Fashion Design industry and the process of design development and apparel production. The factors affecting fashion will be explored and fashion cycles identified. The goal of the course is to acquaint students with the career opportunities and requirements for employment within the Fashion Design industry. Pass/No Pass Option

FD 030A SUCCESS STRATEGIES 3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course is designed to help students succeed both academically and in the workplace. Students’ interests, skills and abilities will be discussed in relation to industry and workplace expectations in their specific career program area. A variety of exercises involving communication, teamwork, and problem solving skills will be incorporated in order to prepare students for the requirements of the modern workplace. This course will be dual listed with GHS 030A. This course may be repeated twice. Pass/No Pass Only

FD 032 HISTORY OF FASHION 3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This class covers the historical development of Western fashions/costumes with emphasis on the period from 1660 to the present. The period from a historical period on the fashions of the times is explored with an emphasis on the relationship between past eras and today’s fashion. Students will study the careers of major twentieth century designers and their contribution to the field of fashion. The course fulfills the West Valley General Education Pattern under Area G. Humanities. Pass/No Pass Option

FD 040A FLATS AND SPECS 1 unit
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course introduces the process of sketching original garment designs and actual garments in the flat format rather than on the fashion figure. Emphasis is on developing flat technical drawings used for spec sheets, presentation and story boards, designing and product development. Basic garment terminology is stressed. This course is essential for anyone entering any apparel design, apparel manufacturing, or pattermaking career. This course will be applied for approval for CSU, and may be repeated once. Pass/No Pass Option

FD 040B FASHION SKETCHING 2 units
Lecture 2 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course introduces the techniques for drawing apparel. These techniques include principles of fashion figure proportion, garment styling and fabric rendering. Basic fashion figures called “croquis” forms will be used to illustrate apparel for men, women, and children. Techniques for drawing existing garments as well as illustrating original designs will be presented. This course is essential for anyone entering any apparel design careers and helpful to those entering an apparel manufacturing or pattermaking career. This course will be applied for approval for CSU, and may be repeated once. Pass/No Pass Option

FD 042 FASHION ILLUSTRATION II 3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: FD 040B
Acceptable for credit: California State University
This course is a continuation of Fashion Illustration 40B. Students practice illustrating clothing on both the male and female figure using a variety of media, including watercolor, pastel, charcoal and marker. Emphasis is placed on developing an illustration style. Layout of the illustration and story board presentation techniques are stressed. Development of the student’s fashion portfolio continues. This course may be repeated once for credit. Pass/No Pass Option

- **PREREQUISITES AND COREQUISITES** are MANDATORY. See page 14 for specific information.
- **Courses used to meet prerequisite requirements must have been completed with a grade of C or Pass or better.**
- **RECOMMENDED preparations are ADVISORY.**
- **This catalog is subject to change and may be incomplete. Please consult the addenda at www.westvalleycollege.edu/catalog/.**
FD 044 FASHION DRAWING
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course introduces the techniques for drawing apparel. These techniques include principles of fashion figure proportion, garment styling, and fabric rendering. Basic fashion figures called "croquis" forms are used to draw apparel in the flat and the three dimensional form. This course is essential for anyone entering any apparel design career and is helpful to those entering an apparel manufacturing or patternmaking career. Pass/No Pass Option

FD 050 BASIC APPAREL CONSTRUCTION
3 units
Lecture 3 hours; lab 0 hours, lab 3 hours by arrangement
Acceptable for credit: California State University
This course provides students with the opportunity to learn basic apparel construction techniques using industry standard methods for mass production of apparel. Students have the opportunity to learn constructing techniques as well as how to determine appropriate sewing sequence. Working in a mock-factory setting, students have the opportunity to learn to operate and maintain industrial production equipments. Pass/No Pass Option

FD 052A FABRIC ANALYSIS I
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
Fabric information specific to Apparel Design is presented in depth. Students will conduct analyses of fibers, yarns, fabric construction, coloration and finishes as they relate to specific industry requirements. Students will design fabrics, dye, and print fabrics and experiment with various finishes as a way of reinforcing the basic information and expanding their working knowledge of fabrics. Pass/No Pass Option

FD 052B FABRIC ANALYSIS II
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: FD 052A
Acceptable for credit: California State University
This course is a continuation of FD 052A. Emphasis is placed on understanding fabric behavior, durability, performance, and the criteria for selecting appropriate fabrics for apparel. Students will learn the role of the designer in selecting fabrics, working with the textile industry and creating original fabric designs. Techniques for fabricating a line of apparel are presented, including the selection of inner construction, trims and findings. Fabric resources are introduced. Pass/No Pass Option

FD 054 APPAREL MANUFACTURING
3 units
Lecture 3 hours; lab 0 hours, lab 2 hours by arrangement
Acceptable for credit: California State University
This course introduces the industrial process of apparel manufacturing, including garment construction and assembly techniques, factory methods of mass production, operation of industrial power equipment, and the processes of workflow and production management. Pass/No Pass Option

FD 060 PROFESSIONAL PATTERNMAKING I
3 units
Lecture 3 hours; lab 0 hours, lab 3 hours by arrangement
Acceptable for credit: California State University
This course covers the methods of creating workroom sample patterns using fashion industry professional flat patternmaking techniques. Students create a style variation by manipulating basic pattern blocks. Designs are transferred from sketches into usable first patterns for apparel production. Pass/No Pass Option

FD 062 PROFESSIONAL PATTERNMAKING II
3 units
Lecture 3 hours; lab 0 hours, lab 3 hours by arrangement
Acceptable for credit: California State University
This course is a continuation of Professional Patternmaking I. Advanced flat patternmaking techniques are emphasized for both woven and knit fabrics. Students draft style variations for sportswear, active wear and outerwear designs using basic pattern blocks. First patterns are developed and sample garments constructed and tested for fit on industry dress forms. Pass/No Pass Option

FD 063 FITTING AND PATTERN ALTERATION
2 units
Lecture 2 hours; lab 0 hours, lab 2 hours by arrangement
Prerequisite: FD 060
Acceptable for credit: California State University
This course covers general principles of garment fitting according to industry standards. Fitting problems and solutions for all types of garments will be discussed. Techniques for adjusting patterns to correct fit will be practiced. This course may be repeated once. Pass/No Pass Option

FD 064 PROFESSIONAL DRAPING
3 units
Lecture 3 hours; lab 0 hours, lab 6 hours by arrangement
Acceptable for credit: California State University
This course covers the three-dimensional method of creating workroom sample patterns using fashion industry professional draping techniques. Designs are draped in muslin and fashion fabric on standard industry dress forms then transferred into first patterns for apparel production. Sample garments are constructed. Pass/No Pass Option

FD 065 PATTERNMAKING III
3 units
Lecture 3 hours; lab 0 hours, lab 3 hours by arrangement
Acceptable for credit: California State University
In this course, the students have the opportunity to learn the methods of transferring a first sample pattern into a production pattern. Students are also given the opportunity to learn to draft patterns for men, women, and children while concentrating on garment fit for a variety of body types and size ranges. Cost effective designs are stressed. Pass/No Pass Option

FD 066 TECHNICAL DESIGN
2 units
Lecture 2 hours; lab 0 hours, lab 3 hours by arrangement
Recommended preparation: FD 087
Acceptable for credit: California State University
This course covers computer techniques for creating garment specification packages for apparel manufacturing. Students have the opportunity to learn to import images of technical drawings into spread sheets and add accurate measurements to create professional spec packages. Pass/No Pass Option

FD 070 ELEMENTS AND PRINCIPLES OF DESIGN
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course introduces students to the basic design elements and principles as they apply to fashion design. These concepts will be applied to designing apparel and accessories in subsequent fashion design courses. The effect of silhouette, proportion, line and color are explored with the emphasis on developing an aesthetic awareness of good design. Pass/No Pass Option

FD 075 CREATIVE APPAREL DESIGN
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: FD 040A, FD 040B, 052A, 060
Recommended preparation: MATH 902, FD 064
Acceptable for credit: California State University
This course explores the creative process of apparel design and the development of groups and collections. Students learn the process of designing for specific markets, seasons and price categories and develop designs within the chosen area of interest. Methods of organizing and presenting design concepts are stressed. Sample garments are constructed using industrial production equipment in the FD lab. Pass/No Pass Option

Recommended Preparations in Basic Skills:
Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 053. Some courses may also require a math course prior to enrollment. See individual course descriptions for math recommendations.

NOTE: Course hours per week stated in the catalog are based on an 18 week semester. For hours per week during the current 16 week semester or summer or winter sessions, please see the schedule of classes, or go to www.westvalley.edu and look under MyWebServices.
FD 078 CREATING AND MARKETING A LINE
4 units
Lecture 3 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course focuses on the process of creating a line of apparel and techniques for marketing that apparel at the wholesale level. Emphasis is on the process of originating original design concepts into a complete apparel collection including the designing, construction and costing of wholesale production samples. Students create their own line of apparel in their chosen area of interest using industry standard production equipment. Basic business practices, presentation techniques and marketing strategies are covered. Pass/No Pass Option

FD 082 FASHION PORTFOLIO DEVELOPMENT
1 unit
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement
Prerequisite: FD 040A, FD 040B
This course presents techniques for the development of a professional fashion portfolio. Students will select the portfolio format, create or refine existing work to include in the portfolio and learn techniques for presenting the portfolio in an interview situation. This course may be repeated once for credit. Pass/No Pass Option

FD 083 FASHION FIELD STUDY
1 unit
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement
The course acquaints students with the world of fashion and career options within it. The course includes a combination of field trips to manufacturers, designers, suppliers, museums and fashion shows as well as guest speakers, seminars, and other related activities. Students will job shadow or interview someone working in the apparel industry. This course may be repeated once. Pass/No Pass Option

FD 084 FASHION DESIGN INTERNSHIP
3 units
Lecture 1 hour; lab 0 hours, lab 6 hours by arrangement
The student applies knowledge/skills learned in the Fashion Design Program through an internship in an apparel firm or design department under the supervision of a fashion professional. The course provides direct industry experience as well as a forum to discuss various aspects of the field. Each internship must focus on a different company or department to provide a unique learning opportunity. Pass/No Pass Option

FD 087 CAD: CREATING DESIGNS AND TECHNICAL SKETCHES
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
This course covers the methods of creating flat sketches, technical drawings for apparel and basic textile designs using common computer-aided design programs. Techniques for creating specification sheets, layouts, and presentations are also covered. This course is appropriate for students who want to create flat drawings, technical drawings, and background images in any of the following disciplines: apparel design, desktop publishing, graphic arts/design, digital arts, and fine arts, multimedia. Pass/No Pass Option

FD 091, 092, 093 DIRECTED STUDIES
1-3 units
91 - Lecture 0 hours; lab 0 hours, lab 3 hours by arrangement
92 - Lecture 0 hours; lab 0 hours, lab 6 hours by arrangement
93 - Lecture 0 hours; lab 0 hours, lab 9 hours by arrangement
Prerequisite: Interview with instructor to determine objectives and write a contract.
Acceptable for credit: California State University
Independent work of special interest to the students related to but not included in regular Fashion Design program.

FD 095 (A-Z) CURRENT FASHION TOPICS
0.5 unit
Lecture 1 hour (over 9 weeks); lab 1.5 hours, lab 0 hours by arrangement
This course will explore topics related to the Fashion Industry and will be offered as needed. Topics will include, but are not limited to; International and domestic sourcing, import issues, advanced manufacturing techniques, costing and negotiations. Please see the class schedule for specific topic being offered. Pass/No Pass Option

FD 096 (A-Z) CURRENT FASHION TOPICS
1 unit
Lecture 1 hours; lab 0 hours, lab 0 hours by arrangement
This course will explore topics related to the Fashion Industry and will be offered as needed. Topics will include, but are not limited to; International and domestic sourcing, import issues, advanced manufacturing techniques, costing and negotiations. Please see the class schedule for specific topic being offered. Pass/No Pass Option

FD 097 (A-Z) CURRENT FASHION TOPICS
2 units
Lecture 2 hours; lab 0 hours, lab 0 hours by arrangement
This course will explore topics related to the Fashion Industry and will be offered as needed. Topics will include, but are not limited to; International and domestic sourcing, import issues, advanced manufacturing techniques, costing and negotiations. Please see the class schedule for specific topic being offered. Pass/No Pass Option

FD 100 SPECIAL TOPICS
.5-3 units
Lecture 2 hours; lab 0 hours, lab 0 hours by arrangement
The course will explore topics related to his discipline and will be offered as needed. See the class schedule for current offerings. Pass/No Pass Option

Foreign Languages
(See World Languages)
FRNCH 001B BEGINNING FRENCH
5 units
Lecture 5 hours; lab 0 hours, lab 0 hours by arrangement
Co requisite: FRNCH 011B
Prerequisite: FRNCH 001A or its equivalent (two years of high school French)
Acceptable for credit: University of California, California State University
In this course, the student will continue his/her development of speaking, reading and writing skills, and increase his/her vocabulary and knowledge of basic French grammar. More emphasis will be placed on self-expression and readings from topics of general interest. Cultural topics will include further exploration of the geography of France. Pass/No Pass Option

FRNCH 002A INTERMEDIATE FRENCH
5 units
Lecture 5 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: FRNCH 001B or 3 years of HS French
Acceptable for credit: University of California, California State University
Students will review basic grammar and learn new structures and vocabulary while furthering their knowledge of the customs and cultures of France and other French-speaking countries. Conversation and oral and written drills will be emphasized, as well as practice in written composition. Examples of different styles of literature will be introduced to enhance reading skills.
Pass/No Pass Option

FRNCH 002B INTERMEDIATE FRENCH
5 units
Lecture 5 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: FRNCH 002A or four years of HS French
Acceptable for credit: University of California, California State University
French 002B is a continuation of French 002A. Students will continue to review grammar and idiomatic construction. Emphasis will be placed on oral and written composition. Readings will center on the contemporary customs, history, and arts of France. Pass/No Pass Option

FRNCH 003A ADVANCED FRENCH ORAL AND WRITTEN COMPOSITION
5 units
Lecture 5 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: FRNCH 002B
Acceptable for credit: University of California, California State University
This course centers on the intensive use of the French language for enrichment of oral and written proficiency. Students will enhance their knowledge of French grammar and develop idiomatic expression while emphasizing written and oral composition. The course will include an analysis of short works of French literature and selected contemporary publications. Comprehension will be enhanced by use of video cassettes and native guest speakers. Pass/No Pass Option

FRNCH 003B ADVANCED FRENCH ORAL AND WRITTEN COMPOSITION
5 units
Lecture 5 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: FRNCH 003A
Acceptable for credit: University of California, California State University
This course is a continuation of French 003A. It centers on the intensive use of the French language for enrichment of oral and written proficiency. Students will enhance their knowledge of French grammar and develop idiomatic expression while emphasizing written and oral composition. The course will include an analysis of short works of French literature and selected contemporary publications. Listening comprehension will be enhanced through videos and native guest speakers.
Pass/No Pass Option

FRNCH 004A WOMEN OF FRANCE
1 unit
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement
This course will focus on the lives of ten important French women who lived up to the early 20th century, and will explore their contributions in history, music, art and literature to the culture of France. This course is West Valley College degree applicable. Pass/No Pass Option

FRNCH 004B WOMEN OF FRANCE
1 unit
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement
This course will focus on the lives of ten important French women of the 20th century, and will explore their contributions in history, music, art and literature to the culture of France. Pass/No Pass Option

FRNCH 005A BASIC FRENCH PRONUNCIATION
1 unit
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This is an elementary French pronunciation course covering vowels, consonants, diphthongs, intonation and the phonetic alphabet. Songs, poems, exciting, thought-provoking short reading selections and short dialogues are used for practice drills.

FRNCH 005B BASIC FRENCH CONVERSATION AND CULTURE
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
Designed for those desiring a basic, practical conversational approach to learning a language, this course emphasizes conversation and vocabulary-building with a minimum of grammar. A variety of classroom activities will permit the student to use the language while studying it. Cultural topics will center on everyday life in France today (food, customs and traditions, the family, etc.). A variety of audiovisual aids will be used in the presentation of this course. This course may also appeal to the growing number of people conducting business with foreign countries.
Pass/No Pass Option

FRNCH 011A FRENCH LABORATORY
.5 unit
Lecture 0 hours; lab 0 hours, lab 1.5 hours by arrangement
Co requisite: FRNCH 011B
Recommended preparation: FRNCH 011A concurrently
Acceptable for credit: California State University
This course is a continuation of French 011A. It is designed to introduce the student to the use of the French language while studying it. Cultural topics will center on everyday life in France and other French-speaking countries. Emphasis will be placed on self-expression and readings from topics of general interest. Materials will be presented through newspaper and magazine articles as well as a variety of audiovisual materials.
Pass/No Pass Option

FRNCH 011B FRENCH LABORATORY
.5 unit
Lecture 0 hours; lab 0 hours, lab 1.5 hours by arrangement
Co requisite: FRNCH 011B
Recommended preparation: FRNCH 011B concurrently
Acceptable for credit: California State University
This course is a continuation of French 011A, although 011A is not a prerequisite. This course will focus on ten important French women who lived up to the early 20th century. Students will enhance their knowledge of the cultures of French-speaking people through the use of the latest language learning technology. It is a required Co requisite to French 011B.
Pass/No Pass Option

FRNCH 012A FRENCH ORAL AND CULTURAL INTEGRATION
2 units
Lecture 5 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: FRNCH 011A concurrently
Acceptable for credit: California State University
This course is a continuation of French 011A, although 011A is not a prerequisite. This course will focus on ten important French women who lived up to the early 20th century. Students will enhance their knowledge of the cultures of French-speaking people through the use of the latest language learning technology. It is a required Co requisite to French 011B.
Pass/No Pass Option

FRNCH 012B FRENCH ORAL AND CULTURAL INTEGRATION
2 units
Lecture 5 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: FRNCH 011B concurrently
Acceptable for credit: California State University
This course is a continuation of French 011A, although 011A is not a prerequisite. This course will focus on ten important French women who lived up to the early 20th century. Students will enhance their knowledge of the cultures of French-speaking people through the use of the latest language learning technology. It is a required Co requisite to French 011B.
Pass/No Pass Option

FRNCH 020A BASIC FRENCH
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
Designed for those desiring a basic, practical conversational approach to learning a language, this course emphasizes conversation and vocabulary-building with a minimum of grammar. A variety of classroom activities will permit the student to use the language while studying it. Cultural topics will center on everyday life in France today (food, customs and traditions, the family, etc.). A variety of audiovisual aids will be used in the presentation of this course. This course may also appeal to the growing number of people conducting business with foreign countries.
Pass/No Pass Option

FRNCH 020B BASIC FRENCH
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
Designed for those desiring a basic, practical conversational approach to learning a language, this course emphasizes conversation and vocabulary-building with a minimum of grammar. A variety of classroom activities will permit the student to use the language while studying it. Cultural topics will center on everyday life in France today (food, customs and traditions, the family, etc.). A variety of audiovisual aids will be used in the presentation of this course. This course may also appeal to the growing number of people conducting business with foreign countries.
Pass/No Pass Option

FRNCH 050A BASIC FRENCH CONVERSATION AND CULTURE
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course is a continuation of French 050A. Students will increase their vocabulary and knowledge of basic grammatical structures while emphasizing conversation. The culture of France will be presented through newspaper and magazine articles as well as a variety of audiovisual materials.
Pass/No Pass Option

FRNCH 050B BASIC FRENCH CONVERSATION AND CULTURE
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course is a continuation of French 050A. Students will increase their vocabulary and knowledge of basic grammatical structures while emphasizing conversation. The culture of France will be presented through newspaper and magazine articles as well as a variety of audiovisual materials.
Pass/No Pass Option

Recommended Preparations in Basic Skills:
Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 055. Some courses may also require a math course prior to enrollment. See individual course descriptions for math recommendations.

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FRNCH 051A INTERMEDIATE FRENCH CONVERSATION AND CULTURE
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: FRNCH 050B.
Acceptable for credit: California State University
Students will enhance their ability to express themselves orally in French. They will review basic grammar, learn new vocabulary, and participate in a variety of activities which will allow them to use their French while furthering their knowledge of the customs and culture of France and other French-speaking countries. Pass/No Pass Option

FRNCH 051B INTERMEDIATE FRENCH CONVERSATION AND CULTURE
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: FRNCH 051A
Acceptable for credit: California State University
This course is a continuation of French 051A. Conversation will be emphasized, along with vocabulary acquisition and idiomatic expression. The course will include cultural topics and a review of basic grammar principles. Discussion topics will be chosen from current newspaper and magazine articles. Pass/No Pass Option

FRNCH 057A FRENCH FOR INTERNATIONAL BUSINESS
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course is suitable for students in the following areas: business majors planning to study international business or government; undergraduate liberal arts majors wishing to expand their awareness of the French language or seeking positions with companies doing international business, and majors in science and technology fields planning to enter the expanding international business world opening up to American based firms. It is designed to give students a solid foundation in business vocabulary, basic business and cultural concepts, and situation practice necessary to be successful in today's French speaking business world. It may be repeated once. Pass/No Pass Option

FRNCH 057B FRENCH FOR INTERNATIONAL BUSINESS
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: FRNCH 051B
Acceptable for credit: California State University
This course is suitable for students in the following areas: business majors planning to study international Business or government; undergraduate liberal arts majors wishing to expand their awareness of the French language or seeking positions with companies doing international business; and majors in science and technology fields planning to enter and to expand the international business world opening up to American based firms. It may be repeated once. Pass/No Pass Option

FRNCH 058A IMMERSION FRENCH
3 units
Lecture 2 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: FRNCH 001A. Students will participate in a total immersion French speaking environment for a minimum of three days at a higher level of competency that FRNCH 058A. This course may be repeated once. Pass/No Pass Option
Acceptable for credit: California State University
French 058A is designed to give students the opportunity to be in a French speaking environment for a prolonged period of time (i.e., Friday afternoon through Sunday afternoon) at an off-campus site that has appropriate facilities. Students pay West Valley College tuition and fees as well as an additional fee ($120-180.00) to cover food, lodging and other extraordinary expenses. Each student must complete an independent study program appropriate to his/her level of knowledge prior to the Immersion Weekend and a post Weekend assignment as part of the hours by arrangement. There will be a mandatory Saturday or evening meeting early in the semester. Pass/No Pass Option

FRNCH 058B IMMERSION FRENCH
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
French 058 B is designed to give students who have attended 058 A an opportunity to continue their study of the French language in an off-campus environment for a prolonged period of time (Friday afternoon through Sunday afternoon) in a beautiful and appropriate language learning environment. Students pay West Valley College tuition and fees as well as an additional fee ($120-180.00) to cover food, lodging and other extraordinary expenses. Each student must complete an independent study program appropriate to his/her level of knowledge prior to the Immersion Weekend and a post Weekend assignment as part of the hours by arrangement. There is a mandatory orientation meeting on a Saturday or evening early in the semester. Pass/No Pass Option

FRNCH 058A THE FRENCH MOVIE: COMPREHENSION/CULTURE
1 unit
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: FRNCH 050A
Acceptable for credit: University of California, California State University
This course consists of a lecture series designed to incorporate six subtitled French videos (different from 060A, 060B), followed by student discussion groups. The lecture themes and videos will focus on selected aspects of French culture (history, literature, geography, and the arts). Some comprehension skills are also covered. Instructional materials are provided in French and English. This course may be repeated once. Pass/No Pass Option

FRNCH 058B THE FRENCH MOVIE II: COMPREHENSION/CULTURE
1 unit
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: FRNCH 050A
Acceptable for credit: University of California, California State University
This is a course of six lectures in English designed to incorporate six subtitled French videos (different from 060A, 060B), followed by student discussion groups. The lecture themes and videos will focus on selected aspects of French culture (history, geography, literature, the arts). Some comprehension skills are also covered. Instructional materials are provided in French and English. This course may be repeated once. Pass/No Pass Option

FRNCH 060C THE FRENCH MOVIE III: COMPREHENSION/CULTURE
1 unit
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This is a course of six lectures in English designed to incorporate six subtitled French videos (different from 060A, 060B), followed by student discussion groups. The lecture themes and videos will focus on selected aspects of French culture (history, literature, geography, and the arts). Some comprehension skills are also covered. Instructional materials are provided in French and English. This course may be repeated once. Pass/No Pass Option

FRNCH 060A AN INTRODUCTION TO THE CULTURE OF FRANCE
2 units
Lecture 2 hours; lab 0 hours, lab 0 hours by arrangement
This is a multi-disciplinary introduction to the culture of France. Topics include the regions of France, French food and wines, an introduction to the French language, Paris, French art, the French character, and business customs. This course will be of interest for those who travel, do business with French companies, work in the food and restaurant industry, and for those wishing to expand their general knowledge of culture. Pass/No Pass Option

FRNCH 060B AN INTRODUCTION TO THE CULTURE OF FRANCE
2 units
Lecture 2 hours; lab 0 hours, lab 0 hours by arrangement
This is a multi-disciplinary introduction to the culture of France. Topics include the regions of France, French food and wines, an introduction to the French language, Paris, French art, the French character, and business customs. This course will be of interest for those who travel, do business with French companies, work in the food and restaurant industry, and for those wishing to expand their general knowledge of culture. Pass/No Pass Option

* PREREQUISITES AND COREQUISITES are MANDATORY. See page 14 for specific information.
* Courses used to meet prerequisite requirements must have been completed with a grade of C or Pass or better.
* RECOMMENDED preparations are ADVISORY.
* This catalog is subject to change and may be incomplete. Please consult the at listed under on the website at www.westvalley.edu/catalog/.
FRNCH 091, 092, 093 DIRECTED STUDIES
1-3 units
91 - Lecture 0 hours; lab 0 hours, lab 3 hours by arrangement
92 - Lecture 0 hours; lab 0 hours, lab 6 hours by arrangement
93 - Lecture 0 hours; lab 0 hours, lab 9 hours by arrangement
Prerequisite: Interview with instructor to determine objectives and write a contract. One semester of French or equivalent.
Acceptable for credit: "University of California, California State University "UC transfer credit for directed studies courses is granted after a review of the course outline and examples of students work (assignments, tests, papers, etc.) by the enrolling UC campus. Please see a counselor for more information.

Individual work in fundamentals of grammar and pronunciation and further as needed. Topics will include, but are not limited to: international and domestic sourcing, import issues, advanced manufacturing techniques, costing and negotiations. It may be repeated two times. Pass/No Pass Option

FRNCH 100 SPECIAL TOPICS
.5-3 units
The course will explore topics related to this discipline and will be offered as needed. See the class schedule for current offerings. Pass/No Pass Option

Gender Studies
(See Women’s Studies)
Geology

THE FACULTY
Robert Lopez

DIVISION Science and Mathematics
DIVISION CHAIR Rebecca Wong
DEPARTMENT CHAIR Lungyee Lin
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COUNSELING 408-741-2009

Geology is for explorers, for people interested in their surroundings and in the physical processes that shape the land. Explorers study mountains and valleys, oceans and atmospheres, earth and life through time, and the origins of the universe. Geology is a multidisciplinary science that applies the concepts of biology, chemistry, physics, mathematics, and engineering to the natural world. The multidisciplinary approach is what makes geology exciting and challenging for students with broad scientific interests and curiosity of how natural systems work through time and space. The blend of scientific reasoning and historical perspective gives geologists an important role in society where they can apply their skills to the complex interaction of humans and the natural systems (geologic hazards and natural resources). The exploration of geology is a hands-on discipline that is realized by working with hand specimens in the lab and seeing the earth system through field experience.

At West Valley College, students of geology can choose from a variety of courses offered through the Department of Geology and Department of Oceanography. Many of our courses fulfill the transfer requirements to four-year universities. Students should consult with the university they plan to attend to make sure that all lower division transfer requirements have been fulfilled.

Learning Outcomes
After completing courses or an A.S. degree in Geology, a student will be able to:

• Use geological concepts to explain the physical planet, its change through time, and its influence on life through time;
• Apply observational skills and the scientific method to address problems in geology;
• Demonstrate oral and written communication skills.

Career Options
Fields of study include:
• engineering geology
• environmental geology
• geology
• geochronology
• geophysics
• hydrogeology
• oceanography
• palaeontology
• volcanology

Most job opportunities available to geology graduates are in the private industry of engineering geology (evaluating sites for homes, commercial buildings, highways, tunnels, and other construction), environmental geology (environmental impact studies, evaluation and remediation of contaminated sites), and hydrogeology (development and control of water resources). Geologists are also employed in the discovery and extraction of earth's natural resources (oil, gas, coal, metallic and non-metallic ores). Government agencies (federal, state, county, and city) also employ geologists at all levels for planning and regulation (inspection and monitoring) activities. A degree in geology is an excellent background for teaching science at the secondary school level.

Highlights:
The Geology/Oceanography Department offers:
• Transferable courses (all courses fully transferable to CSU; all courses except GeoL 003, GeoL 005, and GeoL 020 fully transferable to UC);
• Half day and whole day field trips in the San Francisco and Monterey Bay regions;
• Overnight and week-long trips (GeoL 003) to western United States national parks;
• Course Web Pages and Online Study Guides.

GEOL 003A, B, C, D CALIFORNIA NATURAL HISTORY FIELD WORK
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University

This lecture/field course illustrates topics covered in GEO 001A/B, GEO 010, and GEO 015. There will be two instructional hours per week on campus followed by a six-day field trip/camp. The instructional meetings will introduce the field use of topographic and geologic maps as well as background on the specific focus region of the trip, which will include discussions on other areas of natural history such as physical ecology, astronomy, and meteorology. Trip locations will differ for each class (e.g., Cascade and Modoc Volcanoes; Sierra Nevada Foothills and Yosemite; Lake Tahoe and High Sierras; Eastern Sierra Nevada; San Francisco Bay, Coast Ranges, San Andreas Fault; Los Angeles and Transverse Ranges; Death Valley and Mohave Desert; Baja California). A fee will be required.

PREREQUISITES and COREQUISITES are MANDATORY. See page 14 for specific information.
Courses used to meet prerequisite requirements must have been completed with a grade of C or Pass or better.
RECOMMENDED preparations are ADVISORY.
This catalog is subject to change and may be incomplete. Please consult the addenda at www.westvalley.edu/catalog/.
GEOL 005 MINERALOGY
4 units
Lecture 3 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course stresses the study of crystallography, physical properties, and origin of common minerals. Specimens of common minerals will be identified.

GEOL 010 EARTH SCIENCE SYSTEMS
3 units
Lecture 2 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
Within a theme of understanding EARTH, this introductory science survey course covers major topics in geology, oceanography, meteorology, astronomy, geography, and the scientific method. This course is intended to fulfill a science requirement for teaching credential programs and non-science majors.

GEOL 010A EARTH SCIENCE SYSTEMS
4 units
Lecture 3 hours; lab 3 hours, lab 0 hours by arrangement
Recommended preparation: MATH 902
Acceptable for credit: University of California, California State University
This introductory science survey lecture/lab course fulfills a science requirement for teaching credential programs, non-science majors, and prospective Earth Science majors. The course content focuses on a multi-disciplinary approach to how the Earth works as a series of interconnected systems – geology, biology, oceanography, meteorology, chemistry, and physics. Topics include solar system and Earth origin, climate modeling, ocean-atmosphere circulation, extinction, speciation, energy and mineral resources, and the environment.

GEOL 012 GEOLOGY OF THE PINNACLES NATIONAL MONUMENT
1 unit
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This is a weekend field lecture course that allows students to study, through direct observation, the geologic history and processes that have formed and shaped the Pinnacles. The course includes pre-trip and post-trip lecture meetings that cover the fundamentals of geology and the geologic history of the specific location chosen for the trip. Hiking and overnight stay are required. The course is held in conjunction with ASTRO 030. Pass/No Pass Option

GEOL 015 GEOLOGY OF CALIFORNIA
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
Study of the geologic development of California in space and time as shown by sedimentary, igneous, and metamorphic rocks and associated faults, folds and land forms. A background of earth science, although not required, will help the student considerably.

GEOL 020 FIELD GEOLOGY
2 units
Lecture 1 hour; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
Study and practice in observing, mapping, and interpreting rocks and rock structures in the field. Locations studied depend on the season and interests of the class. In the past, work has been done in the Santa Cruz Range, the Diablo Range, Lassen Volcanic National Park, Yosemite National Park, the northern California Coast Range, and Point Reyes National Park. The class meets normally one day per week. Saturday and weekend field trips are by arrangement.

GEOL 030 REGIONAL GEOLOGY FIELD EXCURSION
1 unit
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This is a weekend field lecture course whose location may change from semester to semester, that allows students to study, through direct observation, the geologic history and processes that have formed and shaped the Earth. The course includes pre-trip lecture meetings that cover the fundamentals of geology and the geologic history of the specific location chosen for the trip. Hiking and overnight stay are required. The course is held in conjunction with ASTRO 030. Pass/No Pass Option

GEOL 091, 092, 093 DIRECTED STUDIES
1 - 3 units
91 - Lecture 0 hours; lab 0 hours, lab 3 hours by arrangement
92 - Lecture 0 hours; lab 0 hours, lab 6 hours by arrangement
93 - Lecture 0 hours; lab 0 hours, lab 9 hours by arrangement
Prerequisite: Interview with a teacher or complete relevant course
Recommended preparation: MATH 902
Acceptable for credit: University of California, California State University
UC transfer credit for directed studies courses is granted after a review of the course outline and examples of students work (assignments, tests, papers, etc.) by the enrolling UC campus. Please see a counselor for more information.

GEOL 091
Students may apply for Directed Studies in Geology, provided they have successfully completed sufficient course work to do advanced, independent work beyond the regular course curriculum. A project report is required.

GEOL 092
Prerequisite: GERM 001A or its equivalent (2 years of high school German)
Acceptable for credit: University of California, California State University
The students will continue their development of speaking, reading and writing skills and increase their vocabulary knowledge of basic German. They are expected to converse on a limited scale about the topics covered in the text. The student will also be exposed to various aspects of the customs and culture of Germany, Switzerland and Austria. Pass/No Pass Option

GEOL 093
Prerequisite: GERM 001B or its equivalent (2 years of high school German)
Acceptable for credit: University of California, California State University
The students will continue their development of speaking, reading and writing skills and increase their vocabulary knowledge of basic German. They are expected to converse on a limited scale about the topics covered in the text. The student will also be exposed to various aspects of the customs and culture of Germany, Switzerland and Austria. Readings from simple prose and poetry will be introduced, Pass/No Pass Option

GERM 001A BEGINNING GERMAN
5 units
Lecture 5 hours; lab 0 hours, lab 0 hours by arrangement
Co requisite: GERM 001A
Acceptable for credit: University of California, California State University
The students will learn the fundamentals of grammar and pronunciation and be expected to converse on a limited scale about everyday topics, and how to write and understand the course content. Emphasis will be placed on communication, and students will be exposed to various aspects of the customs and culture of Germany, Switzerland and Austria. Pass/No Pass Option

GERM 001B BEGINNING GERMAN
5 units
Lecture 5 hours; lab 0 hours, lab 0 hours by arrangement
Co requisite: GERM 001B
Prerequisite: GERM 001A or its equivalent (2 years of high school German)
Acceptable for credit: University of California, California State University
The students will continue their development of speaking, reading and writing skills and increase their vocabulary knowledge of basic German. They are expected to converse on a limited scale about the topics covered in the text. The student will also be exposed to various aspects of the customs and culture of Germany, Switzerland and Austria. Readings from simple prose and poetry will be introduced, Pass/No Pass Option

GERM 002A INTERMEDIATE GERMAN
5 units
Lecture 5 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: GERM 001B or three years of high school German
Acceptable for credit: University of California, California State University
Review of grammar, discussion of grammatical features beyond the elementary level. Intensive oral and written drills in idiomatic construction. Composition and conversation and readings from prose and poetry. Pass/No Pass Option
GERM 002B INTERMEDIATE GERMAN
5 units
Lecture 5 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: GERM 002A or four years of high school German
Acceptable for credit: University of California, California State University
Continuation of GERM 002A. Review of grammar. Discussion of grammatical features beyond the elementary level. Intensive oral and written drills in idiomatic construction. Composition and conversation based on text material. Excerpts from prose and poetry. Pass/No Pass Option

GERM 011A GERMAN LABORATORY
.5 unit
Lecture 0 hours; lab 0 hours, lab 1.5 hours by arrangement
Co requisite: GERM 001A
Acceptable for credit: California State University
This is a separate beginning laboratory course offered by arrangement at the student’s convenience, which aims to present the culture of the German-speaking world through a variety of media. The student will review the customs and culture of German speaking countries through slides, filmstrips, tapes, films and current publications. Tapes and programs providing German language and pronunciation drill are also available. The course provides an excellent supplement to GERM 001A. Pass/No Pass Option

GERM 011B GERMAN LABORATORY
.5 unit
Lecture 0 hours; lab 0 hours, lab 1.5 hours by arrangement
Co requisite: GERM 001B
Acceptable for credit: California State University
This course is a continuation of GERM 011A, although GERM 011A is not a prerequisite. The student will expand his/her knowledge of the cultures of German-speaking people through further use of slides, filmstrips, tapes, films and current publications. Tapes and programs providing German language and pronunciation drill are also available. The course provides an excellent supplement to German language classes and is usually taken in conjunction with GERM 001B. Pass/No Pass Option

GERM 050A. B BASIC GERMAN CONVERSATION AND CULTURE
3 units each
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: GERM 050A is prerequisite for GERM 050B
Acceptable for credit: California State University
These courses are designed for those who wish to develop their conversational skills. The courses focus on improving comprehension and the practical aspects of the language. They appeal to people conducting business with foreign countries. GERM 050B is a continuation of GERM 050A. Pass/No Pass Option

GERM 051A, B INTERMEDIATE GERMAN CONVERSATION AND CULTURE
3 units each
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: GERM 050B; GERM 051A is prerequisite for 051B
Acceptable for credit: California State University
Advanced language abilities will be taught with an emphasis on vocabulary and skills designed to assist people with the conduct of business in foreign countries. GERM 051B is a continuation of GERM 051A. Pass/No Pass Option

GERM 091, 092, 093 DIRECTED STUDIES
1-3 units each
91 - Lecture 0 hours; lab 0 hours, lab 3 hours by arrangement
92 - Lecture 0 hours; lab 0 hours, lab 6 hours by arrangement
93 - Lecture 0 hours; lab 0 hours, lab 9 hours by arrangement
Prerequisite: Interview with instructor to determine objectives and write a contract.
Acceptable for credit: California State University
*UC transfer credit for directed studies courses is granted after a review of the course outline and examples of students work (assignments, tests, papers, etc.) by the enrolling UC campus. Please see a counselor for more information.
Students are given individual work of special interest in German, reading, writing, lab work, research, etc. Related to the regular German courses offered but not included in them. Pass/No Pass Option

Graphic Design: Transfer:
See Transfer Planning Guide available at the Counseling Center.

Health Care Technologies

FACULTY
Kris Gaiero
Faraneh Javan

DIVISION
Applied Arts & Sciences

DEPARTMENT CHAIR
Diane Hurd

PHONE
408-741-4019

EMAIL
kris.gaiero@wvm.edu

LEARNING OUTCOMES
- Analyze respective roles in the delivery of health care and the influence on patient care and personal and/or professional development.

MEDICAL ASSISTANT

The Medical Assistant Program prepares students to work in the front and back office of a physician’s office, clinic, or other outpatient facilities. Multiple skills and areas of theory are taught so that graduates are prepared to assume an important and valuable role as a team member in health care delivery.

Upon completion of all required courses, students are placed in an internship in a local health care facility. This is a valuable experience in applying the knowledge and skill acquired in class to the workplace.

Program Options
- Associate of Science Degree
- Certificate of Achievement

The following are required prior to entry into the internship:
- Statement of Eligibility for Internship
- Health statement and physical examination
- Current CPR certificate
- Keyboarding proficiency of 35 wpm
- Basic word processing skills
- Completion of all required courses with a grade of C or better
- HTECH 054A
- HTECH 054B

Career Options
- ECG Technician
- Insurance Billing and Coding
- Insurance Account Representative
- Medical Administrative Assistant
- Medical Reception
- Medical Office Manager

COURSE SUBSTITUTION AND WAIVERS

Course substitution and waivers are approved by the department upon review of transcripts, course description, and evidence of proficiency in the subject matter.

CLINICAL ASSISTANT

The eleven-month Clinical Assistant program has been designed for individuals who are interested in working in the back office setting in a large clinic or outpatient facility. Clinical duties include obtaining and recording patients’ height, weight, temperature and blood pressure, obtaining case histories.
performing basic laboratory tests, preparing patients for and assisting with examinations, as well as office surgeries, taking EKGs, and sterilization of instruments and materials.

The program also includes instruction in the important areas of medical ethics and law, interpersonal relationships and patient care, appointment scheduling, telephone technique, and records management.

Upon completion of all required courses, students are placed in an internship with a local health care facility. This is a valuable experience in applying the knowledge and skills acquired to the workplace.

Program Option
- Certificate of Achievement

The following are required prior to entry into the internship:
- Statement of Eligibility for Internship
- Health statement and physical examination
- Current CPR certificate
- Keyboarding proficiency of 35 wpm
- Basic word processing skills
- Completion of all required courses with a grade of C or better are required prior to entry into internship
- HTECH 054A

INSURANCE BILLING SPECIALIST
The Insurance Billing Specialist program is designed to train the student to receive medical claim forms, abstract medical information such as diagnosis, prognosis, and dates of treatment from patient records, complete forms, and answer inquiries from doctors, patients, and insurance companies. Billing specialists must have knowledge of medical terminology, diagnostic and procedural coding, as well as the legal requirements for release of medical information.

Upon completion of all required courses, students are placed in an internship in a local health care facility. This is a valuable experience in applying the knowledge and skills acquired in class to the workplace.

A Statement of Eligibility for Internship, a health statement and physical examination, a current CPR certificate, and completion of all required courses with a grade of “C” or better are required prior to entry into internship
- HTECH 054A

Program Option
- Certificate of Achievement

The following are required prior to entry into the internship:
- Statement of Eligibility for Internship
- Health statement and physical examination
- Current CPR certificate
- Keyboarding proficiency of 35 wpm
- Basic word processing skills
- Completion of all required courses with a grade of C or better are required prior to entry into internship
- HTECH 054A

MEDICAL TRANSCRIPTION
The Medical Transcription Program offers instruction in medical terminology, keyboarding, word processing, and medical transcription. Transcriptionists work in all types of health care facilities, hospitals, or with a transcription service in their facility or at home transcribing discharge summaries, history and physicals, progress notes, letters, and other reports such as autopsy and radiology reports.

Upon completion of all required courses, students are placed in an internship in a local health care facility. This is a valuable experience in applying the knowledge and skills acquired in class to the workplace.

A Statement of Eligibility for Internship, a health statement and physical examination, and completion of all required courses with a grade of C or better are required prior to receipt of a Certificate of Proficiency.

MEDICAL OFFICE RECEPTION
The Medical Office Reception program is designed to provide students with the knowledge and skills needed to manage the front desk in a medical office or similar setting, including telephone technique, public relations, and medical records management.

Upon completion of all required courses, students are placed in an internship in a local health care facility. This is a valuable experience in applying the knowledge and skills acquired in class to the workplace.

A Statement of Eligibility for Internship, a health statement and physical examination, and completion of all required courses with a grade of C or better are required prior to entry into internship:
- HTECH 054A

Program Option
- Certificate of Achievement

The following are required prior to entry into the internship:
- Statement of Eligibility for Internship
- Health statement and physical examination
- Current CPR certificate
- Completion of all required courses with a grade of C or better are required prior to entry into internship
- HTECH 054B (optional)

ORTHOPEDIC TECHNICIAN
West Valley College has worked in affiliation with Kaiser Hospital to develop this certificate program to promote career development and enhance job opportunities for Clinical Assistant or Medical Assistant students. Workplace settings can include hospitals, large medical clinics and orthopedic practices. 

HEALTH CARE TECHNOLOGIES
There are eight programs in the department.

- *HTECH 054A and HTECH 054B are to be taken upon completion of all required courses with a grade of C or better. See Program Director.

INSURANCE BILLING SPECIALIST (Certificate)

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<tr>
<th>Course</th>
<th>Units</th>
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<tr>
<td>HTECH 001</td>
<td>Introduction to Health Care</td>
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<tr>
<td>HTECH 002</td>
<td>Medical Information Processing</td>
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<td>HTECH 005</td>
<td>Basic Medical Terminology</td>
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<td>HTECH 006</td>
<td>Adv Medical Terminology</td>
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<tr>
<td>HTECH 007</td>
<td>Medical Law &amp; Ethics</td>
</tr>
<tr>
<td>HTECH 008</td>
<td>Communication for Health Care Personnel</td>
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<td>HTECH 041</td>
<td>Basic Medical Office Proc</td>
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<tr>
<td>HTECH 042</td>
<td>Insurance Billing and Coding</td>
</tr>
<tr>
<td>HTECH 043</td>
<td>Basic Medical Accounting &amp; Record Keeping</td>
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<tr>
<td>*HTECH 054A</td>
<td>Internship</td>
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Recommended Preparations in Basic Skills:
Before you enroll in a degree applicable course, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 055. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.

NOTE: Course hours per week stated in the catalog are based on an 18 week semester. For hours per week during the current 16 week semester or summer or winter sessions, please see the schedule of classes, or go to www.westvalley.edu and look under MyWebServices.
### MEDICAL ADMINISTRATIVE ASSISTANT

#### (Certificate)

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<td>HTECH 001</td>
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#### Recommended Electives:

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<td>FD 027 Professional Image</td>
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<td>SPAN 052A Basic Medical Spanish</td>
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### MEDICAL ASSISTANT

#### (A.S. Degree and/or Certificate of Achievement)

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### MEDICAL TRANSCRIPTION

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To be awarded an A.S. Degree, a student must complete:

1. All the major requirements.
2. Additional units to meet 60 units as required.

### CLINICAL ASSISTANT

#### (Certificate)

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### MASSAGE THERAPY

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#### Recommended Electives:

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#### ORTHOPEDIC TECHNICIAN

#### (Certificate)

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#### NOTE:

- A grade of C or better must be earned for all certificate programs.

In addition to the Medical Assisting and Medical Transcription degrees and certificates, the following certificates are available: 1. Insurance Billing Specialist, 2. Orthopedic Technician, 3. Medical Administrative Assistant, 4. Clinical Assistant, 5. Medical Office Reception, 6. Massage Therapy.

The MEDICAL ASSISTING A.S. Degree and Certificate of Proficiency programs prepare the student to perform all the administrative and clinical duties required in medical offices and clinics such as assisting with minor surgery, obtaining blood pressure and other vital signs, managing appointments, and transcribing medical reports.

The MEDICAL ASSISTANT program prepares students to work in the front and back office of a physician’s office, clinic or other out-patient facilities. Multiple skills and areas of theory are taught so that graduates are prepared to assume an important and valuable role as a team member in health care delivery.

Continuance into the second semester courses is dependent upon completion of the first semester Medical Assisting classes with a grade of C or better and typing proficiency of 50 net wpm. A Request for Medical Assisting Internship or current CPR certificate, a Health Statement and a physical examination are required before entry into Internship (HTECH 054).

The INSURANCE BILLING SPECIALIST program is designed to train the student to receive medical claim forms; abstract medical information such as diagnosis, prognosis, and dates of treatment from patient records; complete forms; and answer telephone inquiries from doctors, patients, and insurance companies. Billing specialists must have knowledge of medical terminology, diagnostic and procedural coding as well as the legal requirements for release of medical information.

The MEDICAL ADMINISTRATIVE ASSISTANT program focuses on the many and varied administrative functions of a medical office, including personnel supervision, credit and collection procedures, and management of time and resources.

### Notes:

- PREREQUISITES and COREQUISITES are MANDATORY. See page 14 for specific information.
- Courses used to meet prerequisite requirements must have been completed with a grade of C or Pass or better.
- RECOMMENDED preparations are ADVISORY.
- This catalog is subject to change and may be incomplete. Please consult the addenda at www.westvalley.edu/catalog/.
In the CLINICAL ASSISTANT program, the student is prepared to work primarily in the back office, in the clinical setting multi-physician private practice, a large outpatient facility or a public health clinic. Instruction focuses on procedures to assist with direct patient care—obtaining vital signs, preparing for procedures and assisting with examinations and minor office surgeries—while still including the knowledge of medical terminology and medical law/ethics as well as the essential basic procedures of appointment, reception, records management and therapeutic communication.

MEDICAL TRANSCRIPTION is a program that offers instruction and training in medical terminology, information processing, and medical transcription. This program prepares students for entry-level employment as medical transcriptionists by providing the basic knowledge, understanding and skills required to transcribe medical dictation with accuracy, clarity, and timeliness, applying the principles of professional and ethical conduct.

The MASSAGE THERAPY program offers theory and hands-on training in Massage Therapy.

HTECH 001 INTRODUCTION TO HEALTH CARE
1 unit
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement
Survey of the structure and functions of the health care delivery system, the history of medicine, and the development of health care technologies. Instruction in the role of the various professions, educational requirements and personal qualifications. This course is West Valley College A.S. Degree and Certificate applicable. Pass/No Pass Option

HTECH 002 MEDICAL INFORMATION PROCESSING
2 units
Lecture 1 hour; lab 3 hours, lab 0 hours by arrangement
Rec prep: Typing speed at 35 wpm
The student will receive instruction in medical information processing. The areas covered are application and use of medical terminology, abbreviations, symbols, numbers and appropriate formats in medical communications such as medical chart notes, history and physicals, insurance, and insurance processing. The areas covered will include medical terminology and medical law/ethics as well as the essential basic procedures of appointment, reception, records management and therapeutic communication.

HTECH 003 STRUCTURE AND FUNCTION OF THE HUMAN BODY
3 units
Lecture 3 hours; lab 1 hour, lab 0 hour by arrangement
Acceptable for credit: California State University
The student will receive instruction in medical terminology and medical law/ethics as well as the essential basic procedures of appointment, reception, records management and therapeutic communication.

HTECH 005 BASIC MEDICAL TERMINOLOGY
3 units
Lecture 3 hours; lab 1 hour, lab 0 hours by arrangement
Prerequisite: HTECH 003
An introduction to basic medical terms that relate to medicine and the human body and physiological states. Pass/No Pass Option

HTECH 006 ADVANCED MEDICAL TERMINOLOGY
3 units
Lecture 3 hours; lab 0 hours, lab 0 hour by arrangement
Prerequisite: HTECH 005
Acceptable for credit: California State University
This course provides an introduction to the nature of diseases and terms of the clinical procedures, laboratory tests, and abbreviations connected with them. Students have the opportunity to explore the terminology related to anatomy and physiology of the body systems. Pass/No Pass Option

HTECH 007 MEDICAL ETHICS AND LAW
2 units
Lecture 2 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: HTECH 005
Acceptable for credit: California State University
The students will receive instruction in medical ethics and law, the areas covered will be bioethical issues, medical practice acts, legal relationships and responsibilities, invasions of privacy, medical professional liability, the litigation process, avoiding unjustified malpractice/negligence claims, and the exploration of relevant current issues. Pass/No Pass Option

HTECH 008 COMMUNICATION FOR HEALTH CARE PERSONNEL
2 units
Lecture 2 hours; lab 0 hours, lab 0 hours by arrangement
This course will provide instruction for the health care provider in the concept of team membership. Styles of communication, human needs, individual differences and cultural biases will be examined. The behavior, needs, and method of communication required by differing groups of patients (children, youths, elderly as well as those suffering from violence, homelessness, life altering illness or injury, chemical dependency, anger or depression, and those who are dying) will be represented. Pass/No Pass Option

HTECH 016 COMMUNICATION FOR MEDICAL TRANSCRIPTION
2 units
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: HTECH 003
The study of pharmacological terms for medical transcription. Students will learn to use a drug dictionary, learn drug categories and usage, and perfect spelling of frequently used pharmacological terms. Pass/No Pass Option

HTECH 020 PHARMACOLOGY FOR TRANSCRIPTION
1 unit
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: HTECH 005 and MATH 103/103R
The students will receive instruction in the theory and practice of ICD-O (diagnostic) and CPT (procedural) coding as well as the billing of private and government health insurance programs for the medical office. Pass/No Pass Option

HTECH 025A MEDICAL TRANSCRIPTION
2 units
Lecture 2 hours; lab 0 hours, lab 3 hours by arrangement
Prerequisite: HTECH 003
Recommended preparation: HTECH 002 and typing skill 35 words per minute
Acceptable for credit: California State University
In this course, the students will review medical terminology, use reference materials, use transcribing equipment, and review English usage and punctuation. The students will transcribe reports on various medical specialties. Pass/No Pass Option

HTECH 025B MEDICAL TRANSCRIPTION
3 units
Lecture 2 hours; lab 0 hours, lab 4 hours by arrangement
Prerequisite: HTECH 025A
Acceptable for credit: California State University
Continue review of medical terminology, use of reference materials and transcribing equipment. Practical application by transcribing actual medical dictation from all fields of specialty. Pass/No Pass Option

HTECH 041 BASIC MEDICAL OFFICE BUSINESS PROCEDURES
3 units
Lecture 2 hours; lab 3 hours, lab 0 hours by arrangement
Recommended preparation: HTECH 005
Acceptable for credit: California State University
This course provides instruction and practical application of administrative procedures in a medical office. These procedures include management of appointment schedules, telephone communications, medical record management, credit and collections, accounts receivable, accounts payable, personnel selection, training and supervision, and payroll record keeping. Pass/No Pass Option

HTECH 042 INSURANCE BILLING AND CODING
2 units
Lecture 1 hour; lab 3 hours, lab 0 hours by arrangement
Recommended preparation: HTECH 005 and MATH 103/103R
The students will receive instruction in the theory and practice of ICD-O (diagnostic) and CPT (procedural) coding as well as the billing of private and government health insurance programs for the medical office. Pass/No Pass Option

Recommended Preparations in Basic Skills:
Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 055. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.

NOTE: Course hours per week stated in the catalog are based on an 18 week semester. For hours per week during the current 16 week semester or summer or winter sessions, please see the schedule of classes, or go to www.westvalley.edu and look under MyWebServices.
HTECH 043 BASIC MEDICAL ACCOUNTING AND RECORD KEEPING
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: HTECH 042
Recommended preparation: MATH 002
Acceptable for credit: California State University
Instruction includes a review of basic mathematical principles of decimals, fractions and percentages as they apply to the business office (discounts, commission, markup, depreciation, simple and compound interest). Instruction in medical office financial records control, petty cash control, office record keeping, and payroll accounting. Application of concepts and procedures of office record keeping through the use of a practice set or computer program. Pass/No Pass Option

HTECH 054A INTERNSHIP
2 units
Lecture 0 hours; lab 0 hours, lab 120 hours by arrangement
Prerequisite: All required courses for each certificate must be met prior to enrolling in HTECH 054A or 054B. See the Health Care Technologies section under Instructional Programs in this catalog for a list of required courses by certificate. Contact the Health Care Technologies Department Chair to verify that prerequisites have been met and to register in HTECH 054A or 054B.
Practical experience, under supervision, in hospital, clinic or physician’s office, with classroom critique. Pass/No Pass Option

HTECH 054B INTERNSHIP
2 units
Lecture 0 hours; lab 0 hours, lab 120 hours by arrangement
Prerequisite: All required courses for each certificate must be met prior to enrolling in HTECH 054A or 054B. See the Health Care Technologies section under Instructional Programs in this catalog for a list of required courses by certificate. Contact the Health Care Technologies Department Chair to verify that prerequisites have been met and to register in HTECH 054A or 054B.
Practical experience, under supervision, in hospital, clinic or physician’s office, with classroom critique. Pass/No Pass Option

HTECH 055 VITAL SIGNS AND CHARTING
2 units
Lecture 1 hour; lab 3 hours, lab 1 hour by arrangement
Recommendation preparation: HTECH 005 and MATH 002
This course provides instruction in the duties and responsibilities of the clinical area of a medical office. This will include equipment and supplies control; medical asepsis; assisting with physical examinations including positioning, height, weight, and visual acuity; vital signs determination (temperature, pulse, respiration, and blood pressure); assisting with specialty examinations. Pass/No Pass Option

HTECH 057 STERILE TECHNIQUES
2.5 units
Lecture 2 hours; lab 1.5 hours, lab 0 hours by arrangement
Recommended preparation: HTECH 005 and MATH 002
Theory and practice in sterilization procedures, sterile technique, assisting with minor office surgery, and wound care will also be covered. Instruction in basic nutrition and diet therapy. Pass/No Pass Option

HTECH 058 LABORATORY TECHNIQUES
3 units
Lecture 2 hours; lab 3 hours, lab 0 hours by arrangement
Recommended preparation: MATH 002
Designed to develop knowledge and understanding of laboratory tests that may be done in a Medical Office, or sent to a reference laboratory; specimen collection, analytical techniques, normal values and interpretation of abnormal values. Pass/No Pass Options

HTECH 063 MEDICATION ADMINISTRATION
1.5 units
Lecture 1 hour; lab 1.5 hours, lab 0 hours by arrangement
Recommended preparation: HTECH 005 and MATH 002
This course will give the Health Care students an opportunity to learn the theory and practice of administration of parenteral medications including site selection, safety factors, techniques; as well as medication dosage calculations (medication math). Pass/No Pass Option

HTECH 064 ECG AND ORTHO TECHNICIAN
2.5 units
Lecture 1.5 hours; lab 3 hours, lab 0 hours by arrangement
Recommended preparation: HTECH 005 and MATH 002
This course offers participants the didactic and arrangement

HTECH 066 INTERNSHIP
4 units
Lecture 0 hours; lab 120 hours by arrangement
Recommended preparation: MATH 002
This course applies to seated massage, practice and hands-on application of Shiatsu/Chair massage. It covers beginning theory of Shiatsu massage as it therapy techniques used in an onsite setting. It incorporates into each class will be a short practice of yoga/stretching and/or meditation. Pass/No Pass Option

HTECH 071A BASIC MASSAGE THERAPY
2 units
Lecture 1 hour; lab 3 hours, lab 1 hour by arrangement
Recommended preparation: HTECH 004
This course provides the student with fundamental training in Swedish and Sports massage theory, technique, and practice. The curriculum covers various topics including anatomy, with emphasis on the musculoskeletal system, benefits and contraindications of massage therapy, biomechanics, athletic training and common sports injuries, diet and nutrition, yoga, cryotherapy, holistic health and wellness. Pass/No Pass Option

HTECH 071B SHIATSU AND CHAIR MASSAGE
2 units
Lecture 1 hour; lab 3 hours, lab 1 hour by arrangement
This course introduces students to the theory, technique, and practice of Shiatsu/Chair massage. The five-element theory of Asian medicine will be discussed and interpreted. This course will also cover meridian theory, diet and lifestyle, chi/life force, comparison and contrast of Eastern and Western medicine, and the philosophy of holistic health. Students will have the opportunity to learn to give a complete Shiatsu and on-site chair massage. Incorporated into each class will be a short practicum of yoga/stretching and/or meditation. Pass/No Pass Option

HTECH 075 INTRODUCTION TO AROMATHERAPY FOR HEALTHCARE PROFESSIONALS
2 units
Lecture 2 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: HTECH 004
This course explores beginning theory, practice and hands-on application of aromatherapy essential oils. Students develop a deep understanding of safety and efficacy and learn to integrate the use of therapeutic essential oils into a healthcare practice. Topics include an introduction to 16 practical essential oils, history, blending and diffusion techniques, family care and treatments for specific conditions. Pass/No Pass Option

HTECH 076 INTRODUCTION TO CHAIR MASSAGE FOR MASSAGE THERAPISTS
1 unit
Lecture .5 hours; lab 1.5 hours, lab 0 hours by arrangement
Recommended preparation: HTECH 004
This course is an introduction to seated massage therapy techniques used in an onsite setting. It covers beginning theory of Shiatsu massage as it applies to seated massage, practice and hands-on techniques. Pass/No Pass Option

HTECH 077 INTRODUCTION TO REIKI HEALING & ENERGETIC TECHNIQUES
2 units
Lecture 2 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: HTECH 004
This course is an introduction to seated massage therapy techniques used in an onsite setting. It covers beginning theory of Shiatsu massage as it applies to seated massage, practice and hands-on techniques. Pass/No Pass Option
HTECH 079 ADVANCED TABLE MASSAGE SEQUENCE & TECHNIQUES
1 units
Lecture .5 hours; lab 1.5 hours, lab 0 hours by arrangement
This course offers the opportunity to develop advanced table massage techniques, routines and variations, and develop competence in adapting procedures for specific client needs and conditions. Students develop and refine their methods, utilizing a more specialized approach with clients to increase effectiveness and perceived value, and meet high professional standards. Pass/No Pass Option

HTECH 080 CRANIOSACRAL THERAPY
1 units
Lecture .5 hours; lab 1.5 hours, lab 0 hours by arrangement
In this course, students tune into the craniosacral system to make energetic adjustments to the head, vertebral column, membranes, nerves and connective tissue. Students also have the opportunity to develop an understanding of its influences on motor coordination, pain, and the body's organ systems. Pass/No Pass Option

HTECH 081 PRINCIPLES & TECHNIQUES OF HYDROTHERAPY & BODY WRAP
1 units
Lecture .5 hours; lab 1.5 hours, lab 0 hours by arrangement
Students in this course have the opportunity to learn the principles and techniques of hydrotherapy as applied to a massage therapy practice. Emphasis is on non-spa environments and learning to utilize simple techniques on a massage table, plus recommend home treatments to clients. Application of hydrotherapy in all three of its forms -- solid, liquid and vapor -- is emphasized. Students have the opportunity to learn techniques designed to encourage circulation, improve the body's efficiency in eliminating toxins, and promote relaxation. Pass/No Pass Option

HTECH 082 GERIATRIC MASSAGE
1.5 units
Lecture 1.5 hours; lab 0 hours, lab 0 hours by arrangement
This course is an introduction to geriatric massage. It covers theory and hands-on practice of techniques designed to meet the specific needs of a maturing population. Students have the opportunity to learn the selection of appropriate techniques, adapt routines and variations to improve the client's quality of life. Pass/No Pass Option

HTECH 083 REFLEXOLOGY
1.5 units
Lecture 1.5 hours; lab 0 hours, lab 0 hours by arrangement
In this course, students learn the basic theory and practice of reflexology as a branch of alternative medicine. Topics include the history of reflexology, zone therapy, the Chinese medicine connection, energy meridian theory, mapping the feet, and treatments for specific conditions. Pass/No Pass Option

HTECH 084 PRENATAL MASSAGE
1.5 units
Lecture 1.5 hours; lab 0 hours, lab 0 hours by arrangement
This course explores the benefits of massage for both mothers and unborn children, and teaches the student prenatal massage techniques. The emphasis is on how these techniques can aid relaxation, benefit circulation, soothe nerves and alleviate discomforts typical of pregnancy. Typical areas of muscle strain, appropriate techniques, and proper body positioning of the mother are also studied, along with contraindications and safety issues. Pass/No Pass Option

HTECH 085 DYNAMIC PRACTICUM FOR MASSAGE THERAPISTS
0.5 units
Lecture 0 hours; lab 1.5 hours, lab 0 hours by arrangement
In this course, massage therapists refresh, expand and incorporate new ideas and techniques into their repertoires in a dynamic practice environment where they may tap into each others' experiences and expertise as well as learn from the instructor. Students are exposed to new philosophies and are encouraged to adapt new approaches to working with a variety of conditions, relieving pain, and stress-related symptoms. The class provides a forum in which students test and practice new systems, receives feedback and pushes their skill sets to a new level. Pass/No Pass Option

HTECH 086 BUSINESS MASTERY FOR HEALTHCARE PROFESSIONS
1.5 units
Lecture 1.5 hours; lab 0 hours, lab 0 hours by arrangement
In this course, students have the opportunity to learn holistic approaches to business to aid in the achievement of balance in life and work as well as business success in the allied health and wellness professions. Students explore self-employment vs. employment, personal and professional goals, scope of business, strategic planning, business start-up and management, marketing and communications, finance and other topics specific to the industry. Other topics include the development of proper professionalism, image, ethics and the options of extending goodwill and social responsibility through business by adopting greener, eco-conscious and giving practices. Pass/No Pass Option

HTECH 087 ANATOMY AND PHYSIOLOGY FOR MASSAGE THERAPISTS
2 units
Lecture 2 hours; lab 0 hours, lab 0 hours by arrangement
This course introduces the massage therapist to the basics of anatomy and physiology of the human body, and to the specifics necessary to be better able to deliver targeted treatments and control results. Students study structure, including muscles, bones, connective tissue and fascia; plus functions performed by the various systems of the body. There is a particular emphasis on muscular structure and systems associated with some of the more common conditions referred to massage, such as overuse injuries, headache, insomnia, joint pain, poor circulation, and general stress. Pass/No Pass Option

HTECH 091, 092, 093 DIRECTED STUDIES
1-3 units
91 - Lecture 0 hours; lab 0 hours, lab 3 hours by arrangement
92 - Lecture 0 hours; lab 0 hours, lab 6 hours by arrangement
93 - Lecture 0 hours; lab 0 hours, lab 9 hours by arrangement
Prerequisite: Interview with instructor to determine objectives and write a contract.
Acceptable for credit: California State University
Directed studies of special interest to the student which are related to but not included in regular courses offered by the college. Registration by contact with instructor. Pass/No Pass Option

HTECH 100 SPECIAL TOPICS
5-3 units
Recommended preparation: none required
The course will explore topics related to this discipline and will be offered as needed. See the class schedule for current offerings. Pass/No Pass Option

Recommended Preparations in Basic Skills:
Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 055. Some courses may also require a math course prior to enrollment. See individual course descriptions for math recommendations.

NOTE: Course hours per week stated in the catalog are based on an 18 week semester. For hours per week during the current 16 week semester or summer or winter sessions, please see the schedule of classes, or go to www.westvalley.edu and look under MyWebServices.
Health Education

THE FACULTY
Patricia Louderback

DIVISION Physical Education
DIVISION CHAIR Joan Worley
DEPARTMENT CHAIR Patricia Louderback
PHONE 408-741-4604
EMAIL patricia.louderback@wvm.edu
COUNSELING 408-741-2009

Learning Outcomes
After completing courses in Health Education, a student will be able to:

• Identify one or more health-related behaviors in physical, social, emotional, intellectual, spiritual, and/or environmental health and the risk and protective factors which influence individual and community health behaviors.
• Identify immediate and long-range effects of health-related behaviors.
• Select valid, reliable, and credible sources of information about health needs, interests, and concerns.

H.ED 005 FIRST AID/CPR/AED: RESPONDING TO EMERGENCIES
2 units
Lecture 2 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course teaches the principles and applications of first aid and safety so that the student can correctly respond during an emergency. First Aid instruction includes techniques to help sustain life, reduce pain, and minimize the consequences of injury or sudden illness until advanced medical help arrives. In addition to First Aid, this course includes instruction in Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillation (AED). Successful completion leads to certifications in "Responding to Emergencies" and "CPR/AED" of the American Red Cross. Pass/No Pass Option

H.ED 010 HUMAN SEXUALITY
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course surveys human sexuality as studied from the biological, psychological, and sociological perspectives. Topics include sexual anatomy and physiology, the physiology of sexual response, conception-pregnancy-childbirth, sexual health, birth control, sexual orientation, gender identity, relationships, sexual variation, sexual dysfunction, and sexual decision making. Historical issues and the major contributors of sexual research are also reviewed. Pass/No Pass Option

H.ED 011 CPR/AED FOR THE PROFESSIONAL RESCUER
.5 unit
Lecture 3 hour; lab 3 hours, lab 0 hours by arrangement (over 2 weeks)
Acceptable for credit: California State University
This course includes instruction in how to recognize and respond appropriately to respiratory and cardiac emergencies. It includes adult, infant and child CPR, 2-rescuer techniques, advanced airway management, special resuscitation situations, and the community approach to reducing injury and deaths. It provides instruction in the use of the Automated External Defibrillator (AED) and oxygen administration. Successful completion of this course qualifies the student for an American Red Cross certificate in "CPR/AED for the Professional Rescuer." It is recommended for individuals with a professional duty to respond to emergencies. This is an American Red Cross Certified course.

H.ED 012 STRESS MANAGEMENT
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
Stressors are a component of daily life. How one deals with these stressors determines whether that stress will produce growth or the breakdown of body systems. This course will help the student understand the basic principles of holistic stress management through the presentation of coping skills, the study of the mind-body relationship in stress management (psychophysiology of stress), cognitive reappraisal of daily life stressors, and techniques to deal with these stressors. These cognitive strategies and relaxation techniques are the cornerstones for optimal health and will help one, throughout life, to manage stressors in a healthful and productive manner. Pass/No Pass Option

H.ED 100 SPECIAL TOPICS
.5-3 units
The course will explore topics related to this discipline and will be offered as needed. See the class schedule for current offerings. Pass/No Pass Option

H.ED 105 CARDIOPULMONARY RESUSCITATION - BASIC LIFE SUPPORT FOR PROFESSIONALS
.5 unit
Lecture 1 hour (over 9 weeks); lab 0 hours, lab 0 hours by arrangement
Cardiovascular Disease is a leading cause of death. This course focuses on the cardiac chain of survival and includes the study of how to recognize and respond to cardiac and respiratory emergencies for the adult, child, and infant. Additional topics include the principles and application of CPR and the Automated External Defibrillator, as well as advanced airway management, victim and rescuer safety, and the prevention of disease transmission. Recommended for individuals with a professional duty to respond to emergencies. Pass/No Pass Option

H.ED 108 CONTEMPORARY HEALTH
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course studies current health issues and considers the biological, psychological, and sociological aspects of health wellness and disease. Topics include the latest information on stress, mental health, drug abuse, nutrition, exercise, weight loss, sexuality, chronic disease, cardiovascular disease, communicable disease, aging, etc. Transferable to UC and CSU. Satisfies General Education area E. This course meets the Health Education requirement for California Teaching Credentials. This is a information competency infused course. Pass/No Pass Option

• PREREQUISITES AND COREQUISITES are MANDATORY. See page 14 for specific information.
• Courses used to meet prerequisite requirements must have been completed with a grade of C or Pass or better.
• RECOMMENDED preparations are ADVISORY.
• This catalog is subject to change and may be incomplete. Please consult the addenda at www.westvalley.edu/catalog/
History

THE FACULTY
Stephen Juarez
Tim Kelly
Melvin Pritchard

DIVISION Social Science
DIVISION CHAIR Janis Kea
DEPARTMENT CHAIR Stephen Juarez
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COUNSELING 408-741-2009

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To be awarded an A.A. Degree, a student must complete
1. All the major requirements
2. Additional units to meet the college graduation requirements.

HIST 003 ASIAN AMERICAN HISTORY
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
History 003 examines and compares the diverse historical experiences of major Asian American groups since the mid-nineteenth century. Topics that this course will cover include: origins of emigration; the formation and transformation of community and political identity; gender and family life; interethnic and intergenerational conflict; interreligious unions; and the changing roles of Asian Americans in American society. Pass/No Pass Option

HIST 004A HISTORY OF WESTERN CIVILIZATION
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
History 004A is a survey of the political, economic, social, cultural and religious development of western civilization from prehistoric times through the Protestant Reformation. Subject areas covered include Mesopotamia, Egypt, the Old Testament, Greece, Rome, the Middle Ages, the rise of Christianity, the Renaissance and Protestant Reformation. Pass/No Pass Option

HIST 004B HISTORY OF WESTERN CIVILIZATION
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
History 004B is a survey of the political, social, economic and cultural development of western civilization from 1600 to the present. The course starts with the 17th century revolutions in England, which paved the way for the later industrial revolution, the French Revolution and the rise of the middle class. Nationalism, socialism, and imperialism are covered in the 19th century, while the Russian and Chinese revolutions, World Wars I and II, and the contemporary age are featured in the 20th century. Pass/No Pass Option

HIST 005A WORLD HISTORY: PREHISTORY TO 1500
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course provides a comparative, interactive investigation and analysis of World History as related to the development of the modern world. Five geographic regions surveyed include: Asia/ Pacific Islands, Europe, North America and South America. Students are acquainted with the major historical trends and developments in World History from Prehistory to 1500. The methods of historical analysis and interpretation are addressed through survey of cultural, economic, political, social and technological similarities and differences between civilizations. Students examine issues relevant to understanding race, culture, class, ethnicity, gender, religion, disabilities and sexualities in human societies through World History. Pass/No Pass Option

HIST 005B WORLD HISTORY FROM 1500 TO 1800
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course provides a comparative and interactive investigation of World History as related to the development of the modern world. Five geographic surveyed include: Africa, Asia/Pacific Islands, Europe, North and South America. Students are acquainted with the major historical events and trends in world history from 1500. Historical analysis and interpretations are surveyed through comparative examination of the economic, cultural, political, social and technological commonalities and differences between human societies. Students examine the implications of race, gender, class, ethnicity, religion, disability and sexualities in human societies over time. Pass/No Pass Option

HIST 008A HISTORY OF THE AMERICAS
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
Beginning with a study of the physical area of the Americas, the history of the two continents is studied from the arrival of the indigenous peoples from the Asian mainland to the independence movements and the formation of new governments of the early 19th century. The formation of Spanish and Portuguese colonies in the 16th, and the French and English colonies in the 17th century also are covered. Special attention is paid to the role of women and men in the Spanish, Portuguese, French and English colonies. Pass/No Pass Option

Recommended Preparations in Basic Skills:
Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 055. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.

NOTE: Course hours per week stated in the catalog are based on an 18 week semester. For hours per week during the current 16 week semester or summer or winter sessions, please see the schedule of classes, or go to www.westvalley.edu and look under MyWebServices.
HIST 008B HISTORY OF LATIN AMERICA
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
To understand the nations of the Americas today, this course includes the United States and the Latin American nations from 1825 to the present. The 19th Century involved industrialization as well as political change. The effect on women and men is followed by an analysis of 20th Century developments. The revolutions in Latin America and the interaction among the three areas conclude the course. Pass/No Pass Option

HIST 012 AFRICAN-AMERICAN HISTORY
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
History 012 is a survey of the roles and experiences of African-Americans from pre-colonial times to the present in the historical development of the United States. The course includes the beginnings and implications of slave trading, the institutionalization of slavery through law, the rise of the abolitionist movement and the struggle for equality from the Reconstruction Period to the present. Pass/No Pass Option

HIST 014 HISTORY OF THE NATIVE NORTH AMERICANS
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
History 014 is a history of Native Americans who lived in the area, which is now the United States from pre-European settlement to the present day. This course includes the primary political, economic and social factors of American historical development, emphasizing their effects on Native Americans. In conjunction with this historical perspective, the course will accentuate the ecological lifestyle of Native Americans, exclusive of the Indians of Mexico. Pass/No Pass Option

HIST 016 MEXICAN-AMERICAN HISTORY
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course introduces students to the history of the United States and the Mexican-American experience form the Colonial Period to the present. The course will emphasize the role and life experiences of Mexican-Americans in the historical evolution of the political, economic and socio-cultural institution of the United States. Pass/No Pass Option

HIST 018A UNITED STATES HISTORY
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
History 018A is a survey of the political, economic, social and cultural development of the United States from the pre-Colonial period through the Civil War. Topics covered include indigenous and European influence on the development of the colonies, the causes and consequences of the War of Independence, the ideological origins of republicanism and principles of the United States Constitution, early industrialization, westward expansion, foreign policy, sectional conflict, slavery and its impact on race relations, abolition and reform movements, and the Civil War. Pass/No Pass Option

HIST 018B UNITED STATES HISTORY
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
History 018B is a survey of the political, economic, social and cultural development of the United States from Reconstruction to the present. Topics covered include Reconstruction, Native American assimilation, Industrialization, the Progressive Era, World War I, the Twenties, the New Deal, and World War II. Also covered are domestic, social, and foreign policy issues of the post-World War II period from the 1950s through the 1990s, including reform movements, Vietnam, the Civil Rights and other ethnic movements, the Feminist Movement, popular culture, and post-Cold War foreign policy. Pass/No Pass Option

HIST 020 HISTORY AND GEOGRAPHY OF CALIFORNIA
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course examines California geographic regions, the Native Americans of California, discovery, institutions of Spanish California, developments in the Mexican period, the early American period, economic foundations of the state, political growth and institutions of American California, race and California history in the 20th Century, and state and local government. Pass/No Pass Option

HIST 100 SPECIAL TOPICS
5-3 units
The course will explore topics related to this discipline and will be offered as needed. See the class schedule for current offerings. Pass/No Pass Option

- PREREQUISITES AND COREQUISITES are MANDATORY. See page 14 for specific information.
- Courses used to meet prerequisite requirements must have been completed with a grade of C or Pass or better.
- RECOMMENDED preparations are ADVISORY.
- This catalog is subject to change and may be incomplete. Please consult the addenda at www.westvalley.edu/catalog.
Most students are aware of the Transfer Alliance Program (TAP) with UCLA. Honors students who wish to transfer under the terms of the transfer alliance with selected universities receive priority consideration.

To qualify for the TAP agreement, Honors Program students must complete six or more Honors courses (18 units) with a 3.25 or higher GPA (specific to majors) by the time they complete 60 or more transferable units. Additional transfer opportunities provide students with a competitive edge when applying to other colleges and universities throughout the country.

Course enrollment is limited to approximately 20 students. Because students often register for more than one course within a transdisciplinary unit, the Honors program encourages peer support study groups, and esprit de corps.

Course Content and Methodology

The difference between the Honors curriculum and the traditional curriculum is qualitative. The Honors curriculum allows for more individualized, interdisciplinary, experiential, and collaborative learning experiences. Students will participate in advanced seminars as well as independent projects. Knowledge will be demonstrated primarily through written assignments and oral presentations.

Courses in the Honors Program have been selected to fulfill University of California and California State University general education requirements.

Students who complete the full Honors Program sequence and other noted courses will qualify for an A.A. in the Honors Program. Students are encouraged to work simultaneously towards the completion of their coursework in their proposed majors so that they may also earn an A.A. or A.S. in their respective majors.

For further information, call 741-2614.

Please refer to the following descriptions of each specific honors course listed in order to find course description, units and prerequisites.

**ANTHR 003 HONORS—INTRODUCTION TO CULTURAL ANTHROPOLOGY**

3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University

The course introduces the student to the study of world cultures from an anthropological view, with a particular focus on the cultures of Asia. Cultural adaptation to environment and the effect of modern world trends on traditional tribes and peoples will be emphasized. Themes include current issues in anthropology, ecology, and the tragedy of the commons. Students will conduct field research in cultural diversity in our community. Students will be encouraged to explore the cultures of the Pacific Rim.

**ART 001A HONORS—SURVEY OF WESTERN ART I**

3 units
Lecture 3 hours; lab 0 hours, lab 1 hour by arrangement
Acceptable for credit: University of California, California State University

An analysis of stylistic movements in western world painting, architecture and sculpture from pre-history through the Gothic era. Art will be examined as a reflection of human interaction with events of the time emphasizing aesthetic, historical and cultural values. As it relates to the literature of classical mythology, visual imagery will be identified and researched.

**ART 001B HONORS—SURVEY OF WESTERN ART II**

3 units
Lecture 3 hours; lab 0 hours, lab 1 hour by arrangement
Acceptable for credit: University of California, California State University

A general survey of painting, sculpture, and architecture in the western world from the Renaissance to the present day, using art as a reflection of human interaction with events of the time, emphasizing aesthetic, cultural and historical values.

**ART 001D HONORS—20TH CENTURY ART**

3 units
Lecture 3 hours; lab 0 hours, lab 1 hour by arrangement
Acceptable for credit: University of California, California State University

A general survey of painting, sculpture, and architecture in the western world from the Impressionists to the present day, emphasizing the evolution of changing attitudes toward form and content.

**ART 004 HONORS—ART APPRECIATION**

3 units
Lecture 3 hours; lab 0 hours, lab 1 hour by arrangement
Acceptable for credit: University of California, California State University

An introductory overview to the general trends and concepts of visual expression. Art objects under study will be considered both as aesthetic entities in themselves and as crystallization of man’s thought and beliefs at different periods of history. Students will also gain greater awareness of the processes, media and techniques required to create art. Pass/No Pass Option

**ASTRO 001 HONORS—ASTRONOMY**

3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement

Recommended preparation: MATH 902
Acceptable for credit: University of California, California State University

A course in descriptive Astronomy, covering the entire panorama of evolution: the birth, life, and death cycle of stars, the birth, life, and death cycle of galaxies, the origin of the entire universe, the origin of planets, and the beginnings of life on earth. With that as a foundation, the possibility of communicating with distant technical civilizations is discussed. This course will involve a quantitative rather than qualitative approach.

**ASTRO 002 HONORS—ASTRONOMY LABORATORY**

1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement

Prerequisite: May be taken concurrently with ASTRO 001, 010 or 011; or upon completion of ASTRO 001, 010 or 011

Recommended preparation: MATH 902
Acceptable for credit: University of California, California State University

Hands-on approach to learning astronomical data-collecting methods, reinforcing concepts learned in Astronomy 1. Methods include use of planetarium instrument, celestial globes, "homemade" instruments such as sundials, and astronomical photographic plates of stars and galaxies.

**BIO 011 HONORS—HUMAN BIOLOGY**

4 units
Lecture 3 hours; lab 3 hours, lab 0 hours by arrangement

Acceptable for credit: University of California, California State University

This is an introductory biology course that uses humans as the model for understanding and applying the principles and concepts of biology. Emphasis is placed on using critical thinking skills to find the solution to everyday problems. Topics include the scientific method, cell structure and function, the physiology of human nutrition, circulation, excretion, reproduction, heredity, and how humans are related and adapted to their environment. Laboratory work includes hands-on application of concepts discussed in lectures. BIO 011 is not open to students who have completed BIO 010 with a grade of "C" or better.

**BIO 021 HONORS—GENETICS WITH LAB**

4 units
Lecture 3 hours; lab 3 hours, lab 0 hours by arrangement

Acceptable for credit: University of California, California State University

An introduction to the basic principles and concepts of heredity and their applications. Topics include classical and modern concepts of the gene, gene function and regulation, populational genetics, evolution, and recombinant DNA technology.
COMM 001 HONORS—PUBLIC SPEAKING
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This Honors in communications studies emphasizes the fundamentals of extemporaneous speaking. Includes involvement in interpersonal transactions, study of the role of the listener in oral communication, understanding audience-speaker relationship, research, organization, reasoning and style.

COMM 010 HONORS—PERSUASIVE SPEAKING
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: ENGL 905
Recommended preparation: ESL 65LS strongly recommended for ESL students
Acceptable for credit: University of California, California State University
This course will focus on the study, presentation, and analysis of persuasive messages. Considerable attention will be given to developing the student's ability to prepare and present persuasive messages and the ability to listen critically and evaluate persuasive messages. Students will examine the difference between fact and inference, the influence of ethos, logos, and pathos as persuasive proofs, the difference between induction and deduction, types of propositions (claims) and types of arguments (reasoning): identification and analysis of fallacies; and other topics as related to persuasion and its place in historical and contemporary communication events. Substantial writing of essays plus full-content outlines that help the student learn the relationship of language to logic will be required.

COMM 020 HONORS—ARGUMENTATION AND DEBATE
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: ENGL 905
Recommended preparation: ESL 65LS strongly recommended for ESL students
Acceptable for credit: University of California, California State University
In Argumentation and Debate, students will learn the means of discovering and supporting intelligent decisions and effectively presenting them orally. The study of rhetorical theory and practice will be adapted to the content presented in the Honors Program units Thought and Politics and Science Inquiry and Application. Students will be expected to present arguments which demonstrate a higher level of analysis and breadth acquired by the Co requisite courses and supported by Dialogue searches.

ECON 001A HONORS—PRINCIPLES OF MACROECONOMICS
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
An introduction to macroeconomic analysis and principles. Analysis of the economy as a whole: determinants of the level of income, employment, and prices; money and banking; economic fluctuations; economic development. A study and analysis of the institutions and processes of the economy as a whole. The honors section will include extensive application of economic principles to the analysis of issues or scenarios drawn from the corresponding Co requisite courses.

ECON 001B HONORS—PRINCIPLES OF MICROECONOMICS
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
An introduction to microeconomic analysis. Analysis of the allocation of resources and the distribution of income through a price system, economic theory related to demand, production, competitive and noncompetitive product markets; the role of public policy. The honors section will include extensive application of economic principles to and analysis of economic/political issues.

ENGL 001C HONORS—CLEAR THINKING IN WRITING
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: ENGL 001A
Co requisite: ENGL 993
Acceptable for credit: University of California, California State University
This writing course focuses on techniques and principles of writing effective argument. The course examines word choice, inference, evidence, reasoning, and strategies in argument written by both professional and student writers.

ENGL 006A,B HONORS—WORLD LITERATURE
3 units each
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: ENGL 001A. 006A is not a prerequisite for 006B
Acceptable for credit: University of California, California State University
6A Honors World Literature: A survey of World literature from the early Greeks and Homer to the 17th century and Milton.
6B Honors World Literature: World literature from the 17th century and Milton to the present and Solzhenitsyn.

ENGL 043 HONORS—CLASSICAL MYTHOLOGY
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: ENGL 001A
Acceptable for credit: University of California, California State University
An examination of the major myths of our western heritage, and consideration of the subsequent treatment through the centuries of these myths in various literary genres. Pass/No Pass Option

ENGL 046 HONORS—CONTEMPORARY AMERICAN MULTI-CULTURAL LITERATURE
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: ENGL 001A
Acceptable for credit: University of California, California State University
This course examines contemporary and modern American literature by writers from at least three of the following groups: African American/Black, American Indian, Asian American/Pacific Islander, Chicano/Latino, European American, and Middle Eastern American. Students will examine issues of race, gender, and class as explored through short stories and novels. This course will satisfy the 3-unit Cultural Diversity requirement for the Associate degree. Pass/No Pass Option

ENGL 048 HONORS—INTRODUCTION TO SHAKESPEARE
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: ENGL 001A
Acceptable for credit: California State University
An analysis and discussion of a selection of the author's major plays and poems, with appropriate attention to Elizabethan backgrounds and dramatic conventions, in order to gain insight into human variety, understanding, and worth as illuminated through an appreciation of Shakespeare's works. Pass/No Pass Option

ENGL 049 HONORS—MODERN FICTION
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: ENGL 001A
Acceptable for credit: University of California, California State University
Reading and analysis of the modern and contemporary novel and short story; fulfills general education requirement for literature.
HIST 017B HONORS—UNITED STATES HISTORY
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
Honors HIST 017B is a survey of the political, economic, social and cultural development of the United States from Reconstruction to the present. Topics covered include Reconstruction, Industrialization, the Progressive Era, World War 1, the Twenties, the New Deal and foreign policy issues of the post-World War II period including the 1950s and 60s, Vietnam and Watergate. This course also highlights the development of California State and local governments.

HUMAN 001A HONORS—HUMAN VALUES IN AND FROM THE ARTS
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
Honors HUMAN 001A is designed to show integration of the visual, literary and musical arts within a historical context from ancient world to the early Renaissance, leading to better understanding of past values and their continuity, relationship and connection to our own times and lives. It is an interdisciplinary approach to cultural epochs through the use of thematic materials, ideas and values.

HUMAN 001B HONORS—HUMAN VALUES IN AND FROM THE ARTS
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
Honors HUMAN 001B is a continuation of Humanities 1A from Renaissance, to the present. It is an interdisciplinary approach to cultural epochs through the use of thematic materials, ideas and values.

MATH 010 HONORS—ELEMENTARY STATISTICS
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: MATH 106 or 106R or 1 year high school algebra II
Acceptable for credit: University of California, California State University
This course will cover descriptive and inferential statistics including data analysis, probability, correlation and linear regression, probability distribution, and assorted hypothesis testing. Students in this course will demonstrate, through experiments and use of statistical computer packages, a rigorous understanding of experimental design, data collection, and data analysis. Actual experimental design and data collection are not part of the standard elementary statistics course. Additional topics commonly used in research—such as validity and reliability, the power of a statistical test, and ANOVA—will be covered.
POLIT 001 HONORS—AMERICAN GOVERNMENT
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
Political Science 1 in the Honors Program unit
Thought and Politics introduces students to the basic concepts and institutions of American Government and economics using both text and primary source documents. The Honors approach relies heavily on student discovery, debate, and synthesis of ideas, ideologies, and public policy documents. Critical analysis of executive orders, legislative acts, bureaucratic regulations, economic policy, and as debate of public policy issues are the techniques most commonly used in this honors version of the course. The research focuses on governments and works and materials. Students leave Thought in Politics with a command of the concepts associated with democratic government and economics as well as a grasp of the current public policy issues.

The link of economics and politics is regularly investigated throughout the semester.

POLIT 003 HONORS—INTRODUCTION TO POLITICAL SCIENCE
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
Honors Political Science 3 is an introduction to political theory analyzing the ideological origins of nation-states from direct democracy to totalitarian forms of government.

PSYCH 002 HONORS—EXPERIMENTAL PSYCHOLOGY WITH LAB
4 units
Lecture 3 hours; lab 3 hours, lab 0 hours by arrangement
Prerequisite: PSYCH 1
Recommended preparation: MATH 10
Acceptable for credit: University of California, California State University
The course introduces the student to the theory and application of the scientific method with particular emphasis in the area of physiology and behavior. A computerized psychophysiology laboratory will be used to introduce students to (1) experimental design and analysis, and (2) theoretical and methodological concepts in psychophysiological research, which investigates the relationship between physiological events and behavior. General areas covered include: philosophy of science, research design, experimental procedures, data analysis, synthesis, evaluation, and summary. Elementary statistics will be incorporated into the course using actual data collected from experiments conducted during laboratory sessions. Computer modeling will be compared and contrasted with empirical research as a problem solving method. Primary references used for experimental write-ups and the final research project will require data base searching on Dialog.

SOC 002 HONORS—SOCIAL PROBLEMS
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
An introduction to the sociological perspective in dealing with contemporary social problems. Drug addiction, poverty, violence, mental illness, environment, aging and other areas of societal concerns are examined. Available community resources to help deal with and arrive at solutions to these problems will be explored.

THEAR 010 HONORS—THEATRE APPRECIATION
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California
This Honors course offers a general overview of the world of theatre, including dramatic literature, technical theatre, production techniques, and the critical evaluation of productions.

THEAR 015 HONORS—INTRODUCTION TO FILM
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course is intended as a critical analysis of the film media from a perspective. Elements of film production from cinematic structure, style and historical perspective will be explored. Included in the course will be reading, lecture and discussions on the theory and practice of filmmaking with an emphasis on producers, directors, actors and critics. Pass/No Pass Option

HUMAN 001A HUMAN VALUES IN AND FROM THE ARTS
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course is designed to show integration of the visual, literary and musical arts within a historical context from the ancient world to the Early Renaissance. It is an interdisciplinary approach to cultural epochs through the use of thematic materials, ideas and values. Pass/No Pass Option

HUMAN 001B HUMAN VALUES IN AND FROM THE ARTS
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course is designed to show integration of the visual, literary and musical arts within a historical context from the Renaissance to the Modern Age. This course is an interdisciplinary approach to cultural epochs through the use of thematic materials, ideas, and values. This course is designed to illustrate the integration of visual, literary, and musical arts and cultural values from Western and Asian perspectives. Pass/No Pass Option

HUMAN 091, 092, 093 DIRECTED STUDIES
1-3 units by arrangement
91 - Lecture 0 hours; lab 0 hours, lab 3 hours by arrangement
92 - Lecture 0 hours; lab 0 hours, lab 6 hours by arrangement
93 - Lecture 0 hours; lab 0 hours, lab 9 hours by arrangement
Prerequisite: Interview with instructor to determine objectives and write a contract
Acceptable for credit: "University of California, California State University "UC transfer credit for directed studies courses is granted after a review of the course outline and examples of students work (assignments, tests, papers, etc.) by the enrolling UC campus. Please see a counselor for more information. Individual work on special topics in humanities by arrangement."
Course hours per week stated in the catalog are based on an 18 week semester. For hours per week during the current 16 week semester or summer or winter sessions, please see 970, or Reading 053. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.

Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 053. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.

### Recommended Preparations in Basic Skills:

#### Infused Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Competency Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>WS 002</td>
<td>THEAR 010 PE. TH 051, 051 (Honors)</td>
</tr>
<tr>
<td>THEAR 001</td>
<td>PE. TH 038A</td>
</tr>
<tr>
<td>LIBR 001</td>
<td>CHS 002</td>
</tr>
<tr>
<td>COUNS 005</td>
<td>CIS 002</td>
</tr>
<tr>
<td>ENGL 001B</td>
<td>CIS 003</td>
</tr>
<tr>
<td>FD 032</td>
<td>BIOS 003</td>
</tr>
<tr>
<td>HED 008</td>
<td>LIBR 006</td>
</tr>
<tr>
<td>LS 001</td>
<td>PE. TH 038A</td>
</tr>
<tr>
<td>PE. TH 051, 051 (Honors)</td>
<td>THEAR 010</td>
</tr>
</tbody>
</table>

### Interdisciplinary Studies

<table>
<thead>
<tr>
<th>Course</th>
<th>Division</th>
<th>Student Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>IS 014</td>
<td>DIVISION</td>
<td>DESIGN</td>
</tr>
<tr>
<td>0.5-3 units</td>
<td>Lecture 4 hours; lab 0 hours, lab 0 hours by arrangement</td>
<td></td>
</tr>
<tr>
<td>This course offers students the opportunity to learn the skills needed to effectively design, deliver and evaluate distance learning courses with textual, graphic and audiovisual content. Course modules include: pedagogy, course management, design tools, software applications, ethics, audio/visual content, and evaluation.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### IS 040 Tutor Training

<table>
<thead>
<tr>
<th>Course</th>
<th>DIVISION</th>
<th>Student Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.5 units</td>
<td>Lecture 1.5 hours; lab 0 hours, lab 0 hours by arrangement</td>
<td></td>
</tr>
<tr>
<td>Prerequisite: A or B in appropriate academic course and recommendation from a faculty member in the appropriate discipline.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Acceptable for credit: California State University</td>
<td></td>
<td></td>
</tr>
<tr>
<td>The purpose of this course is to train tutors to help students as peers to maximize their learning potential. However this course is also suitable for any college student whether or not he/she intends to become a tutor. In a class/lecture discussion format, we will explore topics such as communication skills, tutoring techniques, study skills, test taking skills (which will reduce anxiety), stress management, campus resources, cross-cultural communication, and problem solving skills and learning disabilities. Directly beneficial to tutors as well as other students; the communications skills learned in this course will be transferred to other students in order to help them become more successful as well. Peer tutors teach.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### IS 100 Special Topics

<table>
<thead>
<tr>
<th>Course</th>
<th>DIVISION</th>
<th>Student Services</th>
</tr>
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<tbody>
<tr>
<td>.5-3 units</td>
<td>Lecture 4 hours; lab 0 hours, lab 0 hours by arrangement</td>
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</tr>
<tr>
<td>This course will explore topics related to this discipline and will be offered as needed. See the class schedule for current offerings. Pass/No Pass Option</td>
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</tr>
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</table>

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<table>
<thead>
<tr>
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<th>Division</th>
<th>Student Services</th>
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<tbody>
<tr>
<td>IS 014</td>
<td>DIVISION</td>
<td>DESIGN</td>
</tr>
<tr>
<td>4 units</td>
<td>Lecture 4 hours; lab 0 hours, lab 0 hours by arrangement</td>
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<tr>
<td>This course offers students the opportunity to learn the skills needed to effectively design, deliver and evaluate distance learning courses with textual, graphic and audiovisual content. Course modules include: pedagogy, course management, design tools, software applications, ethics, audio/visual content, and evaluation.</td>
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<td>Lecture 1.5 hours; lab 0 hours, lab 0 hours by arrangement</td>
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#### National Kitchen and Bath Association Accreditation

The Interior Design Program has worked with the National Kitchen and Bath Association (NKBA) to develop the kitchen and bath specialty within the interior design curriculum. The collaboration with NKBA provided support in developing the Kitchen and Bath Certificate, which is accredited by NKBA. Students who graduate from this program are eligible to sit for the academic portion of the NKBA Certification Examination, adding to the status of the program.

#### Learning Outcomes

After completing a certificate or A.S. degree in Interior Design, a student will be able to:

- Identify, research, and creatively solve problems pertaining to the function and quality of the interior environment;
- Perform services relative to interior spaces, including design analysis, programming, space planning, and aesthetics;
- Use specialized knowledge of interior construction, building codes, equipment, materials, and furnishings;
- Prepare drawings and documents related to the design of interior spaces in order to enhance and protect the health, safety, and welfare of the public.

#### Career Options

- Commercial Design
- Computer-Aided Design and Drafting
- Education and Research
- Facilities Management
- Furniture Design
- Health Care Design
- Historic Preservation
- Hospitality Design
- Kitchen and Bath Design

#### The Program

The Interior Design Program has a comprehensive, professional curriculum that provides courses focusing on the vital and basic aspects of interior design. Throughout the program, emphasis is placed on the fundamental relationship of interior design and the visual and decorative arts. In addition to interior design certificates, the program offers specialty certificates that promote professional development in terms of successful course completion, alternative basic skills, and enhanced workforce development. These certificates provide alternative pathways, and at the same time answer critical industry needs.

When available and appropriate, students may be required to participate in design-related competitions to reinforce the classroom learning experience.

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- Education and Research
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- Furniture Design
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- Historic Preservation
- Hospitality Design
- Kitchen and Bath Design
INTERIOR DESIGN, A.S. DEGREE

Certificate:
The following is an outline of the REQUIRED and RECOMMENDED courses in the certificate program. Courses may be taken during any semester (if offered), providing prerequisites are met. Certificates are awarded upon the recommendation and approval of the Interior Design Department.

Required Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 001B</td>
<td>3</td>
</tr>
<tr>
<td>ART 033A</td>
<td>3</td>
</tr>
<tr>
<td>ID 005</td>
<td>1</td>
</tr>
<tr>
<td>ID 010</td>
<td>3</td>
</tr>
<tr>
<td>ID 015</td>
<td>3</td>
</tr>
<tr>
<td>ID 020</td>
<td>3</td>
</tr>
<tr>
<td>ID 025</td>
<td>3</td>
</tr>
<tr>
<td>ID 028</td>
<td>3</td>
</tr>
<tr>
<td>D 030</td>
<td>3</td>
</tr>
<tr>
<td>ID 035A</td>
<td>3</td>
</tr>
<tr>
<td>ID 035B</td>
<td>3</td>
</tr>
<tr>
<td>ID 035C</td>
<td>3</td>
</tr>
<tr>
<td>ID 040</td>
<td>3</td>
</tr>
<tr>
<td>ID 045</td>
<td>3</td>
</tr>
<tr>
<td>ID 050</td>
<td>3</td>
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<tr>
<td>ID 055</td>
<td>3</td>
</tr>
<tr>
<td>ID 060</td>
<td>3</td>
</tr>
<tr>
<td>ID 065</td>
<td>3</td>
</tr>
<tr>
<td>ID 070</td>
<td>3</td>
</tr>
<tr>
<td>ID 075</td>
<td>3</td>
</tr>
</tbody>
</table>

A certificate or degree will be awarded to those students achieving a grade of C or better in the major requirements listed above.

Recommended Electives:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCTG 010</td>
<td>1</td>
</tr>
<tr>
<td>ARCH 046</td>
<td>2</td>
</tr>
<tr>
<td>ARCH 047</td>
<td>2</td>
</tr>
<tr>
<td>ARCH 053</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 032A</td>
<td>2</td>
</tr>
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</table>

Additional Required Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>BUS 028 Business Law</td>
<td>3</td>
</tr>
<tr>
<td>BUS 078 Business Communication</td>
<td>3</td>
</tr>
<tr>
<td>DM/IS 086 Portfolio Planning/Review</td>
<td>3</td>
</tr>
<tr>
<td>ID 029 Principles of Green Design</td>
<td>3</td>
</tr>
<tr>
<td>ID 066 Advanced Computer Aided Design</td>
<td>3</td>
</tr>
<tr>
<td>ID 080 Advanced Commercial Design</td>
<td>3</td>
</tr>
<tr>
<td>ID 080B Advanced Residential Design</td>
<td>3</td>
</tr>
<tr>
<td>ID 085 Design Detailing</td>
<td>3</td>
</tr>
<tr>
<td>ID 009 Internship</td>
<td>4</td>
</tr>
</tbody>
</table>

A certificate or degree will be awarded to those students achieving a grade of C or better in the major requirements.

COMPUTER AIDED DRAFTING AND DESIGN Certificate:

Required Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID 015 Interior Architectural Drafting</td>
<td>3</td>
</tr>
<tr>
<td>ID 065 AutoCAD-Introduction to Computer</td>
<td>3</td>
</tr>
<tr>
<td>ID 066 Advanced AutoCAD</td>
<td>3</td>
</tr>
</tbody>
</table>

3 units of recommended electives from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID 095 Presentation Techniques and Portfolio</td>
<td>3</td>
</tr>
<tr>
<td>PKMGT 016A Introduction to GIS and GPS</td>
<td>3</td>
</tr>
<tr>
<td>DM/IS 010C Digital Image Photoshop</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Units: 12

KITCHEN AND BATH DESIGN Certificate:

Required Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID 050 Kitchen and Bath</td>
<td>3</td>
</tr>
<tr>
<td>ID 080B Advanced Residential Design</td>
<td>3</td>
</tr>
<tr>
<td>ID 080C Advanced Kitchen &amp; Bathroom Design</td>
<td>3</td>
</tr>
<tr>
<td>ID 085 Design Detailing</td>
<td>3</td>
</tr>
<tr>
<td>ID 009C Kitchen and Bath Design</td>
<td>6</td>
</tr>
</tbody>
</table>

Total Units: 18

FACILITIES PLANNING AND DESIGN CERTIFICATE:

Required Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID 060 Commercial Design</td>
<td>3</td>
</tr>
<tr>
<td>ID 065 AutoCAD-Introduction to Computer</td>
<td>3</td>
</tr>
<tr>
<td>ID 066 Advanced AutoCAD</td>
<td>3</td>
</tr>
<tr>
<td>ID 080 Advanced Commercial Design</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Units: 12

INTERIOR RESTORATION AND PRESERVATION Certificate:

This certificate is composed of a variety of existing courses grouped together into a new certificate:

Required Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID 035A History of Furniture &amp; Interiors</td>
<td>3</td>
</tr>
<tr>
<td>ID 035B History of Furniture &amp; Interiors</td>
<td>3</td>
</tr>
<tr>
<td>ID 035C Design of Historic Interiors</td>
<td>3</td>
</tr>
<tr>
<td>ID 065 Design Detailing</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 046 or 047 History of Architecture</td>
<td>2</td>
</tr>
</tbody>
</table>

Electives:

Choose one of the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST 004B History of Western Civilization</td>
<td>3</td>
</tr>
<tr>
<td>HIST 020 History and Geography of California</td>
<td>3</td>
</tr>
<tr>
<td>ID 093 Directed Studies</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Units: 17

ID 005 INTRODUCTION TO INTERIOR DESIGN:

1 unit

Lecture: 1 hour; lab 0 hours, lab 0 hours by arrangement

Recommended preparation: MATH 902

Acceptable for credit: California State University

This survey course introduces the profession, its history, and related specialties and disciplines. Interior Design will be seen as multi-faceted with many career paths and opportunities. Pass/No Pass Option

ID 010 ELEMENTS AND PRINCIPLES OF INTERIOR DESIGN:

3 units

Lecture: 2 hours; lab 3 hours, lab 2 hours by arrangement

Recommended preparation: MATH 902

Acceptable for credit: California State University

The course provides students with the knowledge of conceptual design elements and principles which will be applied to designing interior spaces in subsequent interior design courses and the profession. Pass/No Pass Option

ID 015 INTERIOR ARCHITECTURAL DRAFTING:

3 units

Lecture: 2 hours; lab 3 hours, lab 2 hours by arrangement

Recommended preparation: MATH 902

Acceptable for credit: California State University

This course introduces the tools and techniques necessary for interior architectural drafting. Emphasis is on lettering, measuring techniques, scale problems, use of architectural graphic standards, dimensioning, plans, elevations, and sections. Pass/No Pass Option
ID 020 COLOR THEORY AND APPLICATION
3 units
Lecture 2 hours; lab 0 hours, lab 2 hours by arrangement
Recommended preparation: MATH 902
Acceptable for credit: California State University
This course introduces the history and practical principles of color and applies art as related to interior design. Studio experiences expose students to 2-D design projects and concept development. Pass/No Pass Option

ID 025 INTERIOR FINISH MATERIALS
3 units
Lecture 3 hours; lab 0 hours, lab 2 hours by arrangement
Recommended preparation: MATH 902
Acceptable for credit: California State University
This course covers instruction in various interior design materials, characteristics, processes and uses, including textiles and other products for floors, walls, ceilings, and furniture. Pass/No Pass Option

ID 028 INTERIOR CONSTRUCTION AND BUILDING SYSTEMS
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: MATH 902
Acceptable for credit: California State University
This course is an overview of systems used in the construction of interior environments. This includes such building systems as floors, ceilings, and doors as well as systems developed for providing safety and comfort (plumbing, HVAC, lighting, and acoustical). Students have the opportunity to practice research techniques regarding the subject matter. In-depth information is addressed in other Interior Design courses. Pass/No Pass Option

ID 029 PRINCIPLES OF GREEN DESIGN
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: ID 005
Recommended preparation: ID 025, ID 028, MATH 902
Acceptable for credit: California State University
This course introduces the history and the philosophical and practical principles of Green Design. Environmental issues, sustainable materials and methods, and application in professional practice are explored. The course provides a foundation for evaluation of materials, processes, and applications of design components with regard to environmentally responsible design. Research on sustainable products, sustainable design and related construction methods are conducted. Pass/No Pass Option

ID 029A INTRODUCTION TO SUSTAINABLE DESIGN
1 unit
Lecture 1 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course is an overview of the concepts and strategies involved in sustainable building. The course covers the history of Sustainable Design, LEED categories, Build It Green, USGBC, and local and federal agencies overseeing and mandating green design. Also included are discussions of Green Point Raters, LEED AP, and additional certification opportunities along with market advantages and greening your business. Pass/No Pass Option

ID 029B SUSTAINABLE DESIGN MATERIALS AND RESOURCES
1 unit
Lecture 1 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: ID 029 or ID 029A
Acceptable for credit: California State University
This course provides an in-depth look at finish materials and specifications, waste management, reuse, recycle, renovation, historical preservation techniques, local product selection, and job site management. Pass/No Pass Option

ID 029C SUSTAINABLE DESIGN FOR RESIDENTIAL PROJECTS
1 unit
Lecture 1 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: ID 029 or ID 029A and ID 040
Acceptable for credit: California State University
This course provides an in-depth look at aspects of sustainable residential design, remodeling, kitchen and bath, furnishings, window treatments, finish materials, and lighting, and covers holistic sustainable categories such as, site, water efficiency, energy efficiency, materials and resources, waste management, and interior environmental quality. Pass/No Pass Option

ID 030 GRAPHIC TECHNIQUES
3 units
Lecture 2 hours; lab 3 hours, lab 0 hours by arrangement
Recommended preparation: MATH 902
Acceptable for credit: California State University
This course covers sketching and rendering techniques in relation to interior spaces. One-point perspective drawing, an introduction to two-point perspective drawing, and sketching and rendering techniques in black and white, with an introduction to color media, will be explored. Pass/No Pass Option

ID 035A HISTORY OF FURNITURE AND INTERIORS
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course covers the principal styles of furniture, interiors, and related decorative arts from antiquity through the French period. Pass/No Pass Option

ID 035B HISTORY OF FURNITURE AND INTERIORS
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: ID 035A
Acceptable for credit: California State University
This course covers the principal styles of furniture, interiors, and related decorative arts from the English Period to the present. Pass/No Pass Option

ID 035C DESIGN OF HISTORIC INTERIORS
3 units
Lecture 2 hours; lab 3 hours, lab 0 hours by arrangement
Prerequisites: ID 010, ID 015, ID 020, ID 035A, ID 035B
Recommended preparation: MATH 902, ID 025, ID 028, ID 030, ID 075
Acceptable for credit: California State University
This course examines the process, laws and regulations, categories, qualification criteria, and financial incentives for the interior design of historic buildings. In addition, rehabilitation of a building is explored in detail. This course may be taken two times. Pass/No Pass Option

ID 040 RESIDENTIAL DESIGN
3 units
Lecture 2 hours; lab 3 hours, lab 2 hours by arrangement
Prerequisite: ID 005, ID 010, ID 015, ID 020, ID 025, ID 028, ID 030, ID 035A, ID 035B, ID 050, ID 075
Recommended preparation: MATH 902
Acceptable for credit: California State University
This course covers planning and design for interior spaces, with emphasis on the residential environment. Projects include design theory, research, design concept development, and implementation in residential spaces. Students produce design documents including scaled drawings and renderings, specifications, and design models. Pass/No Pass Option

ID 045 PROFESSIONAL PRACTICE
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: ID 040, ID 055
Recommended preparation: MATH 103/103R
Acceptable for credit: California State University
This course covers business principles and practices in the field of interior design for both residential and commercial interiors. Pass/No Pass Option

Recommended Preparations in Basic Skills:
Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing ENGL 905 AND reading competency by completing Reading 970, or Reading 055. Some courses may also require a math course prior to enrollment. See individual course descriptions for math recommendations.

NOTE: Course hours per week stated in the catalog are based on a 18 week semester. For hours per week during the current 16 week semester or summer or winter sessions, please see the schedule of classes, or go to www.westvalley.edu and look under MyWebServices.
ID 050 KITCHEN AND BATH DESIGN
3 units
Lecture 2 hours; lab 3 hours, lab 2 hours by arrangement
Prerequisite: ID 005, ID 010, ID 015, ID 020, ID 025, ID 028, ID 030, ID 035A, ID 035B, ID 065, ID 075
Recommended preparation: MATH 902
Acceptable for credit: California State University
This course covers the process of design for kitchens and bathrooms with emphasis on construction, working drawings, presentation drawings, finish selection and specifications. The National Kitchen and Bath Association guidelines for kitchen and bathroom design are studied and implemented. Pass/No Pass Option

ID 055 ESTIMATING AND COSTING
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: ID 025
Recommended preparation: MATH 902
Acceptable for credit: California State University
This course covers the processes and techniques of estimating and specifying materials related to the finishing and furnishing of interior spaces, including window treatment, wall treatment, floor treatment, upholstery, and architectural surfaces. Pass/No Pass Option

ID 060 COMMERCIAL DESIGN
3 units
Lecture 2 hours; lab 3 hours, lab 2 hours by arrangement
Prerequisite: ID 040.
Recommended preparation: MATH 902
Acceptable for credit: California State University
Students study the methods of planning and design for interior spaces related to commercial projects and space planning for offices and public buildings. Finish materials and furniture suitable for commercial projects are examined and methods of producing presentation drawings are practiced. Pass/No Pass Option

ID 065 INTRODUCTION TO COMPUTER AIDED DESIGN: AUTOCAD
3 units
Lecture 2 hours; lab 3 hours, lab 2 hours by arrangement
Recommended preparation: MATH 902
Acceptable for credit: California State University
This course is an introduction to 2 dimensional and isometric computer-aided drafting using AutoCAD on the PC. It is designed for students with no computer experience and dual listed with DRAFT 073. Pass/No Pass Option

ID 066 ADVANCED AUTOCAD
3 units
Lecture 2 hours; lab 3 hours, lab 2 hours by arrangement
Prerequisites: DRAFT 073 or ID 065
Acceptable for credit: California State University
This course provides an opportunity for students to use concepts acquired in ID 65 or Draft 73 in a more complex way. Advanced topics in the construction of two and three dimensional drawing and solid modeling are addressed. This course is dual listed with DRAFT 75. Pass/No Pass Option

ID 070 ADVANCED GRAPHIC TECHNIQUES
3 units
Lecture 2 hours; lab 3 hours, lab 0 hours by arrangement
Prerequisite: ID 030
Recommended preparation: ID 040, MATH 902
Acceptable for credit: California State University
This course covers advanced sketching and rendering techniques in relation to interior spaces. Two-point perspective drawing, sketching and rendering techniques in different media and presentation materials will be explored. This course may be repeated once. Pass/No Pass Option

ID 075 LIGHTING DESIGN
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: ID 015
Recommended preparation: MATH 902
Acceptable for credit: California State University
This course covers the theory and practice of lighting design and development of plans with light fixture specifications. Pass/No Pass Option

ID 080 ADVANCED COMMERCIAL DESIGN
3 units
Lecture 2 hours; lab 3 hours, lab 2 hours by arrangement
Prerequisite: ID 060
Recommended preparation: ID 070, MATH 902
Acceptable for credit: California State University
This course involves the study of commercial interior design via projects of increased size and complexity and of diverse use. Pass/No Pass Option

ID 080B ADVANCED RESIDENTIAL DESIGN
3 units
Lecture 2 hours; lab 3 hours, lab 2 hours by arrangement
Recommended preparation: MATH 902
Prerequisite: ID 040, ID 045
Acceptable for credit: California State University
This course covers advanced planning and design of the residential environment with an emphasis on kitchen and bathroom design. The course involves the study of advanced residential interior design via projects of increased size, detail and complexity and addressing diverse needs. Pass/No Pass Option

ID 080C ADVANCED KITCHEN AND BATHROOM DESIGN
3 units
Lecture 2 hours; lab 3 hours, lab 0 hours by arrangement
Prerequisites: ID 050
Recommended preparation: MATH 902, ID 045
Acceptable for credit: California State University
This course covers the design of kitchens and bathrooms, with advanced study of the design process, design concept development, design phases, interior construction, building systems, materials and furnishings selections, and design documentation. Pass/No Pass Option

ID 085 DESIGN DETAILING
3 units
Lecture 2 hours; lab 3 hours, lab 2 hours by arrangement
Prerequisites: ID 060, ARCH 030
Recommended preparation: MATH 902
Acceptable for credit: California State University
This course covers the development of the design process and skills as applied to custom interior detailing and furniture design. Pass/No Pass Option

ID 090A INTERIOR DESIGN INTERNSHIP
3 units
Lecture 0 hours; lab 0 hours, lab 9 hours by arrangement
Prerequisites: ID 005, ID 010, ID 015, and ID 020
Recommended preparation: MATH 902
Acceptable for credit: California State University
This course provides students with in-the-field experience, working directly under the supervision of an interior designer or interior design-related professional. Students are able to apply knowledge and skills learned in the Interior Design Certificate courses, further enhancing the learning process. Opportunities and encouragement to continue to research career possibilities are provided. Students may apply this 3-unit internship toward the elective in the Interior Design Certificate and A.S. Degree programs. Pass/No Pass Only

ID 090B INTERIOR DESIGN INTERNSHIP
4 units
Lecture 0 hours; lab 0 hours, lab 12 hours by arrangement
Prerequisites: ID 040, ID 045, ID 050, and ID 060
Recommended preparation: MATH 902
Acceptable for credit: California State University
This course provides students with in-the-field experience, working directly under the supervision of an interior designer or interior design-related professional. Students are able to apply knowledge and skills learned in the Interior Design Certificate courses, further enhancing the learning process. Opportunities and encouragement to continue to research career possibilities are provided. This 4-unit internship course is required for completion of the Interior Design Advanced Certificate. Pass/No Pass Only

ID 090C KITCHEN AND BATH DESIGN INTERNSHIP
6 units
Lecture 0 hours; lab 0 hours, lab 18 hours by arrangement
Prerequisite: ID 050
Recommended preparation: MATH 902
Acceptable for credit: California State University
This course is intended to provide students with advanced professional experience working in the profession of interior design, with an emphasis on kitchen and bathroom design and related areas. Pass/No Pass Only

- PREREQUISITES AND COREQUISITES are MANDATORY. See page 14 for specific information.
- Courses used to meet prerequisite requirements must have been completed with a grade of C or Pass or better.
- RECOMMENDED preparations are ADVISORY.
- This catalog is subject to change and may be incomplete. Please consult the addenda at www.westvalley.edu/catalog/.

WEST VALLEY COLLEGE
2010 • 2011 CATALOG

119
ID 091, 092, 093 DIRECTED STUDIES
1-3 units
91 - Lecture 0 hours; lab 0 hours, lab 3 hours by arrangement
92 - Lecture 0 hours; lab 0 hours, lab 6 hours by arrangement
93 - Lecture 0 hours; lab 0 hours, lab 9 hours by arrangement
Prerequisite: Interview with instructor to determine objectives and sign a contract
Recommended preparation: MATH 103/103R
Acceptable for credit: California State University

ID 100 SPECIAL TOPICS
.5-.3 units
Recommended Basic Skill Level: none required
The course will explore topics related to this discipline and will be offered as needed. See the class schedule for current offerings. Pass/No Pass Option

International Trade
For Information regarding International Trade contact: CITD
Center for International Trade Development
2450 South Bascom Ave.
Campbell, CA 95008
www.svcitd.org
(408)879-1804

ITALIAN

ITAL 001A BEGINNING ITALIAN
5 units
Lecture 5 hours; lab 0 hours, lab 0 hours by arrangement
Co requisite: ITAL 011A
Acceptable for credit: University of California, California State University
The students will learn the fundamentals of Italian grammar and pronunciation, how to converse on a limited scale about everyday topics, and how to write and understand Italian within the limits of the grammatical structures and vocabulary introduced in the course. Emphasis will be placed upon communication, and students will be exposed to some of the culture of Italy. Pass/No Pass Option

ITAL 001B BEGINNING ITALIAN
5 units
Lecture 5 hours; lab 0 hours, lab 0 hours by arrangement
Co requisite: ITAL 011B
Acceptable for credit: University of California, California State University
The course provides an excellent supplement to Italian 1A. Pass/No Pass Option

ITAL 002A, B INTERMEDIATE ITALIAN
5 units each course
Lecture 5 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: ITAL 001A or 001B or three years of high school Italian
Acceptable for credit: University of California, California State University
An intermediate course. Review of grammar, emphasizing structural analysis and practice in writing, intensive oral and written drills. Selected readings from representative works of contemporary Italian authors. Pass/No Pass Option

ITAL 011A ITALIAN LABORATORY
0.5 unit
Lecture 0 hours; lab 0 hours, lab 1.5 hours by arrangement
Co requisite: ITAL 001A
Acceptable for credit: California State University
This is a separate course, offered by arrangement at the student’s convenience, which aims to present the culture of the Italian-speaking world through a variety of media. The student will review the customs and culture of Italian-speaking countries through slides, filmstrips, tapes, films and current publications. Tapes and programs providing Italian language and pronunciation drills are also available. The course provides an excellent supplement to Italian 1A. Pass/No Pass Option

ITAL 011B ITALIAN LABORATORY
0.5 unit
Lecture 0 hours; lab 0 hours, lab 1.5 hours by arrangement
Co requisite: ITAL 001B
Acceptable for credit: California State University
This course is a continuation of Italian 011A, although 11A is not a prerequisite. The student will expand his/her knowledge of the cultures of Italian-speaking people through further use of slides, filmstrips, films and current publications. Tapes and programs providing Italian language and pronunciation drills are also available. The course provides an excellent supplement to Italian language classes and is usually taken in conjunction with Italian 1B. Pass/No Pass Option

ITAL 050A BASIC ITALIAN CONVERSATION AND CULTURE
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
Designed for those desiring a less structured, more practical conversational approach, this course emphasizes conversation and vocabulary building. A variety of classroom activities will permit the students to use the language while studying it. Cultural topics will center on everyday life in Italy (food, customs and traditions, the family, etc.), and some audiovisual aids will be used. Pass/No Pass Option

ITAL 050B BASIC ITALIAN CONVERSATION AND CULTURE
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: ITAL 050A
Acceptable for credit: California State University
Continuation of Italian 50A. Students will increase their vocabulary and knowledge of basic grammatical structures while emphasizing conversation. The culture of Italy will be presented through newspaper and magazine articles and audiovisual materials. Pass/No Pass Option

Recommended Preparations in Basic Skills:
Before you enroll in degree-applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 053. Some courses may also require a math course prior to enrollment. See individual course descriptions for math recommendations.

NOTE: Course hours per week stated in the catalog are based on an 18-week semester. For hours per week during the current 16-week semester or summer or winter sessions, please see the schedule of classes, or go to www.westvalley.edu and look under MyWebServices.
ITAL 051A INTERMEDIATE ITALIAN CONVERSATION AND CULTURE
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: ITAL 050B
Acceptable for credit: California State University
Review and continuation of basic grammar studied in Italian 50A-B, with increased conversation and discussion of the customs and culture of Italy and Italian Switzerland. Pass/No Pass Option

ITAL 051B INTERMEDIATE ITALIAN CONVERSATION AND CULTURE
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: ITAL 051A
Acceptable for credit: California State University
Continuation of Italian 51A. Emphasis on conversation, vocabulary acquisition and idiomatic expressions. Review of basic grammar principles and discussion based on topics chosen from current newspaper and magazine articles. Pass/No Pass Option

ITAL 091, 092, 093 DIRECTED STUDIES
1-3 units
91 - Lecture 0 hours; lab 0 hours, lab 3 hours by arrangement
92 - Lecture 0 hours; lab 0 hours, lab 6 hours by arrangement
93 - Lecture 0 hours; lab 0 hours, lab 9 hours by arrangement
Prerequisite: Interview with instructor to determine objectives and write a contract.
California State University "UC transfer credit for directed studies courses is granted after a review of the course outline and examples of students work (assignments, tests, papers, etc.) by the enrolling UC campus. Please see a counselor for more information..

Individual work in fundamentals of grammar and pronunciation and further development of language skills. Some exposure to the customs and culture of Italy through discussions and reading selections. Pass/No Pass Option

ITALIAN CONVERSATION AND CULTURE

Japanese

DIVISION Language Arts
DIVISION CHAIR Randy Fujishin
DEPARTMENT CHAIR Marc Accornero
PHONE 408-741-4011
EMAIL marc.accornero@wvc.edu
COUNSELING 408-741-2009

Learning Outcomes
See World Languages

JPNS 001A BEGINNING JAPANESE
5 units
Lecture 5 hours; lab 0 hours, lab 0 hours by arrangement
Co requisite: JPNS 011A
Acceptable for credit: University of California, California State University
The student will learn the fundamentals of Japanese grammar and pronunciation and be able to converse on a limited scale about topics of everyday importance. He/she will be able to record this same information in writing and will be able to understand written and spoken Japanese within the limits of the grammatical structures and vocabulary introduced in the course. Emphasis will be placed on communication and relevancy. The student will be personally involved in a variety of activities which encourage him/her to use the language creatively in meaningful situations. In addition, the student will be exposed to various aspects of the culture of the Japanese speaking world. Pass/No Pass Option

JPNS 001B BEGINNING JAPANESE
5 units
Lecture 5 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: 001A is prerequisite to 001B
Co requisite: JPNS 011B
Acceptable for credit: University of California, California State University
The student will learn the fundamentals of Japanese grammar and pronunciation and be able to converse on a limited scale about topics of everyday importance. He/she will be able to record this same information in writing and will be able to understand written and spoken Japanese within the limits of the grammatical structures and vocabulary introduced in the course. Emphasis will be placed on communication and relevancy. The student will be personally involved in a variety of activities which encourage him/her to use the language creatively in meaningful situations. In addition, the student will be exposed to various aspects of the culture of the Japanese speaking world. Pass/No Pass Option

JPNS 002A INTERMEDIATE JAPANESE
5 units
Lecture 5 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: JPNS 001B
Acceptable for credit: University of California, California State University
The student will review basic grammar and learn new structures and vocabulary while increasing his/her knowledge of the customs and culture of Japan. Conversation and written drills will be emphasized as well as practice in written composition. Pass/No Pass Option

JPNS 002B INTERMEDIATE JAPANESE
5 units
Lecture 5 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: JPNS 002A
Acceptable for credit: University of California, California State University
The course will continue the grammar and vocabulary of JPNS 002A, and it will introduce new material about the culture of Japan. Conversation and written drills will be emphasized as well as practice in written composition. Pass/No Pass Option

JPNS 011A JAPANESE LABORATORY
.5 unit
Lecture 0 hours; lab 0 hours, lab 1.5 hour by arrangement
Co requisite: JPNS 001A
Acceptable for credit: California State University
JPNS 011A is a separate course offered by arrangement for the student's convenience. It aims to present the culture of the Japanese speaking people through a variety of media. The student will review the Japanese culture through slides, filmstrips, film, cassettes and current publications. The course provides an excellent supplement to Japanese language classes and is usually taken in conjunction with JPns 001A. This course may be repeated once. Pass/No Pass Option

JPNS 011B JAPANESE LABORATORY
.5 unit
Lecture 0 hours; lab 0 hours, lab 1.5 hour by arrangement
Co requisite: JPNS 001B
Acceptable for credit: California State University
JPNS 011B is a continuation of JPNS 011A, although 011A is not a prerequisite. The student will expand his/her knowledge of the Japanese speaking people and their culture through further use of tapes, slides, filmstrips, and current publications. The course provides an excellent supplement to Japanese language classes and is usually taken in conjunction with JPNS 001B. This course may be repeated once. Pass/No Pass Option

JPNS 050A,B BASIC JAPANESE CONVERSATION AND CULTURE
3 units each
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: JPNS 050A is prerequisite to JPNS 050B
Acceptable for credit: California State University
Designed for those desiring a basic, practical conversational approach to learning a language, this course emphasizes conversation and vocabulary-building with a minimum of grammar. A variety of classroom activities will permit the student to use the language while studying it. Cultural topics will center on everyday life in Japan today (food, customs and traditions, the family, etc.). A variety of audiovisual aids will be used. This course may also appeal to the growing number of people conducting business with foreign countries, and it will enhance the employment skills of students. Pass/No Pass Option

• PREREQUISITES AND COREQUISITES are MANDATORY. See page 14 for specific information.
• Courses used to meet prerequisite requirements must have been completed with a grade of C or Pass or better.
• RECOMMENDED preparations are ADVISORY
• This catalog is subject to change and may be incomplete. Please consult the addenda at www.westvalley.edu/catalog/.
JPN 051A INTERMEDIATE JAPANESE CONVERSATION AND CULTURE
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: JPN 050B OR JPN 001A
Acceptable for credit: California State University
Designed for those desiring an intermediate, practical conversational approach to learning a language. This course emphasizes conversation and vocabulary building with a minimum of grammar. A variety of classroom activities will permit active use of the language. Cultural topics will center on everyday life in Japan today (food, customs, traditions, government, etc.). A variety of audio visual aids will be used in the presentation of this course. Successful completion could enhance the employment possibilities for students. Pass/No Pass Option

JPN 051B INTERMEDIATE JAPANESE CONVERSATION AND CULTURE
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: JPN 051A
Acceptable for credit: California State University
Designed for those desiring an intermediate, practical conversational approach to learning a language. This course emphasizes conversation and vocabulary building with a minimum of grammar. A variety of classroom activities will permit the student to use the language while studying it. Cultural topics will center on everyday life in Japan today. A variety of audio visual aids will be used in the presentation of this course. Successful completion could enhance the employment possibilities for students. Pass/No Pass Option

JPN 091, 092, AND 093 JAPANESE DIRECTED STUDIES
1-3 units
91 - Lecture 0 hours; lab 0 hours, lab 3 hours by arrangement
92 - Lecture 0 hours; lab 0 hours, lab 6 hours by arrangement
93 - Lecture 0 hours; lab 0 hours, lab 9 hours by arrangement
Prerequisite: Interview with instructor to determine objectives and write a contract
California State University "UC transfer credit for directed studies courses is granted after a review of the course outline and examples of students work (assignments, tests, papers, etc.) by the enrolling UC campus. Please see a counselor for more information.
Students are given individual work of special interest in Japanese, reading, writing, lab work, research, etc. Related to the regular Japanese courses offered but not included in them. Pass/No Pass Option

The West Valley College Journalism Department offers both theoretical and practical classes to provide students with the skills needed to be successful in both their academic and work lives. Through these courses, students get both hands-on experience and background knowledge to help them develop their reading, writing and critical thinking skills needed to transfer to a four-year college or university, or move directly into the workforce. The Journalism courses are designed to prepare students for initial entry into careers in various areas of communication, as well as for transfer to other colleges and universities.

Highlights
• Small classes with individual attention
• Hands-on experience producing The Norseman, a frequent award winner in regional and state community college journalism competitions
• State of the art technology
• Opportunities for work experience in local industry and media
• Close links with other local newspapers
• Direct production experience
• Resources center with information on internships, scholarships, mentors, transfer requirements and field trips

Learning Outcomes
After completing courses in Journalism, a student will be able to
• Express ideas clearly in writing;
• Conduct journalistic research and interviews;
• Meet deadlines;
• Use technology appropriate to the medium.

Career Options
• Advertising
• Broadcast Journalism
• Business
• Editing
• Graphic Design
• Marketing Communications
• Print Journalism
• Production
• Public Relations
• Publishing
• Research
• Reviewing
• Sales
• Screen Writing
• Teaching
• Technical Communications

Note: Some career options require more than two years of college study

JOURNALISM/MASS COMMUNICATIONS
Transfer:
See Transfer Planning Guide available at the Counseling Center.

JORN 001 NEWS MEDIA
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: ENGL 905
Acceptable for credit: California State University
A one-semester lecture course on the role of mass communication in society, with emphasis upon major means of mass communication: newspapers, magazines, books, television, and motion pictures. (Offered once each year)

JORN 021A BEGINNING NEWSWRITING
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: ENGL 905
Acceptable for credit: California State University
A lecture and laboratory course in newswriting principles. Clear, concise, accurate communication is emphasized. The first semester includes writing and rewriting of basic, typical news stories. The course is designed to satisfy, in part, the basic newswriting requirements for baccalaureate programs in Journalism.

JORN 053 NEWSPAPER ARTICLE WRITING
2 units
Lecture 1 hour; lab 2 hours, lab 2 hours by arrangement
Recommended preparation: ENGL 905
Acceptable for credit: California State University
A one-semester lecture and lab course in newspaper article writing techniques, using the college newspaper, the Norseman, as a practical laboratory. Stories are assigned; students conduct interviews and gather information for stories. Stories are written onto a computer, where they are edited by student editors. During the process, discussions are held as appropriate on ethical, legal, and other responsibilities and writing styles and techniques. The cycle is repeated to the number of issues in the term. Pass/No Pass Option

JORN 055 NEWSPAPER PRODUCTION
2 units
Lecture 1 hour; lab 2 hours, lab 2 hours by arrangement
Recommended preparation: ENGL 905
Acceptable for credit: California State University
A one-semester lecture and lab course in newspaper production techniques, using the college newspaper, the Norseman, as a practical laboratory. Stories prepared by the class are checked for completeness and lack of technical errors. Class members and student editors review possible page designs. Studentspaginate (lay out) pages on a computer, place stories, artwork, photographs and other graphic images on the page, print out and assemble the page to be sent to a commercial printer. During the process, discussions are held appropriate on typography, design, computer techniques, and graphic arts techniques. The cycle is repeated to the number of issues in the term. Pass/No Pass Option

Recommended Preparations in Basic Skills:
Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 053. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.

NOTE: Course hours per week stated in the catalog are based on an 18 week semester. For hours per week during the current 16 week semester or summer or winter sessions, please see the schedule of classes, or go to www.westvalley.edu and look under MyWebServices.
**Landscape Architecture**

(See also Architecture)

**THE FACULTY**

Dr. Soroush Ghahramani, Registered Architect, Italy International Associate A.I.A.

**DIVISION**

Applied Arts and Sciences

**DIVISION CHAIR**

Diane Hurd

**DEPARTMENT CHAIR**

Dr. Soroush Ghahramani

**PHONE**

408-741-4097

**EMAIL**

soroush.ghahramani@wvm.edu

**COUNSELING**

408-741-2009

A blend of art and science, Landscape Architecture focuses on natural systems and cultural processes in the planning, design and management of sustainable landscapes for this and future generations. Students of Landscape Architecture are capable of solving complex environmental problems and are able to communicate effective solutions. The Program in Landscape Architecture at West Valley College emphasizes a process-oriented approach to problem solving while encouraging sensitivity toward community values and ecological principles. Students will develop creative ability and technical skill through a range of exercises and projects relating to recreation and open space planning, park design, landscape reclamation and preservation, resource management, urban planning and design as well as residential, commercial and institutional landscape environments. The program is recognized by the California State Board of Landscape Architects. Students are prepared for rewarding professional careers or transfers to advanced university programs. Graduates are employed in a wide range of important environmental and design-related roles.

**LANDSCAPE ARCHITECTURE (A.S. Degree)**

Outcomes

- Communicate effectively and professionally in the landscape architectural environment through proper use of verbal, written and graphic techniques.
- Apply mathematical skills to solve technical problems associated with landscape architectural drawings.
- Develop landscape architectural drawings and presentation drawings.
- Use computer graphics applications associated with landscape architectural projects.
- Select landscape construction materials based upon their properties and methods of installation.
- Demonstrate creativity and problem-solving abilities in landscape design for residential, commercial, and public sites.
- Use standard dimensions for space planning and human occupancy using Landscape Architectural Graphic Standards.
- Identify different types of landscape plants during the four seasons.
- Demonstrate creative abilities in landscape plant composition.
- Identify professional, ethical and societal responsibilities including respect for diversity.
- **Certificate in Landscape Architecture**

Learning Outcomes

- After completing a certificate in Landscape Architecture, a student will be able to
- Communicate effectively and professionally in the landscape architectural environment through proper use of verbal, written and graphic techniques.
- Apply mathematical skills to solve technical problems associated with landscape architectural drawings.
- Develop landscape architectural drawings including construction drawings, and presentation drawings.
- Use computer graphics applications associated with landscape architectural projects.
- Select landscape construction materials based upon their properties and methods of installation.
- Apply building codes, zoning codes, and ADA (Americans with Disabilities Act);
- Demonstrate creativity and problem-solving abilities in landscape design for residential, commercial, and public sites;

**Kitchen and Bathroom Design**

(See interior Design)
Students, upon completion of this AS Degree, may qualify for the following career paths as well as pursue a professional license:

- Landscape Architects
- Resource Managers
- Designers
- Landscape Contractors
- Draftspersons
- Landscape Industry Representatives
- Planners

**Major Requirements: (45 Units)**

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<th>Course</th>
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<td>ARCH 050</td>
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<td>ARCH 051</td>
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<td>ARCH 084</td>
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<tr>
<th>Required Electives: (minimum of 3 units)</th>
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<tbody>
<tr>
<td>ARCH 045 Architectural Building Codes</td>
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<tr>
<td>ARCH 052 Architectural Graphics: Color Rendering</td>
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<tr>
<td>ARCH 061 Architectural Design I</td>
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<tr>
<td>ARCH 062 Architectural Design II</td>
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<tr>
<td>ARCH 065 Advanced Architectural desktop &amp; 3D Rendering</td>
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**Recommended Preparations in Basic Skills:**

Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 055. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.

**NOTE:** Course hours per week stated in the catalog are based on a 18 week semester. For hours per week during the current 16 week semester or summer or winter sessions, please see the schedule of classes, or go to www.westvalley.edu and look under MyWebServices.
ARCH 053 INTRODUCTION TO ARCHITECTURAL & ENVIRONMENTAL DESIGN
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course is an overview of the field of environmental design and introduces the design process as a basis for architectural decision-making. Other topics include the professional fields of architecture, engineering, city planning, landscape architecture, allied profession, and construction. Pass/No Pass Option

ARCH 054 INTRODUCTION TO ARCHITECTURAL DESKTOP
3 units
Lecture 2 hours; lab 4 hours, lab 0 hours by arrangement
Recommended preparation: MATH 902 or concurrently
Acceptable for credit: California State University
This course is an introduction to Autodesk Architectural Desktop - an AutoCAD based software specifically designed for use by architecture and civil engineering professionals. This course emphasizes the construction of both 2D and 3D drawings. Pass/No Pass Option

ARCH 056 BASIC ARCHITECTURAL DESIGN
3 units
Lecture 2 hours; lab 4 hours, lab 0 hours by arrangement
Recommended preparation: MATH 103 or MATH 103R: Elementary Algebra
Acceptable for credit: University of California, California State University
This course is a study of the architectural design principles and methodologies. Students apply these principles to studio problems of increasing complexity. Various representation techniques are utilized, including sketching, manual drafting, computer graphics, and architectural model making. Pass/No Pass Option

ARCH 057 ARCHITECTURAL MODEL MAKING
1 unit
Lecture .5 hours; lab 1.5 hours, lab 0 hours by arrangement
Acceptable for credit: California State University, University of California (Proposed)
This course covers all aspects of the materials, tools, and skills required to build architectural models. Pass/No Pass Option

ARCH 061 ARCHITECTURAL DESIGN I
3 units
Lecture 2 hours; lab 4 hours, lab 0 hours by arrangement
Prerequisite ARCH 054 and ARCH 056
Recommended preparation: MATH 103 or MATH 103R
Acceptable for credit: University of California, California State University
This course is an intermediate level architectural design studio. Students have opportunities to study environmental and visual phenomena through architectural design exercises. The theories of building design and problem solving methodologies are introduced and used as a basis for the design process. Pass/No Pass Option

ARCH 062 ARCHITECTURAL DESIGN II
3 units
Lecture 2 hours; lab 4 hours, lab 0 hours by arrangement
Prerequisite ARCH 054 and ARCH 056
Recommended preparation: MATH 103 or MATH 103R
Acceptable for credit: University of California, California State University
This course is an intermediate-advanced level architectural design studio. Students have opportunities to study environmental and visual phenomena through architectural design exercises. Additional topics include the introduction to structure and materials, and their relationships to form, function, and design intent. Students have opportunities to design a complex building by performing case studies relating to the specific building type prior to undertaking the design project itself. Pass/No Pass Option

ARCH 065 ADVANCED ARCHITECTURAL DESKTOP & 3D RENDERING
3 units
Lecture 2 hours; lab 4 hours, lab 0 hours by arrangement
Recommended preparation: MATH 103 or MATH 103R
Acceptable for credit: California State University
This course is an advanced Autodesk Architectural Desktop & VIZr two AutoCAD based softwares specifically designed for use by architects, interior design, and civil engineering professionals. This course familiarizes both novices and experienced 3D artists with the process and capabilities of the ADT/VIZr tool set. The course focuses squarely on the process of developing projects with ADT and VIZr. Students will learn how to use each tool to its maximum benefit, as well as why it is important to the overall process. This course emphasizes the creation of a set of construction documents and advanced rendering perspectives from a 3D model of a building project and its context. Pass/No Pass Option

ARCH 072 HISTORY OF LANDSCAPE ARCHITECTURE
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California (proposed), California State University
This course is a study of world landscape architectural history from prehistory to present. Pass/No Pass Option

ARCH 073 INTRODUCTION TO LANDSCAPE ARCHITECTURE
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course is an introductory survey of landscape architecture, the landscape architectural profession, land use planning and environmental protection, and the different processes involved from small-space design to regional planning. Pass/No Pass Option

ARCH 074 LANDSCAPE DESIGN I
3 units
Lecture 2 hours; lab 3 hours, lab 0 hours by arrangement
Recommended preparation: MATH 103
MATH 103R
Acceptable for credit: California State University, University of California (Proposed)
This course is an intermediate level landscape architectural design studio. Students have opportunities to study environmental and visual phenomena through landscape architectural design exercises. The theories of site design and problem solving methodologies are introduced and used as a basis for the design process. Pass/No Pass Option

ARCH 075 LANDSCAPE DESIGN II
3 units
Lecture 2 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: California State University, University of California (Proposed)
This course is an advanced level landscape architectural design studio. Students have opportunities to study environmental and visual phenomena through landscape architectural design exercises. Additional topics include the introduction to landscape structures and materials, and their relationships to form, function, and design intent. Students have opportunities to design a complex site by performing case studies relating to the specific landscape design type prior to undertaking the design project itself. Pass/No Pass Option

ARCH 076 LANDSCAPE CONSTRUCTION TECHNOLOGY
3 units
Lecture 2 hours; lab 3 hours, lab 0 hours by arrangement
Recommended preparation: MATH 103 or MATH 103R
Acceptable for credit: California State University, University of California (Proposed)
This course is a study of the landscape architecture technical implementation with an emphasis on basic principles of site layout, grading and drainage, earthwork computations, irrigation systems, landscape construction materials, and details. Pass/No Pass Option
ARCH 077 GIS APPLICATIONS TO ARCHITECTURE & LANDSCAPE
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course is a study of the theory behind Geographic Information Systems (GIS) related to architecture and landscape architecture. This course is designed to take an interdisciplinary approach to GIS and demonstrate its capability for data analysis and decision-making in urban planning, architecture, and landscape architecture. Students use ArcView GIS software and Pathfinder Office software to find solutions and develop methods to solve problems using spatial data useful for urban planning, architectural, and landscape architectural design. Students collect data with Trimble GPS units and convert that data for use with ArcView GIS software. Pass/No Pass Option

ARCH 081 LANDSCAPE PLANTS: SUMMER & AUTUMN
3 units
Lecture 2 hours; lab 3 hours, lab 0 hours by arrangement
Recommended preparation: BIO 042
Acceptable for credit: University of California, California State University
This course is a study of ornamental trees, vines, and groundcovers during the summer and autumn seasons. Emphasis is placed on growth habits, cultural requirements, maintenance, suitability for landscape use, and the ecology of plant communities. Pass/No Pass Option

ARCH 082 LANDSCAPE PLANTS: WINTER & SPRING
3 units
Lecture 2 hours; lab 3 hours, lab 0 hours by arrangement
Recommended preparation: BIO 042
Acceptable for credit: University of California, California State University
This course is a study of ornamental trees, vines, and groundcovers during the winter and spring seasons. Emphasis is placed on growth habits, cultural requirements, maintenance, suitability for landscape use, and the ecology of plant communities. Pass/No Pass Option

ARCH 083 PLANT COMPOSITION
2 units
Lecture 1 hour; lab 3 hours, lab 0 hours by arrangement
Prerequisite ARCH 081
Co-requisite ARCH 082
Recommended preparation: BIO 042
Acceptable for credit: University of California, California State University
This course is a study of the design placement of ornamental trees, shrubs, vines, and groundcovers in the environmental landscape. Emphasis is on the aesthetic and functional relationship of plant combinations, forms, and the scale of plants to structures and outdoor spaces. Pass/No Pass Option

ARCH 084 SUSTAINABILITY IN LANDSCAPE ARCHITECTURE
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University, University of California (Proposed)
This course covers the topic of sustainability in landscape architectural design studio. Students have opportunities to study sustainable environmental and visual phenomena through landscape architectural design exercises. Additional topics include Firescaping, green roof, plant restoration, habitat restoration, and Brownfield. Students have opportunities to apply sustainable design to a specific site. Pass/No Pass Option

Latin

LATIN 050A GRAMMAR, STRUCTURE AND ROMAN CULTURE
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course is designed for students who wish to improve their understanding of foreign language, English, and the literature of ancient writers of Latin. The classroom activities consist of learning grammar, vocabulary, reading, and translating original passages in Latin classical literature. This course may be repeated once. Pass/No Pass Option

Languages
(See specific language)
Leadership

THE FACULTY
Kim Aufhauser

DIVISION Applied Arts and Sciences
DIVISION CHAIR Diane Hurd
DEPARTMENT CHAIR Kim Aufhauser
PHONE 408-741-2403
EMAIL kim.aufhauser@wvm.edu
COUNSELING 408-741-2009

Learning Outcomes
After completing courses in Leadership, a student will be able to:

• Determine a personal leadership style and employ effective leadership strategies within a group;
• Demonstrate skills in establishing consensus within a group and use effective leadership strategies to resolve conflicts;
• Explain service leadership and employ this concept in leadership situations

LEAD 020A INTRODUCTION TO DEVELOPING LEADERSHIP SKILLS-A WILDERNESS FIELD COURSE
2 units
Lecture 1 hour; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This innovative course is the foundation to an interdisciplinary program intended to provide students with the opportunity to develop leadership skills by first learning more about themselves and secondly working within a small team. In this course the student will be challenged emotionally, intellectually and physically in a wilderness environment. The student will discover the need for a strong self and learn the dynamics that make teams work.

LEAD 030A TRANSITION TO LEADERSHIP
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University

Library and Information Studies

THE FACULTY
Yanghee Kim
Maryann Mills
Bill Proudfoot
Betsy Sandford
Rachel Sandoval

DIVISION Library
DIVISION CHAIR Celine Pinet
DEPARTMENT CHAIR Maryann Mills
PHONE 408-741-4661
EMAIL maryanne.mills@wvm.edu
COUNSELING 408-741-2009

Learning Outcomes
After completing courses, orientations, and/or workshops, a student will be able to:

• Gather, evaluate, organize and use information in order to successfully complete research projects;
• Properly cite sources according to established formats such as MLA and APA;
• Explain the legal and ethical aspects of research, including copyright and plagiarism;
• Interpret news from mass media and alternative media sources;
• Communicate using new media sources such as web blogs, wikis and other web technologies.

LIBR 004 INFORMATION COMPETENCY
1 unit
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University

This course provides students with the opportunity to develop and strengthen research skills and to learn the core concepts of information retrieval. Students are introduced to the essential techniques for finding, evaluating, analyzing and presenting information - key skills for a successful college career. The class covers in-depth use of electronic resources, how to create research strategies to retrieve relevant information, how to critically evaluate information, and how and when to use the Internet as a research tool. The class also reviews the legal and ethical issues surrounding information and its use. This course fulfills one-half the information competency requirement for Associate Degree. Pass/No Pass Option

LIBR 006 STOP SURFING - START RESEARCHING
1 unit
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement

Students will have the opportunity to learn to identify when it is appropriate to use the Internet for research and will practice using various tools to find and retrieve information. The course will include practice evaluating and documenting the information found. It is dual listed with CA 074. This course fulfills one-half the information competency requirement for Associate Degree. Pass/No Pass Only

LIBR 100B MEDIA CRITICISM & ANALYSIS: A GLOBAL PERSPECTIVE
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University

This course compares and critiques print, electronic and digital news and entertainment media in the United States and globally. The course focuses on comparing and contrasting news issues in a social/cultural context in the United States and selected countries. Alternative media sources are dissected and compared to mass media sources. Students have the opportunity to communicate using new media formats such as web blogs, wikis and other web technology. This course fulfills one-half the information competency requirement for Associate Degree. Pass/No Pass Option

Literature
(See English)

Management and Supervision
(See Business)
Mathematics

THE FACULTY
Greg Allen
Stani Berkoski
Steve Blaisberg
Alyson Butcher
Brad Chin
Gretchen Ehlers
Larry Handa
Kim Pham
Arny Vu
Betty Weiss
Rebecca Wong

DIVISION Science & Mathematics
DIVISION CHAIR Rebecca Wong
DEPARTMENT CHAIR Gretchen Ehlers
PHONE 408-741-2054
EMAIL gretchen.ehlers@wvc.edu
COUNSELING 408-741-2009

MATHEMATICS: Transfer:
See Transfer Planning Guide available at the Counseling Center.

Mathematics

Degree
A.A., Mathematics

Major Requirements:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 003AB Analytical Geometry and Calculus</td>
<td>5-5</td>
</tr>
<tr>
<td>MATH 004A Intermediate Calculus</td>
<td>4</td>
</tr>
<tr>
<td>*MATH 004B Differential Equations</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 004ABC Engineering Physics</td>
<td>5-5-5</td>
</tr>
</tbody>
</table>

Required electives from Recommended List 3

Recommended Electives:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGR 021 Intro to Computing for Scientists and Engineers</td>
<td>3</td>
</tr>
<tr>
<td>*MATH 004C Linear Algebra</td>
<td>4</td>
</tr>
<tr>
<td>MATH 019 Discrete Mathematics</td>
<td>4</td>
</tr>
<tr>
<td>*Upper Division at SJSU</td>
<td></td>
</tr>
</tbody>
</table>

To be awarded an A.A. degree, a student must complete:
1. All the major requirements.
2. Additional units to meet the college graduation requirements.

The student should choose those general education requirements which may apply both toward graduation requirements of the college and toward the bachelor’s degree requirements at the four-year institution to which he/she plans to transfer.

Career Options

- Biometrician
- Budget Analyst
- Casualty Rater
- Computer Programmer
- Controller
- Demographer
- Doctor
- Econometrician
- Engineering Analyst
- Epidemiologist
- Financial Analyst
- Investment Analyst
- Lawyer
- Management Scientist
- Mathematician
- Operations Researcher
- Public Opinion Analyst
- Statistician
- Surveyor
- Systems Analyst
- Teacher
- Urban Planner

Recommended Preparations in Basic Skills:
Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 055. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.

NOTE: Course hours per week stated in the catalog are based on a 18 week semester. For hours per week during the current 16 week semester or summer or winter sessions, please see the schedule of classes, or go to www.westvalley.edu and look under MyWebServices.
MATH 000D TRIGONOMETRY
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: MATH 104 AND MATH 106 (or 106R); or qualifying score on Placement Test and proof of Geometry and Algebra II.
Acceptable for credit: California State University
This course will study and demonstrate knowledge and understanding of trigonometric functions including applications to right triangles, circular functions, radian measure, graphs, trigonometric identities, inverse trigonometric functions, vectors and complex numbers.

MATH 000G MATHEMATICS FOR THE LIBERAL ARTS STUDENT
4 units
Lecture 4 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: MATH 106 (or 106R or 107); or qualifying score on Placement Test and proof of Algebra II
Acceptable for credit: California State University
This course fulfills the quantitative reasoning course requirement for transfer to California State Universities. It introduces students to creative mathematical thinking and problem solving. Topics include logic, geometry, applications of exponential and logarithmic functions, and the mathematics of probability and statistics. It is intended to provide a survey of current mathematical techniques for the non-specialist.

MATH 001 PRE-CALCULUS ALGEBRA
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: MATH 106 (or 106R); or qualifying score on Placement Test and proof of Algebra II
Acceptable for credit: University of California, California State University
This course is designed to adequately prepare students for the calculus sequence. Its content includes real and complex number systems, polynomials, algebraic fractions, exponents and radicals, linear and quadratic equations, simultaneous equations, matrices and determinants, inequalities, functions, theory of equations, exponential and logarithmic functions, and the mathematics of probability and statistics. It is intended to provide a survey of current mathematical techniques for the non-specialist.

MATH 002 PRE-CALCULUS ALGEBRA AND TRIGONOMETRY
5 units
Lecture 5 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: MATH 104 AND MATH 106 (or 106R); or qualifying score on Placement Test and proof of Geometry and Algebra II.
Acceptable for credit: University of California, California State University
This is an intensive course covering those topics traditionally found in the separate courses of pre-calculus algebra and trigonometry. This course is designed for the honor student in mathematics who desires to fulfill the requirements of Math D and Math 1 in one semester.

MATH 003A CALCULUS AND ANALYTICAL GEOMETRY
5 units
Lecture 5 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: MATH 101 AND MATH 000D; or MATH 002; or qualifying score on Placement Test and proof of Pre-Calculus and Trigonometry.
Acceptable for credit: University of California, California State University
This course covers functions, limits, continuity, differentiation, maximas and minima, and the beginnings of integration. The graphical and numerical capabilities of computers and calculators will be used to enhance learning.

MATH 003B CALCULUS AND ANALYTICAL GEOMETRY
5 units
Lecture 5 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: MATH 003A; or qualifying score on Placement Test and proof of Calculus I.
Acceptable for credit: University of California, California State University
The course covers the derivative and integral for logarithmic, exponential, trigonometric, inverse trigonometric, hyperbolic functions and their applications, conic sections, and infinite series.

MATH 004A INTERMEDIATE CALCULUS
4 units
Lecture 4 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: MATH 003B; or qualifying score on Placement Test and proof of Calculus II.
Acceptable for credit: University of California, California State University
The course covers vectors in two- and three-dimensional space, calculus of functions of several variables, partial differentiation, gradients, Lagrange multipliers, multiple integrals, line integrals, and an introduction to Green's Theorem, Divergence Theorem, and Stokes' Theorem.
Note: Completion of MATH 003A, 003B and 004A is equivalent to San Jose State University sequence of Math 029, 030, 031 and 032, although the order of topics presented is different. Students who are planning to complete the sequence are advised to take all three courses at one college.

MATH 004B DIFFERENTIAL EQUATIONS
4 units
Lecture 4 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: MATH 003B; or qualifying score on Placement Test and proof of Calculus II.
Acceptable for credit: University of California, California State University
The course covers ordinary differential equations with emphasis on linear equations. Many standard methods are examined including Laplace transforms, power series and numerical solutions. Applications are considered.

MATH 004C LINEAR ALGEBRA
4 units
Lecture 4 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: MATH 003B; or qualifying score on Placement Test and proof of Calculus II.
Acceptable for credit: University of California, California State University
The course covers basic linear algebra and its applications. Topics will include systems of linear equations and Gaussian elimination, determinants, matrices, vector spaces, transformations, eigenvalues and eigenvectors.

MATH 008 FINITE MATHEMATICS
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: MATH 106 (or 106R); or qualifying score on Placement Test and proof of Algebra II.
Acceptable for credit: University of California, California State University
The course covers linear equations, systems of equations and inequalities, linear programming, set theory, elements of probability, mathematics of finance, Markov chains, and game theory. Particular emphasis will be placed on applications.

MATH 010 ELEMENTARY STATISTICS
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: MATH 106 (or 106R); or qualifying score on Placement Test and proof of Algebra II.
Acceptable for credit: University of California, California State University
The course will cover descriptive and inferential statistics including data analysis, correlation, linear regression, probability, probability distributions, parameter estimation and hypothesis testing. Particular emphasis will be placed on applications. Current statistical packages from calculators and/or computers will be used.

MATH 012 APPLIED CALCULUS
4 units
Lecture 4 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: MATH 106 (or 106R); or qualifying score on Placement Test and proof of Algebra II.
Acceptable for credit: University of California, California State University
The course covers simple techniques of differential and integral calculus and their most common applications. This course handles the limit concept intuitively and is suitable for business, social science and life science majors. It is not equivalent to MATH 003A.
MATH 014 MATH FOR ELEMENTARY SCHOOL TEACHERS  
3 units  
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement  
Prerequisite: MATH 106 (or 106R or 107); or qualifying score on Placement Test and proof of Algebra II.  
Acceptable for credit: California State University  
This course is designed to fulfill the lower division mathematics requirements for students planning to enter a multiple subject teaching credential program. Topics include the real number system, numeration systems, elementary number theory, and problem solving. Technology and hands-on experiences will be integrated throughout the course.

MATH 019 DISCRETE MATHEMATICS  
4 units  
Lecture 4 hours; lab 0 hours, lab 0 hours by arrangement  
Prerequisite: MATH 001; or MATH 002; or qualifying score on Placement Test and proof of Pre-Calculus.  
Acceptable for credit: University of California, California State University  
The course will cover discrete mathematics appropriate for computer applications. Topics will be drawn from graphs and trees, sets, logic, mathematical induction, functions and relations, recursion, sequences and series, matrices, combinatorics, probability theory and Boolean algebra.

MATH 103 ELEMENTARY ALGEBRA  
5 units  
Lecture 5 hours; lab 0 hours, lab 0 hours by arrangement  
The basic operations (addition, subtraction, multiplication, and division) involving real numbers are covered. Other topics include products and factors, first degree equations and inequalities, simultaneous systems of linear equations, quadratic equations, graphing, radical expressions, rational expressions, and applications. The course is designed for the student who has had no previous instruction in algebra, or who has had difficulty with algebra.

MATH 103R ELEMENTARY ALGEBRA  
3 units  
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement  
The content of this course is identical to that of Math 103, Elementary Algebra. Students who have had previous instruction in algebra or who are strong math students should take this course.

MATH 104 PLANE GEOMETRY  
4 units  
Lecture 4 hours; lab 0 hours, lab 0 hours by arrangement  
Prerequisite: MATH 103 (or 103R); or qualifying score on Placement Test.  
The student will study and demonstrate knowledge of the basic concepts of plane geometry, emphasizing deductive reasoning, and including lines, planes, angles, triangles, circles, congruence, similarity, parallelism, perpendicularly, lengths, areas and volumes.

MATH 106 INTERMEDIATE ALGEBRA  
5 units  
Lecture 5 hours; lab 0 hours, lab 0 hours by arrangement  
Prerequisite: MATH 103 (or 103R); or qualifying score on Placement Test.  
The student will review and greatly extend knowledge of topics from elementary algebra. Functions, including logarithmic and exponential, and complex numbers will be covered. The course is designed for the student who has not studied intermediate algebra, or has had difficulty with the subject.

MATH 106P PREPARATION FOR INTERMEDIATE ALGEBRA  
.5 unit  
Lecture 0 hours; lab 1.5 hours, lab 0 hours by arrangement  
This course is a preparation for Math 106/106R.  
In this course students are given the opportunity to develop the appropriate entry-level math skills needed to succeed in Intermediate Algebra by using a web-based computer algebra system. This course may be taken four times. Pass/No Pass Only

MATH 106R INTERMEDIATE ALGEBRA  
4 units  
Lecture 4 hours; lab 0 hours, lab 0 hours by arrangement  
Prerequisite: MATH 103 (or 103R); or qualifying score on Placement Test.  
The content of this course is identical to that of Math 106, Intermediate Algebra. Students who have had previous instruction in intermediate algebra or who are strong math students should take this course.

MATH 902 ARITHMETIC FUNCTIONS  
3 units  
(Laterally Math 102)  
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement  
A review and practice in fundamental arithmetic skills, problem analysis, problem solving, and practical applications. This course provides a good background for students who wish to take elementary algebra. Pass/No Pass Option

MATH 902P PRE-ALGEBRA  
3 units  
(Laterally Math 102P)  
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement  
This course is designed for students who have a solid foundation in arithmetic skills, but who need to develop further skills before taking elementary algebra. This course is intended to serve as a bridge between arithmetic functions and elementary algebra. Topics include operations with signed numbers, evaluating algebraic expressions, operations with polynomials, solving and graphing linear equations, and developing problem-solving skills. An emphasis will be placed on developing concrete representations for abstract algebraic concepts. Pass/No Pass Option

MATH 903P PREPARATION FOR ELEMENTARY ALGEBRA  
.5 unit  
Lecture 0 hours; lab 1.5 hours, lab 0 hours by arrangement  
This course is a preparation for Math 103. In this course students are given the opportunity to develop the appropriate entry-level math skills needed to succeed in Elementary Algebra by using a web-based computer algebra system. This course may be taken four times. Pass/No Pass Only.

MATH 091, 092, 093 DIRECTED STUDIES  
1-3 units  
91 - Lecture 0 hours; lab 0 hours, lab 3 hours by arrangement  
92 - Lecture 0 hours; lab 0 hours, lab 9 hours by arrangement  
93 - Lecture 0 hours; lab 0 hours, lab 9 hours by arrangement  
Prerequisite: Interview with instructor to determine objectives and write a contract  
Acceptable for credit: California State University  
*UC transfer credit for directed studies courses is granted after a review of the course outline and examples of students work (assignments, tests, papers, etc.) by the enrolling UC campus. Please see a counselor for more information

Directed studies are investigations of special interest to the student which are related to, but not included in, regular courses offered by the college.

Medical Assisting  
(See Health Care Technologies)

Microbiology  
(See Biology 045)
ARMY ROTC

MILSC 001A LEADERSHIP AND PERSONAL DEVELOPMENT
2 units
Lecture 2 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
Introduces students to the personal and life challenges of leadership. Students learn how to develop leadership, time management, physical fitness and stress management skills. Develop their own personal fitness program and learn to develop orders and briefing both planning and presentation skills. Notes: Year course. Enroll and attend the University. For more information, call the Military Science Department at Santa Clara University, (408) 554-4034.

MILSC 001B FOUNDATIONS IN LEADERSHIP I AND II
2 units
Lecture 2 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course introduces students to the characteristics of leadership and their application to leadership tasks and situations. Case studies and importance of teamwork and tactics in real world settings. Review plans and orders that enable small units to complete assigned tasks. This course examines the Military Decision Making Process and planning techniques used to develop orders and briefed both plans and decisions. Ten 60-minute classes per week. Two 3-hour labs per semester. One four-day training exercise away from the University. One evening military formal dinner. For more information, call the Military Science Department at Santa Clara University, (408) 554-4034.

AIR FORCE ROTC

ROTC 001A, 001B THE FOUNDATION OF THE UNITED STATES AIR FORCE
1 unit
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement
This course introduces students to the Air Force and AFROTC with an overview of basic characteristics, missions, and organization of the Air Force. Additional topics include officer ship and professionalism, career opportunities, military customs and courtesies, and an introduction to communications skills. Notes: Year course. Enrollment in leadership lab is required.

ROTC 002A, 002B THE EVOLUTION OF USAF AIR AND SPACE POWER
1 unit
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement
This course examines general aspects of air and space power through historical study and analysis and provides the student with a knowledge level understanding of the capabilities, function and doctrinal employment of aerospace forces; emphasizes development of oral and written communication skills. Notes: Year course. Enrollment in leadership lab is required.

MILSC 002A INNOVATIVE LEADERSHIP
3 units
Lecture 2 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
Explores the dimensions of creative and innovative leadership strategies and styles by studying historical cases and engaging in interactive exercises. Students practice aspects of personal motivation and team building through the context of planning, executing and assessing team exercises.

Focus will be on the ongoing development of the knowledge of leadership values and attributes through an understanding of organizational customs and courtesies. Leadership case studies provide tangible context for learning Individual Creeds and Organizational Ethics. Two 60-minute classes per week. Weekly 3-hour labs per quarter. One evening military formal dinner.

MILSC 002B LEADERSHIP IN CHANGING ENVIRONMENTS I AND II
2 units
Lecture 2 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
Examine the challenges of leading in complex contemporary operational environments. Dimensions of the cross-cultural complexities of leadership in a constantly changing world and their application to leadership tasks and situations. Time management, physical fitness, and stress management relate to leadership and officership. Develop their own personal fitness program and learn to develop orders and briefing both planning and presentation skills. Notes: Year course. Enroll and attend the University. For more information, call the Military Science Department at Santa Clara University, (408) 554-4034.

MUSIC

THE FACULTY
Robert Cornejo
Louis De La Rosa
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DIVISION
Fine Arts

DEPARTMENT CHAIR
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COUNSELING
408-741-2009

The West Valley College Music Department offers a comprehensive curriculum of courses including music theory, music appreciation, music history and literature, instrumental music, and vocal music. This curriculum accommodates students with various goals and levels of experience. The Music Department faculty facilitates a supportive, creative learning environment where all students may explore their creative interests. Instructional emphasis is placed on:

• music fundamentals, practices, and techniques;
• skill building in piano, guitar, jazz ensembles, symphonic band, and vocal choirs;
• performance opportunities; and
• exploring creativity and self-expression.

Learning Outcomes
After completing an A.A. degree in Music, a student will be able to:

• Critique musical performances;
• Work independently and collaboratively;
• Read and write music notation for a specific instrument;
• Demonstrate performance proficiency as related to historical eras and diverse musical styles.

Commercial Music Certificate
After completing a certificate in Commercial Music, a student will be able to:

• Demonstrate digital audio workstation skills specific to multi-track recording, mixing, sound design, sequencing, and composition.

Career Options
• Accompanist
• Arranger
• Choir Director
• Composer
• Conductor
• Copyist
• Guitar Performance
• Instrumental Instructor
• Music Criticism
• Music Theory
• Vocal Performance
• Worship Leader

WEST VALLEY COLLEGE
2010 • 2011 CATALOG
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MUSIC: Transfer:
See Transfer Planning Guide available at the Counseling Center.

MUSIC (A.A. Degree)

Major Requirements (24 units):

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>Music 003A Music Theory Level 1</td>
<td>4</td>
</tr>
<tr>
<td>Music 003B Music Theory Level 2</td>
<td>4</td>
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<tr>
<td>Music 004A Music Theory Level 3</td>
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<tr>
<td>Music 004B Music Theory Level 4</td>
<td>4</td>
</tr>
<tr>
<td>Music 030AB Beginning Piano</td>
<td>1-1</td>
</tr>
<tr>
<td>Music 031AB Intermediate Piano</td>
<td>1-1</td>
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<tr>
<td>Music 039 Applied Music (4 sem.)</td>
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Ensemble Courses (4 semesters required)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>Music 040ABC College Singers</td>
<td>2</td>
</tr>
<tr>
<td>Music 042ABC Symphony Orchestra</td>
<td>1</td>
</tr>
<tr>
<td>Music 049 Symphonic Band</td>
<td>1</td>
</tr>
<tr>
<td>Music 051 Jazz Ensemble</td>
<td>2</td>
</tr>
<tr>
<td>Music 060ABC Masterworks Chorale</td>
<td>1</td>
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<tr>
<td>Music 061 Vocal Jazz Ensemble</td>
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Electives (5 units required)

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<tr>
<th>Course</th>
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<tbody>
<tr>
<td>Music 001 Music History</td>
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<tr>
<td>Music 002 Music History</td>
<td>3</td>
</tr>
<tr>
<td>Music 006 Intro to Music Education</td>
<td>2</td>
</tr>
<tr>
<td>Music 007 Counterpoint</td>
<td>3</td>
</tr>
<tr>
<td>Music 009 Jazz-Past and Present</td>
<td>3</td>
</tr>
<tr>
<td>Music 010 Music Appreciation</td>
<td>3</td>
</tr>
<tr>
<td>Music 011 Introduction to Music</td>
<td>2</td>
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<tr>
<td>Music 014 Orchestration</td>
<td>2</td>
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<tr>
<td>Music 020 Ear Training</td>
<td>1</td>
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<tr>
<td>Music 022 College Chamber Ensemble</td>
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<tr>
<td>Music 026 Tech. of Jazz-Rock Guitar</td>
<td>2</td>
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<tr>
<td>Music 027 Introduction to Jazz Piano</td>
<td>1</td>
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<tr>
<td>Music 032ABC Beginning Voice</td>
<td>1</td>
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<tr>
<td>Music 033AB Intermediate Voice</td>
<td>1</td>
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<tr>
<td>Music 036A Beginning Guitar</td>
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<tr>
<td>Music 036B Intermediate Guitar</td>
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<tr>
<td>Music 038AB Advanced Piano</td>
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<tr>
<td>Music 041 College Chorus</td>
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<tr>
<td>Music 042 College Chorale</td>
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<tr>
<td>Music 043AB Tech. of Jazz Improvisation</td>
<td>1</td>
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<tr>
<td>Music 044 Music Thea. &amp; Opera Scenes</td>
<td>1</td>
</tr>
<tr>
<td>Music 052A Ensemble Perf.-Jazz &amp; Pop</td>
<td>2</td>
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<tr>
<td>Music 053 Chamber Ensemble</td>
<td>1</td>
</tr>
<tr>
<td>Music 054 History of Rock &amp; Roll</td>
<td>3</td>
</tr>
<tr>
<td>Music 055 World Music</td>
<td>3</td>
</tr>
<tr>
<td>Music 056 Afro-Latin Percussion</td>
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Recommended Preparations in Basic Skills:
Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 053. Some courses may also require a math course prior to enrollment. See individual course descriptions for math recommendations.

NOTE: Course hours per week stated in the catalog are based on an 18 week semester. For hours per week during the current 16 week semester or summer or winter sessions, please see the schedule of classes, or go to www.westvalley.edu and look under MyWebServices.
MUSIC 006 INTRODUCTION TO MUSIC EDUCATION
2 units
Lecture 2 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course covers the basics of teaching music in the public schools. The topics covered include pedagogical methods, classroom control and lesson planning. Pass/No Pass Option

MUSIC 007 COUNTERPOINT
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: MUSIC 003A or 003B
Acceptable for credit: University of California, California State University
An introductory course for the music student in the devices and materials of counterpoint from the 18th through the 20th centuries, using tonal counterpoint. The various forms and styles from these periods will serve as models for original work by the student.

MUSIC 009 JAZZ - PAST AND PRESENT
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course introduces the development and evolution of jazz in the United States. Analysis of the elements of jazz with attention to stylistic differences throughout its history (1890 to present).

MUSIC 010 MUSIC APPRECIATION
3 units
Lecture 3 hours; lab 0 hours, lab 0 hour by arrangement
Acceptable for credit: University of California, California State University
This is a basic introductory course for the student without previous training in music listening or performance. The students are given an opportunity for development of enjoyment and appreciation through active and guided listening to such musical forms as symphony, opera, tone poem, ballet, and concerto from early times to the present. The periods of Pre-Baroque (to 1600); Baroque (1600-1750); Classic (1750-1825); Romantic age (1825-1900); Nationalism; Modern (Jazz, Rock, Electronic Music) are covered. The hour by arrangement per week is for extra performances given.

MUSIC 011 INTRODUCTION TO MUSIC
2 units
Lecture 2 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
A basic course in the components of music designed for the general college student who wishes a background in the essentials of music on a broader and less technical basis than MUSIC 005 or 003A. The study of notation, music reading, time elements, melody writing, harmony, tonalities, texture, dynamics and the simpler musical forms; use of chords and chord structures in melody accompaniments. Pass/No Pass Option

MUSIC 014 ORCHESTRATION
2 units
Lecture 2 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: MUSIC 003A or 003B
Acceptable for credit: University of California, California State University
A course for the music student in writing and arranging of keyboard and ensemble music for band and orchestra in all styles.

MUSIC 020 EAR TRAINING FUNDAMENTALS
1 unit
Lecture 1 hour; lab 1 hour, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
A laboratory in ear training for those whose background in music has not included systematic training of the ability to hear pitches, intervals, triads, progressions, rhythmic patterns, etc. Correlated with, and supplementary to, MUSIC 003AB and 004AB, this laboratory will provide much more time to concentrate on the difficulties many students experience at this stage in music study, apart from the written and keyboard aspects of their formal study. Pass/No Pass Option

MUSIC 022 COLLEGE CHAMBER ENSEMBLE
1.5 units
Lecture 1 hour; lab 2 hours, lab 0 hours by arrangement
Prerequisite: MUSIC 042
Acceptable for credit: University of California, California State University
A vocal-instrument ensemble performing the literature of Renaissance and Baroque periods and other chamber music. Enrollment in the ensemble by audition. Pass/No Pass Option

MUSIC 026 TECHNIQUES OF JAZZ-ROCK GUITAR
1 unit
Lecture 1 hour; lab 1 hour, lab 0 hours by arrangement
Recommended preparation: MUSIC 005
Acceptable for credit: University of California, California State University
Students will have the opportunity to study, analyze, and perform chord progressions, chord substitutions, scales and modes, guitar picking, improvising, position playing, and chord-solo playing. This course may be repeated three times. Pass/No Pass Option

MUSIC 027 INTRODUCTION TO JAZZ PIANO
1 unit
Lecture 1 hour; lab 1 hour, lab 0 hours by arrangement
Recommended preparation: MUSIC 030A or 030B
Acceptable for credit: University of California, California State University
A study of basic harmonies and voicings at the keyboard as applied to jazz and “popular music.” An in-depth analysis of chord progressions, substitutions, “comping” techniques and solo improvisational playing. Pass/No Pass Option

MUSIC 030A BEGINNING PIANO
1 unit
Lecture 1 hour; lab 1 hour, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This is a beginning keyboard study for students with no previous training in piano. There is study of note reading, the clefs, simple pieces, scales, arpeggios and exercises. The change from 1 hour per week of lab by arrangement reflects what we are actually requiring students to do but have not listed in the past. It reflects the actual number of extra performances scheduled. Pass/No Pass Option

MUSIC 030B BEGINNING PIANO
1 unit
Lecture 1 hour; lab 1 hour, lab 0 hours by arrangement
Prerequisite: MUSIC 030A or demonstrated skills
Acceptable for credit: University of California, California State University
This is a beginning keyboard study for students with no previous training in piano. Study of note reading, the clefs, simple pieces, scales, arpeggios and exercises is included. Pass/No Pass Option

MUSIC 031A, B INTERMEDIATE PIANO
1 unit each
Lecture 1 hour; lab 1 hour, lab 0 hours by arrangement
Recommended preparation: MUSIC 030B before 031A; 031A or 030B before 031B
Acceptable for credit: University of California, California State University
A continuation of 030A and 030B. Designed for those who wish to continue to improve their keyboard skills through the study of scales, arpeggios, exercises, and exciting keyboard works of different periods and styles. Class activities include duets and class ensemble playing.

MUSIC 032A BEGINNING VOICE: CLASSICAL MUSIC
1 unit
Lecture 1 hour; lab 1 hour, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course offers group instruction in vocal technique using classical solo literature. Topics covered include posture, breath support, articulation, and common vocal problems. This course may be repeated three times. Pass/No Pass Option

MUSIC 032B BEGINNING VOICE: FOLK MUSIC
1 unit
Lecture 1 hour; lab 1 hour, lab 0 hours by arrangement
Prerequisite: MUSIC 032A
Acceptable for credit: University of California, California State University
This course offers group instruction in vocal technique using solo and small ensemble folk literature from around the world. Topics covered include posture, breath support, articulation, and common vocal problems. This course may be repeated three times. Pass/No Pass Option

- PREREQUISITES AND COREQUISITES are MANDATORY. See page 14 for specific information.
- Courses used to meet prerequisite requirements must have been completed with a grade of C or Pass or better.
- RECOMMENDED preparations are ADVISORY.
- This catalog is subject to change and may be incomplete. Please consult the addenda at www.westvalley.edu/catalog/.
MUSIC 032C BEGINNING VOICE: MUSICAL THEATER
1 unit
Lecture 1 hour; lab 1 hour, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course offers an introduction to vocal techniques used in Musical Theater solo and choral literature. Topics covered include posture, breath support, articulation, and common vocal problems. This course may be repeated three times. Pass/No Pass Option

MUSIC 033A, B INTERMEDIATE VOICE
1 unit each
Lecture 1 hour; lab 1 hour, lab 0 hours by arrangement
Recommended preparation: MUSIC 032A or 032B before 033A; 033A is recommended before 033B
Acceptable for credit: University of California, California State University
Elements of vocal production, song interpretation, voice placement, and basic music theory for singers; learning art song repertoire, vowel and consonant use, overcoming nervousness in singing; vocal exercises.

MUSIC 036 GUITAR
1 unit
Lecture 1 hour; lab 1 hour, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
A beginning course in guitar. Emphasis on music reading, playing in first position, scales, chords and major and minor keys.

MUSIC 038 INTERMEDIATE GUITAR
1 units
Lecture .5 hours; lab 1.5 hours, lab 0 hours by arrangement
Recommended Prep: Basic Guitar skills beyond 1 year of study.
Acceptable for credit: University of California, California State University
This intermediate level course emphasizes further study in reading music and playing in first through seventh position. The course also offers extended study of scales, chords, and major and minor keys. This course requires public performances both on campus and in the community.

MUSIC 038A ADVANCED PIANO: BAROQUE MUSIC
1 unit
Lecture .5 hours; lab 1.5 hours, lab 0 hours by arrangement
Recommended preparation: MUSIC 031B
Acceptable for Credit: University of California, California State University
This course offers a survey of advanced music for the piano and other keyboard instruments from the Baroque Period. Assignments include preparation and performances of selected Baroque piano repertoire. Discussions and projects are related to well-known repertoire, literature and appropriate performance practices. Students are assigned new musical works from the vast amount of repertoire that is available, allowing the student to continue the development of his/her technical abilities. Pass/No Pass Option

MUSIC 038B ADVANCED PIANO: CLASSICAL MUSIC
1 unit
Lecture .5 hours; lab 1.5 hours, lab 0 hours by arrangement
Recommended preparation: MUSIC 031B
Acceptable for Credit: University of California, California State University
This course offers a survey of advanced music for the piano and other keyboard instruments from the Baroque Period. Assignments include preparation and performances of selected Baroque piano repertoire. Discussions and projects are related to well-known repertoire, literature and appropriate performance practices. Students are assigned new musical works from the vast amount of repertoire that is available, allowing the student to continue the development of his/her technical abilities. Pass/No Pass Option

MUSIC 039 APPLIED MUSIC
1 unit
Lecture 1 hour; lab 1 hour, lab 1 hour by arrangement
Prerequisite: Permission to register for credit and placement examination by the college MUSIC staff to determine level of competence in performing a musical instrument or voice. One private per week; periodic examination given by MUSIC staff
Acceptable for credit: University of California, California State University
Applied Music, intended for music majors, provides the opportunity for individual instruction in voice, piano, or instrument with an approved private teacher. The West Valley College Music Department will provide a list of approved private teachers. A minimum of 16 music lessons per semester must be verified. Beginning placement, mid-term and final recital will be administered and evaluated by the West Valley College Music Department faculty.

MUSIC 040A CHAMBER SINGERS - EARLY MUSIC
2 units
Lecture 1 hour; lab 3 hours, lab 1 hour by arrangement
Acceptable for Credit: University of California, California State University
Chamber Singers is a choral ensemble open to all students by audition. The ensemble performs a wide range of music in concerts and choral festivals throughout the region. The literature performed in this class is primarily from the early eras of music history (Medieval, Renaissance, and Baroque), encompassing cultures of Eurasia and the Americas through literature of other eras may also be programmed.

MUSIC 040B CHAMBER SINGERS - CLASSICAL MUSIC
2 units
Lecture 1 hour; lab 3 hours, lab 1 hour by arrangement
Acceptable for Credit: University of California, California State University
Chamber Singers is a choral ensemble open to all students by audition. The Chamber Singers perform a wide range of music in concerts and choral festivals throughout the region. The literature performed in this class is primarily from the classical era of music history (Classical, Romantic), though other literature may also be programmed. Pass/No Pass Option

MUSIC 040C CHAMBER SINGERS - MODERN MUSIC
2 units
Lecture 1 hour; lab 3 hours, lab 1 hour by arrangement
Acceptable for credit: University of California, California State University
Chamber Singers is a choral ensemble open to all students by audition. The Chamber Singers perform a wide range of music in concerts and choral festivals throughout the region. The literature performed in this class is primarily from the recent eras of music history (Impressionist, 20th Century, 21st Century), though other literature may also be programmed. Pass/No Pass Option

MUSIC 041 COLLEGE CHORUS
1 unit
Lecture 1 hour; lab 1 hour, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
College Chorus is a large ensemble open to all students, no experience is necessary. Choral literature, representing various styles and periods, including historical, musical theater, vocal production and music reading are covered. This course may be taken a total of four times. Pass/No Pass Option

MUSIC 042 COLLEGE CHORALE
1 unit
Lecture 1 hour; lab 2 hours, lab 0 hours by arrangement
Recommended preparation: The ability to be a self-sufficient singer in a small ensemble
Acceptable for credit: University of California, California State University
College Chorale is a large ensemble open to all students by audition. Choral literature, representing various styles and periods, will be rehearsed and performed. A uniform fee may be required. This course may be repeated three times.

MUSIC 043A, B TECHNIQUES OF JAZZ IMPROVISATION
2 units each
Lecture 2 hours; lab 2 hours, lab 0 hours by arrangement
Recommended preparation: MUSIC 043A before 043B.
Acceptable for credit: University of California, California State University
A study of jazz harmony, melody and rhythm, found in contemporary jazz music, designed to provide knowledge of basic materials and practices necessary for performing in the jazz idiom. Pass/No Pass Option

MUSIC 044 MUSICAL THEATER & OPERA SCENES
2 Units
Lecture 1 hour; lab 3 hours, lab 0 hour by arrangement
Recommended preparation: Music 032C and or Music 033A and or Music 033B and or THEA 040A
Acceptable for Credit: California State University
This course provides students the opportunity to apply vocal and theatrical skills necessary for a staged performance in the opera and musical theater genres. Audition required. Pass/No Pass Option

Recommended Preparations in Basic Skills:
Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 055. Some courses may also require a math course prior to enrollment. See individual course descriptions for math recommendations.

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MUSIC 048A SYMPHONY ORCHESTRA
1 unit
Lecture 1 hour; lab 2 hours, lab 1 hour by arrangement
Acceptable for Credit: University of California, California State University
This course includes the study and performance of symphony orchestra literature focusing on the Classical era. Emphasis is on group participation and public performance. Attendance at all scheduled performances is required.

MUSIC 048B SYMPHONY ORCHESTRA
1 unit
Lecture 1 hour; lab 2 hours, lab 1 hour by arrangement
Recommended preparation: Ability to read music and to play an orchestral instrument.
Acceptable for Credit: University of California, California State University
This course includes the study and performance of symphony orchestra literature focusing on the Romantic era. The emphasis is on group participation and public performance. Attendance at all scheduled performances is required. The ability to read music and to play an orchestral instrument is also required. Admission to the class is by audition only. Pass/No Pass Option

MUSIC 048C SYMPHONY ORCHESTRA
1 unit
Lecture 1 hour; lab 2 hours, lab 1 hour by arrangement
Recommended preparation: Ability to read music and play an orchestral instrument at an intermediate to advanced level.
Acceptable for Credit: University of California, California State University
This course includes the study and performance of symphony orchestra literature focusing on the Twentieth Century. Attendance at all scheduled performances is required. The ability to read music and to play an orchestral instrument is required. Admission to the class is by audition only. Pass/No Pass Option

MUSIC 048D SYMPHONY ORCHESTRA
1 unit
Lecture 1 hour; lab 2 hours, lab 1 hour by arrangement
Recommended preparation: Ability to read music and play an orchestral instrument at an intermediate to advanced level.
Acceptable for Credit: University of California, California State University
This course includes the study and performance of symphony orchestra literature focusing on American composers. Attendance at all scheduled performances is required. The ability to read music and to play an orchestral instrument is required. Admission to the class is by audition only. Pass/No Pass Option

MUSIC 049 SYMPHONIC BAND
1 unit
Lecture 1 hour; lab 2 hours, lab 1 hour by arrangement
Acceptable for Credit: University of California, California State University
This course is the study and performance of symphonic band repertoire of all styles and periods. The emphasis is on group participation and public performance. Attendance at all scheduled performances is required.

MUSIC 051A JAZZ ENSEMBLE
2 units
Lecture 1 hours; lab 3 hours, lab 1 hour by arrangement
Recommended preparation: Ability to play a traditional jazz band instrument
Acceptable for Credit: University of California, California State University
This course includes the study and performance of American Jazz literature, focusing on the Big Band era. There is an emphasis on group participation and public performance. Attendance at all scheduled performances is required. Pass/No Pass Option

MUSIC 051B JAZZ ENSEMBLE - SWING ERA
2 units
Lecture 1 hour; lab 3 hours, lab 0 hours by arrangement
Acceptable for Credit: University of California, California State University
This course provides student the opportunity to improve performance skills in an advanced-level jazz ensemble that performs music of the “Swing Era.” The ensemble will perform on weekends and evenings. Audition is required. Pass/No Pass Option

MUSIC 052A ENSEMBLE PERFORMANCE IN JAZZ AND POPULAR MUSIC
2 units
Lecture 1 hours; lab 3 hours, lab 0 hours by arrangement
Recommended preparation: MUSIC 051A and MUSIC 039
Acceptable for credit: University of California, California State University
This course focuses on small group playing. Styles include Be-Bop, Hard Bop, Soul Jazz, Fusion, swing, and early Dixieland styles. Each group is expected to perform tunes from each of the mentioned styles.

MUSIC 053 CHAMBER ENSEMBLE
1 unit
Lecture 1 hour; lab 2 hours, lab 4 hours by arrangement
Recommended preparation: Ability to play a standard symphonic instrument
Acceptable for Credit: University of California, California State University
Performing ensemble presenting one major program each semester. Instrumentation is standard classical chamber music grouping. Limited to a maximum of 20 students. Pass/No Pass Option

MUSIC 054 HISTORY OF ROCK AND ROLL MUSIC
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for Credit: University of California, California State University
This course covers the history of Rock and Roll music from its inception in the mid 40’s through the punk movement of the late 70’s and beyond. This course examines the relationship between music, musicians, and society during this period. This course is West Valley College AA/AS degree applicable under area C, Humanities. Pass/No Pass Option

MUSIC 055 WORLD MUSIC
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course covers the developments in music from a non-western perspective. The course includes the influence of various cultures (African drumming, Javanese Gamelan, South American hand percussion) on the music of today. Pass/No Pass Option

MUSIC 056 AFR0-LATIN PERCUSSION
1 unit
Lecture 1 hour; lab 1 hour, lab 0 hours by arrangement
Acceptable for credit: California State University
This is a beginning drum and Afro-Latin percussion class, open to all interested students. This course covers indigenous rhythms from Africa, Cuba, Haiti, and Brazil. The performance of these rhythms involves traditional as well as non-traditional instruments such as drum set and electronic percussion.

MUSIC 060A MASTERWORKS CHORALE - EARLY MUSIC
1 unit
Lecture 1 hours; lab 2 hours, lab 0 hours by arrangement
Recommended preparation: A reasonably developed singing voice, the ability to READ MUSIC at the beginning level and to sing an assigned part in an ensemble
Acceptable for Credit: University of California, California State University
Masterworks Chorale is a choral ensemble open to all students by audition. The ensemble performs major choral works, frequently collaborating with other choral and instrumental ensembles. The literature performed in this class is primarily from the early eras of music history (Medieval, Renaissance, Baroque), though other literature may also be programmed. This course may be repeated three times. Pass/No Pass Option

MUSIC 060B MASTERWORKS CHORALE - CLASSICAL MUSIC
1 unit
Lecture 1 hour; lab 2 hours, lab 0 hours by arrangement
Recommended preparation: A reasonably developed singing voice, the ability to READ MUSIC at the beginning level and to sing an assigned part in an ensemble
Acceptable for Credit: University of California, California State University
Masterworks Chorale is a choral ensemble open to all students by audition. The ensemble performs major choral works, frequently collaborating with other choral and instrumental ensembles. The literature performed in this class is primarily from the classical eras of music history (Classical, Romantic), though other literature may also be programmed. This course may be repeated three times. Pass/No Pass Option
MUSIC 060C MASTERSWORKS CHORALE - MODERN MUSIC  
1 unit  
Lecture 1 hour; lab 2 hours, lab 0 hours by arrangement  
Recommended preparation: A reasonably developed singing voice; the ability to READ MUSIC at the beginning level and to sing an assigned part in an ensemble  
Acceptable for credit: University of California, California State University  
Masterworks Chorale is a choral ensemble open to all students by audition. The ensemble performs major choral works, frequently collaborating with other choral and instrumental ensembles. The literature performed in this class is primarily from the more recent eras of music history (Impressionist, 20th Century, 21st Century), though other literature may also be programmed. This course may be repeated three times. Pass/No Pass Option

MUSIC 061 VOCAL JAZZ ENSEMBLE  
2 units  
Lecture 1 hour; lab 3 hours, lab 0 hours by arrangement  
Recommended preparation: Previous choral experience; ability to sing in a choral group  
Acceptable for credit: University of California, California State University  
Study and performance of vocal jazz and popular music literature. Performances are given for a wide variety of events: service organizations, civic groups, on-campus concerts, festivals and participation in annual concert tour. Attendance required at all rehearsals and performances. Admission by audition.

MUSIC 062A SOLO PERFORMANCE IN JAZZ AND POPULAR MUSIC  
1 unit  
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement  
Recommended preparation: Previous Singing experience and ability to match pitch  
Acceptable for credit: University of California, California State University  
Students study and perform songs in the popular and jazz idiom. Proper vocal technique, stage presence, phrasing and styling, and the use of microphone are explored. This course may be repeated three times. Pass/No Pass Option

MUSIC 063A INTRODUCTION TO MUSIC PRODUCTION AND MULTI-TRACK RECORDING (FORMERLY: ELECTRONIC MUSIC)  
3 units  
Lecture 2 hours; lab 3 hours, lab 0 hours by arrangement  
Recommended preparation: MUSIC 005, 003A or 003B  
Acceptable for credit: California State University  
A project based course providing specific training in MIDI performance techniques. The course covers computer based sequencing, signal processing, recording and score editing with computer-related instruments in a standard MIDI environment. This course may be repeated three times. Pass/No Pass Option

MUSIC 063B ADVANCED MUSIC PRODUCTION AND MULTI-TRACK RECORDING (FORMERLY: ELECTRONIC MUSIC)  
3 units  
Lecture 2 hours; lab 3 hours, lab 0 hours by arrangement  
Recommended preparation: MUSIC 063A  
Acceptable for credit: California State University  
A project based course providing appropriate training in intermediate-advanced MIDI performance techniques. The course covers intermediate-advanced computer based sequencing, original processing, recording and score editing with computer-related instruments in an intermediate-advanced MIDI environment. This course may be repeated three times. Pass/No Pass Option

MUSIC 064 SOUND DESIGN  
3 units  
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement  
Acceptable for credit: California State University  
This course is an introductory survey of sound types, techniques and the methods of their application for appropriate accompaniment to computer animation and multi-media presentations. This course is West Valley College certifiable. This course may be repeated two times. Pass/No Pass Option

MUSIC 065A RECORDING ARTS I  
3 units  
Lecture 2 hours; lab 3 hours, lab 0 hours by arrangement  
Acceptable for credit: California State University  
This course is a 4-part series of recording arts classes that will be the core of the Commercial Music Certificate. It is an introductory class to the audio recording arts. It covers basic recording studio techniques including analog audio theory, signal flow, gain staging, microphones, mic placement and tracking.

MUSIC 065B RECORDING ARTS II  
3 units  
Lecture 3 hours; lab 1 hour, lab 0 hours by arrangement  
Recommended preparation: MUSIC 065A  
Acceptable for credit: California State University  
This is a 4-part series of recording arts classes that will be the core of the Commercial Music Certificate. It is an intermediate class in the audio recording arts. It covers multi-track recording & overdubbing, outboard and on board signal processing, use of patch bays, mixing, automation and commercial music production.

MUSIC 065C RECORDING ARTS III  
3 units  
Lecture 3 hours; lab 1 hour, lab 0 hours by arrangement  
Acceptable for credit: California State University  
This course is the final course in a three part series of recording arts courses. An advanced course in the audio recording arts, it covers mixing, signal processing, comp tracks and mastering.

MUSIC 066 COMPUTER LITERACY FOR MUSICIANS  
1 unit  
Lecture 1 hour; lab 1 hours, lab 0 hour by arrangement  
Acceptable for credit: California State University  
This is a class designed to familiarize music students with the basics of MIDI, Notation and Digital Audio using computers and industry standard software. Pass/No Pass Option

MUSIC 069 COMMERCIAL MUSIC THEORY/SONGWRIING I  
3 units  
Lecture 2 hours; lab 3 hours, lab 0 hours by arrangement  
Recommended preparation: MUSIC 005  
Acceptable for credit: California State University  
This class is designed to teach students the theory and techniques relevant to composing in a commercial song format. This course may be repeated one time. Pass/No Pass Option

MUSIC 070 MUSIC TECHNOLOGY LABORATORY  
1 unit  
Lecture 0 hours; lab 0 hours, lab 3 hours by arrangement  
Recommended preparation: Simultaneous enrollment in piano, music theory, ear-training, and/or commercial music courses. This is a one unit lab recommended for Music Technology, Music Theory, Piano, and Music Fundamentals students. It is designed to give students hands on access to the technology that facilitates skills development specific to their concentration. Pass/No Pass Option

Recommended Preparations in Basic Skills:  
Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 055. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.

NOTE: Course hours per week stated in the catalog are based on an 18 week semester. For hours per week during the current 16 week semester or summer or winter sessions, please see the schedule of classes, or go to www.westvalley.edu and look under MyWebServices.
MUSIC 091, 092, 093 DIRECTED STUDIES  
1-3 units  
91 - Lecture 0 hours; lab 0 hours, lab 3 hours by arrangement  
92 - Lecture 0 hours; lab 0 hours, lab 6 hours by arrangement  
93 - Lecture 0 hours; lab 0 hours, lab 9 hours by arrangement  
Prerequisite: Interview with instructor to determine objectives and write a contract  
Acceptable for credit: California State University. Individual work on special topics in music by arrangement. Pass/No Pass Option.

MUSIC 099 PRACTICE LAB  
1 unit  
Lecture 0 hours; lab 0 hours, lab 3 hours by arrangement  
Recommended preparation: Simultaneous enrollment in any ensemble and/or applied music course.  
This is a weekly hours by arrangement lab that guides students in practicing for music courses which require skill building. Practica Musica, a software program is utilized and practice logs are turned in.

MUSIC 1947  
0 unit  
Lecture 1-4 hours; lab 0 hours, lab 0 hours by arrangement  
This non-credit course expands the students’ knowledge of American musical history while highlighting rhythm and melody and the role of various musical instruments. Listening, singing, playing, and/or creating music with others is featured. Gained knowledge gives students enhanced appreciation of music and provide students with skills to engage in a variety of musical activities.

Nutrition Studies

THE FACULTY  
Wendy Bowers-Gachesa  
DIVISION  Physical Education  
DIVISION CHAIR  Joan Worley  
DEPARTMENT CHAIR  Wendy Bowers-Gachesa  
PHONE  408-741-4003  
EMAIL  wendy.bowers-gachesa@wvm.edu  
COUNSELING  408-741-2009

Learning Outcomes

After completing courses in Nutrition Studies, a student will be able to:
- Explain the scientific basis for nutrition;  
- Apply nutrition concepts to regular and therapeutic diets

NUTRITION STUDIES: TRANSFER:
See Transfer Planning Guide available at the Counseling Center.

NS 015 HUMAN NUTRITION  
3 units  
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement  
Acceptable for credit: University of California, California State University  
Basic scientific principles as they apply to human nutrition in maintaining health and preventing disease are discussed. Concentration is on the nutrient requirements of the human body throughout life. Biochemical functions and interrelationships of nutrients are examined. Current nutritional controversies are evaluated. Students gain practical experience in evaluating nutritional data by completing a self-study project. This course is designed for the student who has no science background. This course meets the nutrition requirement for nursing majors at San Jose State University. Pass/No Pass Option

NS 020 WORLD FOOD CUSTOMS AND NUTRITION  
3 units  
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement  
Acceptable for credit: University of California, California State University  
This course examines food intake patterns, food customs and nutritional status of people from various racial, regional and religious backgrounds of the world from an evolutionary and ecological perspective. In addition, this course looks at food as a source of nutrients as well as an integral part of people’s cultures. This course explores contemporary health problems related to food and nutrition, and discusses different approaches to dealing with these challenges through community development and other intervention strategies. Pass/No Pass Option.

NS 022 SPORTS NUTRITION  
3 units  
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement  
Acceptable for credit: California State University  
This course is designed specifically for the fitness specialist or enthusiast who wants a basic understanding of nutritional principles as they relate to exercise and sports. Emphasis will be placed on understanding the role of nutrients in physical performance. Body composition, precompetition meals and the efficiency of ergogenic aids will also be discussed. Pass/No Pass Option.

NS 100 SPECIAL TOPICS  
.5-3 units  
The course will explore topics related to this discipline and will be offered as needed. See the class schedule for current offerings. Pass/No Pass Option.
Oceanography

THE FACULTY
Robert Lopez

DIVISION Science and Mathematics
DIVISION CHAIR Rebecca Wong
DEPARTMENT CHAIR Lungyee Lin
PHONE 408-741-2455
EMAIL lungyee.lin@wvm.edu
COUNSELING 408-741-2009

Oceanography is for explorers, for people interested in the ocean environment and in the physical processes that affect the coasts, seafloor, and water column. Oceanographers study volcanoes and sediment, water chemistry and atmospheric gasses, glacial ice and global warming, marine ecology and habitat, earth and life through time, and the origins of the universe. At West Valley College, students can take the multidisciplinary course Oceanography 001, offered through the Department of Oceanography, and can choose from a variety of earth science and biological sciences courses offered through the Department of Geology and the Department of Biology.

Oceanography is a multidisciplinary science that applies the concepts of biology, chemistry, physics, mathematics, and engineering to the ocean world. Fields of study include physical oceanography, meteorology, geophysics, geochemistry, glaciology, volcanology, marine biology, marine geology, environmental geology, and more. The multidisciplinary approach is what makes oceanography exciting and challenging for students with broad scientific interests and curiosity of how the ocean system works. The exploration of oceanography is a hands-on discipline that is best realized by seeing the ocean environment through field experience.

Learning Outcomes
After completing courses in Oceanography, a student will be able to:

- Describe and explain some of the fundamental insights to the world oceans;
- Solve oceanographic problems quantitatively;
- Describe and explain a number of marine-related environmental issues.

Career Options
Most job opportunities available to oceanography graduates are in physical oceanography: marine geology, ocean engineering, marine chemistry, and marine physics. Most marine geologists work for oil and mineral companies. Marine engineers are needed to design, construct, and maintain offshore oil rigs, ships, and harbor structures. Marine chemists work to figure out ways to stop marine corrosion and to extract chemicals from seawater. Marine biologists have fewer job opportunities. They can be employed at museums, aquariums, and marine theme parks. Some marine biologists work for sanitation districts to monitor waste discharge into the ocean. A degree in oceanography is an excellent background for teaching science at the secondary school level.

Highlights:
The Oceanography/Geology Department offers:

- Transferable courses (all Oceanography courses are transferable to UC or CSU)
- Marine Coastal Geology and San Francisco Bay Estuary Field trips

Paralegal

THE FACULTY
Peggy Mathieson
Stacy Hopkins

DIVISION Applied Arts and Sciences
DIVISION CHAIR Diane Hurd
DEPARTMENT CHAIR Peggy Mathieson
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COUNSELING 408-741-2098

The primary goal of the Paralegal Studies Program is to prepare students for positions as paralegals as a means of improving the accessibility, quality, and affordability of legal services. West Valley's Paralegal Studies Program is responsive to the needs of the State of California and contributes to the advancement of legal professionals.

Learning Outcomes
Students who successfully complete the paralegal program will be able to:

- Describe the American legal system;
- Describe the practice of law and the paralegal's role in the legal profession;
- Demonstrate the skills and knowledge needed to work in civil litigation;
- Demonstrate the skills and knowledge needed to do legal research;
- Demonstrate strong written and oral communication skills;
- Apply the ethical rules and regulations applicable to paralegals and other legal professionals to given situations.

Degree
A.S., Paralegal
Certificate
Paralegal

“A Paralegal is a trained specialist who, under the supervision of an attorney, performs a wide variety of legal tasks. These include legal research, law office management and preparation of legal documents. Only an attorney may provide legal services directly to the public.”

PARALEGAL (A.S. Degree)
To be awarded an A.S. Degree, a student must:

1. Complete all major requirements, which may include no more than 12 units for transfer of legal specialty courses from another paralegal program.
2. Complete additional units to meet the College graduation requirements and the requirements of the American Bar Association for general education courses. Students must see a counselor or the Department Chair about the general education courses that are approved by the American Bar Association for the Paralegal Degree.
3. Achieve a grade of “C” or better in the major requirements.

The purpose of the A.S degree program is to provide an education meeting the standards of the American Bar Association that will prepare students for careers as paralegals as a means of improving the accessibility, quality, and affordability of legal services.
PARALEGAL (Certificate)
To receive a Certificate, a student must have a minimum of an Associate Degree and must:
1. Complete all major requirements, which may include no more than 12 units for transfer of legal specialty courses from another paralegal program.
2. Achieve a grade of "C" or better in the major requirements.
The purpose of the certificate program is to provide an education meeting the standards of the American Bar Association that will prepare students for careers as paralegals as a means of improving the accessibility, quality, and affordability of legal services.

Major Required Courses (28.5 units)
Course | Units
--- | ---
PARA 018 | 3
PARA 019 | 3
PARA 021 | 3
PARA 022 | 3
PARA 023 | 3
PARA 024 | 3
PARA 025 | 1.5
PARA 029 | 3
PARA 040 | 3
PARA 065B | 3

Course Substitution and Waivers
Course substitutions are approved pursuant to Program policy only. No waiver of courses is permitted by the Program.

PARA 018 Legal Analysis 3 units
PARA 019 Introduction to Paralegal Studies 3 units
PARA 021 Introduction to American Law 3 units
PARA 022 Civil Litigation Procedures 3 units
PARA 023 Legal Research and Writing 3 units
PARA 024 Advanced Legal Research and Writing 3 units
PARA 025 Legal Ethics and Professional 1.5 units
PARA 029 Internship 3 units
PARA 040 Advanced Civil Litigation 3 units
PARA 065B Microsoft Word for the Law Office 3 units

Total Units: 40.5

COURSE SUBSTITUTION AND WAIVERS
Course substitutions are approved pursuant to Program policy only. No waiver of courses is permitted by the Program.

PARA 018 LEGAL ANALYSIS
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
Students are introduced to the basic skills necessary for legal reasoning. Students are shown how to understand court opinions by learning to identify procedural history, key facts, issues, rules, holdings, rationale, and dicta. Students learn to assimilate these components into a case brief. The ability to do legal reasoning enables students to understand how lawyers and courts receive and present legal arguments.

PARA 019 INTRODUCTION TO PARALEGAL STUDIES
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course provides an introduction to the paralegal profession and serves as a basis upon which all other course work in the program is built.

PARA 021 INTRODUCTION TO AMERICAN LAW
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course provides an introduction to the substantive areas of American Law including contracts, constitutional law, corporations, criminal law, family law, property, wills and estates, and personal injury law. Pass/No Pass Option

PARA 022 CIVIL LITIGATION PROCEDURES
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: PARA 019
Acceptable for credit: California State University
This course offers an overview of the substantive law regarding corporations and other business entities. The course also provides an introduction to the requirements for compliance with regulations of the SEC and various state agencies and to tax issues as they relate to different business entities.
PARA 029 INTERNSHIP
3 units
Lecture 1 hour; lab 0 hours, lab 6 hours by arrangement
Prerequisite: PARA 022 and PARA 023; ENGL 001A
Acceptable for credit: California State University
The student applies knowledge/skills learned in the paralegal program through an internship in a law office or legal department under the supervision of a member of the California Bar Association. The course provides a forum to discuss various aspects of paralegal employment, legal ethics and share practical experience. Pass/No Pass Only.

PARA 030 PARALEGAL PROCEDURES IN BUSINESS/CONTRACT LAW
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course introduces the student to the fundamentals of contract law. The student is introduced to issues of contract formation, breach of contract, and contractual remedies. The course also provides experience in the drafting of agreements.

PARA 032 FAMILY LAW
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course covers the laws and procedure for marital dissolution, annulment, legal separation as well as custody and support disputes. Students prepare various family law documents including petitions, applications and declarations.

PARA 033 PARALEGAL PROCEDURES IN REAL ESTATE LAW
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course introduces the procedures commonly performed by the paralegal in real property practice. It covers the substantive law of real property and leasehold interest and the rights and duties of landlords and tenants. The course includes instructions in contracts and agency as applicable to real property transactions and related matters including recordation and promises.

PARA 034 BANKRUPTCY LAW AND PROCEDURES
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course provides an introduction to bankruptcy law and procedure, office procedures and interviewing skills, and preparation of bankruptcy forms for court and trustee filing.

PARA 035A PRACTICAL PROCEDURES FOR PROBATE
1.5 units
Lecture 1.5 hours; lab 0 hours, lab 0 hours by arrangement
This course provides the student with knowledge of the procedures and forms required to process a will through probate. Pass/No Pass Option

PARA 036 WILL DRAFTING AND BASIC ESTATE PLANNING
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course introduces basic will drafting and estate planning procedures. Other topics include the terminology, statutes, and case law applicable to this area of law and drafting wills and other documents related to dispositions of property. Pass/No Pass Option

PARA 037 INTELLECTUAL PROPERTY LAW
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course introduces the student to the law of copyright, patent, trademark and trade secrets. It provides an in-depth study of procedural and substantive laws involved in intellectual property.

PARA 038 CONSTITUTIONAL LAW
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course provides a solid grounding in constitutional law, the framework of our legal system. There is an in-depth study of the United States Constitution and United States Supreme Court decisions.

PARA 039 PARALEGAL INTERVIEWING AND INVESTIGATION
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course provides an in-depth study of principles, methods and investigative techniques utilized to locate, gather, document and disseminate information in a law office. The emphasis is on developing interviewing and investigating skills intended to prepare paralegals to communicate effectively while recognizing ethical problems.

PARA 040 ADVANCED CIVIL LITIGATION
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: PARA 022
Acceptable for credit: California State University
This course is an advanced course on the litigation process. It provides a more in-depth and hands-on study of litigation focusing on the discovery process, drafting of motions, trial preparation, case management, and post-trial issues.

PARA 041 TORTS
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course provides a basic overview of tort law and injuries to persons and property.

PARA 042 CRIMINAL TRIAL TECHNIQUES FOR THE PARALEGAL
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course provides the paralegal student with an overview of techniques used in the prosecution and defense of clients during a criminal trial.

PARA 043 LAW OFFICE MANAGEMENT
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course provides an overview of the structure of a law office and the systems used therein. It includes an in-depth review of various time keeping, accounting and records management systems. In addition, it explores the use of various types of computers and other business machines found in a law office and the different types of software that are utilized. This includes a study of the ethical and professional regulations that drive the need for these systems.

PARA 047 TRADEMARK LAW
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: PARA 037
Acceptable for credit: California State University
This course offers a practical approach to Trademark Law for paralegals. The procedures by which an applicant secures federal trademark registration are covered. The Lanham Act, as modified by the Trademark Law Revision Act of 1988, is explored in detail. An overview of certification, collective and service marks are included in this course. Trademark infringement and remedies for infringement are covered. This course may be taken for a total of two times.
PARA 048 COPYRIGHT LAW
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: PARA 037
Acceptable for credit: California State University
This course introduces the foundations of copyright protection. Topics include the subject matter of copyright, fair use and ownership. The United States Copyright Act and the Berne Convention for the Protection of Literary and Artistic Works are introduced. The concept of originality and the originality requirement are explored. The formal requirements of registration and notice are explained and practiced.

PARA 049 SECURITIES REGULATION
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: PARA 027
Acceptable for credit: California State University
This course introduces Federal and California Securities law. Students learn the basic legal principles involved in securities regulation. The most common transactions are presented and practiced. Students learn to prepare the documentation associated with securities regulation.

PARA 050A PARALEGAL FIELD EXPERIENCE
1.5 units
Lecture 1.5 hours; lab 0 hours, lab 0 hours by arrangement
This course introduces students to a variety of venues where paralegals work, including the civil and criminal courts, government offices, and law firms. Classroom lectures and discussions are supplemented with field trips. Pass/No Pass Option.

PARA 055B MICROSOFT WORD FOR THE LAW OFFICE
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: CA 032B
Acceptable for credit: California State University
Students have the opportunity to learn to prepare documents, such as contracts, wills, and pleadings, using Microsoft Word features that apply to the law office. Pass/No Pass Only.

PARA 066 LEGAL RESEARCH ON THE INTERNET
0.5 unit
Lecture 1 hour (over 9 weeks); lab 0 hours, lab 0 hours by arrangement
This course introduces the student to the various search engines and websites that can be used to perform legal research on the World Wide Web. Students are given hands-on training in accessing search engines, web sites, various legal libraries, and government sites. Pass/No Pass Only.

PARA 067 INTRODUCTION TO LEGAL DATABASE SERVICES
1 unit
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement
This course provides students with the opportunity to build skills needed to use an on-line legal research service, such as Westlaw or LEXIS. Pass/No Pass Only

PARA 070 EMPLOYMENT LAW
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course introduces the student to the major substantive areas of employment law, including employment discrimination, wage and hour regulations, wrongful discharge, family and medical leave, employee privacy rights, and safety regulations. The role of the paralegal in substantive and procedural employment law practice is also covered.

PARA 076 IMMIGRATION AND NATURALIZATION LAW FOR PARALEGALS
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course provides an overview of Immigration and Naturalization laws, with emphasis on the history of immigration in the United States, the evolution of laws and policies towards aliens, and the interfacing of the administrative agencies responsible for enforcing the law. Practical exercises will build the skills required for case assessment and document preparation. Pass/No Pass Option

PARA 083 (A-Z) CURRENT LEGAL TOPICS
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
This course will provide an overview of the legal issues arising out of the use of online resources. The topics to be covered are (1) Freedom, Censorship, and control of the Online System, (2) Contracts and commercial Arrangements, (3) Owning and Using Online Property, (4) Dangers and Responsibilities in the Online World, (5) Privacy, (6) Crime and the Online System, (7) Searches and Seizures, and (8) Adult Materials and Themes. Pass/No Pass Option

PARA 083A EVIDENCE AND TRIAL PREPARATION
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
This course provides an overview of evidence. Topics include relevance, witnesses and competency, impeachment, lay and expert opinions, hearsay, and electronic evidence.

PARA 083B ELECTRONIC EVIDENCE DISCOVERY
1 unit
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: PARA 022
This course introduces and instructs the student in the fundamental skills necessary to the collection, preservation, and production of discoverable evidence in electronic form. Emphasis is on the critical differences between discovery of paper documents and discovery of electronic evidence and metadata. The course is designed for students who want to learn how to comply with discovery rules and document requests while avoiding the common errors that may lead to court sanctions. Pass/No Pass Option

PARA 083C PATENT ADMINISTRATION FOR THE PARALEGAL
1 unit
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
Recommended preparation: PARA 037
This course introduces patent procedures responsible for enforcing the law. Practical exercises will build the skills required for case assessment and document preparation. Pass/No Pass Option

PARA 083D PATENT LITIGATION AND ADVANCED CASE MANAGEMENT TECHNIQUES
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: PARA 022
Recommended preparation: PARA 037
Acceptable for credit: California State University
This course introduces patent litigation procedures, including background investigation on companies, inventors, and technology; docketing; organizing pleadings, documents, discovery, correspondence and technical materials; and organizing materials for hearings and trial. Pass/No Pass Option

PARA 091, 092, 093 DIRECTED STUDIES
1-3 units
91 - Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
92 - Lecture 0 hours; lab 0 hours, lab 6 hours by arrangement
93 - Lecture 0 hours; lab 0 hours, lab 9 hours by arrangement
Acceptable for credit: California State University
These courses will allow for special projects to be undertaken by the Paralegal student which are related to but not included in regular courses offered by the College. Registration by contact with the instructor. Pass/No Pass Option These classes can be repeated for a maximum of six units.
Park Management

THE FACULTY
Kim Aufhauser
Christopher Cruz

DIVISION		Applied Arts and Sciences
DIVISION CHAIR	Diane Hurd
DEPARTMENT CHAIR	Chris Cruz
PHONE	408-741-2403
EMAIL	kim.aufhauser@wvm.edu
COUNSELING	408-741-2009

Learning Outcomes
After completing a certificate or A.S. degree in Park Management, a student will be able to:
• Plan, design, and complete a maintenance project;
• Design, develop, and complete projects in the following four areas: resources management, visitor services, maintenance, and interpretation;
• Plan and implement backcountry overnight experiences;
• Use wildland fire and emergency medical response techniques;
• Develop plans and designs for park facilities;
• Develop GIS mapping projects and demonstrate the use of GPS.

Learning Outcomes
After completing a certificate in Geospatial Technology, a student will be able to:
• Demonstrate skills and knowledge to perform analysis using GIS, GPS, and Remote Sensing;
• Apply GIS, GPS, and Remote Sensing technologies to determine changes in the land and its relationship with people;
• Demonstrate skill in using the software packages that apply to GIS, GPS, and Remote Sensing disciplines.

PARK MANAGEMENT
(A.S. Degree and Certificate)

Major Requirements

Recommended Electives:
- PKMGT 012C Adv. Outdoor Skills
- PKMGT 023 Powersaws
- PKMGT 024 Wilderness Navigation

NOTE: Park Management students cannot take LEAD 20A/B or PKMGT 16A for G.E. Credit. See your counselor.

To be awarded an A.S. degree, a student must complete:
1. All the major requirements.
2. Additional units to meet the college graduation requirements.

GEOSPATIAL TECHNOLOGY CERTIFICATE:
Successful completion of 30 semester units in the course work listed will provide the student a foundation in the field of geospatial technologies. This course of study includes: Geographic Information Science, Global Positioning Systems, and Remote Sensing.

Required courses:

- PKMGT 016B Intermediate to Desktop GIS 3
- PKMGT 016C Spatial Analysis for GIS 3
- PKMGT 016D Cartographic Design for GIS 3
- PKMGT 016E Database Design and Management for GIS 3
- PKMGT 016F GIS Internship 3

Total Units 27

Note: The Associate Degree requirements include 27 semester units. Students must complete 60 semester units to complete the Associate Degree.

Requirements:
To be awarded an A.S. degree, a student must complete:
1. All the major requirements.
2. Additional units to meet the college graduation requirements.

GEOL 015 Geology of California 3
AJ 1601-P 832 Laws of Arrest, Search and Seizure 3

Recommended Electives:
- PKMGT 012C Adv. Outdoor Skills 1
- PKMGT 023 Powersaws 1.5
- PKMGT 024 Wilderness Navigation 1

Recommended Preparations in Basic Skills:
- Complete English 905 and Reading 905, or Reading 053. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.

Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 053. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.

NOTE: Course hours per week stated in the catalog are based on an 18-week semester. For hours per week during the current 16-week semester or summer or winter sessions, please see the schedule of classes, or go to www.westvalley.edu and look under MyWebServices.
PKMGT 014 CONSERVATION OF OUR NATURAL RESOURCES

3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University

A course in the conservation of our natural resources with a view of conservation problems by considering the history of human populations in the relation to natural resources, their present predicament, and their future outlook. A look at conservation as it pertains to water, timber, wildlife, soil, air. This course is dual listed with Bio15.

PKMGT 015A DUTIES OF THE RANGER

3 units
Lecture 2 hours; lab 3 hours, lab 0 hours by arrangement
Prerequisites: PKMGT 010, PKMGT 014
Acceptable for credit: California State University

The purpose of this course is to address specific contemporary topics and issues pertinent to the operation and management of public and private lands. This course will include strategies for invasive species reduction, wetland and desert land management, timber harvest management, visitor use management, hazardous materials management, search and rescue management, media relations, agency liability, visitor safety and ranger safety.

PKMGT 015B NATURAL AND CULTURAL RESOURCE INTERPRETATION

3 units
Lecture 2 hours; lab 3 hours, lab 0 hours by arrangement
Prerequisite: PKMGT 010
Recommended preparation: PKMGT 013
Acceptable for credit: California State University

Students will increase confidence in their public speaking abilities as they explore the interpretive approach to communication. In this hands-on learning environment, students will gain the knowledge and skills necessary to develop and conduct guided walks, children’s programs and campfire presentations. Students will also learn the fundamentals of creating interpretive media such as brochures, displays, and exhibits. Field trips and professional presentations will provide students with exemplary interpretive experiences.

PKMGT 015C INTRODUCTION TO PARK MAINTENANCE

3 units
Lecture 1 hour; lab 6 hours, lab 0 hours by arrangement
Acceptable for credit: California State University

This course will provide an introduction to park maintenance skills and management. The student will have the opportunity to learn basic skills in the following subjects: carpentry, plumbing, electrical, concrete, painting, and drywall construction. Students will learn about the materials, tools and techniques used in park maintenance. Students will learn how to integrate safety into park maintenance operations. Students will learn the basic principles of managing a park maintenance operation. This course may be repeated once.

PKMGT 016A INTRODUCTION TO GIS & GPS

3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University

This course will examine the theory behind Geographic Information Systems (GIS) and Global Positioning Systems (GPS) and their application to spatial data. Students will learn how to use ArcView GIS software and Pathfinder Office software to find solutions and develop methods to solve problems using spatial data. Students will collect data with Trimble GPS units and coordinate data for use with ArcGIS GIS software. Upon completion, student will receive ESRI ArcGIS I Certificate. Pass/No Pass Option

PKMGT 016B INTERMEDIATE DESKTOP GEOGRAPHIC INFORMATION SYSTEMS (GIS)

3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: PKMGT 016A
Acceptable for credit: California State University

This course builds on the material presented in PKMGT 016A using state of the art desktop GIS software. The student refines data acquisition, data conversion and cartographic presentation skills. Students will use ArcView GIS software and Pathfinder Office software to find solutions and develop methods to solve problems using spatial data. Students will collect data with Trimble GPS units and convert that data for use with ArcGIS GIS software. This course may be repeated once. Pass/No Pass Option

PKMGT 016C SPATIAL ANALYSIS FOR GEOGRAPHIC INFORMATION SYSTEMS (GIS)

3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: PKMGT 016A
Acceptable for credit: California State University

This course provides a detailed examination of spatial information systems and a survey of quantitative techniques applicable to spatial data. This course focuses on the functionality of GIS as an effective tool for modeling and analyzing complex spatial relationships. Quantitative methods to be studied include measures of central tendency, dispersion, and density. These methods are presented using empirical data. This course may be repeated once.

PKMGT 016D CARTOGRAPHIC DESIGN FOR GIS

3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: PKMGT 016A
Acceptable for credit: California State University

This course provides a comprehensive study of GIS applicable cartography including cartographic principles, data acquisition methods used in map production, and methods of base map development. This course includes the history, principles of cartography map projections, map scale, types of thematic maps and map accuracy. Techniques used in GIS base map development are introduced using hand-on exercises. This course includes the production of professional quality maps. This course includes hands-on work in computer assisted mapping projects. This course may be repeated once.

PKMGT 016E DATABASE DESIGN AND MANAGEMENT IN GIS

3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: PKMGT 016A
Acceptable for credit: California State University

This course examines the principles of database management and design including conversion fundamentals, modeling techniques and strategic planning. The needs, alternatives and pitfalls of database development and conversion are discussed. Students examine various types of data applicable to GIS and their hardware and software requirements. Students learn the appropriate methodology for developing a conversion plan and data quality assurance. This course may be repeated once. Pass/No Pass Option

PKMGT 016F GIS INTERNSHIP

3 units
Lecture 1 hour; lab 0 hours, lab 7 hours by arrangement
Prerequisite: PKMGT 016B
Acceptable for credit: California State University

This course is a directed field study program providing students with an opportunity to apply classroom instruction in geographic information systems to real-world GIS projects in their community. Students work under the supervision of an instructor while completing their internship. This course may be repeated once. Pass/No Pass Option

PKMGT 016G INTRODUCTION TO REMOTE SENSING

3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University

This course introduces the concepts of remote sensing. This includes the physical basis for remote sensing, traditional aerial photography, photo interpretation, photogrammetry, satellite data and software-based image classification. Pass/No Pass Option
Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 055. Some courses may also require a math course prior to enrollment. See individual course descriptions for math recommendations.

NOTE: Course hours per week stated in the catalog are based on a 18 week semester. For hours per week during the current 16 week semester or summer or winter sessions, please see the schedule of classes, or go to www.westvalley.edu and look under MyWebServices.

PKMGT 017 BASIC HORTICULTURE FOR PARKS
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: PKMGT 010, PKMGT 013, PKMGT 014
Acceptable for credit: California State University
A course designed for Park Management majors containing studies in horticulture. The course is such that the student will receive a familiarity with various aspects of producing and tending lawns, shrubs and trees as it applies to recreational facilities.

PKMGT 018 PARK PLANNING AND DESIGN
2 units
Lecture 2 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course will provide an introduction to park planning and design. The student will have the opportunity to learn about how to design facilities within a park environment. Students will learn about materials and techniques used for constructing ecologically sound facilities that fit into a specific park environment. Students will learn how to integrate the needs of park visitors with the natural and cultural resources of the park. Students will learn about environmental assessments needed to plan and design facilities in parks.

PKMGT 019 WILDERNESS FIRST RESPONDER
5 units
Lecture 5 hours; lab 0 hours, lab 0 hours by arrangement
This 90-hour course of lecture and supervised practical exercises provides public land agency personnel, outdoor leaders, guides, and wilderness travelers with a thorough understanding of the basic principles of emergency medical care for both urban and wilderness environments. This certification course consists of the Federal DOT First Responder curriculum with modifications and additional protocols to meet the specific needs of emergency medical care in remote environments. Certification upon successful course completion includes WVC-PM’s “First Responder” and “Wilderness First Responder” and American Heart Association’s “CPR for the Healthcare Provider” or American Red Cross’ “CPR for the Professional Rescuer.” This course may be repeated once. Pass/No Pass Option

PKMGT 020A/B PARK INTERNSHIP SEMINAR
3 units each
Lecture 1 hour; lab 0 hours, lab 6 hours by arrangement
Prerequisite: PKMGT 010, PKMGT 013, PKMGT 014
Acceptable for credit: California State University
This course will provide an introduction to park planning and design. The student will have the opportunity to learn about how to design facilities within a park environment. Students will learn about materials and techniques used for constructing ecologically sound facilities that fit into a specific park environment. Students will learn how to integrate the needs of park visitors with the natural and cultural resources of the park. Students will learn about environmental assessments needed to plan and design facilities in parks.

PKMGT 021 PARK OPERATIONS LAB
1 unit
Lecture 0 hours; lab 4 hours, lab 0 hours by arrangement
Prerequisites: PKMGT 010, 014
Recommended preparation: PKMGT 013
Acceptable for credit: California State University
This course in park operations will take place in county parks, such as Sanborn/Skyline and Stevens Creek. Under supervision, students will experience ranger, maintenance and interpretive specialized instruction from county park personnel. Special term assignments and self-instructional units are required.

PKMGT 022 POWERSAWS
1.5 units
Lecture 9 hours; lab 9 hours, lab 3 hours by arrangement
Prerequisites: PKMGT 010, 014
Recommended preparation: PKMGT 013
Acceptable for credit: California State University
This course is designed to meet training requirements to work as a powersaw operator. The cutting techniques and procedures are applicable to all geographic areas of the country. The student will learn the powersaw mechanics and basic field maintenance, powersaw operation, bucking and felling, and brush clearing. Students who have also taken PKMGT 013 (or possess a current Basic Red Card), may receive the S-212 Wildfire Powersaws certificate. This course may be repeated once. Pass/No Pass Option

PKMGT 023 POWERSAWS
1.5 units
Lecture 9 hours; lab 9 hours, lab 3 hours by arrangement
Prerequisite: PKMGT 010, 014
Acceptable for credit: California State University
This course is designed to meet training requirements to work as a powersaw operator. The cutting techniques and procedures are applicable to all geographic areas of the country. The student will learn the powersaw mechanics and basic field maintenance, powersaw operation, bucking and felling, and brush clearing. Students who have also taken PKMGT 013 (or possess a current Basic Red Card), may receive the S-212 Wildfire Powersaws certificate. This course may be repeated once. Pass/No Pass Option

PKMGT 024 WILDERNESS NAVIGATION
1 unit
Lecture 4.5 hours; lab 13.5 hours, lab 0 hours by arrangement (over 2 weeks)
This course is intended to give the student a thorough understanding and skills in reading and using topographic maps, the compass, terrain reading and interpretation, and putting it altogether to navigate in the wilderness. This course will also cover using Global Positioning System (GPS) receiver and basic desktop computer mapping programs. This course may be taken two times. Pass/No Pass Option

PKMGT 025 RANGER ACADEMY
16 units
Lecture 10 hours; lab 18 hours, lab 0 hours by arrangement
The course will explore topics related to this discipline and will be offered as needed. See the class schedule for current offerings. Pass/No Pass Option

PKMGT 100 SPECIAL TOPICS
.5-3 units
The course will explore topics related to this discipline and will be offered as needed. See the class schedule for current offerings. Pass/No Pass Option

PKMGT 150G BASIC RESPONSE TO A MAJOR INCIDENT-SEMS
.5 units
Lecture 1 hours (over 9 weeks); lab 0 hours, lab 0 hours by arrangement
This course provides basic information about the Standardized Emergency Management System (SEMS), Incident command System (ICS) and major incident planning, pre-planning, and response. This course explains the need to have a current and functioning emergency procedures plan in the workplace, the basic parts to this plan, and how to prepare the home and workplace for a major incident. This course is non-degree applicable and may be repeated once. Pass/No Pass Option
Philosophy

THE FACULTY
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The West Valley College Philosophy Department offers courses in philosophy and introductory religious studies. The Philosophy program challenges the students to think and write well, ponder their most basic assumptions, and see themselves as participants in a vital world history of ideas. All philosophy classes meet transfer requirements, and philosophy skills – clear thinking, careful reasoning, and excellent argumentative writing – apply across all disciplines.

Learning Outcomes
By successfully completing philosophy courses, students can:

• Demonstrate clarity and rigor of thought and expression;
• Evaluate reasoning in order to develop precise and persuasive arguments and resistance to incorrect arguments;
• Apply philosophy's analytical approach to people's most basic assumptions about the world and human experience;
• Analyze the vitality and relevance of classical philosophical debates to contemporary life;
• Identify and describe characteristics of diverse multicultural traditions.

Career Options
Philosophy courses meet general education and transfer requirements in critical thinking, humanities, and cultural diversity. See the course listings below for specific transfer information about each philosophy class.

Philosophy graduates regularly score above students in all other disciplines on admission tests for professional and graduate schools. Because of their training in logic and clear writing, philosophy graduates are often found in the computer industry; they work as technical writers, programmers, quality assurance engineers, marketing communications specialists, and hardware designers. Because philosophers are trained to make effective arguments, philosophy is a very desirable undergraduate major for law school. Professional academic philosophers usually teach at the college level. Such positions require at least a master's degree in philosophy; most require a doctorate (Ph. D.).

PHILOSOPHY: Transfer:
See Transfer Planning Guide available at the Counseling Center.

PHILOSOPHY: A.A. Degree
The A.A. in Philosophy will provide students with the ability to think logically, critically, and philosophically. In developing these skills, students will be introduced to a wide range of philosophical topics. After earning this degree, students will have the skills necessary to perform in-depth critical analysis and theorizing. Courses in this program can be used simultaneously to complete General Education Requirements for UC and CSU.

Required Courses (three courses -- 9 units)

Course | Units
--- | ---
PHIL 001 Introduction to Philosophy and | 3
PHIL 002 Introduction to Logic and | 3
PHIL 003 Introduction to Ethics | 3
PHIL 004 Patterns in Comparative Religions or | 3
PHIL 016 Religious Pluralism in the United States or | 3
PHIL 021 World Philosophers on Death Philosophy Electives (Select 9 units) Units | 3
PHIL 005 Introduction to Social and Political Systems | 3
PHIL 006 Introduction to the Philosophy of the Person | 3
PHIL 012 Introduction to Environmental Ethics | 3
PHIL 017 Logic & Critical Reasoning | 3
PHIL 022 Philosophy of Religion | 3

Total Units | 21

PHIL 001 INTRODUCTION TO PHILOSOPHY
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University,
This course is an introduction to the critical, comparative study of religion. The student will be introduced to the responses offered by the major Western and non-Western religions to perennial problems of human life. Major topics include: characterization of the religious vs the secular point of view; arguments in favor of the religious stance; arguments in opposition to the religious stance; the relationship of religion to science, ethics, and philosophy; the nature and validity of religious knowledge; the beliefs of major world religions and how these beliefs are expressed; how different religious beliefs affect the culture and history of European, Arabic, and Asian peoples. Pass/No Pass Option

PHIL 002 INTRODUCTION TO LOGIC
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University,
This course is designed to introduce the student to the major theories in political and social philosophy and their practical application to relevant issues. How for instance, do we adjudicate the rights of the individual against the rights of the state and its authority? What constitutes the just state? And what effects do certain political ideologies (liberalism, Fascism and Communism) have on social relations? This course will trace the history of these ideas from Plato to what is currently being called the Postmodern condition. Pass/No Pass Option

PHIL 003 INTRODUCTION TO ETHICS
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: ENGL 001A
Acceptable for credit: University of California, California State University,
This course is critically analyzes questions of value (what's good and bad) and obligation (what’s right and wrong). It explores the ethical systems of Plato, Aristotle, Christianity, Kant, the utilitarians, and the intuitionists. These ethical systems are applied to contemporary ethical problems and social issues, such as abortion, capital punishment, feminism, euthanasia, animal rights, and racism. Much of the course is devoted to critical thinking and writing skills. The course requires the student to write a sequence of ethical “position papers”, which are evaluated for both qualities of analysis and English composition skills. This course satisfies the IGRET requirement for Critical Thinking/English composition.

PHIL 004 PATTERNS IN COMPARATIVE RELIGIONS
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University,
This course is an introduction to the critical, comparative study of religion. The student will be introduced to the responses offered by the major Western and non-Western religions to perennial problems of human life. Major topics include: characterization of the religious vs the secular point of view; arguments in favor of the religious stance; arguments in opposition to the religious stance; the relationship of religion to science, ethics, and philosophy; the nature and validity of religious knowledge; the beliefs of major world religions and how these beliefs are expressed; how different religious beliefs affect the culture and history of European, Arabic, and Asian peoples. Pass/No Pass Option

PHIL 005 INTRODUCTION TO SOCIAL AND POLITICAL PHILOSOPHY
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University,
This course is designed to introduce the student to the major theories in political and social philosophy and their practical application to relevant issues. How for instance, do we adjudicate the rights of the individual against the rights of the state and its authority? What constitutes the just state? And what effects do certain political ideologies (liberalism, Fascism and Communism) have on social relations? This course will trace the history of these ideas from Plato to what is currently being called the Postmodern condition. Pass/No Pass Option

• PREREQUISITES AND COREQUISITES are MANDATORY. See page 14 for specific information.
• Courses used to meet prerequisite requirements must have been completed with a grade of C or Pass or better.
• RECOMMENDED preparations are ADVISORY.
• This catalog is subject to change and may be incomplete. Please consult the addenda at www.westvalley.edu/catalog/.
PHIL 006 INTRODUCTION TO THE PHILOSOPHY OF THE PERSON
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University

This course explores modern and contemporary philosophical views on human nature and institutions. It is particularly concerned with philosophical questions arising as a result of modern movements such as Marxism, psychoanalysis, behaviorism, sociobiology, feminism, Third World liberation movements, environmentalism, the sexual revolution, and the "global village" phenomenon. Writings by mostly modern and contemporary philosophers on freedom, gender, the family, self-respect, work, spirituality, sexuality, love, commitment, and community will be examined. An interdisciplinary approach will be used, when appropriate. Pass/No Pass Option

PHIL 012 INTRODUCTION TO ENVIRONMENTAL ETHICS
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University

This course is a philosophical survey of the moral issues that arise as a result of human interaction with, and exploitation of, nature. The views of traditional and contemporary Western and Eastern philosophers will be examined. The student will be invited to explore such questions as: What is the relationship of human beings to the rest of nature? What does mean to live in harmony with nature? Are humans more valuable than animals? Do animals have rights? If so, to what extent? What, if anything, is the value of wilderness and wild animals? To what extent are we morally bound to use technology in an ecologically responsible manner? The answers to such questions will be related to specific contemporary issues such as abortion, contraception, genetic engineering, famine, animal experimentation, hunting and trapping, nuclear technology, and pollution. Pass/No Pass Option

PHIL 016 RELIGIOUS PLURALISM IN THE UNITED STATES
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University

This course examines religious pluralism in the United States, including such topics as: the philosophical background of the idea of religious pluralism, the role of religion in personal and social identity, conflicts between religions and religious violence, the role of religion in cultural imperialism, interactions between religions and the impact of foreign religions on American philosophy. By means of this course, students will become familiar with the major themes in Religious Studies. The course will examine both those religions which were introduced to the Americas and those which arose within the context of American culture. This course satisfies the 3-unit Cultural Diversity requirement for an Associate degree. Pass/No Pass Option

PHIL 017 LOGIC AND CRITICAL REASONING
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: ENGL 001A
Acceptable for credit: University of California, California State University

This course is an introduction to critical thinking and critical writing. The students will have the opportunity to learn techniques of practical reasoning and argumentation, with emphasis on application of these techniques in the writing of a sequence of argumentative essays. Topics include: critical reading, argument analysis, recognizing propaganda and stereotypes, clarifying ambiguity, meaning and definition, evaluating evidence, logical correctness vs. factual correctness, and common mistakes in reasoning (formal and informal fallacies). The class emphasizes critical writing strategies. Sample arguments from philosophy and from culturally diverse sources in other disciplines are analyzed. This course fulfills the IGETC Critical Thinking/English Composition requirement.

PHIL 021 WORLD PHILOSOPHERS ON DEATH
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University

This course explores major philosophical questions about death and the meaning of life from an American multi-cultural perspective. The effects of class, gender, and ethnicity on conceptions of death and death rituals will be analyzed. The following issues will also be explored: the possibility of disembodied existence, the nature of consciousness, the nature and significance of individuality and personal identity, concepts of reincarnation or transmigration of souls as these appear in American religious traditions, the nature and significance of so-called "paranormal" experiences, and the meaning of salvation or liberation or transcendence in American religious traditions (concepts of heaven, nirvana, moksha, satori, etc.). Required readings will be taken from classic texts of Western and non-Western philosophy and religion, as well as contemporary American feminist philosophy, and African, aborigine, and native American sources. This course satisfies the 3-unit Cultural Diversity requirement for an Associate degree. Pass/No Pass Option

PHIL 022 PHILOSOPHY OF RELIGION
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University

What is the relation between faith and reason? Does God exist, and if so, what (if anything) can be said about God? Can we reconcile the goodness of God with human and animal suffering? What human experiences (if any) are religious experiences? Religions provide answer to these and many other fundamental questions. In PHIL 022, we conduct a systematic inquiry into the philosophical foundations of the religious viewpoint. Pass/No Pass Option

PHIL 091, 092, 093 DIRECTED STUDIES
1-3 units
91 - Lecture 0 hours; lab 0 hours, lab 3 hours by arrangement
92 - Lecture 0 hours; lab 0 hours, lab 6 hours by arrangement
93 - Lecture 0 hours; lab 0 hours, lab 9 hours by arrangement
Prerequisite: Interview with instructor to determine objectives and write a contract.
Acceptable for credit: California State University

*UC transfer credit for directed studies courses is granted after a review of the course outline and examples of students work (assignments, tests, papers, etc.) by the enrolling UC campus. Please see a counselor for more information.

Individual work on special topics in philosophy by arrangement.

PHIL 100 SPECIAL TOPICS
3-5 units
The course will explore topics related to this discipline and will be offered as needed. See the class schedule for current offerings. Pass/No Pass Option
Photography

THE FACULTY
Max Crumley
Brian Tramontana

DIVISION Chair
Janis Kea
DEPARTMENT Chair
Brian Tramontana

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The Photography program is designed to provide the student with a practical knowledge of both traditional film and digital photography. Each student is challenged to see the world differently by exploring his or her own design language. Emphasis is placed on solving compositional, social and commercial design problems. Degrees for Photography and Certificates for Photography and Digital Imaging are granted by completed required course work.

Learning Outcomes
After completing courses, a certificate, or an A.S. degree in Electronic Imaging or Photography, a student will be able to:

• Describe technical and aesthetic qualities of successful photographers;
• Apply a variety of lighting techniques to the production of photographs;
• Produce photographs using a variety of camera, film and digital techniques;
• Produce photographs using a variety of photographic papers and digital output;
• Develop a personal visual style.

ELECTRONIC IMAGING

(A.S. Degree and Certificate)

Major Requirements

Course Units
PHOTO 001 Basic Photography (Lecture) 3
PHOTO 001L Basic Photography (Laboratory) 0
PHOTO 021A Studio Photography/Product Lighting 2
PHOTO 030 Basic Color Photography 4
PHOTO 045A Field Studies 1
PHOTO 049A Darkroom Apparatus and Techniques 1
PHOTO 060 Introduction to Electronic Imaging 3
PHOTO 061 Intermediate Electronic Imaging 2
PHOTO 062 Advanced Electronic Imaging 2

Recommended Electives:

PHOTO 020B Intermediate Studio Photo/Portraiture 2
PHOTO 021A Studio Photography/Product Lighting 2
PHOTO 021B Intermediate Studio Photo/Product Lighting 2
PHOTO 045B Field Studies 1
PHOTO 045C Field Studies 1
PHOTO 060 Intro to Photoshop 1
PHOTO 061 Inter Photoshop 1
PHOTO 062 Advance Photoshop 1
PHOTO 072 Environmental Portraits 1
PHOTO 073 Photographing Your Art 1
PHOTO 074 Close-Up Photography 1
PHOTO 075 Photo Projects for the Instructor 1
PHOTO 076 Directed Studies 1
PHOTO 076 Directed Studies 1
PHOTO 079 Directed Studies 1
PHOTO 091-093 Directed Studies (total Maximum of) 3
ART 001A Survey of Western Art I 1
ART 001B Survey of Western Art II 3
ART 001D Art of the 20th Century 3
ART 004 Art Appreciation 3
JOURN 057 Newspaper Photography 2

To be awarded the A.S. Degree, a student must complete:
1. All the major courses plus a minimum of 9 units from the recommended elective list. Six units to be selected from photography electives.
2. Additional units to complete the college graduation requirements.

PHOTO 001 BASIC PHOTOGRAPHY

3 units
Lecture 2 hours; lab 3 hours, lab 0 hours by arrangement
Co requisites: PHOTO 049A
Acceptable for Credit: University of California, California State University
In this course students explore the basic theory of digital and traditional film based photography. This course covers composition, basic optics, camera exposure, filters, artificial light and photographic history. This course offers students the opportunity to gain a solid understanding of both digital and traditional film based cameras and processes.

PHOTO 001L BASIC PHOTOGRAPHY (LABORATORY)

0 units
Required lab for Photo 001 lecture This lab is an ungraded dependent of the lecture Photo 001 - lab units, hours and grades are reported in the lecture section.

PHOTO 002 INTERMEDIATE PHOTOGRAPHY (LECTURE)

3 units
Lecture 2 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: Photo 001 and Photo 001L
Co requisites: PHOTO 002L and PHOTO 049B.
Acceptable for credit: California State University
The study of the advanced theory of photography including special camera techniques, perspective control, color photography, silver and non-silver systems. Students not attending the first meeting of both lecture and lab will be dropped from the course. Day lecture students must take a day lab section. Night lecture students must take a night lab section.

• PREREQUISITES AND COREQUISITES are MANDATORY. See page 14 for specific information.
• Courses used to meet prerequisite requirements must have been completed with a grade of C or Pass or better.
• RECOMMENDED preparations are ADVISORY.
• This catalog is subject to change and may be incomplete. Please consult the addenda at www.westvalley.edu/catalog/.
PHOTO 002L INTERMEDIATE PHOTOGRAPHY (LABORATORY)
0 units
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Prequisite: PHOTO 001 and PHOTO 001L
Acceptable for credit: California State University

PHOTO 020A STUDIO PHOTOGRAPHY (PORTRAITURE)
2 units
Lecture 1 hour; lab 3 hours, lab 0 hours by arrangement
Prequisite: PHOTO 001 and PHOTO 001L
Acceptable for credit: California State University

PHOTO 020B INTERMEDIATE STUDIO PHOTOGRAPHY (PORTRAITURE)
2 units
Lecture 1 hour; lab 3 hours, lab 0 hours by arrangement
Prequisite: PHOTO 001 and PHOTO 001L
Acceptable for credit: California State University

PHOTO 021A STUDIO PHOTOGRAPHY - PRODUCT LIGHTING
2 units
Lecture 1 hour; lab 3 hours, lab 0 hours by arrangement
Prequisite: PHOTO 001 and PHOTO 001L
Acceptable for credit: California State University

PHOTO 021B INTERMEDIATE STUDIO PHOTOGRAPHY PRODUCT LIGHTING
2 units
Lecture 1 hour; lab 3 hours, lab 0 hours by arrangement
Prequisite: PHOTO 021A
Acceptable for credit: California State University

PHOTO 030D COLOR DIGITAL PHOTOGRAPHY
4 units
Lecture 2 hours; lab 6 hours, lab 0 hours by arrangement
Prequisite: PHOTO 001, PHOTO 001L
Acceptable for credit: California State University

PHOTO 045A, B, C FIELD STUDIES
1 unit each
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement
PHOTO 045A is a prerequisite for PHOTO 045B, and PHOTO 045B is a prerequisite for PHOTO 045C
Acceptable for credit: California State University

PHOTO 045A, B DARKROOM APPARATUS AND TECHNIQUE
1 unit each
Lecture 0 hours; lab 0 hours, lab 3 hours by arrangement
PHOTO 045A prerequisite: PHOTO 001, PHOTO 001L
PHOTO 045B prerequisite: PHOTO 001, PHOTO 001L
PHOTO 045B prerequisite: PHOTO 002, PHOTO 002L
Acceptable for credit: California State University

PHOTO 065 INTRODUCTION TO PHOTOGRAPHY
2 units
Lecture 1 hour; lab 3 hours, lab 0 hours by arrangement
Prequisite: PHOTO 001
Acceptable for credit: California State University

PHOTO 067 INTERMEDIATE PHOTOGRAHPY FOR DIGITAL PHOTOGRAPHY
2 units
Lecture 1 hour; lab 3 hours, lab 0 hours by arrangement
Prequisite: PHOTO 001
Acceptable for credit: California State University

PHOTO 069 ADVANCED PHOTOGRAHPY FOR DIGITAL PHOTOGRAPHY
2 units
Lecture 1 hour; lab 3 hours, lab 0 hours by arrangement
Prequisite: PHOTO 061
Acceptable for credit: California State University

**Recommended Preparations in Basic Skills:**
Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 055. Some courses may also require a math course prior to enrollment. See individual course descriptions for math recommendations.

**NOTE:** Course hours per week stated in the catalog are based on an 18 week semester. For hours per week during the current 16 week semester or summer or winter sessions, please see the schedule of classes, or go to www.westvalley.edu and look under MyWebServices.
PHOTO 072 ENVIRONMENTAL PORTRAITS
1 unit
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement
Prerequisite: PHOTO 001 and PHOTO 001L (day or night)
Acceptable for credit: California State University
This course will teach the use of natural light in producing beautiful portraits in outdoor settings. Techniques of posing, camera operation and accessories and the use of light control equipment will be a part of the information provided. Students must supply their own adjustable focus and exposure camera and all expendable photographic supplies used in the course. Pass/No Pass Option

PHOTO 073 PHOTOGRAPHING YOUR ART
1 unit
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement
Prerequisite: PHOTO 001 and PHOTO 001L (day or night)
Acceptable for credit: California State University
This course will provide photographers with information on the simplest methods for photographing their artwork for either inventory records, portfolio presentations or publication. It will cover the different techniques required for drawings, paintings, sculpture and other media. Students must supply their own adjustable focus and exposure camera and all expendable photographic supplies used in the course. Pass/No Pass Option

PHOTO 074 CLOSE-UP PHOTOGRAPHY
1 unit
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement
Prerequisite: PHOTO 001 and PHOTO 001L (day or night)
Acceptable for credit: California State University
This course is designed to introduce the principles of close-up photography for the 35mm photographer. It will explore the options for supplemental equipment, lighting and film. It will also explore the many possible areas of subject material from flowers and insects to printed circuits and silicon wafers. It will be highly non-technical with emphasis on the ease with which modern equipment will allow this application of the photographic medium. Students must supply their own adjustable focus and exposure camera and all expendable photographic supplies used in the course. Pass/No Pass Option

PHOTO 075 PHOTO PROJECTS FOR THE INSTRUCTOR
1 unit
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement
Prerequisite: PHOTO 001 and PHOTO 001L (day or night)
Acceptable for credit: California State University
This course will provide a non-photography class with some creative ideas for photography projects that can be non with a minimum of experience, equipment and cost. These projects allow the teacher to use these projects to relate the areas of science, art and social studies. Students must supply their own adjustable focus and exposure camera and all expendable photographic supplies used in the course. Pass/No Pass Option

PHOTO 076 VISUAL COMMUNICATION
1 unit
Lecture 3 hour; lab 0 hours, lab 0 hours by arrangement
Prerequisite: Interview with instructor to determine objectives and write a contract for the course.
Acceptable for credit: California State University
This course will explore topics related to this discipline and will be offered as needed. See the class schedule for current offerings. Pass/No Pass Option

PHOTO 091, 92, 93 DIRECTED STUDIES
1-3 units
91 - Lecture 0 hours; lab 0 hours, lab 3 hours by arrangement
92 - Lecture 0 hours; lab 0 hours, lab 6 hours by arrangement
93 - Lecture 0 hours; lab 0 hours, lab 9 hours by arrangement
Prerequisite: Interview with instructor to determine objectives and write a contract for the course.
Acceptable for credit: California State University
This one-unit photography-based class is designed to provide visual communications skills directed to the needs of individuals working in the fields of public relations, multimedia, journalism and desktop publications. Students will be expected to provide their own 35 mm camera system for assignments to be completed on transparency (slide) film. Pass/No Pass Only

PHOTO 091, 92, 93 DIRECTED STUDIES
1-3 units
91 - Lecture 0 hours; lab 0 hours, lab 3 hours by arrangement
92 - Lecture 0 hours; lab 0 hours, lab 6 hours by arrangement
93 - Lecture 0 hours; lab 0 hours, lab 9 hours by arrangement
Prerequisite: Interview with instructor to determine objectives and write a contract for the course.
Acceptable for credit: California State University
This course will teach the use of natural light in producing beautiful portraits in outdoor settings. Techniques of posing, camera operation and accessories and the use of light control equipment will be a part of the information provided. Students must supply their own adjustable focus and exposure camera and all expendable photographic supplies used in the course. Pass/No Pass Option

PHOTO 091, 92, 93 DIRECTED STUDIES
1-3 units
91 - Lecture 0 hours; lab 0 hours, lab 3 hours by arrangement
92 - Lecture 0 hours; lab 0 hours, lab 6 hours by arrangement
93 - Lecture 0 hours; lab 0 hours, lab 9 hours by arrangement
Prerequisite: Interview with instructor to determine objectives and write a contract for the course.
Acceptable for credit: California State University
This course will teach the use of natural light in producing beautiful portraits in outdoor settings. Techniques of posing, camera operation and accessories and the use of light control equipment will be a part of the information provided. Students must supply their own adjustable focus and exposure camera and all expendable photographic supplies used in the course. Pass/No Pass Option

PHOTO 076 VISUAL COMMUNICATION
1 unit
Lecture 3 hour; lab 0 hours, lab 0 hours by arrangement
Prerequisite: Interview with instructor to determine objectives and write a contract for the course.
Acceptable for credit: California State University
This course will explore topics related to this discipline and will be offered as needed. See the class schedule for current offerings. Pass/No Pass Option

PHOTO 100 SPECIAL TOPICS
.5-3 units
This course will explore topics related to this discipline and will be offered as needed. See the class schedule for current offerings. Pass/No Pass Option

PHOTO 110 INTRODUCTION TO PHOTOGRAPHY
2 units
Lecture 2 hours; lab 0 hours, lab 0 hours by arrangement
A non-lab photography course designed to acquaint the student with the maximum use of a camera for both personal and professional needs. The theories and use of cameras, composition, filters, color, artificial lighting, copying and slide show presentation will be among the covered topics. Pass/No Pass Option

PHOTO 120 ADOBE LIGHTROOM FOR PHOTOGRAPHERS
3 units
Lecture 2 hours; lab 3 hours, lab 0 hours by arrangement
This course explores the use of Adobe’s Lightroom, and how this valuable tool can streamline your workflow as a photographer. Topics covered are importing, keywording, Image enhancement, archiving, and portfolio presentation. Pass/No Pass Option
**Physical Education**

**THE FACULTY**
- Wendy Bowers-Gaches
- Heidi Davis
- Scott Eitelgeorge
- Jennifer Karwin
- Carol Knight
- Patricia Louderback
- Julie Lowry
- Steven McCann
- Ann Malmut-Onn
- Mike Perez
- Diane Rudy
- Gaspar Silveira
- Paul Starks
- John Vlahos
- Bruce Watson
- James Winkler
- Joan Worley

(Also see Health Education and Nutrition Studies)

**DIVISION**
- Physical Education

**DIVISION CHAIR**
- Joan Worley

**DEPARTMENT CHAIR**
- Steve McCann

**ATHLETIC DIRECTOR**
- Mike Perez

**PHONE**
- 408-741-2017

**EMAIL**
- joan.worley@wvm.edu

**COUNSELING**
- 408-741-2009

The West Valley College Physical Education program is designed to prepare the student to become a physically educated individual. In this pursuit, the student acquires skills necessary to perform a variety of physical activities, is physically fit, participates regularly in physical activity, understands the implications of and the benefits of involvement in physical activities, and values physical activity and its contributions to a healthful lifestyle. The program helps the student make responsible decisions about their health-related fitness and wellbeing.

All Physical Education activity courses are acceptable for credit at the University of California, and all carry the Pass/No Pass Option.

**Learning Outcomes**

After completing courses, a certificate, or an A.A. degree in Physical Education, a student will be able to:

- Perform the specific activity with an adequate degree of proficiency;
- Achieve a health-enhancing level of physical fitness;
- Apply the concepts and principles of physical fitness and specific sport skills;
- Value physical activity and become a lifelong participant in physical activity.

**Career Options**

- Athletic Trainer
- Coach
- Dance career (dance choreographer, performer, instructor)
- Dance Therapy specialist
- Marine Diving Technology
- Personal Trainer/fitness Specialist
- Personal Trainer/fitness Specialist
- Physical Education Instructor
- SCUBA Instructor/Divemaster
- Sports Management Specialist
- Sports Medicine

**Degrees**
- A.A., Physical Education

**Certificates:**
- Certificate of Completion, Dance Instructor
- Certificate of Completion, Exercise Science/Sports Medicine Program
- Certificate of Completion, Group Exercise Leader
- Certificate of Completion, Marine Diving Technology

**PHYSICAL EDUCATION: Transfer:**

See Transfer Planning Guide available at the Counseling Center.

**PHYSICAL EDUCATION (A.A. Degree)**

**Major Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 047* Human Anatomy</td>
<td>5</td>
</tr>
<tr>
<td>BIO 048* Human Physiology</td>
<td>5</td>
</tr>
<tr>
<td>CHEM 030A Fundamentals of Chemistry</td>
<td>3</td>
</tr>
<tr>
<td>H.ED 005 First Aid/Adult CPR/AED or 1.5</td>
<td></td>
</tr>
<tr>
<td>H.ED 011 CPR/AED</td>
<td>1.5</td>
</tr>
<tr>
<td>PE.TH 030 Intro to Physical Education</td>
<td>3</td>
</tr>
<tr>
<td>PE Activity Courses**</td>
<td>6</td>
</tr>
</tbody>
</table>

*At San Jose State University students are required to take Human Anatomy and Human Physiology. See a counselor for additional information.

Chem 030A and Math 000G are prerequisites for Upper Division courses at San Jose State University within the Department of Human Performance. Although not required for the A.A. degree at West Valley College, it is highly recommended that these courses be completed at West Valley College. These two courses satisfy General Education requirements.

**Achieve at least beginning level in a minimum of 6 activities selected from at least 4 of the following categories:**

- Aquatics, Team Sports, Individual Sports, Dance, Combatives and Martial Arts, Fitness and Wellbeing.

**Aquatic Sports**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>2.02 Concepts of Coaching</td>
<td></td>
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<tr>
<td>2.04 Swimming Beg</td>
<td></td>
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<tr>
<td>2.05 Swimming Int</td>
<td></td>
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<tr>
<td>2.06 Swimming Adv</td>
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<tr>
<td>2.07 Master's Swimming</td>
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</tbody>
</table>

**Dance**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>3.02 Ballet Beg</td>
<td></td>
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<tr>
<td>3.04 Ballet Int</td>
<td></td>
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<tr>
<td>3.05 Choreography for Modern &amp; Jazz Dance</td>
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<tr>
<td>3.06 Country Western Dance Beg</td>
<td></td>
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<tr>
<td>3.07 Country Western Dance Int</td>
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<tr>
<td>3.08 Flamenco Dance of Spain</td>
<td></td>
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<tr>
<td>3.10 International folk Dance Beg</td>
<td></td>
</tr>
<tr>
<td>3.11 International folk Dance Int</td>
<td></td>
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<tr>
<td>3.12 Jazz Dance Beg</td>
<td></td>
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<tr>
<td>3.14 Jazz Dance Int</td>
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<tr>
<td>3.15 Modern Dance Beg</td>
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<tr>
<td>3.17 Modern Dance Int</td>
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<tr>
<td>3.18 Dance Workshop</td>
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<tr>
<td>3.19 Rehearsal &amp; Performance in Dance</td>
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<tr>
<td>3.20 Social Dance Beg</td>
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<tr>
<td>3.21 Social Dance Int</td>
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<tr>
<td>3.22 Tap Dance Beg</td>
<td></td>
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<tr>
<td>3.23 Tap Dance Beg 2</td>
<td></td>
</tr>
<tr>
<td>3.24 Tap Dance Intermediate</td>
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<tr>
<td>3.25 Beg country - Western Line Dance</td>
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</tr>
</tbody>
</table>

**Fitness**

- Aerobics
- Aqua Aerobics
- Deep Water Jogging
- Competitive Athlete
- Stretching & Flexibility
- Walking
- Water Exercise
- Weight Training

**Combatives and Martial Arts**

- Karate Beg
- Self-Defense
- Techniques of Amateur Wrestling
- Karate Int
- Kick Boxing
- Fitness Boxing
- Cardio Kickboxing

**Lifet ime Sports**

- Badminton Beg
- Badminton Int
- Intro to Sport Climbing/Rock Climbing
- Intro to Cycling
- Intro to Mountain Biking
- Fencing Beg
- Fencing Int
- Fencing Adv
- Golf Beg
- Golf Int
- Golf Adv
- Cross Country Skiing
- Beg Tennis
- Adv Beg Tennis
- Int Tennis
- Adv Tennis
- Tournament Tennis
- Scuba Diving
- Scuba Diving Adv
- Triathlon Training
- Studio Cycling

**Team Sports**

- Baseball Adv
- Basketball, Men
- Adv Techniques of Football
- Soccer Beg Men

**Recommended Preparations in Basic Skills:**

Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 055. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.

**NOTE:** Course hours per week stated in the catalog are based on a 18 week semester. For hours per week during the current 16 week semester or summer or winter sessions, please see the schedule of classes, or go to www.westvalley.edu and look under MyWebServices.
### Physical Education

**Recommended Electives:**

- PE 038A Intro to Sports Medicine
- PE 060 Aerobics Leadership Training
- PE 4.18 Personal Fitness Appraisal
- H.ED 008 Contemporary Health
- H.ED 010 Human Sexuality
- H.ED 012 Stress Management
- CHS 002 Child Growth & Development
- MATH 010 Elementary Statistics

**Required Courses (17 units):**

- PE 4.12 Fitness, Stretching and Flexibility
- PE 4.18 Personal Fitness Appraisal
- PE.TH 038A Introduction to Sports Medicine
- PE.TH 042 Principles of Strength Training/Conditioning
- NS 022 Sports Nutrition
- H.ED 005 First Aid/Adult CPR/AED
- Electives

**Elections - Complete 4 units from the following:**

- HTECH 070 Introduction to Holistic Medicine
- HTECH 071A Basic Massage Therapy
- PE 4.31 Core Training
- PE.TH 039A Sports Injury Management and Rehabilitation
- PE.TH 041 Skill Competencies in Athletic Training
- PE.TH 044 Lifetime Fitness
- PE Activity Courses

**Select the one PE Activity course unit from the following:**

- PE 4.03 Aerobics
- PE 4.16 Weight Training
- PE 4.24 Total Fitness – Men
- PE 4.25 Total Fitness – Women
- PE 4.27 Yoga for Health

An certificate will be awarded upon completion of the 17 units with C grade or better in each course.

**PHYSICAL EDUCATION - EXERCISE SCIENCE/SPORTS MEDICINE PROGRAM (CERTIFICATE):**

**Required Courses (17 units total):**

**Course** | **Units**
---|---
PE 4.03 Aerobics | 1
PE 4.16 Weight Training | 1
PE 4.24 Total Fitness – Men | 1
PE 4.25 Total Fitness – Women | 1
PE 4.27 Yoga for Health | 1

**Required Courses (17 units total):**

- PE.TH 025 Techniques of Teaching Dance
- PE.TH 043 Sports Injuries
- H.ED 005 First Aid/C.P.R. (or equivalency)
- PE 10.00 Dance Master
- H.ED 005 First Aid/C.P.R. (or equivalency)

**Adapted Physical Education**

Adapted Physical Education courses are designed for students with a temporary or permanent verifiable disability. The courses may be repeated for credit.

**Course** | **Units**
---|---
PE 1.02 ADAPTATED PHYSICAL EDUCATION | 1

**Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement:**

Acceptable for credit: University of California, California State University

Emphasis is for those with a temporary or permanent disability.

The adapted physical education program is handled by a specialist who designs physical education programs for the disabled and offers an individual program geared to meet each student’s need.
PE 1.03 ADAPTED PHYSICAL EDUCATION
.5 unit
Lecture 0 hours; lab 1.5 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
Emphasis is for those with a temporary or permanent disability.
This course is designed to teach skills needed for daily cardiovascular activity, flexibility, and general training. The use of bicycles, the treadmill, and the track will be alternated as activities.

PE 1.08 ADAPTED PHYSICAL EDUCATION-
GENERAL FITNESS
1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
Emphasis is for those with a temporary or permanent disability.
This course is designed to satisfy the need for daily cardiovascular activity, flexibility, and general training. The use of bicycles, the treadmill, and the track will be alternated as activities.

PE 1.09 ADAPTED PHYSICAL EDUCATION-
GENERAL FITNESS
.5 unit
Lecture 0 hours; lab 1.5 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
Emphasis is for those with a temporary or permanent disability.
This course is designed to teach skills needed for daily cardiovascular activity, flexibility, and general training. The use of bicycles, the treadmill, and the track will be alternated as activities.

PE 1.10 ADAPTED PHYSICAL EDUCATION
PERCEPTUAL MOTOR DEVELOPMENT
1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
Emphasis is for those with a temporary or permanent disability.
This course explores the different components of perceptual motor learning through the auditory, visual, tactile and kinesthetic senses. Simple to complex motor movement activities will be introduced and experienced.

PE 1.12 ADAPTED PHYSICAL EDUCATION
RHYTHMIC AEROBICS
1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
Emphasis is for those with a temporary or permanent disability.
This course is designed to teach skills needed for daily cardiovascular activity through the use of rhythmic aerobics. Exercises will develop the cardiovascular and muscular systems to enable students to function more efficiently and effectively within their own abilities.

PE 1.13 ADAPTED PHYSICAL EDUCATION
RHYTHMIC AEROBICS
.5 unit
Lecture 0 hours; lab 1.5 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
Emphasis is for those with a temporary or permanent disability.
This course is designed to teach skills needed for daily cardiovascular activity through the use of rhythmic aerobics. Exercises will develop the cardiovascular and muscular systems to enable students to function more efficiently and effectively within their own abilities.

PE 1.14 ADAPTED SPORTS CONDITIONING:
AQUA TRAINING
1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
Emphasis is for those with a temporary or permanent disability.
This class is designed for the physically disabled student who wants to develop a highly conditioned body in the areas of strength, flexibility, and endurance, using the medium of water.

PE 1.16 SPORTS CONDITIONING: WEIGHT
TRAINING
1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
Emphasis is for those with a temporary or permanent disability.
This class is designed for the physically disabled student who wants to develop a highly conditioned body in the areas of strength, flexibility, and endurance so they can compete in a variety of athletic events.

PE 1.18 ADAPTED STRETCH AND FLEX
1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
Emphasis is for those with a temporary or permanent disability.
This course explores the purposes and techniques of acquiring body flexibility through stretching exercises. Particular attention will be devoted to back care and how to reduce stress with muscle-relaxation techniques.

PE 1.20 WALK, WHEEL AND ROW
AEROBICS
1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
Emphasis is for those with a temporary or permanent disability.
This class is designed to satisfy the need for cardiovascular activity as well as develop and maintain fitness through the use of the continuous rhythmic movements of walking, pushing a wheelchair, or using the row cycle around the track. Nutrition, weight control and stress reduction will be emphasized.

PE 1.25 ADAPTED PHYSICAL EDUCATION
WATER EXERCISE AND SWIM
.5 unit
Lecture 0 hours; lab 1.5 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
Emphasis is for those with a temporary or permanent disability.
This course presents exercises that use specific muscles while the body is submerged in water. The course aids the student in conditioning, strengthening muscles, and cardiovascular endurance.

PE 1.26 ADAPTED PHYSICAL EDUCATION
WEIGHT TRAINING
1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
Emphasis is for those with a temporary or permanent disability.
This course presents weight-training techniques used to increase strength. In addition, the student will learn to assess and improve his or her own physical capabilities and limitations.

Recommended Preparations in Basic Skills:
Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 053. Some courses may also require a math course prior to enrollment. See individual course descriptions for math recommendations.

NOTE: Course hours per week stated in the catalog are based on an 18 week semester. For hours per week during the current 16 week semester or summer or winter sessions, please see the schedule of classes, or go to www.westvalley.edu and look under MyWebServices.
PE 1.27 ADAPTED PHYSICAL EDUCATION-
WEIGHT TRAINING
.5 unit
Lecture 0 hours; lab 1.5 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
Emphasis is for those with a temporary or permanent disability.
This course presents weight-training techniques used to increase strength. In addition, the student will learn to assess and improve his or her own physical capabilities and limitations.

PE 1.29 ADAPTED PHYSICAL EDUCATION-
CHAIR YOGA FOR HEALTH
1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course makes adaptations to allow students with disabilities to learn yoga. The instructor will use lectures, demonstrations, and skill development to teach yoga techniques, practice, and evaluation. Gentle stretching, range of motion around the joints along with breathing and relaxation techniques are taught. Pass/No Pass Option

Aquatic Sports
PE 2.01 WATER POLO
1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course is designed to introduce students to competitive type of water game that will appeal to all students of various swimming abilities and endurance capacities. Advanced skills are taught to individuals as they progress to the next level of competition.

PE 2.02 LIFEGUARD TRAINING
1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course covers the knowledge and skills necessary to save patrons in and around aquatic facilities and in general emergency situations. Successful completion qualifies one for the American Red Cross Lifeguard Training, Title 22 First Aid, and CPR/PRO/AED certifications. Intermediate swimming proficiency is recommended. Pass/No Pass Option

PE 2.04 SWIMMING-BEGINNING
1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course is designed to equip the individual with elementary swimming skills and knowledge in order to make him/her reasonably safe while in and around the water.

PE 2.05 SWIMMING-INTERMEDIATE
1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course is designed to increase the watermanship of the individual by adding to the skills learned in Beginning Swimming. It prepares the student for additional stroke work by introducing him/her to a series of skills designed to improve stamina and basic coordination.

PE 2.06 SWIMMING-ADVANCED
1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course provides the individual with additional strokes and other related water skills to become an all-around swimmer. Emphasis is on development of the individual’s swimming endurance.

PE 2.07 MASTER’S SWIMMING
1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course is formatted in a workout structure for competitive swimmers with emphasis on improving individual-stroke mechanics and conditioning.

Dance
PE 3.02 BALLET-BEGINNING
1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course is designed to introduce the general college student to the discipline, aesthetics, traditions, and historical background of classical ballet at a beginning level.

PE 3.04 BALLET-INTERMEDIATE
1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Recommended preparation: PE 3.02
Acceptable for credit: University of California, California State University
This course is designed to introduce students to the discipline, aesthetic, traditions and historical backgrounds of classical ballet at the intermediate level.

PE 3.05 CHOREOGRAPHY FOR MODERN
AND JAZZ DANCE
2 units
Lecture 0 hours; lab 4 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
The student will be introduced to the skills of making dances and will participate in class, college, and community performances. This course includes an overview of the field of choreography, a study of the elements of dance (time, shape, space, and energy), composition, presentation, and critique of movement problems.

PE 3.06 BEGINNING COUNTRY WESTERN
DANCE
1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course is designed to acquaint the student with the basic forms of Country Western dance and social practice as related to this dance form and to help students become proficient in the steps and style of Country Western Dance.

PE 3.07 INTERMEDIATE COUNTRY
WESTERN DANCE
1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Recommended preparation: PE 3.06
Acceptable for credit: University of California, California State University
This is an intermediate level Country Western Dance course designed to increase the student’s skills and techniques. Proficiency in the steps, dances and styling of Country Western Dance will be enhanced.

PE 3.08 THE FLAMENCO DANCE OF SPAIN – BEGINNING
1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
The flamenco dance is the most popular of Spanish theatrical dance forms. Its folkloric influences include the dance cultures of the East Indians, the Moors and the Andalusians. This course is designed to introduce the student to the movement vocabulary of the Flamenco Dance, its music, and its origins. Pass/No Pass Option

PE 3.10 INTERNATIONAL FOLK DANCE-
BEGINNING
1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course in folk dance for beginning students is designed to include opportunities to learn the basic skills of folk dance, to develop an appreciation for cultural styles and dance patterns from many countries, and to give the student knowledge which he/she may carry on in many varied recreational situations.

• PREREQUISITES AND COREQUISITES are MANDATORY. See page 14 for specific information.
• Courses used to meet prerequisite requirements must have been completed with a grade of C or Pass or better.
• RECOMMENDED preparations are ADVISORY
• This catalog is subject to change and may be incomplete. Please consult the addenda at www.westvalley.edu/catalog/.
PE 3.11 INTERNATIONAL FOLK DANCE-INTERMEDIATE  
1 unit  
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement  
Recommended preparation: PE 3.10.  
Acceptable for credit: University of California, California State University  
This course is designed for the intermediate student and includes opportunities to learn the basic skills of folk dance, to develop an appreciation for cultural styles and dance patterns from many countries, and to give the student knowledge which he/she may carry on in many varied recreational situations.

PE 3.12 JAZZ DANCE-BEGINNING 1  
1 unit  
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement  
Acceptable for credit: University of California, California State University  
This course is designed to introduce the beginning student to the medium of jazz dance through exposure to jazz dance history, technique, style, improvisation, and composition.

PE 3.14 JAZZ DANCE-INTERMEDIATE  
1 unit  
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement  
Recommended preparation: PE 3.12  
Acceptable for credit: University of California, California State University  
This intermediate level course is designed to increase the student’s skill and understanding in the varied theories, styles and techniques of the jazz idiom.

PE 3.15 MODERN DANCE-BEGINNING 1  
1 unit  
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement  
Acceptable for credit: University of California, California State University  
This is a course for beginning students in modern dance. It will provide the knowledge and practice necessary for gaining personal skills and experience in technique and composition commensurate with the achievement level of beginning dance students.

PE 3.17 MODERN DANCE-INTERMEDIATE  
1 unit  
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement  
Recommended preparation: PE 3.15.  
Acceptable for credit: University of California, California State University  
This intermediate level modern dance course is designed to increase the students skill, technique and composition. Students will gain increased insight into the creative process and further develop the body as an instrument for communication.

PE 3.18 DANCE WORKSHOP  
1 unit  
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement  
Recommended preparation: Beginning level or equivalent dance skills in the area of emphasis: PE 3.06, 3.08, 3.09, 3.12, 3.15, 3.20 or 3.23.  
Acceptable for credit: University of California, California State University  
This course is designed to provide students with an opportunity to work intensively on their technique and performance skills in a specific dance area.

PE 3.19 REHEARSAL AND PERFORMANCE IN DANCE  
2 units  
Lecture 0 hours; lab 6 hours, lab 0 hours by arrangement  
Acceptable for credit: University of California, California State University  
This course is designed to give the student an opportunity to rehearse and perform dances in an informal setting at the college and at various locations in the West Valley community. Emphasis will be on group participation in all areas of dance production. The course will include dance warm-ups and techniques, improvisational studies, choreographic studies, group and solo rehearsals of finished dances; class, college and community performances.

PE 3.20 BALLROOM AND LATIN DANCE BEGINNING  
1 unit  
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement  
Acceptable for credit: University of California, California State University  
This course focuses on beginning Ballroom and Latin dance techniques and performance. Beginning level steps and performance techniques from Salsa, Swing, Tango, Waltz, Rumba, Cha-Cha, Foxtrot, Merengue, Night Club 2-Step, and other currently popular dances are covered. Pass/No Pass Option

PE 3.22 BALLROOM AND LATIN DANCE - INTERMEDIATE  
1 unit  
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement  
This course focuses on intermediate Ballroom and Latin dance techniques and performance. Intermediate level steps and performance techniques from the Salsa, Swing, Tango, Waltz, Rumba, Cha-Cha, Samba, Viennese Waltz, Foxtrot, Night Club 2-Step, West Coast Swing and other currently popular dances are covered. Previous Ballroom and Latin Dance experience is recommended. Pass/No Pass Option

PE 3.23 TAP DANCE-BEGINNING 1  
1 unit  
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement  
Acceptable for credit: University of California, California State University  
This course is designed to teach the beginner basic tap dance skills as well as tap dance technique, style, structure, improvisation and composition.

PE 3.24 TAP DANCE-BEGINNING 2  
1 unit  
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement  
Recommended preparation: PE 3.23  
Acceptable for credit: University of California, California State University  
This course is designed to teach the advanced beginner tap dance skills as well as tap dance technique, style, structure, improvisation and composition.

PE 3.25 TAP DANCE-INTERMEDIATE  
1 unit  
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement  
Acceptable for credit: University of California, California State University  
This course is designed to increase the skill level of intermediate tap dance students, and help them become more proficient in intermediate level tap dance technique, steps, style, structure and compositions. Pass/No Pass Option

PE 3.26 BEGINNING COUNTRY WESTERN LINE DANCE  
1 unit  
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement  
Acceptable for credit: University of California, California State University  
This course is designed to acquaint the student with the basic forms and social practice of Country Western Line Dancing and to help students become proficient in the steps and styles of Country Western Dance.

PE 3.27 INTERMEDIATE COUNTRY WESTERN LINE DANCE  
1 unit  
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement  
Recommended preparation: PE 3.26  
Acceptable for credit: University of California, California State University  
This course for intermediate level Country Western Line Dance students is designed to increase the student's skill in techniques and help them become more proficient in the steps, dances, and styling of Country Western line dance.

PE 3.28 DANCE REPORTEoir (A-F)  
1 unit  
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement  
Recommended preparation:  
PE 3.06, Beginning Country Western Dance, or  
PE 3.09, Balkan/Israel Folk Dance, or  
PE 3.12, Jazz Dance-Beginning I, or  
PE 3.15, Modern Dance-Beginning I, or  
PE 3.20, Ballroom and Latin Dance Beginning, or  
PE 3.23, Tap Dance-Beginning I  
Acceptable for credit: University of California, California State University  
This course is designed to provide students with an opportunity to expand and develop their repertoire (of dances) in a specific dance area (A-F). They can then draw on this repertoire for performances on campus and in the community. The area of emphasis for each section of this course will be different: A. Ethnic, B. Tap, C. Jazz, D. Modern, E. Country Western, F. Ballroom.
PE 3.29 REHEARSAL AND PERFORMANCE IN DANCE
1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course is designed to give the students an opportunity to rehearse and perform dances in an informal setting at the college and at various locations in the West Valley community. Emphasis will be on group participation in all areas of dance productions. The course will include dance warm-ups and techniques, choreographies, group and solo rehearsals of finished dances, and class, college and community performances.

PE 3.30 DANCE: BEGINNING HIPHOP
1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course will introduce the students to the fundamentals of hip hop/street funk. Students will learn general patterns as well as the basics of creating routines using individual style. Information describing the history and cultural development of hip hop as a dance form will be presented. This course may be repeated three times.

PE 3.31 DANCE: INTERMEDIATE HIPHOP
1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course will introduce the students to the intermediate styles and choreography of hip hop/street funk. Students will have the opportunity to learn and practice challenging and complex routines. Students will choreograph and present a hip hop routine reflecting individual styles and interpretation. This course may be repeated three times.

PE 3.32 BEGINNING Lindy Hop and Swing
1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course will focus on steps, patterns, and style. Pass/No Pass Option

PE 3.33 DANCE INTENSIVE
1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course is designed to provide intermediate/advanced dance students an opportunity to expand and develop their technical skills, style, and performance technique in a specific area of dance. Pass/No Pass Only

PE 3.34 STUDIO DANCE PRODUCTION
1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course is designed to provide dance students with an opportunity to develop the technical skills necessary to produce dance programs in the West Valley College studio theatre. Students will learn and/or choreograph dances in their area of emphasis, then design costumes, makeup and lighting for a performance in the studio theatre. Pass/No Pass Option

PE 3.35 SWING, SALSA, AND MERENGUE
1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course focuses on beginning steps, patterns, and styles of Swing, Salsa, and Merengue. It includes a brief survey of the Rumba, Cha Cha, and Samba. Pass/No Pass Option

PE 3.36 CHOREOGRAPHY
1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for Credit: University of California, California State University
This course includes an overview of the field of choreography and a study of the elements of dance composition as related to a specific form of dance. Students participate in class and college performances. Pass/No Pass Option

PE 3.37 THE FLAMENCO DANCE OF SPAIN - INTERMEDIATE
1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for Credit: University of California, California State University
This course focuses on intermediate flamenco dance technique and the performance of flamenco dance studies. The course also explores the intersection of flamenco dance with poetry and music. Previous Flamenco Dance experience recommended. Pass/No Pass Option

Fitness
All fitness classes are designed to help the student develop positive attitudes and skills in one or more of the following aspects of fitness: improved cardiovascular conditioning, increased muscular endurance, greater joint flexibility, and the ability to obtain total relaxation.

PE 4.03 FITNESS, AEROBICS
1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course is designed to satisfy the needs for cardiovascular activity and to develop and maintain cardiovascular fitness through the use of continuous rhythmic movements and general overall exercises.

PE 4.05 FITNESS, AQUA AEROBICS
1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course will improve the student’s cardiovascular efficiency, increase muscular strength and endurance and further develop joint flexibility through the use of continuous, vigorous water activities and exercises.

PE 4.06 FITNESS, DEEP WATER JOGGING
1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course will give the students who enjoy the water environment an opportunity to improve and maintain cardiovascular fitness without risk of injury to joints. It also affords an excellent means of rehabilitation after injury. This course will improve the student’s cardiovascular efficiency, increase muscular strength and endurance and further develop joint flexibility through the use of continuous water exercise and activities.

PE 4.07 FITNESS, COMPETITIVE ATHLETE
1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course is designed to develop a highly conditioned body for strength, flexibility and endurance for the competing varsity athlete.

PE 4.12 FITNESS, STRETCHING AND FLEXIBILITY
1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course will explore the purposes and techniques of acquiring body flexibility through stretching exercise. Particular attention is devoted to back care and muscle relaxation techniques.

PE 4.13 FITNESS, WALKING
1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
Students are exposed to the benefits of exercise through fitness walking and to the principles of exercise which will increase cardiovascular conditioning, endurance, flexibility and methods of releasing body tension.

PE 4.14 FITNESS, WATER EXERCISE
1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course presents exercises that use specific muscles while the body is submerged in water. The course helps the student become trimmer, stronger, and better conditioned.

• PREREQUISITES AND COREQUISITES are MANDATORY. See page 14 for specific information.
• Courses used to meet prerequisite requirements must have been completed with a grade of C or Pass or better.
• RECOMMENDED preparations are ADVISORY.
• This catalog is subject to change and may be incomplete. Please consult the addenda at www.westvalley.edu/catalog/.

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PE 4.16 FITNESS, WEIGHT TRAINING
1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course will emphasize conditioning needs/skills of men and women through a program of progressive weight training using external weights designed to increase muscular strength and endurance and general overall conditioning.

PE 4.18 PERSONAL FITNESS APPRAISAL
0.5 unit
Lecture 0 hours; lab 0 hours, lab 1.5 hours by arrangement
Acceptable for credit: California State University
This course is designed to provide an increased self awareness of personal fitness levels and fitness concepts through course activities and laboratory testing of physical fitness components (cardio-vascular, muscular, flexibility and body composition). The instructor provides an exercise prescription for an ongoing training program which is monitored through the duration of the class. Pass/No Pass Option

PE 4.22 FITNESS, STEP
1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course will provide students of all cardiovascular fitness levels the opportunity to participate in a movement experience using the Step Fitness movement method and equipment. The student will progress through the height levels and the step levels that will allow for his/her optimum fitness improvement.

PE 4.24 FITNESS, TOTAL - MEN
1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
Students are exposed to the principles of exercise which will increase cardiovascular condition, muscular strength and endurance, body flexibility, and methods to release body tensions. Emphasis on needs/skills of men.

PE 4.25 FITNESS, TOTAL - WOMEN
1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
Students are exposed to the principles of exercise which will increase cardiovascular condition, muscular strength and endurance, body flexibility, and methods to release body tensions. Emphasis on needs/skills of women.

PE 4.26 GET FIT LAB
1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course offers the opportunity for participation in an assortment of exercise programs to improve cardiovascular endurance, local muscular endurance, muscular strength, and joint mobility. Selected field and laboratory tests of physical fitness are administered before, during, and after participation in an exercise program. This course will focus on safe and sane approaches to diet and exercise, information on cardiac risk, stress management, and guidelines for weight control.

PE 4.28 FITNESS JOGGING
1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
Students are exposed to thebenefits of exercise through fitness jogging. The principles of exercise which will increase cardiovascular conditioning, endurance, flexibility and methods of releasing body tensions will be introduced.

PE 4.29 BODY SCULPTING
1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course will provide students with the opportunity to gain improved muscular strength and endurance through the use of free weights and resistive types of exercises. The workout is structured and the movements are set to music. Pass/No Pass Option

PE 4.30 FUNCTIONAL FITNESS
1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course will provide students with the opportunity to gain improved muscular strength and endurance through exercise equipment to improve cardio-respiratory fitness. Equipment will include the stair-master, stationary bike, treadmill, seated rowing machine, and other apparatus.

PE 4.31 CORE TRAINING
1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course will provide students with the opportunity to gain muscular strength for trunk stabilization. Movement patterns that strengthen the abdomenals, obliques, hips and lower back will be emphasized. Increases in core strength will improve the student’s ability to function in daily activities with proper biomechanics and less risk of injury. Pass/No Pass Only

PE 4.32 FITNESS: BOOT CAMP
1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course will provide students with the opportunity to gain improved cardio-respiratory fitness, flexibility, and muscle strength. This course will utilize exercise equipment to improve cardio-respiratory fitness. Equipment will include the stair-master, stationary bike, treadmill, seated rowing machine, and other apparatus.

PE 4.33 CARDIO CROSS TRAINING
1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course will provide students with the opportunity to gain improved cardio-respiratory fitness, flexibility and endurance for the sport of cheerleading. Training skills for cheering, dancing, jumping and stunting will be emphasized. Instruction of proper form and technique will prepare students for cheering performances and competition.

PE 4.35 TRAIL RUNNING
1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course will introduce students to the benefits of exercise through trail running. The principles of exercise, which will increase cardiovascular conditioning, endurance, flexibility and methods of releasing body tensions will be introduced.

PE 4.40 CARDIO TENNIS
1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course provides students with the opportunity to gain improved cardio-respiratory fitness, flexibility, and muscle strength while learning tennis skills. The course blends tennis techniques, drills, and training with aerobic movement, flexibility, and strengthening exercises. The emphasis is on movement. This course may be taken for a total of four times for credit. Pass/No Pass Option

Recommended Preparations in Basic Skills:
Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 053. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.

NOTE: Course hours per week stated in the catalog are based on an 18 week semester. For hours per week during the current 16 week semester or summer or winter sessions, please see the schedule of classes, or go to www.westvalley.edu and look under MyWebServices.
**Combatives and Martial Arts**

**PE 6.02 KARATE-BEGINNING**
1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course introduces the student to the basic skills of Karate.

**PE 6.03 SELF-DEFENSE**
1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
Students are instructed in methods and techniques of self-defense which will help them recognize and avoid dangerous situations. Techniques will be presented in the defense of oneself when under attack.

**PE 6.05 TECHNIQUES OF AMATEUR WRESTLING**
1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course presents an introduction to amateur wrestling that will provide vigorous activity and basic skills including rules and procedures related to the conduct of matches. Emphasis on needs/skills of men.

**PE 6.06 KARATE-INTERMEDIATE**
1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
Intermediate skills and techniques of the art of karate and other Japanese martial art forms are presented. Content includes analysis and application of movement: individual and group interaction and uses of karate.

**PE 6.07 KICK BOXING**
1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course will present the skills (kicks, punches, blocks, and stances) used in competitive kick boxing. Training will include conditioning and flexibility exercises. Sparring drills, bag work, timing and focus training will be presented. Self-defense techniques will also be introduced.

**PE 6.08 FITNESS BOXING**
1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course will provide cardiovascular fitness, strength, and flexibility through boxing techniques. Stances, punching, combinations, blocks, and sparring drills will be presented. The rules of sport boxing will be covered. Emphasis will be on training techniques. Non-contact sparring will be practiced. This course may be repeated three times.

**PE 6.09 CARDIO KICKBOXING**
1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course will provide the student with the opportunity to gain improved cardio-respiratory fitness, flexibility, and muscle strength while learning kickboxing skills.

**Lifetime Sports**

**LIFETIME SPORTS**

**PE 7.02 BADMINTON-BEGINNING**
1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course will introduce the fundamentals of the game of badminton and the strategies of badminton to the student.

**PE 7.03 BADMINTON-INTERMEDIATE**
1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Recommended preparation: PE 7.02
Acceptable for credit: University of California, California State University
This course provides students with the opportunity to master individual skills and strategies of badminton at the intermediate level.

**PE 7.04 INTRO TO SPORT CLIMBING/ROCK CLIMBING**
1 unit
Lecture 1 hour; lab 2 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course is designed to offer the novice/beginner student the opportunity to learn to climb efficiently and safely, to learn proper techniques of climbing, belaying, and rope management. Students will have the opportunity to learn about local climbing-related opportunities in the South Bay. Students must provide their own instructor-approved harnesses.

**PE 7.05 INTRODUCTION TO CYCLING**
1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course is designed to offer the novice/beginning road cyclist the opportunity to learn to ride efficiently and safely, to learn general bike maintenance and to experience riding some of the bike lanes and bike paths in the South Bay Area. Students must provide bicycle and helmet.

**PE 7.06 INTRODUCTION TO MOUNTAIN BIKING**
1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course is designed to offer the novice/beginning road cyclist the opportunity to learn to ride efficiently and safely, to learn general bike maintenance and to experience riding some of the off road riding trails available in the Bay Area. Students must provide bicycle and helmet.

**PE 7.07 FENCING-BEGINNING**
1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course is for the beginning fencer. Emphasis is placed on learning basic movement skills, officiating skills, and beginning bouting.

**PE 7.08 FENCING-INTERMEDIATE**
1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Prerequisite: PE 7.07
Acceptable for credit: University of California, California State University
This course provides students with the opportunity for mastery of fencing skills and techniques at the intermediate level. Students will gain a better understanding of the rules of fencing while practicing with an adversary. They will develop a personal technique of movement patterns. There will also be an opportunity for competition, and practice in judging, scoring and directing.

**PE 7.09 FENCING-ADVANCED**
1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Prerequisite: PE 7.07 or 7.08
Acceptable for credit: University of California, California State University
This course provides the students with the opportunity to master specific fencing skills and techniques at the advanced level in standard and electrical foil.

**PE 7.10 GOLF-BEGINNING**
1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course is designed to teach the novice beginning golf skills and knowledge needed to play golf.
PE 7.11 GOLF-INTERMEDIATE  
1 unit  
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement  
Recommended preparation: PE 7.10  
Acceptable for credit: University of California, California State University  
This course is designed to help intermediate golfers develop more advanced skills in the game of golf. A greater emphasis is placed on the technical aspects of the swing.

PE 7.12 GOLF-ADVANCED  
2 units  
Lecture 0 hours; lab 6 hours, lab 0 hours by arrangement  
Recommended preparation: PE 7.11  
Acceptable for credit: University of California, California State University  
This is a high-level sequential course designed to help develop advanced techniques in a practical and realistic atmosphere. Most sessions will be presented at the golf course. Some emphasis is on the social values of the game and an introduction to various scoring methods and types of tournament play. Pass/No Pass Option

PE 7.16 CROSS COUNTRY SKIING  
1 unit  
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement  
Acceptable for credit: University of California, California State University  
This course introduces the basic skills of cross-country skiing, including technique, selection and care of equipment, waxing techniques, and conditioning. Opportunities for on-snow practice are provided through scheduled field trips.

PE 7.18 BEGINNING TENNIS  
1 unit  
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement  
Acceptable for credit: University of California, California State University  
This course is designed to teach the basic fundamentals of tennis to the student to increase the student’s appreciation of the game’s value as a lifelong, leisure-time activity. Mastery of these skills will enable the student to progress to another level of tennis.

PE 7.19 ADVANCED BEGINNER TENNIS  
1 unit  
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement  
Recommended preparation: PE 7.18  
Acceptable for credit: University of California, California State University  
This course is designed to further enhance the student’s proficiency and confidence in tennis through a series of more advanced beginner learning experiences. Mastery of these skills will enable the student to progress to another level of tennis.

PE 7.20 INTERMEDIATE TENNIS  
1 unit  
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement  
Recommended preparation: PE 7.19  
Acceptable for credit: University of California, California State University  
This course in tennis is designed to give the student greater insight into the game through a series of intermediate learning experiences. Mastery of these skills will enable the student to progress to another level of tennis.

PE 7.21 ADVANCED TENNIS  
1 unit  
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement  
Recommended preparation: PE 7.20  
Acceptable for credit: University of California, California State University  
This course provides the student with the opportunity for further mastery of specific tennis skills and strategies at an advanced level.

PE 7.22 TOURNAMENT TENNIS  
1 unit  
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement  
Recommended preparation: PE 7.21  
Acceptable for credit: University of California, California State University  
This course is designed for the student who has played or desires to play tournament tennis. Advanced skills and strategy will be reviewed and practiced to further enhance the student’s tennis knowledge and techniques.

PE 7.23 SCUBA DIVING  
2 units  
Lecture 1.5 hours; lab 1.5 hours, lab 0 hours by arrangement  
Acceptable for credit: University of California, California State University  
Students will learn the skills associated with becoming a safe, competent skin and scuba diver. NAVI scuba standards.

PE 7.24 SCUBA DIVING-ADVANCED  
2 units  
Lecture 1.5 hours; lab 1.5 hours, lab 0 hours by arrangement  
Recommended preparation: “Open water or higher SCUBA certification from any nationally recognized SCUBA agency or instructor’s consent”.  
Acceptable for credit: University of California, California State University  
This course will present advanced skills of SCUBA and aquatic technology. Students will gain knowledge of diverse SCUBA environments to increase safety and competency. NAVI scuba standards.

PE 7.25 TRIATHLON TRAINING  
1 unit  
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement  
Acceptable for credit: University of California, California State University  
This course will provide students with the opportunity to gain muscular strength and cardiovascular endurance for the sport of triathlon. Training skills for swimming, cycling, and running will be emphasized. Principles of exercise physiology, sport nutrition, sport psychology, and injury prevention will prepare students to participate in a triathlon competition.

PE 7.26 STUDIO CYCLING  
1 unit  
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement  
Acceptable for credit: University of California, California State University  
This course provides students with the opportunity to gain muscular strength and cardiovascular endurance through stationary cycling. The workouts are performed on a studio-spinning bike designed to improve aerobic and anaerobic fitness through interval training and steady-state training. Benefits include improved cycling mechanics and efficiency, body awareness, injury prevention, stress reduction, and increased self-confidence. Pass/No Pass Option

Team Sports

PE 8.03 BASEBALL-ADVANCED  
1 unit  
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement  
Recommended preparation: Prior participation in interscholastic competition or club baseball program.  
Acceptable for credit: University of California, California State University  
This course is designed to provide an opportunity for students to develop advanced baseball skills and techniques in order to participate and learn an activity geared to their level of ability.

PE 8.04 BASKETBALL, MEN  
1 unit  
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement  
Recommended preparation: Prior participation in interscholastic competition or club basketball program.  
Acceptable for credit: University of California, California State University  
This course is designed to teach the basic skills, techniques, and knowledge of the game of men’s basketball.

PE 8.07 ADVANCED TECHNIQUES OF FOOTBALL  
1 unit  
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement  
Recommended preparation: Prior participation in interscholastic competition or club football program.  
Acceptable for credit: University of California, California State University  
This course is designed to teach basic, individual skills and team play through active participation; a general approach to the origin, techniques, and rules of the game.
PE 8.08 SOCCER-BEGINNING, MEN  
1 unit  
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement  
Acceptable for credit: University of California, California State University  
This course is designed to teach basic skills, offenses and defenses of men's soccer at the beginning level.

PE 8.09 SOCCER-ADVANCED, MEN  
2 units  
Lecture 0 hours; lab 6 hours, lab 0 hours by arrangement  
Recommended preparation: PE 8.08  
Acceptable for credit: University of California, California State University  
This is an advanced course in soccer designed to develop advanced individual skills which can be incorporated into a relatively high level of team participation.

PE 8.10 SOCCER-Women  
1 unit  
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement  
Acceptable for credit: University of California, California State University  
This course emphasizes the development of practical and working knowledge of the skills, strategies, and knowledge associated with the game of women's soccer.

PE 8.12 SOFTBALL-BEGINNING  
1 unit  
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement  
Acceptable for credit: University of California, California State University  
This course is designed to help the student develop softball skills and provide an opportunity to participate on a softball team in a class setting.

PE 8.13 SOFTBALL-INTERMEDIATE  
1 unit  
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement  
Recommended preparation: PE 8.12  
Acceptable for credit: University of California, California State University  
This course emphasizes the development of intermediate softball skills, including competitive team-play opportunities.

PE 8.14 TRACK & FIELD FUNDAMENTALS-ADVANCED  
1 unit  
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement  
Acceptable for credit: University of California, California State University  
A course designed to teach individual skills in track and field. Includes sprints, hurdles, middle and distance running, weight events, and jumping events.

PE 8.15 VOLLEYBALL-BEGINNING SKILLS  
1 unit  
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement  
Acceptable for credit: University of California, California State University  
This course is designed to teach the novice beginning volleyball skills for recreational pleasure and value as a worthy leisure-time activity.

PE 8.16 VOLLEYBALL-INTERMEDIATE SKILLS  
1 unit  
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement  
Recommended preparation: PE 8.15  
Acceptable for credit: University of California, California State University  
This course is designed to explore further the game of volleyball and help the student master intermediate volleyball skills.

PE 8.17 VOLLEYBALL-ADVANCED SKILLS  
1 unit  
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement  
Recommended preparation: PE 8.16  
Acceptable for credit: University of California, California State University  
This course provides the serious student of volleyball with the opportunity to master individual skills and team strategies at the advanced level.

PE 8.18 VOLLEYBALL-OUTDOOR SAND & GRASS DOUBLES  
1 unit  
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement  
Recommended preparation: PE 8.15  
Acceptable for credit: University of California, California State University  
This course is designed to teach the skills, strategies and techniques of doubles sand and grass volleyball.

PE 8.19 VOLLEYBALL-ADULT CAMP  
1 unit  
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement  
Recommended preparation: PE 8.16 or 8.17  
Acceptable for credit: University of California, California State University  
This course is designed to offer the intermediate and advanced player the skills to train for and compete in tournament play.

Intercollegiate Athletics  
West Valley College is a member of the Coast Conference of the California Community and Junior College Association. The college competes in conference competition for both men and women. A refundable equipment deposit is required in each sport.
PE 9.08 INTERCOLLEGIATE SOCCER-WOMEN
2 units
Lecture 0 hours; lab 10 hours, lab 0 hours by arrangement
Recommended preparation: PE 8.10 or high school
Acceptable for credit: University of California, California State University
This course provides intercollegiate competition that meets the needs of college level women soccer players.

PE 9.09 INTERCOLLEGIATE SOFTBALL-WOMEN
2 units
Lecture 0 hours; lab 10 hours, lab 0 hours by arrangement
Co requisite: PE 4.07
Recommended preparation: Interscholastic h.s. or club participation
Acceptable for credit: University of California, California State University
Intercollegiate competition in softball designed to meet needs and skills of women.

PE 9.10 INTERCOLLEGIATE SWIMMING-MEN
2 units
Lecture 0 hours; lab 10 hours, lab 0 hours by arrangement
Recommended preparation: PE 2.06 or interscholastic h.s. or club participation
Acceptable for credit: University of California, California State University
This course provides intercollegiate competition for men in swimming.

PE 9.11 INTERCOLLEGIATE SWIMMING-WOMEN
2 units
Lecture 0 hours; lab 10 hours, lab 0 hours by arrangement
Recommended preparation: PE 2.06 or interscholastic h.s. or club participation
Acceptable for credit: University of California, California State University
This course provides intercollegiate competition for women in swimming.

PE 9.14 INTERCOLLEGIATE TRACK-MEN
2 units
Lecture 0 hours; lab 10 hours, lab 0 hours by arrangement
Recommended preparation: PE 8.14 or interscholastic h.s. or club participation
Acceptable for credit: University of California, California State University
This course provides intercollegiate competition for men in track and field.

PE 9.15 INTERCOLLEGIATE TRACK-WOMEN
2 units
Lecture 0 hours; lab 10 hours, lab 0 hours by arrangement
Recommended preparation: PE 8.14 or interscholastic h.s. or club participation
Acceptable for credit: University of California, California State University
This course provides intercollegiate competition for women in track and field.

PE 9.17 INTERCOLLEGIATE VOLLEYBALL-WOMEN
2 units
Lecture 0 hours; lab 10 hours, lab 0 hours by arrangement
Recommended preparation: PE 8.17 or interscholastic h.s. or club participation
Acceptable for credit: University of California, California State University
This course provides intercollegiate competition in volleyball designed to meet needs and skills of women.

PE 9.18 INTERCOLLEGIATE WATER POLO-MEN
2 units
Lecture 0 hours; lab 10 hours, lab 0 hours by arrangement
Recommended preparation: Interscholastic h.s. or club participation
Acceptable for credit: University of California, California State University
This course provides intercollegiate competition for men in water polo.

PE 9.19 INTERCOLLEGIATE WRESTLING-MEN
2 units
Lecture 0 hours; lab 10 hours, lab 0 hours by arrangement
Recommended preparation: PE 8.05 or interscholastic h.s. or club participation
Acceptable for credit: University of California, California State University
This course provides intercollegiate wrestling competition for men.

PE 9.20 INTERCOLLEGIATE WATER POLO-WOMEN
2 units
Lecture 0 hours; lab 10 hours, lab 0 hours by arrangement
Recommended preparation: Interscholastic h.s. or club participation
Acceptable for credit: University of California, California State University
This course provides intercollegiate competition for men in water polo.

P.E. 9.30 INTERCOLLEGIATE PRE-SEASON CONDITIONING
1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course is for students competing in Intercolligate athletics. The course is designed to get the student athlete ready for the season of competition by improving fitness, strength, and flexibility to help minimize the potential of injury.

Intramurals

PE 10.01 INTRAMURALS-BADMINTON
1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This class provides recreational participation in low-key badminton competition.

PE 10.02 INTRAMURALS-BASKETBALL, MEN
1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This class provides recreational participation in low-key basketball competition for men.

PE 10.03 INTRAMURALS-SWIMMING
1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This class provides recreational participation in low-key swimming competition.

PE 10.06 INTRAMURALS-VOLLEYBALL
1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This class provides recreational participation in low-key volleyball competition.

PE 10.07 INTRAMURALS-FLAG FOOTBALL
1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This class provides recreational participation in low-key flag football competition.

PE 10.08 INTRAMURALS-BASEBALL
OFFENSIVE HITTING
1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This class provides recreational participation in low-key baseball competition.

PE 10.09 INTRAMURALS-GOLF
1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This class provides recreational participation in low-key golf competition.

Recommended Preparations in Basic Skills:
Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 055. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.

NOTE: Course hours per week stated in the catalog are based on a 18 week semester. For hours per week during the current 16 week semester or summer or winter sessions, please see the schedule of classes, or go to www.westvalley.edu and look under MyWebServices.
PE 10.10 INTRAMURALS-TEAM TENNIS
1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Recommended preparation: PE 7.22
Acceptable for credit: University of California, California State University
This course will provide a high level of competition for those students who seek competitive aspect of the sport but do not have the skills and/or desire for intercollegiate competition.

PE 10.11 INTRAMURALS-SOCCER
1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This class provides recreational participation in low-key Soccer competition.

Mind/Body/Wellness

PE 11.01 YOGA FOR HEALTH
1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
The practice and study of yoga helps to bring about a natural balance of body and mind. This course emphasizes the physical practice of yoga exercises which provide a gentle muscle stretching and range of motion around the joints along with breathing and relaxation techniques leading to total relaxation and the harmony of mind and body.

PE 11.01A YOGA FOR HEALTH
.5 unit
Lecture 0 hours; lab 1.5 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course emphasizes the physical practice of yoga exercises which provide a gentle muscle stretching and range of motion around the joints along with breathing and relaxation techniques leading to total relaxation and the harmony of mind and body. Pass/No Pass Option

PE 11.02 INTERMEDIATE ASANA-MOVING DEEPER INTO HATHA YOGA
1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course includes instruction in all classifications of yoga postures: neutral, standing, bends, twists inversions, and relaxation. This course includes instruction in anatomy, physiology, and pranayama techniques. Intermediate Asana moves deeper into the spirit of Hatha Yoga and explores how the virtues of yogic philosophy can be integrated into Asana practice. This course builds on the principles learned in Yoga for Health. A clear understanding of the basic yoga postures is preferred prior to taking this course. Grade or Pass/No Pass Option

PE 11.03 GENTLE RESTORATIVE EXERCISE
1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course introduces students to modified Yoga, Pilates, and dance exercise, which provides gentle muscle stretching for increased flexibility and range of motion; strengthening to assist in injury prevention; along with breathing, and relaxation techniques for stress reduction. Pass/No Pass Option

PE 11.04 POWER POSTURES
1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course provides students with the opportunity to gain muscular strength, endurance, and improved balance. The exercises are designed to improve posture, body alignment, core strength and flexibility. Benefits include balance, body awareness, mental focus and relaxation. The static series of Yoga postures are performed in a warm environment to relax the muscles, increase blood circulation, and strengthen the heart.

PE 11.07 TAI CHI
1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course will introduce the fundamental philosophies, skills, and health enhancing components of Tai Chi. The course will cover historical and philosophical aspects of Tai Chi and Tai Chi body movements and forms utilizing energy flow and stress reducing elements.

PE 11.08 PILATES MAT WORKOUT
1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course provides students with the opportunity to gain muscular strength and endurance. The exercises are designed to improve posture, body alignment, and flexibility. Benefits include balance, body awareness, relaxation, and injury prevention, stress reduction, and increased self-confidence. Pilates mat work emphasizes core musculature as it applies to everyday movement. Pass/No Pass Option

PE 11.09 INTERMEDIATE PILATES MAT WORKOUT
1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course provides students with the opportunity to gain muscular strength and endurance. Intermediate to advanced exercises are designed to improve posture, body alignment and flexibility. Benefits include balance, body awareness, and relaxation. Core strength is beneficial for injury prevention, stress reduction, and increased self-confidence. Pilates mat work emphasizes core musculature as it applies to everyday movement. Flex bands, foam rollers, and fitness circles are added to the exercises for more intensity.

P.E. 11.10 WEIGH DOWN
4 Units
Lecture 3 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course provides the overweight student with the opportunity to adopt a healthy, active lifestyle. The goals of the course are to educate overweight students on the health risks associated with obesity, increase overall activity, produce long-term weight loss, promote behavior modification, and improve health and well being. Pass/No Pass Option

PE 11.11 STRESS BUSTERS
1 Units
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course introduces steps on how to relieve the physiological effects of stress using a variety of relaxation techniques. Techniques include forms of meditation (mental, visual, auditory and physical repetition), biofeedback, autogenic training, music therapy & more. How these techniques decrease stress, as well as creating a strong mind/body connection for lifelong stress reduction is discussed. Pass/No Pass Option

Marine Diving Education

PE 12.03 DIVE MASTER
2 units
Lecture 1.5 hours; lab 1.5 hours, lab 0 hours by arrangement
Recommended preparation: Advanced SCUBA certification from any nationally recognized SCUBA agency or instructor consent
Acceptable for credit: University of California, California State University
This course provides the skills, knowledge, and experience required to administer on-site leadership for groups of certified divers during SCUBA diving activities.

• PREREQUISITES AND COREQUISITES are MANDATORY. See page 14 for specific information.
• Courses used to meet prerequisite requirements must have been completed with a grade of C or Pass or better.
• RECOMMENDED preparations are ADVISORY.
• This catalog is subject to change and may be incomplete. Please consult the addenda at www.westvalley.edu/catalog.
PE 12.04 ASSISTANT SCUBA INSTRUCTOR
2 units
Lecture 1.5 hours; lab 1.5 hours, lab 0 hours by arrangement
This course provides the skills, knowledge, and experience required to assist in all phases of
SCUBA instruction. Students gain proficiency in teaching standards, skills, and techniques for
effective teaching of marine diving education. This course leads to certification in the Marine
Diving Education Program (MDEP). This course qualifies students to seek employment as a Dive
master or Assistant Instructor at aquariums and on commercial and research dive vessels.

P.E. 12.05 SCUBA INSTRUCTOR
2 units
Lecture 1.5 hours; lab 1.5 hours, lab 0 hours by arrangement
Recommended preparation: Dive master or
Assistant Instructor of SCUBA certification from any
nation ally recognized SCUBA agency or instructor consent
Acceptable for credit: University of California,
California State University
This course qualifies participants to teach
SCUBA and marine diving classes. This course promotes safe diving and a strict adherence to
SCUBA standards and procedures.

P.E. 12.10 RESEARCH DIVER
2 units
Lecture 1.5 hours; lab 1.5 hours, lab 0 hours by arrangement
Recommended preparation: Open Water or higher
SCUBA certification from any nationally recognized
SCUBA agency
Acceptable for credit: University of California,
California State University
This course provides the theoretical and practical
knowledge and skills required to effectively operate
in research or scientific diving environments.

PE 100 SPECIAL TOPICS
5-3 units
The course will explore topics related to this
discipline and will be offered as needed. See the
class schedule for current offerings. Pass/No Pass Option

PE 4804 INDIVIDUALIZED PHYSICAL
EDUCATION
0 units
Lecture 1-15 hours; lab 0 hours, lab 0 hours by arrangement
This non-credit course is designed specifically to meet the fitness needs of older adults and
accommodates the limitations of individual students. Instructors lead gentle movements and
activities to increase or maintain flexibility, muscle strength, balance and/or cardiovascular
and respiratory fitness levels. Instruction focuses on the basic principles of fitness, performing
routines, and adaptations for individual needs. Breathing, relaxation, balance, body aware-
ness, joint protection, nutrition and hydration are included. Skills for adapting movement for
individual limitations are included.

Physical Education —
Theory

Learning Outcomes
After completing courses in Physical Education
Theory, a student will be able to
• Identify one or more physical education theory-
related factors which influence individual and
community health behaviors;
• Identify immediate and long range effects of
physical education and health related behav-
iors;
• Select valid, reliable, and credible sources of
information about physical education theory,
health needs, interests and concerns.

PE.TH 30 INTRODUCTION TO PHYSICAL
EDUCATION
3 units
(Offered Spring Semester only)
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California,
California State University
This course surveys the basic principles of
physical education and its place and contribu-
tion to the total education program, including
leadership, aims, objectives, historical perspec-
tive, scientific foundations, perceptual motor
learning, competitive athletics, and current issues in the field.

PE.TH 034 WATER SAFETY INSTRUCTOR
3 units
Lecture 2 hours; lab 3 hours, lab 0 hours by arrangement
Prerequisite: PE 2.05
Acceptable for credit: University of California,
California State University
This course provides the individual with the
knowledge and skills designed to save his/her
own life or the life of another and to be able to
teach others these skills. Certification is through the
American Red Cross. The Introduction to
Health Services Education Certificate is also
included as part of the course. Pass/No Pass Option

PE.TH 038A INTRODUCTION TO SPORTS
MEDICINE
3 units
(Offered Fall Semester only)
Lecture 2 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: University of California,
California State University
This course introduces the student to concepts of
athletic training; care and prevention of sports
injuries; recognition, evaluation, management, and rehabilitation of injuries; techniques of
adhesive strapping and protective padding and
bracing. Pass/No Pass Option

PE.TH 039A SPORTS INJURY
MANAGEMENT AND REHABILITATION
2 units
Lecture 1 hour; lab 3 hours, lab 0 hours by arrangement
Recommended preparation: First Aid/CPR certifi-
cate or H ED 005. May be taken concurrently
Acceptable for credit: California State University
This course provides the student with exposure
to basic sports medicine techniques, immediate
recognition and treatment of injuries unique to fall sports, particularly the “non-contact” sports such as
cross country, volleyball, water polo and soccer.
Pass/No Pass Option

PE.TH 039B SPORTS INJURY
MANAGEMENT & REHABILITATION
2 units
Lecture 1 hour; lab 3 hours, lab 0 hours by arrangement
Recommended preparation: First Aid/CPR certifi-
cate or H ED 005. May be taken concurrently
Acceptable for credit: California State University
This course provides the student with exposure
to basic sports medicine techniques, immediate
recognition and treatment of injuries unique to
spring sports, particularly the "non-contact" sports such as volleyball, track and field, tennis, and swimming. Emphasis will be on taping tech-
nique and injury prevention through conditioning. Mechanism, characteristics and classification of
sports injuries will also be introduced. Pass/No Pass Option

PE.TH 041 SKILL COMPETENCIES IN
ATHLETIC TRAINING
1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: University of California,
California State University
This course provides the student with the opportu-
ity to practice and become proficient in skills that are required to be a certified athletic trainer
or allied health care professional. The competen-
cies included are: injury prevention, recognition and evaluation; first aid procedures, equipment
and protective padding fabrication; rehabilitation techniques; and administrative duties. It can be
repeated three times. Pass/No Pass Only.

PE.TH 042 PRINCIPLES OF STRENGTH
TRAINING & CONDITIONING
3 units
(Offered Spring semester only)
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course introduces students to the principles of
effective strength training and conditioning. Emphasis is on program design, periodization
training, effective strength training exercises and stretches, body composition, and skills to
improve strength and athletic performance.

Recommended Preparations in Basic Skills:
Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 055. Some courses may also require a math course prior to enrollment. See individual course descriptions for math recommendations.

NOTE: Course hours per week stated in the catalog are based on an 18 week semester. For hours per week during the current 16 week semester or summer or winter sessions, please see the schedule of classes, or go to www.westvalley.edu and look under MyWebServices.
PE.TH 043 SPORTS INJURIES
1 unit
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course provides students an opportunity to learn how to recognize common sports injuries, go through a basic and systematic evaluation of the injury, apply “return to play” goals in the healing process, and perform rehabilitation principles to aid in the recovery of the injury.

PE.TH 044 LIFETIME FITNESS
2 units
Lecture 2 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: PE.TH 044
Acceptable for credit: University of California, California State University
This course provides the student with an orientation to Wellness / Fitness and an opportunity to understand and apply the development, maintenance, and assessment of cardiovascular endurance, strength, and flexibility. Through online lectures, course material covers the theories of fitness, lifestyle change, nutrition, weight management, and the development of exercise programs leading to a healthier lifestyle. Pass/No Pass Option

PE.TH 044A LIFETIME FITNESS - WELLNESS CENTER LAB-A
1 unit
Lecture 0 hours; lab 0 hours, lab 3 hours by arrangement
Acceptable for Credit: University of California, California State University
This laboratory is designed to improve the student’s cardio respiratory fitness, muscular strength and endurance, flexibility and body composition. Students are given the opportunity to develop strength and muscular endurance using Hoist weight equipment and free weights. Cardio respiratory fitness training includes the use of: treadmills, stationary bicycles, stair steppers, elliptical trainers, and rowing machines. Recommend PE.TH 044 Lifetime Fitness OR previous weight training experience. Pass/No Pass Only

PE.TH 045 THEORY & TECHNIQUE OF OFFENSIVE & DEFENSIVE FOOTBALL
3 units
Lecture 2 hours; lab 3 hours, lab 0 hours by arrangement
Recommended preparation: PE 8.07 or interscholastic h.s. or club participation
Acceptable for credit: University of California, California State University
This course will introduce to the student the theory and principles of offensive and defensive intercollegiate football, including punt and punt return, point after touchdown, field goal kicking, and kick off. Pass/No Pass Option

PE.TH 046 THEORY & TECHNIQUE OF OFFENSIVE & DEFENSIVE BASEBALL
3 units
Lecture 2 hours; lab 3 hours, lab 0 hours by arrangement
Recommended preparation: PE 8.03 or interscholastic h.s. or club participation
Acceptable for credit: University of California, California State University
This course will introduce the theory and principles of offensive and defensive intercollegiate baseball. All aspects of offensce and defense including the knowledge and understanding of the rules of baseball relative to batting are covered. Pass/No Pass Option

PE.TH 047 THEORY & TECHNIQUE OF OFFENSIVE & DEFENSIVE BASKETBALL
3 units
Lecture 2 hours; lab 3 hours, lab 0 hours by arrangement
Recommended preparation: PE 8.04 or interscholastic h.s. or club participation
Acceptable for credit: University of California, California State University
This course will introduce the theory and principles of offensive and defensive intercollegiate basketball. Knowledge and understanding of the rules of basketball will also be included. Pass/No Pass Option

PE.TH 051 DANCE IN AMERICA: A CULTURAL PERSPECTIVE
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course examines dance as a cultural expression in the USA. The course explores and analyzes indigenous dance forms including the social, political, economic, and religious significance. Pass/No Pass Option

PE.TH 052 TECHNIQUES OF TEACHING DANCE
2 units
Lecture 1 hour; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course provides instruction in the theories, principles, and techniques involved in teaching dance. Pass/No Pass Option

PE.TH 060 GROUP FITNESS INSTRUCTOR TRAINING
2 units
Lecture 2 hours; lab 1 hour, lab 0 hours by arrangement
Acceptable for credit: California State University
This is an introductory course to train the aspiring fitness professional. Participants in the program will be expected to understand practical anatomy and physiology, first aid, immediate health care and nutrition. They will be assisted in learning proper exercise procedures applicable for special groups, choreography of exercises, and leading large groups of students. Visitation and critiques of other classes will be encouraged. Pass/No Pass Option

PE.TH 091, 092, 093 DIRECTED STUDIES
1-3 units
91 - Lecture 0 hours; lab 0 hours, lab 3 hours by arrangement
92 - Lecture 0 hours; lab 0 hours, lab 6 hours by arrangement
93 - Lecture 0 hours; lab 0 hours, lab 9 hours by arrangement
Prerequisite: Interview with instructor to determine objectives and write a contract
Acceptable for credit: California State University
*UC transfer credit for directed study courses is granted after a review of the course outline and examples of students work (assignments, tests, papers, etc.) by the enrolling UC campus. Please see a counselor for more information
This course allows independent work of special interest to the student related to, but not included in, regular courses offered by the physical education department. Pass/No Pass Option

**PREREQUISITES AND COREQUISITES are MANDATORY.** See page 14 for specific information.
**Courses used to meet prerequisite requirements must have been completed with a grade of C or Pass or better.**
**RECOMMENDED preparations are ADVISORY**
**This catalog is subject to change and may be incomplete. Please consult the addenda at www.westvalley.edu/catalog.**
### Physical Science

**THE FACULTY**
- Doug Epperson
- Lungyee Lin
- Benjamin Mendelsohn
- Mel Vaughn

**DIVISION** Science and Mathematics
**DEPARTMENT CHAIR** Lungyee Lin
**PHONE** 408-741-4658
**EMAIL** lungyee.lin@wvm.edu
**COUNSELING** 408-741-2009

**Learning Outcomes**
After completing courses in Physical Science, a student will be able to:
- Apply scientific concepts and methods of inquiry to problems of the physical environment;
- Describe the influence of weather and climate on local and world-wide issues;
- Analyze environmental issues.

**PHYSICAL SCIENCE: Transfer:**
See Transfer Planning Guide available at the Counseling Center.

**PSCI 010 PHYSICAL SCIENCE SURVEY**
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: MATH 902
Acceptable for credit: University of California, California State University
This course takes the student on a tour of physics, chemistry, geology and astronomy. It introduces major theories and concepts in these four fields and shows the interconnectedness of the many branches of science.

**PSCI 020 WEATHER AND CLIMATE**
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: MATH 902
Acceptable for credit: University of California, California State University
This course is a study of the atmospheric processes responsible for changing weather patterns. Surface weather maps and upper-air charts will be used to illustrate these processes to the layman. World climate will be analyzed with special emphasis on Bay Area and urban climatic conditions. Atmospheric pollution and its effects on local and worldwide weather and climate will also be studied.

**PSCI 030 DESCRIPTIVE ENVIRONMENTAL SCIENCE**
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: MATH 902
Acceptable for credit: University of California, California State University
This course is a study of energy consumption, population growth and pollution (air, water, solid, and noise) from the viewpoint of Physical Science. Studies in methods of pollution measurement and control are included.

**PSCI 040 CLIMATE, ENERGY AND A GREEN TOMORROW**
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course looks at global climate, governmental energy policy, and the physics of energy, green buildings, green transportation and alternative fuels. Pass/No Pass Option

**PSCI 100 SPECIAL TOPICS**
.5-3 units
The course will explore topics related to this discipline and will be offered as needed. See the class schedule for current offerings. Pass/No Pass Option

### Physics

**THE FACULTY**
- Doug Epperson
- Lungyee Lin
- Benjamin Mendelsohn
- Mel Vaughn

**DIVISION** Science and Mathematics
**DEPARTMENT CHAIR** Lungyee Lin
**PHONE** 408-741-4658
**EMAIL** lungyee.lin@wvm.edu
**COUNSELING** 408-741-2009

**Learning Outcomes**
After completing courses in Physics or an A.A. degree in Physics a student will be able to:
- Communicate orally and in writing core physical principles, the results of experiments, and their analysis of physical problems;
- Set up an experiment, collect and analyze data, identify sources of error, and interpret results;
- Use basic software, such as word processing, spreadsheet, and graphing programs;
- Identify the essential aspects of a problem and formulate a strategy for solving the problem;
- Estimate the solution to a problem, apply appropriate techniques to arrive at a solution, test the correctness of their solution, interpret their result and connect it to related areas of physics.

**PHYSICS, APPLIED PHYSICS, GEOPHYSICS: Transfer:**
See Transfer Planning Guide available at the Counseling Center.

**PHYSICS, APPLIED PHYSICS, GEOPHYSICS (A.S. Degree)**

**Major Requirements:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>ENGR 021</td>
<td>Intro to Computing for Scientists and Engineers</td>
</tr>
<tr>
<td>MATH 003AB</td>
<td>Analytical Geometry &amp; Calculus</td>
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<tr>
<td>MATH 004A</td>
<td>Intermediate Calculus</td>
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<td>MATH 004B</td>
<td>Differential Equations</td>
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</tbody>
</table>

To be awarded an A.S. degree, a student must complete:
1. All the major requirements.
2. Additional units to meet the college graduation requirements.

The student should choose those general education requirements which may apply both toward graduation requirements of the college and toward the bachelor’s degree requirements at the four-year institution to which he/she plans to transfer.

Geophysics majors should take GEOL001A (Physical Geology) and GEOL 001B (Historical Geology).
PHYS 001 INTRODUCTION TO PHYSICS PROBLEM SOLVING
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: MATH 000D or H.S. Trigonometry
Acceptable for credit: University of California, California State University
This course is designed specifically to prepare students for Physics 2A or Physics 4A. It covers basic principles/concepts in classical mechanics and introduces problem-solving skills that may be applied to a wide variety of problems.

PHYS 002A GENERAL PHYSICS
5 units
Lecture 4 hours; lab 3 hours, lab 0 hours by arrangement
Prerequisite: MATH 000D or H.S. Trigonometry
Recommended preparation: PHYS 001 or H.S. Physics
Acceptable for credit: University of California, California State University
This is a trigonometry-based first course in Physics for majors in subjects other than engineering or the physical sciences. The course covers mechanics (motion, forces, torques, energy, momentum, angular momentum, and rotation), thermodynamics, fluid mechanics and sound. Concepts and problem solving are emphasized.

PHYS 002B GENERAL PHYSICS
5 units
Lecture 4 hours; lab 3 hours, lab 0 hours by arrangement
Prerequisite: PHYS 002A
Acceptable for credit: University of California, California State University
This is a trigonometry-based course in Physics for majors in subjects other than engineering or the physical sciences. The course covers electricity, magnetism, optics, atomic physics, nuclear physics and special relativity. Concepts and problem solving are emphasized.

PHYS 004A ENGINEERING PHYSICS – MECHANICS
5 units
Lecture 4 hours; lab 3 hours, lab 0 hours by arrangement
Prerequisite: MATH 003A
Acceptable for credit: University of California, California State University
Mechanics is the first of the series of engineering physics. It provides the student with insight to vectors. Vectors are utilized in the application of forces in both static and dynamic conditions. The course covers classical mechanics, simple harmonic motion, gravitation, special relativity, mechanical properties of matter, and fluid statics and dynamics.

PHYS 004B ENGINEERING PHYSICS – ELECTRICITY AND MAGNETISM
5 units
Lecture 4 hours; lab 3 hours, lab 0 hours by arrangement
Prerequisite: PHYS 004A and MATH 003B
Acceptable for credit: University of California, California State University
Electricity and magnetism is the second in the engineering physics series. Topics to be studied include charge and retraction, the electric field, Gauss’s Law, electric potential, capacitors and dielectric, current and resistance, electromotive force and circuits, magnetic fields, applications of Ampere’s Law, induction and Faraday’s Law of Induction, magnetic properties of matter, and alternating currents. Problem solutions are emphasized using calculus.

PHYS 004C ENGINEERING PHYSICS – LIGHT AND HEAT
5 units
Lecture 4 hours; lab 3 hours, lab 0 hours by arrangement
Prerequisite: PHYS 004A and MATH 003B
Acceptable for credit: University of California, California State University
Light and Heat is the third course in the engineering physics series. Topics to be studied include wave motion, heat, the first and second laws of thermodynamics, the concept of entropy, the nature and propagation of light, the laws of reflection and refraction for plane and spherical waves, interference, diffraction, and modern physics including wave-particle duality, matter waves, and special relativity. Problem solutions using calculus is emphasized.

PHYS 004D MODERN PHYSICS
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: PHYS 004A and PHYS 004B
Acceptable for credit: University of California, California State University
This course is an introduction to modern physics, emphasizing the fundamental principles of relativity and quantum mechanics. Topics to be covered include: the Lorentz transformations, special and general relativity, wave-particle duality, the Bohr atom, line spectra and atomic energy levels, the Schrödinger equation, potential barriers and wells, the hydrogen atom, spin and angular momentum, elementary particles, and solid-state physics.

PHYS 010 INTRODUCTION TO PHYSICS
4 units
Lecture 3 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
A descriptive approach to physics as applied to natural phenomena, life and social issues. Topics include mechanics, waves, electricity magnetism, heat, light and atomic and nuclear phenomena. Arithmetic skills are required.

PHYS 052 PHYSICS SKILLS AND CONCEPTS
.5 unit
Lecture 1.5 hours (over 6 weeks); lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course offers students who are taking PHYS 001, PHYS 002A, or PHYS 004A an opportunity to learn effective study, memory, and problem solving strategies for mastering physics. These strategies are applied to topics from the physics classes. The course is presented in 5-week sections, and students may take any of the sections within a semester. This course may be repeated twice. Pass/No Pass Option

PHYS 091, 092, 093 DIRECTED STUDIES IN PHYSICS
1-3 units
91 - Lecture 0 hours; lab 0 hours, lab 3 hours by arrangement
92 - Lecture 0 hours; lab 0 hours, lab 0 hours by arrangement
93 - Lecture 0 hours; lab 0 hours, lab 9 hours by arrangement
Acceptable for credit: California State University
*UC transfer credit of directed studies courses is granted after a review of the course outline and examples of students work (assignments, tests, papers, etc.) by the enrolling UC campus. Please see a counselor for more information.
This course will explore aspects of physics topics, lab work, research, etc. which are related to regular physics courses but are not included in them. These courses may be repeated once. Pass/No Pass Option

- **PREREQUISITES AND COREQUISITES** are MANDATORY. See page 14 for specific information.
- Courses used to meet prerequisite requirements must have been completed with a grade of C or Pass or better.
- **RECOMMENDED** preparations are ADVISORY.
- This catalog is subject to change and may be incomplete. Please consult the addenda at www.westvalley.edu/catalog/.

WEATHER COMES TO A CITY WITH A DESATURATED OR UNDERMIXED WINTER.
POLITICAL SCIENCE: Transfer:
See Transfer Planning Guide available at the Counseling Center.

POLITICAL SCIENCE (A.A. Degree)
See Social Science A.A. Degree with option in Political Science.

POLIT 001 AMERICAN GOVERNMENT
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course covers the structure and functions of the American national, state and local governments. Emphasis is placed on the development of democratic institutions through historical and contemporary studies. Students will have an opportunity to understand what has shaped the United States Constitution, its amendments, and with study, the operation of and one's role in democratic government. Pass/No Pass Option

POLIT 002 COMPARATIVE GOVERNMENTS
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
Political Science 2 explores the government and politics of some of the major world powers as well as developing nations. Structures, functions and policies are compared with each other and with the U.S. government. Particular consideration is given to contemporary world problems. Pass/No Pass Option

POLIT 003 INTRODUCTION TO POLITICAL SCIENCE
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
Political Science 003 is an introduction to political theory. The course analyzes the ideological origins of nation-states from direct democracy to totalitarian forms of government. Political Science 3 may be used to meet Social Science Series I or II requirements in the General Education pattern for transfer to the California State University system. Pass/No Pass Option

POLIT 004 INTERNATIONAL RELATIONS
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
Political Science 004 is a survey of the ways and means by which the contemporary international scene has developed. Included will be consideration of such subjects as nationalism, imperialism, war, the world economy, the environment and developing nations. The student should gain a fuller understanding of the political, social and economic relationships among nation-states. Particular emphasis is given to the foreign policies of the U.S. and their relationship to foreign powers. Pass/No Pass Option

POLIT 005 AMERICAN IDEALS AND INSTITUTIONS: A MULTICULTURAL APPROACH
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
American Ideals and Institutions, a Multi-Cultural Approach, studies great American political thinkers, leaders and activists who have significantly contributed toward shaping our democratic society. The course begins with the framers, comes up to the present day and represents the ideas of our diverse and richly multi-cultural society, including women, Afro-Americans, Hispanic and Asian Americans, along with Native Americans. This course satisfies the 3-unit Cultural Diversity requirement for an Associate degree. Pass/No Pass Option

POLIT 100 SPECIAL TOPICS
.5-3 units
The course will explore topics related to this discipline and will be offered as needed. See the class schedule for current offerings. Pass/No Pass Option

Recommended Preparations in Basic Skills:
Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 055. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.

NOTE: Course hours per week stated in the catalog are based on an 18 week semester. For hours per week during the current 16 week semester or summer or winter sessions, please see the schedule of classes, or go to www.westvalley.edu and look under MyWebServices.
Portuguese

DIVISION Language Arts
DIVISION CHAIR Randy Fujishin
DEPARTMENT CHAIR Marc Accornero
PHONE 408-741-4011
EMAIL marc.accornero@wvm.edu
COUNSELING 408-741-2009

Learning Outcomes
See World Languages

PORTG 001A BEGINNING BRAZILIAN PORTUGUESE
5 units
Lecture 5 hours; lab 0 hours, lab 0 hours by arrangement
Co requisite PORTG 011A
Acceptable for credit: University of California, California State University
The course focuses on the basic structures of the language, listening, speaking, reading, writing, and culture. Emphasis is placed on communication and relevancy. Students are exposed to various aspects of the Brazilian Portuguese culture. Pass/No Pass Option

PORTG 001B BEGINNING BRAZILIAN PORTUGUESE
5 units
Lecture 5 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite PORTG 001A
Co requisite PORTG 011B
Acceptable for credit: University of California, California State University
In this course, the student will continue to develop his/her listening, speaking, reading and writing skills, and increase his/her vocabulary and knowledge of grammar. Emphasis is placed on self-expression and communication on topics of interest. Pass/No Pass Option

PORTG 011A BRAZILIAN PORTUGUESE LAB
.5 unit
Lecture 0 hours; lab 0 hours, lab 1.5 hours by arrangement
Acceptable for credit: California State University
In this course the student will practice the language skills and expand his/her fluency of skills learned in PORTG 001A.

PORTG 011B PORTUGUESE LAB
.5 Unit
Lecture 0 hours; lab 0 hours, lab 1.5 hours by arrangement
Co requisite: PORTG 011B
Acceptable for Credit: California State University
This is a course designed to accompany the PORTG 011B course. It is a continuation of PORTG 011A, although PORTG 011A is not a prerequisite. In this course the student will practice and increase his/her fluency of the skills learned in PORTG 001A. The student will practice the language skills and expand his/her knowledge of the Brazilian culture in the language lab with the aid of language skill building technology. Pass/No Pass Option

Psychology

THE FACULTY
Jose Bautista
Michelle D. Reed

DIVISION Social Sciences
DIVISION CHAIR Janis Kea
DEPARTMENT CHAIR Jose Bautista
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Psychology

Learning Outcomes
After completing courses or an A.A. degree in Psychology, a student will be able to:
• Describe the major concepts, theoretical perspectives, empirical findings, and historical trends in psychology;
• Apply the scientific method and critical thinking skills to formulate valid hypotheses, operationally define constructs, and evaluate claims;
• Analyze data by selecting the appropriate methods, accurately evaluate and interpret the results, and communicate the results including the proper use of tables and graphs;
• Describe the anatomy and function of the major components of the nervous system, and the physiological basis of neuronal communication, including how drugs, stress, nutrition, interpersonal attraction and other exogenous factors affect the function of the nervous system;
• Specify how psychological principles are applied to real-life situations in business, industry, child rearing, and social interactions;
• Explain how psychosocial factors influence behavior and attitudes, and recognize the complexity of sociocultural and international diversity

Career Options
• Research Psychologist

Related Fields
• Behavior Analyst
• Child Development Specialist
• Educational Therapist
• Human Services Specialist
• Marketing Specialist
• Marriage & Family Counselor
• Nurse Practitioner (LVN: RN)
• Personnel Analyst
• Probation Officer
• Psychiatric Technician/Aide
• Public Survey
• Social Service Counselor
• Sociologist
• Ward Attendant
• Youth Supervisor

Note: Some career options often require more than two years of study

Degree
A.A., Psychology

PSYCHOLOGY: Transfer:
See Transfer Planning Guide available at the Counseling Center.

PSYCHOLOGY (A.A. DEGREE)

Major Requirements
Course Units
PSYCH 001 General Psychology 3
PSYCH 002 Experimental Psychophysics 4
MATH 010 Elementary Statistics 3
PSYCH 007 Physiological Psychology 3

Choose two additional courses from those listed below (6 units)
PSYCH 009 Psychology of Women A Multicultural perspective 3
PSYCH 012 Human Growth & Development 3
PSYCH 017 Social Psychology 3
PSYCH 025 Introduction to Abnormal Psych 3
PSYCH 030 Psychology of Addiction & Substance Abuse 3

Recommended Electives
ANTHR 003 Cultural Anthropology 3
BIO 010 Introduction to Biology 4
BIO 043 Principles of Cells 5
*BIO 046 Anatomy and Physiology 5
SOC 001 Introduction to Sociology 3
**Consult a counselor for requirements at the four-year institution of your choice.

To be awarded an A.A. degree, a student must complete
1. All the major requirements.

• PREREQUISITES AND COREQUISITES are MANDATORY. See page 14 for specific information.
• Courses used to meet prerequisite requirements must have been completed with a grade of C or Pass or better.
• RECOMMENDED preparations are ADVISORY.
• This catalog is subject to change and may be incomplete. Please consult the addenda at www.westvalley.edu/catalog/.

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2. Additional units to meet the college graduation requirements.

**PSYCH 001 GENERAL PSYCHOLOGY**
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
Introduction to general psychology as a behavioral science. Course emphasis is placed upon the scientific foundations of psychology, including the history and origins of psychology, introductory statistical concepts, motivation, emotion, biological determinants of behavior, environmental and cultural factors in behavior, psychological tests and measurements, learning, and personality theory.

**PSYCH 002 EXPERIMENTAL PSYCHOPHYSIOLOGY**
4 units
Lecture 3 hours; lab 3 hours, lab 0 hours by arrangement
Prerequisite: PSYCH 001
Prerequisite or corequisite: MATH 010
Recommended preparation: MATH 106/106R
Acceptable for credit: University of California, California State University
The course introduces the student to the theory and application of the scientific method with particular emphasis in the area of physiologic and behavior. A computerized psychophysiology laboratory will be used to introduce students to (1) experimental design and analysis, and (2) theoretical and methodological concepts in psychophysiological research, which investigates the relationship between physiological events and behavior. General areas covered include: philosophy of science, research design, experimental procedures, data analysis, synthesis, evaluation and summary. Elementary statistics will be incorporated into the course using actual data collected from experiments conducted during laboratory sessions.

**PSYCH 007 PHYSIOLOGICAL PSYCHOLOGY**
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: PSYCH 001.
Acceptable for credit: University of California, California State University
An introduction to the physiological substrates of behavior. Among the areas covered are neurophysiology, the functional nervous system, the senses, emotion, motivation and learning. The course has value for behavioral science, paramedical, and premedicai majors.

**PSYCH 009 PSYCHOLOGY OF WOMEN: A MULTICULTURAL PERSPECTIVE**
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
The course introduces the student to the sex-role development of women in terms of the biosocial and cultural factors involved in intellectual and personal-emotional functions. Examinations of psychological research and theory focus on multicultural factors, that is gender as it relates to race, class, culture and ethnicity in United States society. (Satisfies the Cultural Diversity requirement for the Associate Degree). Pass/No Pass Option

**PSYCH 012 HUMAN GROWTH AND DEVELOPMENT**
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: PSYCH 001
Acceptable for credit: University of California, California State University
An introduction to the psychological, physiological, cultural and other environmental forces affecting human growth and development through the lifespan. Emphasis is placed on normal psychological development (physical, cognitive and psychosocial) both within and across cultures. Theoretical models and research into the development of cognitive, perceptual, physical, personality, emotional and social abilities and disabilities will be presented and discussed. Credit/No Credit Option

**PSYCH 017 INTRODUCTION TO SOCIAL PSYCHOLOGY**
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course will introduce the student to the field of social psychology, and will explore its relevance to many life situations of professional and personal relevance. Students will cover the following topics, among others: Understanding others, Thinking about the social world, Attitude formation, Genes, culture, and gender, Prejudice, Interpersonal attraction (What is love?), Persuasion, Aggression, and Helping and prosocial behavior. These topics have high applicability in the legal system, and clinical settings.

**PSYCH 025 INTRODUCTION TO ABNORMAL PSYCHOLOGY**
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: PSYCH 001
Acceptable for credit: University of California, California State University
This course deals with various categories as well as social criteria of "deviant" or "abnormal" behavior patterns. Course content deals with mildly maladaptive behavioral syndromes to grossly psychotic reactions, both functional and organic. Characterological or personality disorders, including sexually maladaptive behavior, are included in the course content together with behavioral dysfunctions from childhood to senility. The course is of value to students majoring in any area of behavioral science and to paraprofessional trainees in such areas as law enforcement, community health and social services. Pass/No Pass Option

**PSYCH 030 PSYCHOLOGY OF ADDICTION AND SUBSTANCE ABUSE**
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course is an introduction to the physiological, psychological, and social processes of addiction and how they relate to the abuse of legal and illegal substances. Pass/No Pass Option

**PSYCH 093 DIRECTED STUDIES**
3 units
Lecture 0 hours; lab 0 hours, lab 9 hours by arrangement
Prerequisite: Interview with instructor to determine objectives and write a contract
California State University *UC transfer credit to directed studies courses is granted after a review of the course outline and examples of students work (assignments, tests, papers, etc.) by the enrolling UC campus. Please see a counselor for more information.*

Directed studies are investigations of special interest to the student which are related to, but not included in, regular courses offered by the college. Pass/No Pass Option

**Public Relations**

PUBLIC RELATIONS: Transfer:
See Transfer Planning Guide available at the Counseling Center.
Reading

THE FACULTY
Whitney Clay
Michelle Francis

DIVISION Language Arts
DIVISION CHAIR Randy Fuishin
DEPARTMENT CHAIR Whitney Clay
PHONE 408-741-2619
EMAIL whitney.clay@wvm.edu
COUNSELING 408-741-2009

Learning Outcomes

After completing courses in Reading, a student will be able to:
- Demonstrate literal comprehension of readings at the appropriate course level;
- Analyze and evaluate readings at the appropriate course level;
- Monitor positive and negative comprehension signals and apply appropriate strategies to correct incomplete comprehension.

READ 053 CRITICAL AND EFFICIENT READING
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: READ 961 or assessment
Acceptable for credit: California State University
This course is designed to enable students to improve their comprehension and critical reading of college-level texts. It also offers students the opportunity to increase reading efficiency and enjoyment of recreational reading. Satisfactory completion of this course can meet the West Valley College graduation requirement.

READ 063 VOCABULARY DEVELOPMENT
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: READ 961 or assessment
Acceptable for credit: California State University
This course provides methods of expanding vocabulary through oral and written practice, and through reading. Content will emphasize analogies, word formation, grammatical derivation, words in context and formulating definitions.

READ 100 SPECIAL TOPICS
.5-3 units
The course will explore topics related to this discipline and will be offered as needed. See the class schedule for current offerings. Pass/No Pass Option

READ 915 READING SUPPORT: SPECIAL TOPICS
1 unit
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement
This course offers reading support to students simultaneously enrolled in a designated college level course. Students are instructed in reading and study strategies appropriate for the texts and materials of the course being supported. In addition to lecture, students practice strategies and are guided in group study. Courses supported may vary. See class schedule for current offerings. This course is non-degree applicable. Pass/No Pass Only.

READ 960 READING FUNDAMENTALS
(Formerly Read 160)
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
This course is designed to improve vocabulary and reading comprehension to prepare students to function at the college preparatory level. Credit earned in this course does not apply to an associate degree. Pass/No Pass Option

READ 961 EFFECTIVE READING
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: READ 960 or assessment or LS 932
Recommended preparation: READ 960 or assessment. Beginning Fall 2008, Reading 961 or (appropriate placement scores) became a prerequisite for English 1A for all incoming students. Since English 1A is a graduation requirement, continuing students have catalog rights. However, all students must still pass the reading proficiency test for graduation. Reading 53. This course is designed to prepare students for college-level reading. Students can expect improvement in reading comprehension, vocabulary, and study skills. Pass/No Pass Option

READ 9075A, B, C, D READING SKILLS
(Formerly Read 175 A,B,C,D)
.5 unit each
Lecture 0 hours; lab 0 hours, lab 1.5 hours by arrangement
This course provides individualized instruction in one or more of following areas: comprehension, critical thinking, vocabulary development, study skills, reading rate improvement, reading for pleasure. Auto-instructional materials are assigned based on diagnostic testing and the student’s goals. Credit earned in this course does not apply to an associate degree. Pass/No Pass Only.

Real Estate
(See Business Administration/Real Estate)

Recreation
RECREATION: Transfer:
See Transfer Planning Guide available at the Counseling Center.

ROTC
(See Military Science)
RUSS 050A BASIC RUSSIAN CONVERSATION AND CULTURE
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: RUSS 050A
Acceptable for credit: California State University
Readings from simple prose will be required.
Pass/No Pass Option

RUSS 050B BASIC RUSSIAN CONVERSATION AND CULTURE
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: RUSS 050A
Acceptable for credit: California State University
Readings from simple prose will be required.
Pass/No Pass Option

RUSS 051A INTERMEDIATE RUSSIAN CONVERSATION AND CULTURE
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: RUSS 050B
Acceptable for credit: California State University
Review and continuation of basic grammar studied in Russian 050AB, with increased conversation and discussion of the customs and culture of Russia and the implications for business and travel in Russia.
Pass/No Pass Option

RUSS 051B RUSSIAN CONVERSATION & CULTURE
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: RUSS 051A
Acceptable for credit: California State University
This course is a continuation of RUSS 051A. Conversation will be emphasized, along with vocabulary acquisition and idiomatic expressions. This course will include cultural topics and a review of basic grammar principles, as well as the finer points of Russian grammar.
This course can be repeated twice. Pass/No Pass Option

RUSS 091, 092, 093 RUSSIAN DIRECTED STUDIES
1, 2 or 3 units
91 - Lecture 0 hours; lab 0 hours, lab 3 hours by arrangement
92 - Lecture 0 hours; lab 0 hours, lab 6 hours by arrangement
93 - Lecture 0 hours; lab 0 hours, lab 9 hours by arrangement
Prerequisite: Interview with instructor to determine objectives and write a contract.
Acceptable for credit: California State University
*UC transfer credit for directed studies courses is granted after a review of the course outline and examples of students work (assignments, tests, papers, etc.) by the enrolling UC campus. Please see a counselor for more information.

Students are given individual work of special interest in Russian, reading, writing, lab work, research, etc. Related to the regular Russian courses offered but not included in them. Pass/No Pass Option

Social Science
(DIVISION Social Science
DIVISION CHAIR Janis Kea
PHONE 408-741-2538
EMAIL janis.kea@wvm.edu
COUNSELING 408-741-2009

Learning Outcomes
After completing an A.A. degree in Social Sciences, a student will be able to:
- Relate knowledge in the social sciences to cultural or global perspectives;
- Identify varying worldviews on the same issues and occurrences;
- Demonstrate critical thinking about how biological and environmental factors interact to influence behavior, attitudes and experience;
- Demonstrate knowledge of empirical research design and statistical analyses as applied in the social sciences;
- Explain how and why promoting health demands personal and collective responsibility at both the local and global levels;
- Describe core civic values which generate socially responsible behavior;
- Explain the interconnectedness of global decisions and events;
- Analyze the interdependence among people, groups, societies, governments, and nations in finding solutions to current worldwide problems and conflicts.

SOCIAL SCIENCE: Transfer:
See Transfer Planning Guide available at the Counseling Center.

SOCIAL SCIENCE (A.A. Degree)
20 units from at least 5 of the following fields:

Major Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>ANTHR 001</td>
<td>Intro to Physical Anthropology 3</td>
</tr>
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<td>ANTHR 002</td>
<td>Intro to Archaeology 3</td>
</tr>
<tr>
<td>ANTHR 003</td>
<td>Intro to Cultural Anthropology 3</td>
</tr>
<tr>
<td>ECON 001A</td>
<td>Principles of Macroeconomics 3</td>
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<tr>
<td>ECON 001B</td>
<td>Principles of Microeconomics 3</td>
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<td>GEOG 001</td>
<td>Intro to Physical Geography 3</td>
</tr>
<tr>
<td>GEOG 002</td>
<td>Intro to Cultural Geography 3</td>
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<tr>
<td>HIST</td>
<td>Any history course 3</td>
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<tr>
<td>POLIT 001</td>
<td>American Government 3</td>
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<tr>
<td>POLIT 002</td>
<td>Comparative Governments 3</td>
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<tr>
<td>POLIT 003</td>
<td>Intro to Political Science 3</td>
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<tr>
<td>POLIT 004</td>
<td>International Relations 3</td>
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<td>PSYCH 001</td>
<td>General Psychology 3</td>
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<td>PSYCH 002</td>
<td>Experimental Psychophysiology 4</td>
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<td>PSYCH 007</td>
<td>Physiological Psychology 3</td>
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<td>PSYCH 009</td>
<td>Intro to Psychology of Women 3</td>
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<td>PSYCH 012</td>
<td>Human Growth and Development 3</td>
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<td>PSYCH 025</td>
<td>Intro to Abnormal Psychology 3</td>
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<td>SOC 001</td>
<td>Intro to Sociology 3</td>
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<td>SOC 002</td>
<td>Social Problems 3</td>
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<td>SOC 020</td>
<td>American Race Relations 3</td>
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<tr>
<td>SOC 040</td>
<td>Marriage and Family 3</td>
</tr>
<tr>
<td>SOC 045</td>
<td>Sociology of Human Sexuality 3</td>
</tr>
</tbody>
</table>

Courses used to satisfy general education requirements cannot be used to satisfy major requirements.

Recommended Preparations in Basic Skills:
Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 055. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.

NOTE: Course hours per week stated in the catalog are based on an 18 week semester. For hours per week during the current 16 week semester or summer or winter sessions, please see the schedule of classes, or go to www.westvalley.edu and look under MyWebServices.
### Sociology

#### THE FACULTY
Tom DeDen

**DIVISION**  
Social Science

**DIVISION CHAIR**  
Janis Kea

**DEPARTMENT CHAIR**  
Tom DeDen

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**COUNSELING**  
408-741-2009

#### Learning Outcomes

After completing courses or an A.A. degree in Sociology, a student will be able to:

- Recognize major dimensions of the diversity of human social experiences;
- Distinguish scientific from non-scientific discourse on human social behavior;
- Distinguish the sociological perspective from the perspectives of other social sciences;
- Specify and contrast the major theoretical perspectives within sociology;
- Contrast the merits and limitations of various social science research methodologies with emphasis on the role of sampling and surveys in sociological research.

#### SOCIOLOGY: Transfer:

See Transfer Planning Guide available at the Counseling Center.

#### SOCIOLOGY: Transfer (A.A. Degree)

**Major Requirements** (a total of 18 units are required)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOC 001</td>
<td>3</td>
<td>Introduction to Sociology (Mandatory)</td>
</tr>
<tr>
<td>SOC 002</td>
<td>3</td>
<td>Social Problems</td>
</tr>
<tr>
<td>SOC 003</td>
<td>3</td>
<td>Social Psychology: A Sociological Perspective</td>
</tr>
<tr>
<td>SOC 020</td>
<td>3</td>
<td>American Race Relations</td>
</tr>
<tr>
<td>SOC 040</td>
<td>3</td>
<td>Marriage and Family</td>
</tr>
<tr>
<td>SOC 045</td>
<td>3</td>
<td>Sociology of Human Sexuality</td>
</tr>
<tr>
<td>ANTHR 003</td>
<td>3</td>
<td>Introduction to Cultural Anthropology</td>
</tr>
<tr>
<td>Electives from recommended list</td>
<td>6</td>
<td></td>
</tr>
</tbody>
</table>

Up to 6 units from the following list may be applied to the major:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECON 001A</td>
<td>3</td>
<td>Principles of Macroeconomic</td>
</tr>
<tr>
<td>GEOG 002</td>
<td>3</td>
<td>Cultural Geography</td>
</tr>
<tr>
<td>HIST 017A</td>
<td>3</td>
<td>United States History</td>
</tr>
<tr>
<td>PSYCH 001</td>
<td>3</td>
<td>General Psychology</td>
</tr>
</tbody>
</table>

3. And additional units to meet the college graduation requirements.

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**SOC 001 INTRODUCTION TO SOCIOLOGY**  
3 units  
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement  
Acceptable for credit: University of California, California State University  
This course is an introduction to the field of sociology as a scientific discipline, an examination of human society from various sociological perspectives; analysis of the relationship between personality development and the sociocultural environment; the presentation of social institutions and possible influences on behavior. Pass/No Pass Option

**SOC 002 SOCIAL PROBLEMS**  
3 units  
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement  
Acceptable for credit: University of California, California State University  
This course is an introduction to the sociological perspective in dealing with contemporary social problems. Drug addiction, poverty, violence, mental illness, environment, aging, and other areas of societal concerns are examined. Available community resources to help deal with and arrive at solutions to these problems will be explored. Pass/No Pass Option

**SOC 003 SOCIAL PSYCHOLOGY: A SOCIOLOGICAL PERSPECTIVE**  
3 units  
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement  
Acceptable for Credit: University of California, California State University  
Social psychology examines how individuals can resist and enact social influence in immediate social situations. It examines how social groups and individuals influence one another, and how the self is socially constructed via human social interaction. This course does not fulfill the major requirements for the Psychology AA degree. Check with four-year schools for Psychology transferability. Pass/No Pass Option.

**SOC 020 AMERICAN RACE RELATIONS**  
3 units  
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement  
Acceptable for credit: University of California, California State University  
This is a survey course studying the experiences, problems and the contemporary way of life of the minority people in the U.S. This course focuses on racial conflicts and inter-group tensions from a minority perspective. It is designed to create a context through which better race harmony may be achieved. Pass/No Pass Option

**SOC 040 MARRIAGE AND THE FAMILY**  
3 units  
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement  
Acceptable for credit: University of California (Proposed), California State University  
This course gives students the opportunity to study marriage in contemporary American society. Problems of mate choice and courtship and dating practices; adjustment to marriage; some aspects of parenthood and child training, and investigation of some possible problem areas of marriage are explored. Pass/No Pass Option

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- **PREREQUISITES AND COREQUISITES** are MANDATORY. See page 14 for specific information.
- Courses used to meet prerequisite requirements must have been completed with a grade of C or Pass or better.
- **RECOMMENDED** preparations are ADVISORY.
- This catalog is subject to change and may be incomplete. Please consult the addenda at www.westvalley.edu/catalog/.
Recommended Preparations in Basic Skills:
Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 053. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.

NOTE: Course hours per week stated in the catalog are based on an 18 week semester. For hours per week during the current 16 week semester or summer or winter sessions, please see the schedule of classes, or go to www.westvalley.edu and look under MyWebServices.
SPAN 011A SPANISH LABORATORY
.5 unit
Lecture 0 hours; lab 0 hours, lab 1.5 hours by arrangement
Co requisite: SPAN 001A
Acceptable for credit: California State University
This is a separate laboratory course, offered by arrangement at the student’s convenience, which aims to present the culture of the Spanish-speaking world through a variety of media. The student will review the customs and cultures of Spanish-speaking countries through slides, filmstrips, tapes, films and current publications. Tapes and programs providing Spanish language and pronunciation drill are also available. The course provides an excellent supplement to SPAN 001A. Pass/No Pass Option

SPAN 011B SPANISH LABORATORY
.5 unit
Lecture 0 hours; lab 0 hours, lab 1.5 hours by arrangement
Co requisite: SPAN 001B
Acceptable for credit: California State University
This course is a continuation of Spanish 011A, although Span 011A is not a prerequisite. The student will expand his/her knowledge of the cultures of Spanish-speaking people through further use of slides, filmstrips, films and current publications. Tapes and programs providing Spanish language and pronunciation drill are also available. The course provides an excellent supplement to Spanish language classes and is usually taken in conjunction with SPAN 001B. Pass/No Pass Option

SPAN 049 SPANISH FOR THE SPANISH-SPEAKING
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: Fluent in speaking and understanding Spanish.
Acceptable for credit: University of California, California State University
This course is taught in Spanish and is intended for those Spanish-speakers who wish to become more skilled in Spanish in the specific areas of grammar, reading, and writing, as well as for those who wish to learn more about the Spanish and Hispanic culture. Pass/No Pass Option

SPAN 050A BASIC SPANISH CONVERSATION AND CULTURE
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: SPAN 050A
Acceptable for credit: California State University
This course is a continuation of Spanish 050A. Students will increase their vocabulary and knowledge of basic grammatical structures while emphasizing conversation. The cultures of Spanish-speaking countries will be presented through newspaper and magazine articles as well as a variety of audiovisual materials. Pass/No Pass Option

SPAN 050B BASIC SPANISH CONVERSATION AND CULTURE
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: SPAN 050A
Acceptable for credit: California State University
This course is a continuation of Spanish 050A. Students will increase their vocabulary and knowledge of basic grammatical structures while emphasizing conversation. The cultures of Spanish-speaking countries will be presented through newspaper and magazine articles as well as a variety of audiovisual materials. Pass/No Pass Option

SPAN 051A INTERMEDIATE SPANISH CONVERSATION AND CULTURE
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: SPAN 050B
Acceptable for credit: California State University
Students will enhance their ability to express themselves orally in Spanish. They will review basic grammar, learn new vocabulary, and participate in a variety of activities which will allow them to use their Spanish while furthering their knowledge of the customs and culture of Spanish-speaking countries. Pass/No Pass Option

SPAN 051B INTERMEDIATE CONVERSATIONAL SPANISH AND CULTURE
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: SPAN 051A
Acceptable for credit: California State University
This course is a continuation of Span 051A. Conversation will be emphasized, along with vocabulary acquisition and idiomatic expression. The course will include cultural topics and a review of basic grammar principles, as well as the finer points of Spanish grammar. Discussion topics will be chosen from current newspaper and magazine articles. Pass/No Pass Option

SPAN 052A, B BASIC MEDICAL SPANISH
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite for SPAN 052A: None
Prerequisite for SPAN 052B: SPAN 052A
Acceptable for credit: California State University
The course is directed to the needs of medical and hospital personnel. Emphasis will be placed on acquiring basic Spanish communication skills and a specialized vocabulary through intensive oral use and drilling exercises. Upon its completion, the student should be capable of communicating effectively in his/her specific area with Spanish speakers. 052B is a continuation of 052A. Pass/No Pass Option

SPAN 052A INTERMEDIATE SPANISH FOR INTERNATIONAL BUSINESS
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: SPAN 001B or SPAN 057A
Acceptable for credit: California State University
This course is suitable for students in the following areas: business majors planning to deal with a rapidly growing number of Hispanic clients in the U.S.; International Business or Government majors wishing to expand their awareness of the Spanish language or seeking positions with companies doing international business; and majors in science and technology fields planning to enter the expanding international business world opening up to American-based firms. This course is the second of a two-semester sequence at the second year level. These courses will be valuable for students in the International Business Department. This course is conducted exclusively in Spanish. Pass/No Pass Option

SPAN 057B SPANISH FOR INTERNATIONAL BUSINESS
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: SPAN 001B or SPAN 057A
Acceptable for credit: California State University
This course is suitable for students in the following areas: business majors planning to deal with a rapidly growing number of Hispanic clients with the U.S.; International Business or Government majors; undergraduate Liberal Arts majors wishing to expand their awareness of the Spanish language or seeking positions with companies doing international business; and majors in science and technology fields planning to enter the expanding international business world opening up to American-based firms. This course is the second of a two-semester sequence at the second year level. These courses will be valuable for students in the International Business Department. This course is conducted exclusively in Spanish. Pass/No Pass Option

SPAN 058A IMMERSION SPANISH
3 units
Lecture 2 hours; lab 0 hours, lab 3 hours by arrangement
Recommended preparation: SPAN 001A. Each student must complete an independent study program appropriate to his/her level of knowledge prior to the Immersion Weekend and a post Weekend assignment as part of the hours by arrangement
Prerequisite: SPAN 001A
Acceptable for credit: California State University
SPAN 058A is designed to give students the opportunity to be in a Spanish speaking environment for a prolonged period of time (i.e., Friday afternoon through Sunday afternoon) at an off-campus site that has appropriate facilities. Students pay West Valley College tuition and fees as well as an additional fee ($140-$160) to cover food, lodging and other extraordinary expenses. Each student must complete an independent study program appropriate to his/her level of knowledge prior to the Immersion Weekend and a post Weekend assignment as part of the hours by arrangement. There will be a mandatory Saturday or evening meeting early in the semester. Pass/No Pass Option

PREREQUISITES AND COREQUISITES are MANDATORY. See page 14 for specific information.
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RECOMMENDED preparations are ADVISORY.
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Spanish • Theatre Arts

SPAN 091, 092, 093 DIRECTED STUDIES
1-3 units
91 - Lecture 0 hours; lab 0 hours, lab 3 hours by arrangement
92 - Lecture 0 hours; lab 0 hours, lab 6 hours by arrangement
93 - Lecture 0 hours; lab 0 hours, lab 9 hours by arrangement
Prerequisite: Interview with instructor to determine objectives and write a contract
Acceptable for credit: California State University
*UC transfer credit for directed studies courses is granted after a review of the course outline and examples of students work (assignments, tests, papers, etc.) by the enrolling UC campus. Please see a counselor for more information
Students are given individual work of special interest in Spanish, reading, writing, lab work, research, etc. Related to the regular Spanish courses offered but not included in them. Pass/No Pass Option

Speech Communication
(See Communication Studies)

Speech Development
(See Disability and Educational Support Program)

Supported Education Programs
(See Disability and Educational Support Program)

Theatre Arts

THE FACULTY
James Caliner
William Clay
Brad Weisberg

DIVISION: Fine Arts
DIVISION CHAIR: Chris Cryer
DEPARTMENT CHAIR: Brad Weisberg
PHONE: 408-741-4012
EMAIL: brad.weisberg@wvm.edu

The Theatre Arts Department provides a comprehensive program of theatre/film analysis and theory, acting, design and theatre technology, and film/video production. Its primary goal is to develop student creativity and skills, supported by sound background in analysis, literature, and aesthetics. In an environment that encourages self-expression, each student has opportunities to participate in various Theatre Arts specialties: film/theatre analysis, film/video production, acting, costume/makeup, and stage technology. Students have the opportunity to perform regularly in the college's two performance facilities. Students are prepared to transfer to four-year institutions and conservatories or to pursue career options, described below.

Highlights
- Newly renovated 400 seat proscenium theatre
- Newly renovated 100 seat chamber theatre
- State-of-the-art television studio
- Fine arts computer lab
- Courses offered in telecourse format
- Hands-on performance experience with state-of-the-art equipment
- Learning opportunities with visiting professional artists

Learning Outcomes
After completing a certificate or A.A. degree in Theatre Arts, a student will be able to
- Apply film and theatre terminology and lan¬guage;
- Analyze literature;
- Identify production components;
- Distinguish film and theatre styles and historical periods;
- Demonstrate mechanical production skills;
- Demonstrate collaboration and team-building skills;
- Creatively solve problems;
- Demonstrate communication skills.
- Create and demonstrate informed and personal artistic choices in coursework and productions

Career Options
- Actor
- Corporate Officer
- Costume Designer
- Costume Technician
- Director
- Drama Teacher/Professor
- Filmmaker
- Lawyer
- Non-Profit Manager
- Performing Arts Fundraiser
- Sales Manager
- Set/Lighting Designer
- Special Events Planner
- Stage Manager
- Theatre Manager
- Theatre Technician
- Theme Park Technician
- Video/Media Technician

Note: Some career options may require more than two years of college study

Degree
A.A. Degree with an emphasis in:
- Acting
- Costumes/Makeup
- Film Studies
- Stage Technology
- Theatre Studies
- Video/Film Production

Certificates
- Courtroom Videography
- Stage Technology
- Video/Film Production

THEATRE ARTS: Transfer:
See Transfer Planning Guide available at the Counseling Center.

THEATRE ARTS (A.A. Degree)

ACTING EMPHASIS
Major Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>THEAR 002A Technical Production</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 007A Acting for Film and Television</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 010 Theatre Appreciation</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 035A Voice Production/Articulation</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 040AB Beginning Acting</td>
<td>6</td>
</tr>
<tr>
<td>THEAR 041A Int. Acting</td>
<td>3</td>
</tr>
</tbody>
</table>

and 3 units from the following:
- THEAR 018A Intro into Stage Lighting 3
- THEAR 047A Costumes: Stage/Screen 3

and 1 additional unit from the following:
- *THEAR 021A Reh/Perf: Technical 1
- *THEAR 022A Reh/Perf: Costumes 1

and 3 units from the following:
- THEAR 001 Intro to Media Arts 3
- THEAR 006A Writing for Film/Television 3
- THEAR 007B TV/Film Acting 3
- THEAR 015 Intro to Film 3
- *THEAR 020 Studio Perf 3
- *THEAR 021BC Reh/Perf: Technical 2-3
- *THEAR 022BC Reh/Perf: Costumes and Makeup 2-3
- THEAR 026AB Improvisation 2-2
- THEAR 027 Special Subjects for the Actor 3
- THEAR 030 Playwriting 3
- THEAR 033A Stage Movement 2
- THEAR 041B Int. Acting, sem. #2 3
- THEAR 044A Makeup: Stage/Screen 3
- THEAR 070 Mainstage Performance 3
- MUSIC 032AB Beginning Voice 1-1

P.E. 3.01 Afro-Jazz Dance 1
P.E. 3.02 Ballet 1
P.E. 3.12 Jazz Dance 1
P.E. 3.15 Modern Dance 1
P.E. 3.23 Tap Dance 1
P.E. 4.27 Yoga 1
P.E. 7.07 Fencing 1
### Film Studies (A.A. Degree)

**Major Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>THEAR 001 Introduction to Media Arts</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 005A Writing for Film/Television</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 006A Writing for Film/Television</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 007A TV/Film Acting</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 008A TV/Film Acting</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 014A Survey of Film</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 015 Intro to Film</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 019A Movie Special Effects</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 044A Makeup: Stage/Screen</td>
<td>3</td>
</tr>
<tr>
<td>ART 004 Art Appreciation</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 047 History of Modern Architecture</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 051 Architectural Graphics: Drawing &amp; Sketching</td>
<td>3</td>
</tr>
</tbody>
</table>

* **Other Recommended Courses:**
  - THEAR 003 Confidence/Self Esteem Building 3
  - THEAR 004 Digital Editing-Narrative Film 3
  - THEAR 005A Writing for Film/Television 3
  - THEAR 006A Writing for Film/Television 3
  - THEAR 010 Theatre Appreciation 3
  - THEAR 015 Intro to Film 3
  - THEAR 019A Movie Special Effects 3
  - ART 004 Art Appreciation 3
  - ENGL 048 Introduction to Shakespeare 3
  - MUSIC 033AB Intermediate Voice 1-3
  - MUSIC 034 Fundamentals of Singing 1

Additional units to meet the college graduation requirements.

*A repeatable course taken to fulfill a category may be taken again to fulfill another category.*

### Theatre Studies Emphasis (A.A. Degree)

**Major Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>THEAR 001 Introduction to Media Arts</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 002A Technical Production</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 004 Editing the Narrative Film</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 005B Writing for Film/Television</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 006B Intro to Film Making</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 008B Television Production</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 019A Lighting Design</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 020 Studio Performance</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 021B Reh/Perf: Technical 2-3</td>
<td></td>
</tr>
<tr>
<td>THEAR 022B Reh/Perf: Costumes and Makeup 2-3</td>
<td></td>
</tr>
<tr>
<td>THEAR 030 Playwriting</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 040A Beginning Acting</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 047A Costumes: Stage/Screen</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 006A Intro to Film/Television</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 005A Writing for Film/Television</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 047A Costumes: Stage/Screen</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 008B Television Production</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 008B Television Production</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 009A Writing for Film/Television</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 007A TV/Film Acting</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 006B Television Production</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 015 Intro to Film</td>
<td>3</td>
</tr>
</tbody>
</table>

Additional units to meet the college graduation requirements.

*A repeatable course taken to fulfill a category may be taken again to fulfill another category.*

## Notes
- **PREREQUISITES and COREQUISITES** are MANDATORY. See page 14 for specific information.
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**Additional units to meet the college graduation requirements.**
THEAR 014AB Survey of Film 3
THEAR 018A Lighting Design 3
THEAR 019A Movie Special Effects 3
THEAR 021BC Reh/Perf: Technical 2-3
*THEAR 022BC Reh/Perf: Costumes 2-3
THEAR 030 Playwriting 3
THEAR 040A Beginning Acting 2
THEAR 044A Makeup: Stage/Screen 3
ART 004 Art Appreciation 3
ART 055 Introduction to Computer Arts 3
ART 057 Computer Animation 3
DM/IS 057A Digital Video Editing: Premiere Pro 3
ENGL 041 Literature and Film 3
FRNCH 060A The French Movie 1

Additional units to meet the college graduation requirements.

*A repeatable course taken to fulfill a category may be taken again to fulfill another category.

VIDEO/FILM (CERTIFICATE)

Major Requirements:
Course Units
THEAR 001 Intro to Media Arts 3
*THEAR 004 Digital Editing/Narrative Film 3
THEAR 005A Intro to Film Making 3
THEAR 006A Writing for Film/Television 3
THEAR 008A Television Production 3

and 2 additional units for the following:

*THEAR 004 Narrative Film Editing 3
THEAR 005B Intro to Film Making 3
THEAR 006B Writing for Film/Television 3
THEAR 007A TV/Film Acting 3
THEAR 008B Television Production II 3
THEAR 014AB Survey of Film 3
THEAR 015 Intro to Film 3
THEAR 018A Intro to Scene Design 3
THEAR 019A Movie Special Effects 3
*THEAR 021AB Reh/Perf: Technical 1-2
*THEAR 022AB Reh/Perf: Costume 1-2

It is strongly recommended that students pursuing a Video/Film Certificate consider taking courses from the following list (in addition to the courses above):

THEAR 007BC TV/Film Acting 3
THEAR 018B Lighting Design 3
THEAR 020 Studio Performance 3
THEAR 030 Playwriting 3
THEAR 040A Beginning Acting 3
THEAR 050-072 Mainstage Performance 3
ART 004 Art Appreciation 3
ART 055 Introduction to Computer Arts 3
DM/IS 057A Digital Video Editing: Premiere Pro 3
ENGL 041 Literature and Film 3

*A repeatable course taken to fulfill a category may be taken again to fulfill another category.

THEAR 001 INTRODUCTION TO MEDIA ARTS
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
A preview of theatre arts curriculum for non-majors, and a basic survey for majors/minors in stage, film and television. Theories and skills of these performance arts are compared and contrasted in practical application to career or a vocational goals. Recommended for all first-time students in Theatre Arts Department. Pass/No Pass Option

THEAR 002A TECHNICAL PRODUCTION
3 units
Lecture 3 hours; lab 1 hour, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
Introduction and practical experience in all technical phases of dramatic production. Emphasis on scenery, lighting and costumes required in all theatrical productions. Pass/No Pass Option

THEAR 003A CONFIDENCE AND SELF-ESTEEM BUILDING
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course is designed to introduce the student to the process of developing self-confidence, self-esteem and self image in performance and life situations. Lecture and discussion, as well as individual/group exercises, are combined to help the student acquire confidence within the performance environment. Pass/No Pass Option

THEAR 003B CONFIDENCE AND SELF-ESTEEM BUILDING
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California
An accelerated course in techniques, tools and philosophies needed to build self-confidence and self-esteem in performance and life situations. Lecture and discussion, as well as individual/group exercises, are combined to help the student acquire confidence within the performance environment. Pass/No Pass Option

THEAR 004 POST-PRODUCTION: DIGITAL EDITING OF THE NARRATIVE FILM
3 units
Lecture 3 hours; lab 0 hours, lab 2 hours by arrangement
Recommended preparation: THEAR 005A/B, DM/IS 056A/B, MATH 902
Acceptable for credit: California State University
Beginning and intermediate film students will be introduced to post-production digital editing for narrative film and video editing. They will develop the skills of cinematic storytelling as they learn how to organize the editing process, integrating visual and sound elements. This course is AA/AS degree and certificate applicable.

THEAR 005A INTRODUCTION TO FILM MAKING
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
A preview of theatre arts curriculum for non-majors. This course provides an introduction to the basic elements and terminology of filmmaking. In addition to studying films visual aesthetics, techniques of filmmaking and the duties of the filmmaking team are demonstrated. Pass/No Pass Option

THEAR 005B INTRODUCTION TO FILM MAKING
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: THEAR 005A
Acceptable for credit: University of California, California State University
This course is for the student who has completed Theatre 005A. Students have the opportunity to continue developing skills and techniques used in filmmaking. Lecture, discussion and individual/group projects are combined to help the student acquire a more advanced knowledge of producing, directing and editing.

THEAR 006A WRITING FOR FILM AND TELEVISION
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
An introductory course in script writing for film and television designed to provide students with the skills needed to write various length TV/Film scripts, including commercials, narrative and educational screenplays. Pass/No Pass Option

THEAR 006B WRITING FOR FILM AND TELEVISION
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
A continuation of 006A, concentrating on screenwriting techniques, forms and concepts. Development of screenplays and teleplays for various media markets will be examined. Pass/No Pass Option

THEAR 007A ACTING FOR FILM AND TELEVISION
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
An accelerated course in techniques, tools and philosophies needed to build self-confidence and self-esteem in performance and life situations. Lecture and discussion, as well as individual/group exercises, are combined to help the student acquire confidence within the performance environment. Pass/No Pass Option

Recommended Preparations in Basic Skills:
Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 053. Some courses may also require a math course prior to enrollment. See individual course descriptions for math recommendations.

NOTE: Course hours per week stated in the catalog are based on an 18 week semester. For hours per week during the current 16 week semester or summer or winter sessions, please see the schedule of classes, or go to www.westvalley.edu and look under MyWebServices.
THEAR 007B ACTING FOR FILM AND TELEVISION
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: THEAR 007A and THEAR 040A
Acceptable for credit: University of California, California State University
This is a follow-up course to THEAR 007A. It includes continued participation in film acting projects and television production. Students will apply television terminology to their behind-the-scenes activities. Pass/No Pass Option

THEAR 007C ADVANCED ACTING FOR FILM AND TELEVISION
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: THEAR 007A or 007B and 040A
Acceptable for credit: University of California, California State University
This course provides a continuation of the acting theories and techniques studied in THEAR 007A and 007B. It includes continued participation in film acting projects and television production. Pass/No Pass Option

THEAR 008A INTRODUCTION TO TV PRODUCTION
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
An introductory course in the technique and skills necessary for basic television production. Study of production process, principles, aesthetics and styles. Television theory and application will be examined and practiced in a studio environment. Pass/No Pass Option

THEAR 008B TELEVISION PRODUCTION II
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course is designed for the student who has completed Television Production 008A and wants to continue developing skills and techniques used in television production. Lecture, discussion and individual/group projects are combined to help the student acquire a more advanced knowledge of producing, directing, editing, and various TV crew positions in television production. Pass/No Pass Option

THEAR 009 FILM/VIDEO PRODUCTION - THE MUSIC VIDEO
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course is a comprehensive study of the music video. In addition to examining the history and aesthetics of music videos, students have the opportunity to learn the production and performance skills to make their own short musical films. Pass/No Pass Option

THEAR 010 THEATRE APPRECIATION
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
A general overview of the world of theatre, including dramatic literature, technical theatre, production techniques and the critical evaluation of productions. Pass/No Pass Option.

THEAR 014A SURVEY OF FILM
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
Survey of Film is an introductory film course in which primary focus is placed on the cinematic development of genre classics in Horror and Science Fiction. Critical analysis from an audience perspective includes readings, lectures and discussions covering conventions, history, evolution, terminology, and technique. Pass/No Pass Option

THEAR 014B SURVEY OF FILM
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
Survey of Film is an introductory film course in which primary focus is placed on the cinematic development of genre classics in Westerns and Musicals. Critical analysis from an audience perspective includes readings, lectures and discussions covering conventions, history, evolution, terminology, and technique. Pass/No Pass Option

THEAR 014C SURVEY OF FILM
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
Survey of Film is an introductory film course in which primary focus is placed on the cinematic development of genre classics in Horror and Science Fiction. Critical analysis from an audience perspective includes readings, lectures and discussions covering conventions, history, evolution, terminology, and technique. Pass/No Pass Option

THEAR 014D SURVEY OF FILM
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
Survey of Film is an introductory film course in which primary focus is placed on the cinematic development of genre classics in Horror and Science Fiction. Critical analysis from an audience perspective includes readings, lectures and discussions covering conventions, history, evolution, terminology, and technique. Pass/No Pass Option

THEAR 015 INTRODUCTION TO FILM
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course is intended as a critical analysis of the film media from an audience perspective. Elements of film production from cinematic structure, style and historical perspective are explored. Included in the course are readings, Lecture and discussions on the theory and practice of filmmaking with an emphasis on producers, directors, actors and critics.

THEAR 018A INTRODUCTION TO STAGE LIGHTING
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This is an introductory course in the theory, methods and application of stage lighting. The course involves the study of different approaches to light design, the study of the physics of stage lighting and color in light. The course also serves as an introduction to the lighting instruments themselves and the practical work involved in lighting a staged production.

THEAR 018B MOVIE MAGIC: CONTEMPORARY SPECIAL EFFECTS
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
The students in this course study specific film effects, such as sound, blue screening, animation, morphing, and computer digital effects. This course also traces the way in which early filmic techniques have inspired the creation of special effects by today’s filmmakers and screenwriters. This course is West Valley College Degree and GE applicable under Area C. Humanities. Pass/No Pass Option

THEAR 020 STUDIO THEATRE WORKSHOP
3 units
Lecture 0 hours; lab 9 hours, lab 2 hours by arrangement
Acceptable for credit: University of California, California State University
This performance class offers the student experience in rehearsing and performing in a limited space. It includes the study of acting techniques which are required for performances in an intimate studio environment. Audition is required.

THEAR 021A, B, C REHEARSAL AND PERFORMANCE (TECHNICAL)
1-3 units
Lecture 0 hours; lab 3, 6 or 9 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
Courses for students enrolled in stagecraft and involved in the major productions in a technical (crew) capacity. Involves sets construction, lighting, sound, properties, theatre management before, during and after the actual run of the play. These courses may be repeated three times.

THEAR 022A, B, C REHEARSAL AND PERFORMANCE (COSTUMES/MAKEUP)
1-3 units
Lecture 0 hours; lab 3, 6 or 9 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
These courses apply the technical and creative aspects of costume and makeup design concepts in regularly scheduled public productions.

**PREREQUISITES AND COREQUISITES are MANDATORY.** See page 14 for specific information.

**RECOMMENDED** preparations are ADVISORY.

**This catalog is subject to change and may be incomplete. Please consult the addenda at www.westvalley.edu/catalog/"
THEAR 026A IMPROVISATIONAL THEATRE WORKSHOP 2 units
Lecture 1 hour; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
Exploration of methods and techniques used to develop spontaneous performance skills in the actor. Pass/No Pass Option

THEAR 026B IMPROVISATIONAL THEATRE WORKSHOP 2 units
Lecture 1 hour; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
Verbal and nonverbal exploration of methods and techniques used to develop spontaneous performance skills and theatrical form. Includes study of improvisational tools that aid in understanding and building text. Pass/No Pass Option

THEAR 027 SELECTED TOPICS FOR THE ACTOR 3 units
Lecture 3 hours; lab 0 hours, lab 2 hours by arrangement
This course offers instruction and practical experience in a variety of specialized areas within actor training. Two or more of the following subjects will be covered: audition skills, makeup technique, improvisation, musical comedy, theatre movement, stage combat, period style, stage diction and dialect, scene study, acting for television, and professional theatre practices. This course may be repeated three times. Pass/No Pass Option

THEAR 030 INTRODUCTION TO PLAYWRITING 3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This introductory course in playwriting is designed to provide students with the skills needed to write various length plays for the stage. All theatrical genres are explored. The steps of structuring scenes and dialogue are discussed and developed. These plays are written for possible production in the summer Alpha Project in the Theatre Arts Department. Pass/No Pass Option

THEAR 033A STAGE MOVEMENT 2 units
Lecture 1 hour; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
Analysis and practice of basic performance skills; character movement, technical and creative aspects of footwork, spatial relationship, rhythms, period movement and circus techniques. This course may be repeated three times.

THEAR 033B MUSICAL COMEDY WORKSHOP 2 units
Lecture 1 hour; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
Theory, method and practical experience in movement techniques required by theatrical literature which includes straight plays and musical theatre. This course may be repeated three times. Pass/No Pass Option

THEAR 035A VOICE PRODUCTION AND ARTICULATION 3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
Instruction in and study of vocal development and control in standard American stage speech with an emphasis on delivery of contemporary literature, Shakespeare, Scripture and classical prose. Pass/No Pass Option

THEAR 040A BEGINNING ACTING 3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course provides an introduction to acting with an emphasis on one’s personal connection to the character and the scene. The course introduces students to techniques on how to become comfortable in front of an audience. Also, movement and vocal exercises that prepare students for performance are introduced. Other topics that are explored include techniques of scene study and improvisation.

THEAR 040B BEGINNING ACTING 3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: THEAR 040A
Acceptable for credit: University of California, California State University
This course focuses on the externals an actor uses to create a role. There is continued training in acting skills introduced in THEAR 040A with detailed script and character analysis. The course also introduces auditioning and improvisational skills.

THEAR 041A INTERMEDIATE ACTING 3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: THEAR 040A and 040B
Acceptable for credit: University of California, California State University
This course provides advanced scene study through detailed work on character and scene analysis, acting theory and technique. Students are introduced to Shakespearean literature. They also are introduced to formal audition techniques and preparing an actor’s resume.

THEAR 041B INTERMEDIATE ACTING 3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: THEAR 041A
Acceptable for credit: University of California, California State University
This course provides continued advanced scene study through character and scene analysis, acting theory and technique. Students are introduced to Shakespearean literature and begin work with directorial technique as they continue their studies on both formal and informal auditions.

THEAR 044A MAKEUP FOR STAGE AND SCREEN 2 units
Lecture 1 hour; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course is designed to introduce the student to the basic techniques and materials of stage and cinematic makeup. The student will demonstrate his/her understanding through actual makeup application in the classroom environment. Pass/No Pass Option

THEAR 044B MAKEUP FOR STAGE AND SCREEN 2 units
Lecture 1 hour; lab 3 hours, lab 0 hours by arrangement
Recommended preparation: THEAR 044A
Acceptable for credit: University of California, California State University
Lecture and laboratory practice in advanced techniques of theatrical makeup. Pass/No Pass Option

THEAR 045B INTERMEDIATE STAGECRAFT 3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
Emphasis on theory and practical application of construction and rigging of theatrical scenery. Pass/No Pass Option

THEAR 047A COSTUMES FOR STAGE AND SCREEN 3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course is designed as an introduction the total aesthetic effect of a dramatic production. Design research and principles, costume organization, pattern and construction techniques, sewing equipment use and maintenance, and the function of costume personnel in production work are introduced as a means of developing the individual student’s design capabilities, skills and discipline in costuming. Pass/No Pass Option

Recommended Preparations in Basic Skills:
Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 053. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.

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THEAR 047B INTERMEDIATE COSTUMES FOR STAGE AND SCREEN
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: THEAR 047A.
Acceptable for credit: University of California, California State University
Continuation of 047A with emphasis on designing and planning costumes for productions; experience in costume crew work during a regularly scheduled production. Pass/No Pass Option

THEAR 059 THEATRE ARTS PRACTICE LAB
1 unit
Lecture 0 hours; lab 0 hours, lab 3 hours by arrangement
Acceptable for credit: University of California, California State University
Laboratory practice applying and utilizing knowledge and techniques gained in theatre arts production and technique classes. This course allows students to work in scene shop, costume shop, lights, sound, properties, makeup, publicity, and house management, as well as attendance and critique of assigned public performances. This course may be repeated three times.

THEAR 069 PRESENTATIONAL AMERICAN THEATRE 1980-PRESENT
3 units
Lecture 0 hours; lab 9 hours, lab 2 hours by arrangement
Acceptable for credit: University of California, California State University
This course provides the analysis and dramatization of acting techniques necessary for performance of the Presentational American Theatre (1980-Present). Students participate in rehearsal and regularly scheduled performances. This course may be repeated three times.

THEAR 070 REPRESENTATIONAL AMERICAN THEATRE: 1980-PRESENT
3 units
Lecture 0 hours; lab 9 hours, lab 2 hours by arrangement
Acceptable for credit: University of California, California State University
This course provides the analysis and dramatization of acting techniques necessary for performance of the Representational American Theatre (1980-Present). Students participate in rehearsals and regularly scheduled performances. Audition is required.

THEAR 071 MUSICAL THEATRE
3 units
Lecture 0 hours; lab 9 hours, lab 2 hours by arrangement
Acceptable for credit: University of California, California State University
This course provides the analysis and dramatization of acting techniques necessary for performance of Musical Theatre. Students participate in rehearsal and regularly scheduled performances. This course may be repeated three times.

THEAR 072 AVANT-GARDE THEATRE
3 units
Lecture 0 hours; lab 9 hours, lab 2 hours by arrangement
Acceptable for credit: University of California, California State University
This course provides the analysis and dramatization of acting techniques necessary for performance of Avant-Garde Theatre. Students participate in rehearsal and regularly scheduled performances. This course may be repeated three times.

THEAR 091, 92, 93 DIRECTED STUDIES
1-3 units
91 - Lecture 0 hours; lab 0 hours, lab 3 hours by arrangement
92 - Lecture 0 hours; lab 0 hours, lab 6 hours by arrangement
93 - Lecture 0 hours; lab 0 hours, lab 9 hours by arrangement
Prerequisite: Interview with instructor to determine objectives and write a contract
Acceptable for credit: California State University
*UC transfer credit to directed studies courses is granted after a review of the course outline and examples of students work (assignments, tests, papers, etc.) by the enrolling UC campus. Please see a counselor for more information
Individual work on special topics in Theatre Arts by arrangement.

THEAR 100 SPECIAL TOPICS
.5-3 units
The course will explore topics related to this discipline and will be offered as needed. See the class schedule for current offerings. Pass/No Pass Option

THEATRE ARTS PRACTICE LAB
0 units
Total maximum class hours per week 5.0, open entry and open exit.
Students will be assigned to tutoring by a counselor or instructor based on an identified learning need and will register in the tutoring course. Under direction of a certificated supervisor in the Tutorial Lab, students will receive tutorial assistance from peer tutors in areas of identified academic need and appropriate study skills to help them become more successful as well. Peer tutors teach. Pass/No Pass Only.

THEATRE ARTS • TUTORING

THEATRE ARTS • TUTORING

Tutoring
DMVSION Student Services
DMVSION CHAIR Carol Pavan
PHONE 408-741-2311
COUNSELING 408-741-2009

Learning Outcomes
After accessing tutorial services, a student will be able to
- Demonstrate skills and characteristics of a self-directed learner;
- Evaluate the need for tutoring services.

IS 040 TUTOR TRAINING
1.5 units
Lecture 1.5 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: Math: Faculty recommendation if tutor wishes to assist with Math
Acceptable for credit: California State University
The purpose of this course is to train tutors to help students as peers to maximize their learning potential. However, this course is also suitable for any college student whether or not he/she intends to become a tutor. In a class/lecture discussion format, we will explore topics such as communication skills, tutoring techniques, study skills, test taking skills (which will reduce anxiety), stress management, campus resources, cross-cultural communication, and problem solving skills and learning disabilities. Directly beneficial to tutors as well as other students, the communications skills learned in this course will be transferred to other students in order to help them become more successful as well. Peer tutors teach. Pass/No Pass Only.

LS 110 SUPERVISED TUTORING
0 units
Total maximum class hours per week 5.0, open entry and open exit.
Students will be assigned to tutoring by a counselor or instructor based on an identified learning need and will register in the tutoring course. Under direction of a certificated supervisor in the Tutorial Lab, students will receive tutorial assistance from peer tutors in areas of identified academic need and appropriate study skills to help them become more independent and develop the ability to learn independently and become a more successful student.

LS 115 SUCCESS ON THE SAT
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: MATH 902
This course is designed for students who are preparing to take the Scholastic Aptitude Test (SAT). Students will have an opportunity to concentrate on the skills which are critical for good performance on the SAT: test-taking strategies, time-saving techniques, logical reasoning, verbal ability, and mathematical competence. This course can be repeated one time. Pass/No Pass Only.

Typing
(See Computer Applications)
Women’s Studies

THE FACULTY
Leigh Burrill, English
Rebecca Cisneros-Diaz, English
Pauline Clark, Counseling
Mae Conroy, CalWorks Program
Marge Faustlich, Administration of Justice
Dulce Gray, English
Julie Maia, English
Ann Malmuth-Onn, Dance
Joe McDevitt, Student Recruitment
Maryanne Mills, Library Services
Becky Persili, Student Health Services
Cynthia Reiss, Art History
Susan Schlutcher, English

DIVISION Language Arts
DIVISION CHAIR Randy Fujishin
DEPARTMENT CHAIR Leigh Burrill
PHONE 408-741-2507
EMAIL leigh.burrill@wvm.edu
COUNSELING 408-741-2009

Learning Outcomes
After completing courses or an A.A. degree in Women’s Studies, a student will be able to:

• Identify and analyze women’s contributions to the sciences and humanities;

• Analyze gender roles using cross cultural and historical perspectives;

• Analyze cultural attitudes about sexualities throughout history and across cultures;

• Analyze the influence of gender, class, culture, race, ethnicity, and sexuality on the experiences of women and men in different societies;

• Analyze women’s access to power throughout history and across cultures;

• Participate in dialogue about fairness and justice in matters related to gender, race, class, culture, ethnicity and sexuality.

WOMEN’S STUDIES: Transfer:
See Transfer Planning Guide available at the Counseling Center.

WOMEN’S STUDIES (A.A. Degree)
Women’s Studies is an Interdisciplinary program that examines women’s contributions, experiences, and concerns at the center of study. Men and Women are equally welcome in all Women’s Studies courses. The program welcomes all students who are interested in investigating gender, race, and class issues in their lives and world.

The Women's Studies major consists of an interdisciplinary program of courses. Together, these courses offer students the knowledge and intellectual training needed for an introductory understanding of gender and diversity issues.

Philosophy
Women’s Studies encourages students to think critically about how gender has shaped their ideas about themselves and their sense of power in the world. To do this, we will:

• Explore women’s contributions to the sciences and humanities;

• Question prevailing ideas of human nature that are based on men’s experiences only;

• Examine women’s roles and the reasons for those roles;

• Analyze the influence of class, culture, race, ethnicity, and gender on women’s lives;

• Examine women’s access to power

• Promote dialogue on issues of fairness and justice in gender-related matters.

Major Requirements
To earn an AA degree in Women's Studies, students must complete 20 units from Groups 1, 2, 3. All majors must complete the 4-unit core course.

Group 1. Core Course (4-7 units)
Course Units
WS 001 Introduction to Women’s Studies: Knowledge, Gender and Power 4
WS 002 Women in the Arts 3

Group 2. Foundation Courses in Women's Studies (8-16 units)
These courses focus on women’s contributions, experiences, and concerns in various academic fields. While introducing students to the fundamental principles and content of these disciplines, courses with a Women’s Studies focus deliver additional knowledge about gender, race, and class.

Course Units
AJ 016 Women and Justice 3
ANTHR 003 Cultural Anthropology:Women's Studies Emphasis 3
ART 004* Art Appreciation: Women's Studies Emphasis 3
COUNS 024* Personal Growth: Women's Studies Emphasis 3
ECON 001B* Principles of Microeconomics: Women’s Studies Emphasis 3
ENGL 001A* English Composition: Women’s Studies Emphasis 3
ENGL 001B* English Composition: Women’s Studies Emphasis 3
ENGL 001C* Clear Thinking in Writing: Women’s Studies Emphasis 3
ENGL 046* Contemporary Multicultural Literature: Women’s Studies Emphasis 3
FRNCH 040A Women of France 1
FRNCH 040B Women of France 1
HIST 004A* History of Western Civilization: Women’s Studies Emphasis 3
HIST 017A* United States History: Women’s Studies Emphasis 3
HIST 017B* United States History: Women’s Studies Emphasis 3
HUMAN 001A* Human Values in and from the Arts :Women’s Studies Emphasis 3
HUMAN 001B* Human Values in and from the Arts :Women’s Studies Emphasis 3
PSYCH 009 Psychology of Women 3
SOC 001* Introduction to Sociology: Women’s Studies Emphasis 3

Recommended Preparations in Basic Skills:
Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 055. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.

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PSYCH 009 INTRODUCTION TO PSYCHOLOGY OF WOMEN
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: PSYCH 1 or concurrent enrollment
Acceptable for credit: University of California, California State University
The course introduces the student to the gender-role development of women in terms of the bio-social and cultural factors involved in intellectual and personal-emotional functions. Examination of psychological research and theory will focus on multicultural factors; that is, gender as it relates to race, class, culture and ethnicity in United States society. This course will satisfy the 3-unit Cultural Diversity requirement for an Associate degree. Pass/No Pass Option

Courses Offered with a Women’s Studies Focus
To make knowledge of new scholarship on women available to students, many departments have developed special emphasis sections of general education courses. Listed along with the traditional sections in the Schedule of Classes, these Women’s Studies sections will have a special notation calling attention to their unique approach. Students will learn fundamental principles as they gain knowledge about gender, race, and class—issues that are often ignored in traditionally taught courses. Students should read the Schedule of Classes carefully to ensure that they enroll in the section appropriate for their interest. During 2009-2010, courses offered with a Women’s Studies focus may include the following:

ANTHR 003 Introduction to Cultural Anthropology - Women’s Studies
ART 004 Art Appreciation: Women’s Studies Emphasis
COUNS 024 Personal Growth: Gender Studies Emphasis
ECON 001B Principles of Microeconomics: Women’s Studies Emphasis
ENGL 001A English Composition: Women’s Studies Emphasis
ENGL 001B English Composition: Literature by Women of Color
ENGL 001C Clear Thinking in Writing: Gender Studies Emphasis
ENGL 046 Contemporary Multicultural Literature: Women’s Studies Emphasis.
HIST 017A United States History: Women’s Studies Emphasis
HIST 017B United States History: Women’s Studies Emphasis
HUMAN 001B Human Values in and from the Arts: Women’s Studies Emphasis
POLIT 001 American Government

Courses used to meet prerequisite requirements must have been completed with a grade of C or Pass or better.

Courses differ from the traditional ones, students may examine the file of course syllabi maintained in history, music art and literature to the culture of France. Pass/No Pass Option

FRNCH 040A WOMEN OF FRANCE
1 unit
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement
This course will focus on the lives of ten important French women who lived up to the early 20th century, and will explore their contributions in history, music art and literature to the culture of France. Pass/No Pass Option

FRNCH 040B WOMEN OF FRANCE
1 unit
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement
This course will focus on the lives of ten important French women of the 20th century, and will explore their contributions in history, music, art and literature to the culture of France. Pass/No Pass Option

• PREREQUISITES AND COREQUISITES are MANDATORY. See page 14 for specific information.
• Courses used to meet prerequisite requirements must have been completed with a grade of C or Pass or better.
• RECOMMENDED preparations are ADVISORY.
• This catalog is subject to change and may be incomplete. Please consult the addenda at www.westvalley.edu/catalog/.
Recommended Preparations in Basic Skills:
Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 053. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.

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WRKEX 301-304 OCCUPATIONAL WORK EXPERIENCE EDUCATION
2 - 4 units
302 - Lecture 0 hours; lab 0 hours, lab 10 hours by arrangement
303 - Lecture 0 hours; lab 0 hours, lab 15 hours by arrangement
304 - Lecture 0 hours; lab 0 hours, lab 20 hours by arrangement
Acceptable for credit: California State University
These courses involve the supervised employment of students in positions which are related with their selected field of study, thereby extending the learning experiences of the classroom to the field. The program provides students with the opportunity to increase their understanding of the world of work and explore their chosen field of work. Units of credit are awarded on the basis of number of hours of employment per week and the successful completion of learning objectives. No more than sixteen (16) units that are directly related to occupational work experience, whether from one department or from multiple departments, may be counted toward the associate degree. No more than sixteen (16) units of occupational work experience, whether from one department or from multiple departments, may be counted toward the associate degree.

WRKEX 301G, 302G, 303G GENERAL WORK EXPERIENCE EDUCATION
2 - 3 units
302G - Lecture 0 hours; lab 0 hours, lab 10 hours by arrangement
303G - Lecture 0 hours; lab 0 hours, lab 15 hours by arrangement
Acceptable for credit: California State University
These courses involve the supervised employment of students in positions which will develop the student's general job skills, vocational awareness and understanding of the requirements for successful employment. The program will assist the student in developing a foundation for future career choice and exploration. Units of credit are awarded on the basis of number of hours of employment per week and the successful completion of learning objectives. General Work Experience courses can be taken for a total of 6 units. No more than six (6) units of general work experience may be counted toward the associate degree.

Workplace Success Skills

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(Certificate) The Workplace Success Skills Certificate is based on “SCANS” skills, essential in today’s workplace.

World Languages

THE FACULTY
Marc Accornero - Spanish
Ana Brichko - French

DIVISION
Language Arts

DIVISION CHAIR
Marc Accornero

DEPARTMENT CHAIR
Marc Accornero

PHONE
408-741-2489

EMAIL
maccornero@wvm.edu

COUNSELING
408-741-2009

Learning Outcomes
After completing courses, a certificate, or an A.A. degree in a language, a student will be able to:
• Communicate at the respective level on common daily topics;
• Respond with written and spoken expressions of the target language according to the level of study;
• Speak and convey information with accuracy and pronunciation acceptable to native-speakers of the language;
• Explain aspects of diverse cultural and global awareness
• Customize the mode of communication appropriate to the specific audience.

See Specific Language for AA or Certificate requirements

Note: Only French and Spanish offer AA and Certificate Programs

WORLD LANGUAGE: Transfer:
See Transfer Planning Guide available at the Counseling Center.

Zoology

PRINCIPLES OF ZOOLOGY
(See Biology 041)
West Valley Mission Community College District

Mission Statement
“The West Valley-Mission Community College District is committed to achieving student success through innovative and effective lifelong education and career opportunities, which include associate degrees, certificates, transfer, occupational programs, workforce development, pre-collegiate, global, and community education programs. The District strives to maintain and support institutional integrity, mutual respect, diversity, tolerance, rigorous evaluation, an exceptional workforce of faculty and staff, and partnerships between students, faculty, staff, administrators, the Board of Trustees, and the community. The District promotes an environment conducive to open dialogue and the free exchange of ideas leading to the achievement of successful student learning outcomes.”

Our Guiding Framework
The guiding framework of the West Valley-Mission Community College District includes our values and vision as well as our mission

Our Values
We value the following core principles and qualities as the foundations for our work and our vision for the future.
- Student Success: In all our activities, we are committed to facilitating the success of students.
- Excellence: We continually strive to meet the highest standards in our educational programs and services and in our internal processes.
- Diversity and Inclusion: The District provides a welcoming environment for people of all backgrounds, groups and perspectives.
- Service: We strive to make positive contributions in the lives of our students, our colleagues, and our communities.
- Engaged Learning: We create collaborative, hands-on learning experiences that are relevant to our students’ lives and goals.
- Effective Communication: We exchange ideas through open and inclusive channels and in a spirit of mutual respect and civility.
- Exploration and Creativity: Our educational programs and organizational culture encourage innovation and creativity.
- Stewardship and Accountability: We manage resources effectively.
- Partnerships: We build mutually beneficial relationships internally within the District organization and externally with partners in our service area and beyond.

Our vision of success is to continually strive to be:
- Student Centered...
- Linked to our Partners and Communities

A Clear Focus on the Future

Serve Expanding and Diverse Student Populations - The Colleges’ reputation as quality institutions of higher education continue to attract large numbers of students from diverse backgrounds with a variety of academic goals, including transfer to four-year colleges and universities.

Provide Relevant and Responsive Educational Programs - We must continually refine and adapt our offerings and teaching methods to respond to the diverse needs of our students and communities we serve.

Upgrade Facilities - Today’s learning environment demands flexible use in order to accommodate multimedia instruction, group projects, distance learning, and team teaching as well as lecture and discussion formats.

Strategies for the future
At both Colleges, diverse departments and programs have developed a common set of priorities for serving the community now and in the future. This strategic framework will guide our responses to the key challenges facing the Colleges and the community.
- People - We will make our students and employees the foundation for our success.
- Environment - We will create systems to support high levels of achievement.
- Community - We will maintain strong relationships and partnerships.
- Organization - We will create a culture of service.

History of the District
The first public meeting convened to address the formation of the West Valley Joint Community College District was held in July 1962. In October 1962, the California State Board of Education approved the District’s formation, and in January 1963, the voters residing within the Campbell, Los Gatos-Saratoga, and Santa Clara High School Districts established the District. The District’s first college, West Valley Junior College, became operational in September 1964, at the 12 1/2-acre remodeled Campbell Grammar School in Campbell. The 1964-65 academic year began with an enrollment of 3,203 students and a staff of 10 administrators and 53 instructors. One hundred courses were offered that first year. The following year the name was changed to West Valley College. In 1964, the 143-acre Fruitvale-Allendale site in Saratoga was purchased. Funding from the State Junior College Construction Act was obtained, and between 1964 and 1974 the campus was developed. The first building was completed in 1968, and the first classes began in fall of that year.

In 1966-67, 12 acres of land were purchased in Santa Clara north of the Bayshore Freeway between Lawrence Expressway and Coffin Road for the construction of Mission College. The total 164-acre parcel was acquired in 1970, the first phase of construction at the Santa Clara site was completed in 1979, and the College began its 1979-80 academic year with 3,500 students, 8 administrators, and 73 instructors. In September 1985, the name of the district was changed to West Valley-Mission Community College District to reflect the status of Mission College.

Advancement Foundation
The Advancement Foundation was formed in 1994 to serve as a means to reach out to corporations, foundations and individuals to support a wide variety of programs and services at both Colleges which are essential in meeting the ever expanding educational needs of the communities they serve, but are not funded by government sources.

Persons wishing more information about the foundation may call (408) 741-2185.

West Valley/Mission Colleges Foundation
The West Valley/Mission Colleges Foundation was established in 1971 to administer an endowed scholarship fund provided by the Sunsweet Growers Association. Since then it has broadened the scope of its activities to reach out to students and to the community itself. Its four main purposes are:
- To provide scholarships and assistance to students
- To administer and manage the Olympiad of the Arts
- To support programs and services of West Valley and Mission Colleges
- To provide liaison between the Colleges and their communities

Our motto is “We Are Here to Help” whether it be a student who needs textbooks or an individual who may wish to endow a memorial scholarship, etc. For information call (408) 741-2066.

West Valley-Mission Community College District Non-Discrimination Statement
With respect to student rights and responsibilities, the West Valley-Mission Community College District affirms its commitment to maintaining an environment of equal opportunity which prohibits discrimination based on sex, color, religion, age (for individuals 40 years and over), physical or mental or parental status, or sexual orientation in every aspect of its educational programs and activities, as well as its commitment to maintain an environment free from sexual harassment and intimidation.

Sexual Harassment and Sex Discrimination Policy
Members of an academic community -- students, faculty, and staff -- must be able to work in an atmosphere of mutual respect and trust. Students, teachers, and staff must feel personally secure in order for education to take place. As a place of work and study, West Valley-Mission Community College District should be free of sexual harassment, sex discrimination, and all forms of sexual intimidation and exploitation. Any violation of trust, any form of intimidation or exploitation, regardless of gender, damages the institution’s educational process by undermining the essential freedoms of inquiry and expression. All students, staff, and faculty must be assured that the District will take action to prevent misconduct. Anyone who engages in sexual harassment and/or sex discrimination shall be subject to sanctions.

In accordance with approved District policy and Procedure, the following individual is designated as the Responsible Officer for grievances, complaints and questions.

For complaints of sexual harassment or discrimination, see: Associate Vice-Chancellor of Human Resources Personnel Office

If you are a student seeking a reasonable accommodation under Section 504 or the ADA Act, see: Coordinator Disability and Educational Support Program (DESP)

Or Vice President of Student Services
West Valley-Mission Community College District

Board Policies

The following sections give pertinent Board policies related to student services, students eligibility and admissions, enrollment and registration, fees, student records, academic standards, student equity, matriculation, counseling and advising, health services, disabled students program, child care services, financial aid programs, athletics, student organizations and activities, free speech (time, place, manner), student publications, drug-free campus, student conduct policy, student discipline policy, student grievance and appeal policy, non-discrimination policy and sexual harassment policy. In some cases there are italicized notes that help clarify the policy or give a reference for finding further information on the topic in the schedule or student handbook. In general, policies will be found in the catalog and procedures will be found in the schedule of classes.

5.1 STUDENT SERVICES POLICIES

(Chapter 5 of Board Policy Manual)

5.1.1 The Colleges of the West Valley-Mission Community College District shall maintain a comprehensive program of student services to assist students in the realization of their individual potential. Specifically, these services shall include, but not be limited to, the following objectives:

a. Facilitate the registration of students at the Colleges;

b. Advise students of their educational and career opportunities;

c. Ensure their welfare while attending the Colleges; and

d. Encourage their participation in District and College governance, as well as in student activities and other campus programs.

Note: (Additional information to policy) For a complete listing of student services programs and procedures related to admissions and registration, please refer to the current schedule of classes.

5.2 ELIGIBILITY AND ADMISSION REQUIREMENTS

5.2.1 In accordance with the “open door” mission of community colleges, the District shall admit any California resident, and may admit any non-resident, who meets any of the following conditions and is capable of benefiting from the instruction offered:

a. Any person over the age of 18 and possessing a high school diploma or its equivalent.

b. Other persons over the age of 18 years and who, in the judgment of the Chancellor or his or her designee, are capable of profiting from the instruction offered. Such persons shall be admitted as provisional students, and thereafter shall be required to comply with the District’s rules and regulations regarding scholastic achievement and other standards to be met by provisional or probationary students as a condition to being readmitted in any succeeding semester.

c. Persons who are apprentices as defined in Labor Code §3077.

5.2.2 Admission of High School and Younger Students

a. The District may admit any California resident, and any non-resident, who meets any of the three following conditions:

1. A high school student who:
   a. has completed the 10th grade and is at least 16 years of age,
   b. is recommended by the High School Principal or designee, who has determined that the student would be able to benefit from advanced scholastic or vocational work,
   c. has written permission from a parent or guardian, and
   d. has submitted an official copy of high school transcripts.

2. Any high school student not enrolled in public school whose parent or guardian has directly petitioned the College President and has determined to be able to benefit from the instruction offered. The student must have completed the 10th grade and be at least 16 years of age.

3. Any student accepted into the Colleges’ Middle College or College Advantage programs.

b. The Chancellor shall establish procedures regarding ability to benefit and admission of high school and younger students.

c. Denial of Requests for Admission

1. The Chancellor shall establish procedures regarding evaluation of requests for special full-time or part-time enrollment by a pupil who is identified as highly gifted.

2. If the Board denies a request for special full-time or part-time enrollment by a pupil who is identified as highly gifted, the Board will record its findings and the reason for denying the request in writing within 60 days.

3. The written recommendation and denial shall be issued at the next regularly scheduled Board meeting that occurs at least 30 days after the pupil submits the request to the District.

d. Claims for State Apportionment for Concurrent Enrollment

1. Claims for state apportionment submitted by the District based on enrollment of full-time or part-time students who are capable of profiting from the instruction for each semester or session.

2. The District shall establish procedures regarding compliance with statutory and regulatory criteria for concurrent enrollment.

5.2.3 Colleges of the District shall admit transfers from other institutions of higher education; however, the following provisions shall apply:

a. A transfer student whose academic record reflects either a grade point average below 2.0 or status on probation may apply for and be accepted for enrollment. However, the applicant shall also satisfy on academic probation, which shall remain on the student’s academic record until the cumulative grade point average reflects overall progress of 2.00 or more.

b. A transfer student whose academic record reflects recent disqualification and/or dismissal as a result of attendance at another college/university may be admitted to a College of the District in the semester immediately following dismissal without the prior approval of the designated academic appeals body. After fulfilling the mandatory one semester waiting period, a student may be readmitted on probationary status, which shall continue until the cumulative grade point average reflects progress of 2.00 or more.

5.2.4 Each College may admit students who are non-California residents, subject to the rules and regulations outlined above and in the Education Code and the California Code of Regulations, Title 5. These students shall be required to pay non-resident tuition.

a. Determination of “Resident” Status

1. Students shall be classified at the time of each application for admission or registration as a resident or nonresident student.

2. A student who is a full-time employee of the District, or who is a child or spouse of a full-time employee of the District, shall be classified as a resident until the student has resided in the State the minimum time necessary to become a resident as defined in Code (Education Code §68079).

b. Authority to Determine Residence

1. The Chancellor shall enact procedures to assure that residence determinations are made in accordance with Education Code and Title 5 regulations.

2. The Director of Admissions and Records, or a designee of the responsible Vice President, shall evaluate information presented by an applicant for admission and make determinations of residency.

3. Residence classification shall be made for each student at the time applications for admission are accepted or registration occurs and whenever a student has not been in attendance for more than one semester. A student previously classified as a nonresident may be reclassified as of any residence determination date.

4. The student shall have the right to make a written appeal regarding residency determinations in accordance with District Policy, 5.2.1. (Student Grievances and Appeals).

5.2.5 Residency Defined

1. Every person has, by law, a residence. Every person who is married or 18 years of age, or older, and under no legal disability to do so, may establish residence. A resident is a student who has continuous residence in California for at least one year immediately preceding the residence determination date for the semester or session and has manifested intent to become a California resident. The one-year residence period which a student must meet to be classified as a resident does not begin until the student both is present in California and has manifested clear intent to become a California resident. The burden is on the student to demonstrate both physical presence in California and intent to establish California residence. The residence determination date is the date preceding the first day of instruction for each semester or session.

2. The Board authorizes the publication of rules to be applied in determining California residence.

Note: (Additional information to policy) Rules for determining California Residency and admission to the college: A person entering a California public community college is subject to the residency requirements as determined by the State of California, including payment of nonresident tuition and fees.
RESIDENCY RULES

1. There can be only one residence.
2. A residence is the place where one remains when not called elsewhere for labor or other special or temporary purpose, and to which one returns in seasons of repose.
3. A residence cannot be lost until another is gained.
4. In order to establish a residence, it is necessary that there be a union of act and intent. To establish residence, a person capable of establishing residence in California must couple his or her physical presence in California with objective evidence that the physical presence is with the intent to make California the permanent home.
5. A man or a woman may establish his or her residence.
6. The residence of the parent with whom an unmarried minor maintains his place of abode is the residence of the unmarried minor child. When the minor lives with neither parent his residence is that of the parent with whom he maintained his last place of abode, provided the minor may establish his residence when both parents are deceased and a legal guardian has not been appointed.
7. The residence of an unmarried minor who has a parent living cannot be changed by the minor's own act, by the appointment of a legal guardian, or by relinquishment of a parent's right of control.
8. An unmarried minor who is entirely self-supporting may be entitled to resident classification for attendance.
9. A member of the armed forces of the United States on active duty, or certain stated dependents, may be entitled to resident classification for attendance.
10. Migratory agricultural workers, under certain conditions, may be entitled to resident classification.
11. A student who is an adult alien shall be entitled to resident classification upon documentation of his/her legal admission to the United States for permanent residence in accordance with all applicable laws of the United States, provided that he/she has had residence in the state for more than one year after such admission prior to the residence determination date for the semester or session.
12. A refugee (parolee), as defined by the United States on active duty, or certain stated dependents, may be entitled to resident classification upon documentation of his/her legal admission to the United States for permanent residence in accordance with all applicable laws of the United States, provided that he/she has had residence in the state for more than one year after such admission prior to the residence determination date for the semester or session.
5.3.2 The following are the general admission requirements for international students. Interna-
tional students must:

a. Demonstrate proficiency in the use of the English language to a degree which will enable them to profit from instruction.
b. Offer evidence of a standard degree of academic aptitude and achievement equivalent to an American high school education with recommending grades.
c. Meet any standards of health specifically set forth by Federal, State, or local authorities.
d. Provide verification of compliance with all applicable rules of the Immigration and Naturalization Service and any other valid and applicable visas.
5.3.3 All international students will be required to pay non-resident tuition and any other applicable fees.

5.4 OPEN ENROLLMENT, ENROLLMENT PRIORITIES, AND REGISTRATION

5.4.1 Open Enrollment and Enrollment Priorities a. All courses, course sections, and classes of the District shall be open for enrollment to any person who has been admitted to West Valley or Mission Colleges. Enrollment may be subject to any priority system that has been established. Enrollment may also be limited to students meeting properly validated prerequisites and co-requisites, or due to other practical considerations such as exemptions set out in statute or regulation.
b. The Chancellor shall assure that this policy is published in the College catalogs and schedules of classes. The Chancellor shall establish procedures defining enrollment priorities, limitations, and processes for student challenges, which shall comply with California Code of Regulations, Title 5.
5.4.2 Registration a. Prior to the beginning of each semester, the Colleges shall jointly establish registration dates and procedures that shall appear in appropriate College publications.
b. The District shall document all course enrollment, attendance and disenrollment information pursuant to California Code of Regulations, Title 5. Students can check for their priority to register date on MyWebServices.
Note: Continuing students will register by priority based upon the number of units completed in the District.

STUDENT CODE OF CONDUCT

To access the Student Code of Conduct go to: www.westvalley.edu/services and click on the Student Code of Conduct link.

STUDENT IDENTIFICATION

All students are required to have a West Valley College Student ID Card. These cards are provided by the College free of charge. ID cards are available in the Admissions Office. Students are required to present ID Cards to transact business and gain access to certain facilities on campus.

REQUIRED NOTE OF AUTHORIZATION

If you are 18 years of age or older and you would like someone else to conduct business for you, you must provide that person with a signed note of authorization. A note must be presented each time a transaction is requested.

5.3 ELIGIBILITY AND ADMISSION REQUIREMENTS FOR INTERNATIONAL STUDENTS

5.3.1 An international student is defined as one who is in this country on a valid and current student visa.
REGISTRATION OPTIONS
Students can use the web registration system.

COURSE OVERLAP
A student may not register for more than one class during the same time period. A petition can be filled out and a contract between the student and the instructor needs to be completed for special approval. (See Admissions & Records Office for forms.)

DUPLICATE REGISTRATION/COURSE OVERLAP
A student may not register for more than one section on the same course. Unless the course is listed as repeatable and the student has not or will not exceed the number of legal repeats, a student may repeat a course. (See catalog for listing of repeatable courses.)

PREREQUISITES AND CO-REQUISITES:
Note: (See Matriculation information on page 5).

ADMISSIONS AND REGISTRATION FOR SUMMER AND WINTER SESSIONS
Students wishing to accelerate their academic program, to satisfy course or curriculum requirements, or to enrich their program are able to do so through courses offered in the summer and winter sessions. Generally, the same standards and policies followed during the regular semester apply for the summer and winter sessions.

AUDIT POLICY
An auditing student is a student who is specially registered to attend a class without the requirement of taking tests or completing assignments. Each College department will determine which courses may be audited, and specific sections must have the approval of the instructor. Auditing is on a space available basis and is not available on a pre-registration basis.

A fee for auditing will be charged at the rate of $15 per semester unit. Students who are enrolled in ten semester credits or more will not pay an additional fee to audit three or fewer semester units. Refunds will not be allowed for auditors after two weeks of audit attendance.

FIELD TRIPS
Throughout the semester/school year, the District may sponsor voluntary off-campus extracurricular field trips/exursions. If you choose to participate, be advised that pursuant to California Code of Regulations, Subchapter 5, Section 55450, you have agreed to hold the District, its officers, agents and employees harmless from any and all liability or claims which may arise out of or in connection with your participation in the activity.

FEES AND CHARGES
All fees and charges are subject to change without notice by action of the California Legislature, the California Community College Board of Governors, or the Board of Trustees of the West Valley-Mission Community College District.

BASIC FEES
Students are charged certain fees at the time of registration, or when requesting certain documents from the College. Included in these fees are transcript or document fees, a WEB registration fee, a campus center fee, an Associated Student Services Card fee, and a health fee. The amount of each of these basic fees is published each semester in the course catalog. For financial aid information, see the “Student Financial Assistance” section of this catalog.

CAMPUS CENTER USE FEE
A Campus Center Use Fee is required of all students, except those taking online classes who reside outside of Santa Clara county.
- $12.00 6 or more units
- $6.00 .5 to 5.5 units

This fee is mandatory for all students who have the opportunity to use this facility. Students who feel they should not be assessed this fee, must contact the Dean of Student Services in the Admissions and Records Building.

ASSOCIATED STUDENT SERVICES CARD (ASSC) FEE
This membership fee supports a wide range of student services, activities, and programs. All students enrolled are automatically assessed a membership fee of $4.00 per semester (excluding summer and winter sessions). Should a student choose not to be a member, the fee is completely refundable. To obtain a complete listing of the benefits available through ASSC membership, please visit the Student Activities Office in the Campus Center.

HEALTH FEE
A health education/health services fee is required of all students. The fee per semester is:
- Fall or Spring  $17.00
- Summer Semester $14.00

This fee is mandatory for all students who have the opportunity to use this facility. Students who feel they should not be assessed this fee, must contact the Campus Health Services in the Admissions and Records Building.

STUDENT HEALTH FEE
A mandatory health fee is charged to all students. The student health fee supports Student Health Services. The health fee is not a replacement for personal health insurance. Students exempted from the health fee are: 1) students who depend exclusively upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination, or organization; 2) students who are attending a community college under an approved apprenticeship training program (Ed Code Section 78325); Any student who either requests an exemption of the health fee or is determined by a Student Health Services program to warrant review for exemption, will be referred to the Financial Aid Director and at least one Financial Aid advisor/technician, who will review requests on a case by case basis.

COMMUNITY COLLEGE ENROLLMENT FEE
Fees shown are those in effect at the time of publication and are subject to change. Effective Fall Semester, 1984, all community colleges in California are required to charge fees based upon enrolled units each semester. The current enrollment fee is $26.00 per unit per semester.

Exemption from the enrollment fee will be allowed for low-income students through the Financial Aid Office using the BOG Waiver.

*subject to change

PARKING FEE
A semester-length student parking permit may be purchased at the Admissions and Records Office or online. Four-wheel vehicle (auto, truck, van) permits are $40.00 for fall and spring semesters and $20.00 for summer. Daily permits may be purchased at any of the daily permit dispensers located in each of the student parking lots. Yellow daily permit dispensers will accept $1.00 bills, quarters, dimes and nickels. Red dispensers will only accept quarters. Motorcycles do not need to display a parking permit, however, they are required to park only in designated motorcycle parking areas. Vehicles properly displaying a valid Disabled Parking Placard, issued by the California Department of Motor Vehicles, may park in student or staff parking stalls without displaying any other permit.

NONRESIDENT TUITION
A nonresident tuition fee is charged each student whose legal residence is other than the state of California. This fee is due and payable at the time of registration. For the 2009-2010 college year, the nonresident tuition fee is $199 per unit.

For nonresident students who must withdraw from the College or reduce their program of study, for semester length the following tuition refund schedule applies:

- Full refund: Through the second week of instruction
- Two-thirds: During the third and fourth weeks of instruction
- One-third: During the fifth and sixth weeks of instruction

No refund will be made after the sixth week of instruction. Short term classes go by percentage of class meetings.

TRANSCRIPTS
Students may secure official transcripts through the College Records Office (West Valley College, 14000 Foothill Avenue, Saratoga, California 95070-5698). A transcript sent to another educational institution at the request of the student is sent directly from the Records Office and will be an official transcript. Transcripts sent to other colleges or universities include only courses taken at West Valley College and Mission College.

Students may receive two official transcripts at no charge. A charge of $4.00 will be made for subsequent requests for transcripts. “Rush” transcripts are available within one hour for $20.00 (to be picked up only) or 24 hours for $15.00, $5.00 for additional ones ordered at the same time as the rush. Rush transcripts ordered Friday will be available by Monday at noon. “Rush” service is not available on the two free transcripts.

Request for other printed documents (such as Grade Reports) are $2.00. A $4.00 service fee for General Ed certifications (IGETC) will be charged.

REFUNDS
Dropping Classes and Refund Policies, Procedures, and Guidelines
A community college district shall not refund any enrollment fee paid by a student for program changes made after the first two weeks of instruction for a primary term-length course, or after the 10 percent point of length of the course for a short-term course, unless the program changes are a result of action by the district to cancel or reschedule a class or to drop a student pursuant to Section 58106(g) where the student fails to meet a prerequisite.

A. Semester Length Classes - Refund of enrollment fees: Full refund for semester length classes(s) dropped within the deadline dates. Drop deadlines refer to: refunds, no notation on records, and last date to drop with a “W” (Withdraw). After the determined last day to drop, a letter grade other than a “W” will be posted, refund and drop deadlines are posted in Schedule of Classes and on college website.

B. Short-Term Class Guidelines - Classes with 5 or more class meetings:

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B. Short-Term Class Guidelines - Classes with 5 or more class meetings:
• Receive a full refund if the class is dropped within 10% of total days of class session.
• Dropping without a “W” (withdraw) on record, if the class is dropped within 20% of total days of class session.
• Dropping with a “W” on record: if the class is dropped within 75% of total days of class session.

Example: Class meets March 2 – March 21 meeting on Mon and Wed. Total day of class session = 20 (includes Sat, Sunday and Holidays). 10% = 2 days for full refund; 20% = 4 days for no “W” or refund; 75% = 15 days for drop with “W”.

C. Short-Term Class Guidelines - Classes with less than 5 class meetings:
• Receive a full refund if class dropped before the date of the first class meeting. No refund for drops on the date of the class meeting or later.
• Dropping without a “W” (withdraw) on record: if the class is dropped before the date of the first class meeting.
• Dropping with a “W” on record: if dropped after class begins.

D. Non-resident tuition refund: For semester length classes: 100% refund of all fees for classes dropped during the first week and second week. Two-thirds tuition only refund during third and fourth week; One-third tuition only refund for fifth and sixth weeks.

For short term classes, refer to Short-Term Drop Guidelines above (includes summer and winter terms)

Special notes:
Refund checks are issued for payments by check or cash. If the payment was made by Visa, Master Card, the credit reversal will be processed within 5 working days, but not earlier than the first day of the third week of school.

No refunds for drops or withdrawals are available after the deadline for withdrawal.

It is the responsibility of each student to familiarize himself/herself with the refund policy.

For returned checks, there is a $15.00 processing fee.

5.5 STUDENT RECORDS

5.5.1 Students shall have access to records directly related to the student and shall be provided an opportunity to challenge such records on the grounds that they are inaccurate in accordance with the requirements of the California Education Code. A College shall obtain the written consent of the student before releasing student records to any persons and these rights extend to present and former students of the District with certain exceptions specified in Education Code §76243.

a. Student records include any item of information related to an identifiable student which is maintained by a community college or required to be maintained by an employee in the performance of his/her duties. Such student records shall not include those records defined in Education Code §76210.

b. The College shall promulgate and maintain procedures to ensure that access to student records is restricted to only those individuals permitted access by law and requiring access for the operation of the District.

c. If a student wishes to challenge any information in his/her record, he/she shall file a written request with the appropriate College President for review. The College shall publish and communicate appropriate procedures for the timely review of requests.

5.5.2 The College may release certain types of “directory information” unless the student submits a request to the College that certain or all such information is not to be released. “Directory Information” shall be defined only the following:

Yes, the student did attend
No, the student did not attend

5.5.3 Students shall be notified of their legal rights regarding access to student records and release of directory information through publication of this policy in the Schedule of Classes.

5.5.4 Each College shall maintain a log in the Office of Admissions and Records for each student's record which lists all persons, agencies, or organizations requesting or receiving information from the record and legitimate interests thereof.

5.5.5 A copy of District policy, the Family Educational Rights and Privacy Act, appropriate sections of the California Education Code, and other pertinent information and forms shall be available for inspection in the Admissions and Records Office.

5.5.6 A fee shall be charged for furnishing copies of records, except that the first two copies of a transcript shall be furnished without charge.

Note: See also Family Educational Rights and Privacy Act (FERPA)/Information Disclosure in current class schedule.

5.6 ACADEMIC STANDARDS

5.6.1 Students are expected to attend all sessions of each class. Instructors may drop students from class if they fail to attend the first class meeting, if they fail to attend at least one class session during the first three weeks of instruction, or when accumulated unexcused hours of absence exceed ten percent of the total number of hours the class meets during the semester.

5.6.2 Standards for Probation

a. A student shall be placed on probation if his or her academic record of performance falls under either of the two standards below:

1. Academic grade point probation: A student who has accumulated a total of 12 or more semester grade units shall be placed on academic probation if the student's cumulative grade point average is below 2.00. A student placed on academic probation who earns at least a 1.75 grade point average during the semester on probation, but whose cumulative grade point average is still below 2.00, will be permitted to continue on such probationary status for not more than three consecutive semesters without being academically disqualified (dismissed).

2. Progress Probation: A student who has enrolled in a total of at least 12 cumulative semester units and who has been assigned final grades of “W” or “NP” in fifty percent (50%) or more of those units shall be placed on progress probation. A student may be on progress probation not more than three consecutive semesters without being academically disqualified (dismissed).

b. Notification of probationary status will appear on the student’s semester grade report and on the transcript of academic work.

5.6.3 Removal From Probation

a. A student on academic probation for a grade point deficiency shall be removed from probation when the cumulative grade point average reaches 2.00 or higher. Likewise, a student on progress probation shall be removed from probation when the total percentage of cumulative units in the “W,” “I,” and “NP” categories drops below fifty percent (50%).

b. Students who believe that their placement on probation is the result of an error may petition the appropriate College appeals body for relief.

5.6.4 Standards For Dismissal

a. A student on probationary status shall be subject to dismissal if in three consecutive semesters either or both of the following criteria are applicable:

1. The student's cumulative grade point average is less than 1.75 in all units attempted.

2. The cumulative total of units in which the student has been enrolled for which entries of “W,” “I” and “NP” have been recorded reaches or exceeds 50 percent.

b. Notification of academic disqualification status will appear on a written appeal to the appropriate College appeals body requesting immediate reinstatement if a dismissal has resulted from unusual circumstances. A registered student making such an appeal should remain in classes until the decision is made.

5.6.5 Academic Record Symbols And Grade Point Analysis

a. Grades from a grading scale shall be averaged on the basis of the point equivalencies to determine a student's grade point average. The highest grade shall receive 4 points and the lowest grade shall receive 0 points, using only the following evaluative symbols, except as provided in subsection (b):

Symbol Definition Grade Point
A Excellent 4
B Good 3
C Satisfactory 2
D Passing, less than satisfactory 1
F Failing 0
P Pass (at least satisfactory, units awarded not counted in GPA)
NP No Pass (less than satisfactory, units not counted in GPA)

A student's grade point average on this 4.00 scale is calculated in the following manner: the grade points for each course in which the student is enrolled are first determined by multiplying the grade point value for the grade awarded times the number of semester units represented by the course. Next, total grade points are
b. The following non-evaluative symbols are authorized:

1. I - Incomplete
   (a) This symbol is to be used in cases of incomplete academic work for unforeseeable, emergency, and justifiable reasons. Conditions for the removal of the “Incomplete” shall be set forth by the faculty member in a written record which also indicates the grade assigned in lieu of removal. The student will receive a copy of this record and a copy will be filed by the Director of Admissions and Records or the responsible Vice President. A final grade will be assigned by the faculty member when the stipulated work has been completed and evaluated. The “I” grade shall not be used in either calculating units attempted or for the computation of the grade point average.
   (b) An “Incomplete” grade must be made up no later than one year following the end of the term in which it was assigned. Established College procedures may be utilized to request a time extension in cases involving unusual circumstances.

2. IP - In Progress
   (a) This symbol is to be used in the student’s permanent record to confirm enrollment and to indicate that the class extends beyond the normal end of the term. It indicates that work is “In Progress” and that unit credit and a grade will be assigned when the course is completed.
   (b) If a student enrolled in an open-entry, open-exit course is assigned an “IP” grade and does not re-enroll for the subsequent attendance period, the faculty member will assign an evaluative symbol, in accordance with evaluative symbols in 5.6.5(a) above, to be recorded on the student’s permanent record for the course. The “IP” grade shall not be used in the computation of grade point average.

3. RD - Report Delayed
   (a) This symbol is to be used only by the Director of Admissions and Records or the designee of the responsible Vice President for the purpose of indicating that there has been a delay in reporting the grade due to circumstances beyond the control of the Director of Admissions and Records Office. It is to be replaced by a symbol authorized: (b) Appeals of Withdrawal Decisions
   A student may appeal a decision regarding withdrawal in accordance with District policy, 5.21 (Student Grievances and Appeals) and the California Education Code. The District shall maintain procedures for such appeals and those procedures shall be published and widely available to students.

4. W - Withdrawal
   (a) A student may withdraw from a semester-length class through the end of the first census week (3 weeks) and no notation will be made on the student’s academic record. (Census week is determined by figuring 20 percent of the weeks of instruction. Instructional weeks are weeks that include at least three class days.) In courses of less than a regular semester’s duration, a student may withdraw prior to the completion of 10 percent of the period of instruction and no notation will be made on the student’s record.
   (b) Thereafter, a student may withdraw from a semester-length class, whether passing or failing, at any time through the last day of the twelfth week of instruction and a “W” grade shall be authorized. In courses of less than a regular semester’s duration, a student may withdraw prior to the completion of 75 percent of the period of instruction and a “W” grade shall be authorized.
   (c) The academic record of a student who remains in class beyond the time periods set forth above must reflect an authorized symbol other than “W.” However, after the end of the twelfth week (or after 75 percent of the period of instruction in courses of less than a regular semester’s duration), withdrawal may be authorized in the case of extenuating circumstances beyond the control of the student. In such cases, the student must submit a petition in accordance with established College procedures. Approved withdrawal, under the conditions set forth, shall be recorded as a “W.”
   (d) A student is only allowed to receive a W grade in the same course three times. The student will have to petition to repeat the course a fourth time.

5. MW - Military Withdrawal
   (a) “Military Withdrawal” occurs when a student who is a member of the active or reserve United States military service receives orders necessitating a withdrawal from classes. Upon verification of such orders, the withdrawal symbol of “MW” shall be assigned. Military Withdrawal shall not be counted in “satisfactory progress” or used in dismissal calculations. Further, the following courses are available to the student:
   i. In lieu of an “MW” symbol, a student may directly petition the faculty member for an Incomplete (“I”) grade. If granted, the student will receive an “IMW.” This grade will default to a “W” grade as opposed to one of the standard letter grades if the student fails to ever complete the class.
   ii. In the case of a student who is an active or inactive member of the military service and who receives orders compelling a withdrawal from courses, the District shall, upon petition of the affected student, refund the entire enrollment fee for courses in which academic credit is not awarded.
   (b) Course Repetition: Special Circumstances
   1. Under special educationally justifiable circumstances, repetition of credit courses other than those for which substandard work has been recorded may be permitted.
   2. A student may petition the appropriate College appeals body to authorize course repetition consistent with the California Code of Regulations, Title 5, §§ 55762-3.

5.6.8 Academic Renewal Pursuant to The California Code of Regulations, Title 5, §55764 and §55765, a student may request that substandard academic work (D, F) be disregarded from his/her grade point average when such work does not reflect current demonstrated ability.

A student who wishes to qualify for a degree, certificate, or transfer may petition the appropriate College appeals body to disregard up to two semesters of completed work. Academic renewal does not guarantee that other colleges will accept this action. Acceptance of academic renewal is at the discretion of the receiving institution.

a. A maximum of two semesters of work which is substandard (i.e., less than a 2.0 grade point average) and not reflective of the student’s present scholastic level of performance may be alleviated and disregarded in the computation of grade point average under the following conditions:
   1. A semester is defined as all work attempted during a single academic term. The terms need not be consecutive;
   2. A period of at least two semesters must have elapsed since the most recent work to be alleviated was completed;
3. Subsequent to the semester(s) for which academic renewal is sought, the student must have completed an additional 12 semester units of study in the District or at another accredited institution with a cumulative grade point average of at least 3.00 or 24 semester units of work with a cumulative grade point average of at least 2.00; and

4. A student may not pick and choose from among the courses in a given semester, but must declare at work for the entire semester invalid.

b. The academic renewal policy will ordinarily be applied only when alleviation of prior work is necessary to qualify a student for: a program, transfer to another institution, completion of a certificate program or graduation from the College.

c. Determination of the applicability of this policy will be made only following formal application to the appropriate College appeals body.

d. When academic work is alleviated, the permanent record shall be properly annotated in a manner to assure that all entries are legible and that a true and complete record is maintained.

5.6.9 Pass/No Pass

a. Courses may be offered in either or both of the following categories (as referenced in The California Code of Regulations, Title 5 (§55752)):

1. Courses in which all students are evaluated on a “Pass/No Pass” basis.

(a) When a course is offered in which credit is awarded on the basis of a single satisfactory standard of performance, the “Pass/No Pass” grading standard must be utilized. Pass (P) shall be awarded for meeting that standard and No Pass (NP) for failure to do so.

(b) Transfer of Credit Units: A student is responsible for checking with a counselor or transfer institution to determine any limitation on the transfer of credit units.

(c) Maximum Number of Credit Units: A maximum of 20 credit units of the “Pass/No Pass” type may be applied toward the completion of the associate degree; units earned on a Pass/No Pass basis shall not be used to calculate grade point averages. Pass/No Pass units attempted for which No Pass (NP) is recorded, however, shall be considered in probation and progress dismissal procedures.

2. Courses in which a student may elect on registration, or within a prescribed period, not to exceed the first 30 percent of the term, whether the basis of evaluation is to be “Pass/No Pass” or a letter grade.

(a) Courses in which such option exists will be so designated by the Department Chair in consultation with appropriate members of the Division faculty within each College.

(b) The utilization of courses graded on a Pass/No Pass basis to satisfy major or certificate requirements must be approved by the Department Chair in consultation with appropriate members of the Division faculty within each College.

(c) A maximum of 20 units toward an Associate degree may be applied from courses in which the student has elected a “Pass/No Pass” option.

5.6.10 Credit by Examination

a. Credit may be earned by examination (in accordance with the California Code of Regulations, Title 5 (§55753), provided:

1. The student is registered at the College and is in good standing;

2. The student can demonstrate that he/she is especially qualified, through previous training or instruction, to successfully complete the course of study;

3. The course for which credit is desired is listed in the catalog of the College;

4. The course has been designated as challengeable by exam by the Department Chair in consultation with appropriate members of the department faculty within each College; and

5. The examination is approved or prepared, administered, and graded by faculty and other proper authorities of each College.

b. A maximum of 12 units toward an Associate degree may be earned by courses for which credit has been earned by examination.

c. Credits earned by examination cannot be used to satisfy the 12-unit residence requirement for the Associate degree.

d. The student’s academic record shall be clearly annotated to reflect that credit was earned by examination.

e. A student may challenge a course for credit by examination only one time and the grade received on the examination will be recorded on the student’s academic record.

5.6.11 All District policies concerning academic standards shall be made known to all students by prominent inclusion on the District’s Web site and in the Colleges’ catalogs and/or course schedules.

MINIMUM STANDARDS OF PROGRESS

Minimum standards of academic progress require the student to maintain an overall grade point average of 2.00 and successful completion of at least fifty-one percent of the credits in which the student has enrolled for the semester or term. The 2.00 grade point standard is the minimum acceptable standard for graduation or transfer.

FINAL EXAMINATIONS

A final examination will be required of all students in all courses during the last week of each regular semester or term. Final examinations will not be given in advance of scheduled times unless special permission to do so is granted by the instructor in exceptional cases.

HONORS AND AWARDS

Honors List - Students in good standing who complete at least 6 semester units in a given semester and who earn a grade point average of 3.00 for the semester will qualify for the Honors List. Honor Graduate - Graduates who have maintained an overall cumulative grade point average of 3.00 will be designated as Honor Graduates and receive special recognition at commencement.

Academic Honors - Students who earn a grade of A on at least 80% of the work they perform in a given term will be designated as Academic Honors students.

5.8 MATRICULATION POLICY

The District and the Colleges shall provide matriculation services to students in order to improve academic success. The Chancellor or designee shall ensure that matriculation policies and procedures comply with California Code of Regulations, Title 5, requirements and that procedures are maintained and made known to all students by prominent inclusion in College publications and Web sites.

5.8.1 Each nonexempt matriculating student has rights and responsibilities pursuant to Title 5, Article 4, §§ 55530 and 55750.

5.8.2 Students may be exempted from the assessment and/or orientation components of matriculation pursuant to Title 5, Article 4, §55532.

5.8.3 All courses shall be open to enrollment by any student who has been admitted to the colleges, provided that enrollment in specific courses or programs may be limited pursuant to the Model District Policy and Title 5, Article 4, §§ 55002, 55200, 55201, 55202, 55106, 58108.

Note: (Additional information to policy) Matriculation is a process which assists you in choosing, planning, and achieving your educational and career goals at West Valley College. It begins when you apply for admission, and it ends when you complete your studies at West Valley. Between the time you are admitted to West Valley and the time you leave, West Valley will provide you with services, resources, facilities, courses, programs, and contacts with skilled personnel to help you to understand your career goals, and to enable you to select and accomplish your educational and career goals. Matriculation is a partnership between YOU, the student, and US, your community college. There are mutual responsibilities for both partners.

West Valley College agrees to:

• assess your basic skills and your educational and career goals
• provide quality instruction and counseling
• offer support services

Grade appeals are handled only by the instructor and then appealed first to the Department Chair; second, Division Chair; and finally, VP of Instruction.
• monitor, assess, and evaluate your progress towards your goal

You agree to:
• express a broad educational intent upon admission
• complete orientation and assessment
• declare a specific educational goal by the time you complete 15 units
• develop an educational plan
• participate in advisement/counseling and make use of other support services as necessary
• attend class, complete assignments and maintain progress toward a goal

Assessment, orientation, and advisement exist because we believe they improve your chances for success.

However, you have the right to:
• waive orientation, assessment, and advisement/counseling

Please note that non-exempt students who waive orientation may be assigned a later registration date than students who complete orientation.

Retake placement tests according to Assessment Office guidelines

• waive assessment recommendations
• challenge a prerequisite or corequisite or other limitation on enrollment, under certain conditions

file a complaint of unlawful discrimination if you believe assessment, orientation, counseling, or any other matriculation procedure is being applied in a discriminatory manner.

Also see current schedule of classes for information on Exemptions, Waivers, Challenges, and Complaints.

ORIENTATION

Orientation is a process which provides you with information about the college’s programs and services, academic expectations and procedures, advising, and registration. Orientation includes educational planning. Students who complete orientation classes and workshops will:
• receive information about college requirements,
• learn about the requirements for the Associate and Bachelor’s degrees, general education, and specific majors,
• receive information about assessment recommendations and basic skill levels,
• receive academic advising,
• develop an educational plan.

ASSESSMENT

Assessment is the process the college uses to evaluate your skills in areas such as:
• Reading
• Writing
• Math
• English as a Second Language (ESL)

Assessment Learning Outcomes

After completing placement testing, a student will be able to:
• locate placement scores in Datatel and determine related course placements.

West Valley College uses tests and other measures to assess basic skill levels. Counselors and instructors will provide you with assistance in evaluating your basic skill levels, so you will be able to:

• better match your needs and abilities with course requirements,
• select courses appropriate to your skills,
• improve your chances for success.

Many other factors are considered in recommending courses such as:
• life and work experiences
• personal interests
• out-of-school obligations
• motivation
• support systems
• academic history

Assessment recommendations are ADVISORY only. They are based on the best information we have about your ability to do college level work. If you choose not to follow the recommendations, you must see a counselor for a waiver.

EDUCATIONAL PLANNING

Educational planning is the process of plotting your courses semester by semester. You will complete an educational plan during orientation. A counselor will assist you in choosing the appropriate course sequence that best fits your educational goal.

WHEN TO COMPLETE ORIENTATION, ASSESSMENT AND EDUCATIONAL PLANNING

New, transfer, and former students should complete orientation, assessment, and educational planning BEFORE registering for classes. Students who do not meet this requirement before the registration period for the next semester will receive lower priority.

There are several options for completing orientation, assessment, and educational planning. These include:
• Counseling A for new students
• Counseling 1 for new and transfer students
• Counseling 2 for new and transfer students
• Counseling 5 for new and transfer students
• Workshops for returning and transfer students
• Special sessions for:
  - Athletes
  - Career Program Students
  - Court Reporting Students
  - Disabled Students
  - Educational Transition Students
  - English as a Second Language Students
  - EOPS Students
  - International Students

You are exempt from both orientation and assessment if you have an AA/AS degree or higher. All exempt students are eligible and encouraged to take advantage of other matriculation services.

WAIVERS

TO WAIVE ASSESSMENT, ORIENTATION, OR ASSESSMENT RECOMMENDATIONS:

See a counselor to discuss your options.

Please note: Non-exempt students who waive orientation will be assigned a later registration date than students who complete orientation.

TO WAIVE ADVISEMENT:

No form is required. If you have not declared an educational goal by the time you have completed 15 units, you are encouraged to see a counselor and complete an educational plan within 90 days. Failure to do so may result in the termination of the College’s obligation to provide you with further matriculation services.

CHALLENGES

PREREQUISITES, COREQUISITES OR OTHER LIMITATIONS ON ENROLLMENT

You have the right to challenge prerequisites or corequisites or other limitations on enrollment for the following reasons:
1. You believe the prerequisite or corequisite has not been made reasonably available.
2. You believe that the prerequisite or corequisite was established in violation of regulation or in violation of the District-approved matriculation policies and processes. (Supporting documentation must be provided.)
3. You believe that the pre- or corequisite or limitation on enrollment is unlawfully discriminatory.
4. You believe you have the knowledge or ability to succeed in the course despite not meeting the prerequisite. (Supporting documentation must be provided.)
5. Enrollment in the course has been limited to a special group of students, and there are no other courses which would fulfill the requirement. You believe you would be delayed by a semester or more in attaining the degree or certificate specified in your educational plan. (Supporting documentation, including a copy of your educational plan, must be provided.)
6. The pre- or corequisite was established to protect health and safety and despite the fact that you do not meet the pre- or corequisite, you believe you are able to demonstrate that you do not pose a threat to yourself or others. (Evidence must be provided.)

To challenge a pre- or corequisite or other limitation on enrollment, contact the Admissions Office for a challenge form and specific instructions. Submit the completed form and any required supporting documentation to the Admissions Office. Your request will be evaluated through the challenge process. Within 5 instructional days you will receive a response in writing. You will be added to the class pending the outcome of the challenge process.

COMPLAINTS

If you feel that assessment, orientation, counseling or any other matriculation procedure is being applied in a discriminatory manner, you may file a complaint with the Human Resources Office.
Rights and Responsibilities

FACULTY

- General
  Each instructor is responsible at the beginning of the course to inform students of the course’s learning objectives and criteria for grading. The instructor alone is responsible for issuing or changing a grade.

Upon reasonable request by the student, the instructor shall indicate what grade the student is receiving at the time of the request. The instructor may, upon a student’s request, assign an incomplete (“I”) grade when, in the instructor’s judgment, this action is warranted and appropriate.

- Instructor-Initiated Drops
  An instructor may officially drop the student from the class rolls when it is determined that the student is no longer reasonably participating in the activities and requirements of the course. Definitions of non-participation shall include, but not be limited to, excessive unexcused absences.

An instructor may drop from the class rolls a student who has not appeared in a class during the first 1/6 of the total class meetings scheduled.

- Final Examinations
  A final examination, or alternative final assessment activity, is required of all students in all courses for which a letter grade can be awarded. Final examinations or assessments for full-semester courses are scheduled for a two-hour period and will not be given in advance. The final examination or assessment activity will be administered at the last scheduled class meeting.

Any exceptions to this policy must be approved in advance by the Vice President of Instruction.

STUDENTS

- General
  Students are responsible for completing the learning and performance objectives of the courses in which they are enrolled and giving evidence of such learning through examinations, essays, term papers, journals and such other requirements as the instructor may deem appropriate for demonstrating mastery of skills required in the course.

When a student receives an incomplete grade (“I”), he or she shall not be permitted to repeat the course in a subsequent semester unless the student fails to make up the incomplete as specified by the instructor and is subsequently awarded a substandard grade (“D,” “F” or “NP”).

Students are held fully responsible for following College procedures for adding, dropping or withdrawal, and for filing appropriate forms in the Admissions Office.

- Attendance
  Students are expected to attend all sessions of each class. Instructors may drop students from the class if they fail to attend the first class meeting, or when accumulated unexcused hours of absences exceed ten percent of the total number of hours the class meets during the semester. Moreover, an instructor may drop from the class any student who fails to attend at least one class session during the first three weeks of instruction.

- Withdrawal from college
  A student who must withdraw entirely from the College before the end of the semester should file a withdrawal notice in the Admissions Office. A student who withdraws from the College will receive those credits and grade symbols applicable on the date of withdrawal under the District’s grading system described earlier.

- Withdrawal from a class
  It is the responsibility of the student to withdraw from a class prior to the published deadline in order to insure that a penalty grade will not be awarded for the course.

A student who withdraws from a class prior to the first class meeting of short-term classes or through the end of the third week for semester-length courses shall have no notation of enrollment in the class posted on the semester grade report or transcript. The schedule of classes lists exact drop dates.

From that point through the three-quarter point of the term (through the end of the twelfth week for semester-length courses), a “W” grade will be posted on the final grade report and the transcript. After that deadline, a grade symbol other than a “W” will be posted.

- Release of Student Information
  Students have the right and the responsibility to control the release of information about themselves. (See District Policy 5.5)

- Academic Dishonesty
  Dishonesty includes but is not limited to in-class cheating, out-of-class cheating, plagiarism, knowingly assisting another student in cheating or plagiarizing, or knowingly furnishing false information to College staff, faculty, administrators or other officials. Following are definitions of in-class cheating, out-of-class cheating, plagiarism, and furnishing false information. These are not all-inclusive and the list itself is not meant to limit definition of cheating to just those mentioned.

  a. In-class cheating: during an examination or on any work for which the student will receive a grade or points, unauthorized looking at or procuring information from any unauthorized sources, or any other student’s work.

  b. Out-of-class cheating: unauthorized acquisition, reading or knowledge of test questions prior to the testing date and time; changing any portion of a returned graded test or report and resubmitting the original work to be regraded; or presenting the work of another as one’s own for a grade or points.

  c. Plagiarism: unauthorized use of expression of ideas from either published or unpublished work(s) as a student’s own work for a grade in a class. This also includes the violation of copyright laws, including copying of software packages.

  d. Furnishing false information: forgery, falsification, alteration or misuse of College documents, records, or identification in class or in laboratory situations.

- Classroom-Related Disciplinary Sanctions
  When a student is charged with plagiarism or cheating related to a class, and the instructor has reasonable proof or documentation or the student admits the violation, the instructor may select one or more of the following options:

  a. Issue an oral or written notification and warn the student that further acts of this sort will result in additional disciplinary action.

  b. Issue a NP or a failing grade (“F”) or “O” for the assignment in question.

  c. Refer the student to the CSSO for disciplinary action.

Students have not only the right to an education, but to the rights of citizenship as well; therefore, no student shall be deprived of equal treatment and equal access to educational programs, due process, presumption of innocence prior, freedom of speech, association, or privacy of thought.

Students bring to college various interests and values previously acquired and they develop new interests as members of an academic community. They shall be free to organize and join groups, in the pursuit of those interests, subject only to regulations and procedures which are intended to preserve the integrity of the District and which are consistent with constitutional guarantees.

In keeping with the ideals of a democracy, students shall be granted the rights and responsibilities of self-government. In the activities of student groups and the conduct of student government, discrimination based on race, ethnic background, national origin, sex, age, sexual preference, or physical handicap shall be expressly prohibited.

Students and recognized student organizations shall be free to examine and discuss questions of interest to them and to express their opinions publicly and privately without fear of reprisal. They shall be free to support legal causes by orderly means that do not disrupt the operation of the College. College documents are subject to the Family Educational Rights and Privacy Act (Public Law 93-980).

Attendant upon the right guaranteed to each student are certain responsibilities, which are respect for the rights of others, acceptance of properly constituted authority, and compliance with the policies, regulations and procedures of the District. Each student bears full responsibility for his or her actions and is expected to abide by district policies on student conduct (policy 5.19).

5.9 COUNSELING AND ADVISING SERVICES

Pursuant to Education Code §76260 and The California Code of Regulations, Title 5 §51018, the Board shall provide and publicize a counseling program in each College that shall include, but not be limited to, the following:

5.9.1 Academic counseling to assist the student in assessing, planning, and implementing his or her immediate and long-range academic goals;

5.9.2 Career counseling to assist the student in assessing his or her aptitudes, abilities, and interests and to provide advice concerning current and future employment trends.

5.9.3 Personal counseling to assist the student with personal, family, or other social concerns when such assistance is related to the student’s education; and

5.9.4 Coordinating other student services that may exist on the campus, including, but not limited to, services provided to students with special needs, skills testing programs, financial aid programs, and job placement services.

5.9.5 Other Student Services where counseling and advising services are provided may include:

a. approved student financial aid programs;

b. health and psychological services and/or referral;

c. support services for special student populations;

d. specialized assistance for international students;

e. employment assistance to current and former students; and
5.10 STUDENT HEALTH SERVICES

5.10.1 The College maintains a Student Health Service designed to facilitate emergency response and to provide assessment and treatment for the well-being of students. Specific services may include personal counseling, limited medical treatment, contraceptive counseling, and screening for blood pressure, vision, pregnancy, hearing, and tuberculosis. Optional Illness/Accident and Dental/Vision Insurance plans are offered at nominal cost to all registered students. Health education materials and referrals to community health resources are available daily.

5.10.2 The Health Services Program offers special activities such as blood drives, weight reduction and stress management workshops, optometric and podiatric screening and consultation.

5.11 PROGRAMS AND SERVICES FOR DISABLED STUDENTS

5.11.1 The Disabled Students Programs and Services and Supported Education Programs are the primary providers of support programs and services that facilitate equal educational opportunities for disabled students who can profit from instruction as required by Federal and State laws. The services to be provided include, but are not limited to reasonable accommodations, academic adjustments, accessible facilities, equipment, instructional programs, rehabilitation counseling, and academic counseling. Services shall be available to students with verified disabilities.

5.11.2 The Board recognizes the increasing importance of equal access to electronic and information technology as more learning opportunities are based on these resources. The District is committed to providing equal access to all members of the District community and to supporting the open access policy of the California Community College system by providing barrier-free access to all students, including access to electronic and information technology in accordance with State and Federal mandates (Section 504 of the Rehabilitation Act of 1973, Section 508 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and California Senate Bill 105). The District is committed to expanding the boundaries of access beyond the physical setting for students with disabilities recognizing that students are entitled to equal access to electronic information and technology.

5.11.3 The Board recognizes that a disability may preclude a student from demonstrating required proficiencies or from completing course requirements necessary for an AA or AS degree in the same manner as non-disabled students. The Board also recognizes the need to accommodate students with documented disabilities to the greatest extent possible without compromising the student’s confidence and dignity, and the integrity of the student’s degree.

5.11.4 The Board intends for all graduates to master the competencies required by The California Code of Regulations, Title 5 and to complete the coursework necessary for graduation. The Board recognizes that most disabilities that preclude a student from completing a course can be overcome by altering the method of course delivery and providing a combination of appropriate accommodations. Therefore, for most students with documented disabilities, the first level of accommodation will involve extra help: tutorial assistance, auxiliary aids, test accommodations, and/or a slower-paced version of the course are examples of the kinds of assistance the District may extend to students. For some students with a disability, such accommodations and alterations of course delivery will not be enough to enable completion of the course. For these students, a course substitution will be individually considered under the conditions described in District procedures. Only in the most extreme cases will a course waiver be considered. All policies and procedures that apply to approval of course substitutions or waivers also apply to proficiency requirements.

5.11.5 The Chancellor or designee shall assure that the Disabled Students Programs and Services and Supported Education Programs conform to all requirements established by relevant law and regulations.

5.12 CHILD CARE SERVICES

5.12.1 The Colleges’ Child Development Centers provide child care for the children of students in the District and offer training in the field for students. The Centers operate pursuant to all applicable regulations for Titles 5 and 22. Eligibility is determined by income and availability of space. The District’s child care services shall be prominently publicized to all students.

5.13 STUDENT FINANCIAL AID PROGRAMS

The District believes that no student should be denied an education solely because of financial reasons. The purpose of the student financial aid is to provide funds which will enable students to meet the direct and indirect educational costs of attaining an education.

It shall be the policy of the District that the Colleges maintain an organized, integrated, and comprehensive program of financial aid. These programs shall assist students who, without financial assistance, might be denied a college education. All financial aid programs will operate within Federal and State laws and regulations as well as District policy.

5.13.1 The District shall participate in Federal, State, and local financial aid programs approved by the Board.

5.13.2 The Vice Chancellor of Administrative Services shall have the responsibility for insuring the overall coordination of the District and College financial aid programs with respect to accounting, record-keeping, and reporting functions.

5.13.3 Responsibility for the financial aid program at each College shall rest in the office of the Vice President of Student Services. The Vice President will also ensure that funds are distributed in accordance with approved criteria and that required records relating to eligibility and disbursement are maintained to verify the equitable and effective utilization of available funds.

5.13.4 Federal loans and College emergency loans that become delinquent shall be collected by each College in an appropriate manner as determined by the Colleges in partnership with District Administrative Services.

5.13.5 The Colleges shall withhold grades, transcripts, certificates and/or diplomas, or any combination thereof, from any student or former student who is in default on a loan or loans or failed to meet any other financial obligation to the District. The student must be notified in writing of the delinquency prior to taking such action. Restrictions will be removed when the financial obligation has been met.

a. The District may pursue other forms of collection to satisfy student debts.

b. Exceptions to the collection procedures adopted by the District may be authorized by the Vice President of Student Services in cases of unique or extraordinary circumstances beyond the control of the student.

5.14 ATHLETICS

5.14.1 The District shall maintain an organized program for men and women in college athletics. The program shall not discriminate on the basis of gender in the availability of athletic opportunities.

5.14.2 The District shall comply with Federal and State regulations, procedures, and requirements regarding student athlete participation.

5.15 STUDENT ORGANIZATIONS AND ACTIVITIES

The District believes that participation in student government and activities enhances and enriches the student’s education. It shall be the policy of the District that the Colleges maintain organized, integrated, and financially responsible programs of student government and activities which conform to the education and administrative codes of the State of California.

5.15.1 The Board authorizes an Associated Student Body (ASB) organization to serve as the official governing organization of the associated students for each of its Colleges under Education Code 76060. Each such ASB organization shall have as its purpose the conduct of activities on behalf of the students at the College. All such activities shall be approved and regulated by an employee of the College so designated by the College President.

a. Each ASB organization is governed by its College’s rules, policies and procedures as well as other appropriate laws and regulations. Especially significant is the Brown Act, which is applicable to the ASB organization and any of its standing committees. Each ASB organization shall utilize a Constitution and Bylaws ratified according to ASB policy. Constitutions and Bylaws must be in compliance with College policies and procedures. The ASB President should ensure that proposed changes are presented to the College President prior to formal action sponsored by the ASB. All constitutional changes must be ratified by the College President.

b. Each ASB organization shall encourage students to participate in shared governance at the College and District levels. Inasmuch as the Board may establish minimum standards for governing procedures to ensure faculty, staff, and students the right to participate effectively in college governance and the opportunity to express their opinions at the campus level to ensure that these opinions are given every reasonable consideration, the Board recognizes the ASB organization at each College as the representative body of the students to offer its recommendations and make recommendations to the administration of the Colleges and the District as well as to the Board with regard to District and College policies and procedures that have or will have a significant effect on students. The selection of student representatives to serve on College and District committees, task forces, or other governance groups shall be made, after consultation with Student Government representatives, by each ASB organization.

5.15.2 Students at each College in the District are encouraged to form and participate in the student body association and other recognized student organizations. Membership in student organizations is open to all students. Denial of membership in any organization or participation in any activity on the basis of age, gender, marital
status, disability, race, color, sexual orientation, religion, national origin, or other similar factor is specifically prohibited. Membership in secret societies is prohibited.

5.15.3 The Vice President of Student Services for each College or designee shall certify that a student organization meets requirements for recognition set forth below and is entitled to the privileges accorded recognized student organizations. A list of all recognized student organizations shall be maintained in the Student Activities Office of each College.

5.15.4 A recognized student organization is one which:

a. has a purpose compatible with the policies and educational objectives of the Colleges and the District;

b. maintains an approved constitution and a current list of officers which is filed with the College;

c. operates under appropriate College staff advisement;

d. holds meetings, all of which are announced to and open to the general student body; and

e. is composed of a membership of which the majority are students currently enrolled in the college.

5.15.5 All student organizations must comply with policies and procedures adopted by the student organization, the Colleges, and the District.

5.15.6 No student enrolled in the District may engage in hazing activities as defined in §§ 32050 and 32052 of the Education Code.

5.15.7 Terms of Financial Responsibility. Pursuant to the provisions of California Education Code 76063, all money collected by a student body association or by any student club or organization of the College shall be deposited in an account insured by the Federal Deposit Insurance Corporation and credited to the appropriate organization. The District Administrative Services Office shall insure that the collection and disbursement of funds are consistent with accounting and auditing procedures and with established District policies and procedures.

5.16 SPEECH: TIME, PLACE, AND MANNER

5.16.1 The Colleges of the District are non-public forums, except for those areas designated as Free Speech Areas, which are limited public forums. The Chancellor or designee shall enact such administrative procedures as are necessary to reasonably regulate the time, place, and manner of the exercise of free expression in the limited public forums.

5.16.2 The administrative procedures issued by the Chancellor or designee shall prohibit the right of students to exercise free expression, including but not limited to the use of bulletin boards designated for such use, the distribution of printed materials or petitions in those parts of the Colleges designated as Free Speech areas, and the wearing of buttons, badges, or other insignia.

5.16.3 Students shall be free to exercise their rights of free expression, subject to this policy and District procedures.

5.16.4 Speech shall be prohibited that is defamatory, obscene (according to current legal standards), or which so incites others as to create a clear and present danger of the commission of unlawful acts on District property or the violation of District policies or procedures, or the substantial disruption of the orderly operation of the District.

5.16.5 Nothing in this policy shall prohibit the regulation of hate violence, so long as the regulation conforms to the requirements of law. Students may be disciplined for harassment, threats, intimidation, or harassment as detailed in this Chapter unless such speech is constitutionally protected.

Note: (Additional information to policy) The areas generally available to students and the community are limited public forums. The District reserves the right to revoke that designation and apply a non-public forum designation at its discretion.

The District reserves the right to designate areas as non-public forums as necessary to prevent the substantial disruption of the orderly operation of the college. Areas of the college that are non-public forums specifically include campus offices, classrooms, warehouses, maintenance yards, and locker rooms.

The use of areas generally available to students and the community is subject to the following:

- Persons using areas generally available to students and the community and/or distributing material in the areas generally available to students and the community shall not impede the progress of passersby, nor shall they force passersby to take material.

- No person using areas generally available to students and the community shall solicit donations of money, through direct requests for funds, sales of tickets or otherwise, except where he or she is using the areas generally available to students and the community on behalf of and collecting funds for an organization that is registered with the Secretary of State as a non-profit corporation or is an approved Associated Students organization or club.

- Distribution Of Literature and/or Soliciting Petition Signatures To Students On District Property - Pursuant to the provisions of California Education Code 76120, all persons using the area generally available to students and the community shall be allowed to distribute petitions, circulars, leaflets, newspapers, and other printed matter. Such distribution shall take place only within the areas generally available to students and the community.

- Material distributed in the areas generally available to students and the community that is dropped in and around the areas generally available to students and the community other than in an appropriate receptacle must be retrieved and removed or properly discarded by those persons distributing the material prior to their departure from the areas generally available to students and the community that day.

- A copy of all materials distributed shall be provided to the Student Activities Office by the distributor along with the name and address of the organization responsible for the material, and the name(s) and address(s) of the person(s) performing the distribution.

- Commercial distributors of materials and commercial petition signature gatherers will be required to pay a commercial vendor fee. Commercial vendors/distributors shall sign in and arrange for fee at the Student Activities Office. Non-commercial distributors of materials and non-commercial petition signature gatherers shall not be charged a vendor fee.

Posting - Students shall be provided with bulletin boards for use in posting student materials at campus locations convenient for student use. All materials displayed on a bulletin board shall clearly indicate the author or agency responsible for its production and shall be dated with the expiration date of posting.

Materials displayed shall be removed after the passage of the expiration date (usually no more than 30 days). Date stamping of material to be posted will be performed by the Student Activities Office. Directions for using the bulletin boards are available in the Student Activities Office. These directions describe how materials may be affixed, etc., for the maintenance and utility of the boards.

5.17 STUDENT PUBLICATIONS

It shall be the policy of the District to promote an atmosphere of free and responsible discussion and intellectual exploration through an organized, integrated, and financially responsible Student Publications program. To that end, the District recognizes:

5.17.1 Student publications are a valuable aid in establishing and maintaining an atmosphere of free and responsible discussion and in intellectual exploration. Further, they serve as a means of bringing student concerns to the attention of the College community and the public and of formulating student opinion on various items.

5.17.2 The student newspaper should, when possible, be an independent corporation financially and legally separate from the College and the District.

5.17.3 The College should attempt to provide sufficient editorial freedom and financial autonomy for the student publications to maintain their integrity and purpose as vehicles for free expression in an academic community.

5.17.4 Student editors and managers are to be governed by the canons of responsible journalism. At the same time, the editorial freedom of student editors and managers is protected by certain safeguards, such as:

a. Editors and managers of student publications will be protected from arbitrary suspension and from removal without proper cause (through orderly procedures).

b. All student publications, sponsored either directly or indirectly by the College and/or the District, shall explicitly state on the editorial page that the opinions expressed are not necessarily those of the College and/or the District or the student body.

5.18 DRUG-FREE CAMPUS POLICY

5.18.1 It shall be the policy of the District to prohibit the unlawful use, possession, sale, or distribution of alcohol, narcotics, dangerous or illegal drugs, or other controlled substances, as defined in California statutes, on District property or at any function sponsored by the District or Colleges.

5.18.2 The Colleges will provide information pertaining to the health risks and effects associated with alcohol and narcotics or other dangerous or illegal drugs. Students may be referred to various on-campus programs or outside agencies for support, information, and/or enrollment in a drug recovery program.
rights and responsibilities

Note: (Additional information to policy) West Valley College subscribes to the standards of conduct that prohibit the unlawful possession, use, or distribution of drugs and alcohol by students and employees on the institution’s property or institutionally sponsored activities as defined in the Drug-Free Schools and Communities Act Amendment of 1989 (Public Law 101-226). General and specific information and assistance is provided by Health Services for students and the Human Resources for employees. West Valley College students and employees are subject to sanctions as defined by the Student Handbook, Board policies and other local, State, and Federal laws.

SMOKING is prohibited in all areas of the Mis- and West Valley campus except in parking lot areas that are at least twenty-five (25) feet away from buildings and pathways. It is the responsibility of all students and employees to observe the policy on smoking. Failure to comply with the Non-Smoking Policy will be treated in the same manner as other violations of the Student Conduct Policy (5.19) and may result in disciplin- ary action taken, including warnings, temporary exclusion, suspension, or otherwise compensate for damages. Restitution may be cause for suspension or expulsion.

5.19 STUDENT CONDUCT POLICY

It shall be the policy of the District to enforce a student code of conduct the purpose of which is to promote and maintain orderly conduct of a responsible student body in a manner compatible with the District and College function as an edu- cational institution (Education Code 66300).

5.19.1 Students are subject to State and Federal laws and to the specific regulations established by the District and/or each College in the District. Violators shall be subject to disciplinary action, including possible cancellation of registration, and may be denied future admission to the Colleges of the District. Criminal actions may also result in referral for prosecution.

5.19.2 Prohibited actions that may result in disciplinary action against a student include, but are not limited to, the following:

a. Continued disruptive behavior, continued willful disobedience, habitual profanity or vul- garity, or the open and persistent defiance of the authority, or persistent abuse of, College or District personnel.

b. Assault, battery, or any threat of force or violence upon a student or College/District personnel.

c. Physical or verbal abuse or any conduct that intimidates, endangers, or threatens the health or safety of any person (on campus or at any event sponsored or super- vised by the College/District).

d. Theft of or damage to property (including Col- lege/District property or the property of any person while s/he is on the College campus).

e. Interference with the normal operations of the College/District.

f. Unauthorized entry into, or use of, College/ District facilities.

g. Forgery, alteration, or misuse of College/Dis- trict documents, records, or identification.

h. Dishonesty (such as cheating, plagiarizing, or knowingly furnishing false information to the College or to a College/District official).

i. Disorderly conduct or lewd, indecent, or obscene conduct or expression on any Col- lege-owned or controlled property or at any College-sponsored or supervised function.

j. Extortion or breach of the peace on College/ District property or at any College/District -sponsored or supervised function.

k. The manufacture, possession, sale, distribu- tion, or use of narcotics or other danger- ous or illegal drugs, as defined in California statutes, on College/District property or at any function sponsored or supervised by the College.

l. Possession or use of alcoholic beverages on College/District property or at any function sponsored or supervised by the College.

m. Illegal possession or use of firearms, explosives, dangerous chemicals, or other weapons on College/District property or at College/District-sponsored or supervised activities.

n. Smoking in classrooms or other unauthorized areas on College/District property as designated by the District non-smoking policy (See District Policy Manual Chapter 2.9).

o. Failure to satisfy College/District financial obligations (including fines, loans, borrowed property, etc.).

p. Failure to comply with verbal directions or posted regulations of College/District officials, faculty, staff, or District Police officers who are acting in performance of their duties.

q. Failure to identify oneself when on College/ District property or at a College/District-sponsored or supervised event, upon request of a College/District official acting in the performance of his/her duties.

r. Gambling in any form.

s. Violations of College or District policies or regulations concerning the registration of student organizations, the use of College/Dis- trict facilities, or the time, place, and manner of public expression.

t. Acts of physical, verbal or sexual harassment.

u. Acts of discrimination based on sex, color, religion, age (for individuals 40 years and over), physical or mental disability, ancestry, national origin, race, creed, medical condi- tion, marital or parental status, or sexual orientation.

v. Violation of other applicable federal and state statutes and District and College policies.

5.20 STUDENT DISCIPLINE POLICY

5.20.1 The District shall maintain and enforce a fair, uniform, and confidential student discipline process, the purpose of which is to promote the orderly conduct of a responsible student body in a manner compatible with the District and College function as an educational institution (Education Code 66300).

5.20.2 The Chancellor or designee will ensure that administrative disciplinary procedures as well as a uniform system of student grievances and appeals are made known to all students by prominent inclusion in College pub- lications and on Web sites. When a complaint is filed with the Vice President of Student Services he/she shall make a determination to refer the matter to the College Student Intervention Com- mittee, meet with the student directly in a disci- pline hearing, or forward the matter directly to the College Hearing Board. Any disciplinary action taken, including warnings, temporary exclusion, censure, and cancellation of registration will be consistent with Education Code provisions.

Note: (Additional information to policy) Types of Disciplinary Action

Decisions regarding the following types of disciplinary action are the responsibility of the Vice President of Student Services or the Hearing Board. All the following actions will be docu- mented in writing.

• WARNING - a faculty or staff member or administrator may give a notice to a student that continuation or repetition of specified conduct may be cause for further disciplinary action.

• TEMPORARY EXCLUSION

• EXCLUSION FROM CLASSES - CONDUCT

A faculty or staff member or administrator may remove a student who is in violation of the guidelines for student conduct for the duration of the class period or activity during which the violation took place and, if deemed neces- sary, for the following day. The faculty or staff member or administrator shall immediately report such removal to the College President or designee for appropriate action. If the student is a minor the District shall notify the student’s parents of the removal.

• EXCLUSION FROM CLASSES - MEDICAL REASONS - There are occasions when stu- dents experience emotional problems to such an extent that they interfere with the educa- tional progress of others and/or demonstrate behavior representing a danger to themselves or to others. In such instances, the District is obligated to protect other students’ rights to pursue their education and to take appropri- ate action, if necessary, to protect the student in question from harming himself or others. In most situations such as this the counseling center is able to elicit the cooperation of the student’s parents or relatives so they may obtain appropriate medical treatment for the student and/or withdrawal from college. Edu- cation Code Section 76021 states: “The Governing Board of the Community College may exclude from class attendance any student whose physical or mental disability is such to cause his attendance to be inimical to the welfare of other students.”

• Censure - the Vice President of Student Ser- vices or hearing board may verbally reprimand a student or may place on record a written statement which details how a student’s con- duct violates a college/district regulation.

• Cancellation of registration - the Vice Presi- dent of Student Services or hearing board or designee, may place a student on disciplin- ary probation for a period not to exceed one semester. Repetition of the same action or violation during the probationary period may be cause for suspension or expulsion.

• Restitution - the Vice President of Student Services or hearing board may require a stu- dent to reimburse the district for damage to or misappropriation of property. Restitution may take the form of appropriate service to repair or otherwise compensate for damages.

• Suspension - suspension is the termination of student status for a definite period of time. A suspended student may not be present on campus and is denied college privileges including class attendance and all other stu- dent or college-sponsored privileges.

• Expulsion - expulsion of a student is the indefinite termination of student status and all attendant rights and privileges. Expulsion of a student is accomplished by action of the board on recommendation of the College President and the Chancellor.
5.21 STUDENT GRIEVANCES AND APPEALS POLICY

5.21.1 It shall be the policy of the District to maintain a uniform system of student grievances and appeals, which shall afford procedural due process to students and prevent the review and appeal of College and District decisions or actions. The Chancellor or designee will ensure that the system for student grievances and appeals is made known to all students by prominent inclusion in College publications and on Web sites.

5.21.2 A student may file a grievance when he or she believes that a faculty or staff member, or an administrator has violated College rules, policies, or procedures, or other local, State, or Federal laws.

a. ACADEMIC GRIEVANCE - An academic grievance may be filed when a student feels that a faculty member has violated State or Federal law, or College or District policies and procedures relative to grading or other academic areas. All grade appeals are first handled with the specific instructor, then in order with the Department Chair, the Division Chair, the Vice-President of Instruction, the College President, the Chancellor, and the Board of Trustees.

The Education Code provides that all grades awarded by the instructor of record shall be final. The California Code of Regulations, Title 5 §65760, permits a grievance to be filed with respect to grading only in situations where a grade was assigned due to mistake, fraud, bad faith, or incompetence.

b. GENERAL STUDENT GRIEVANCE - A general student grievance may be filed by a student who feels an action of a faculty or staff member, administrator, office, or group violates existing College or District rules, policies, or procedures; or other local, State, or Federal laws.

5.21.3 An explanation of the procedures for submitting student grievances and appeals shall be made available to students in the Student Handbook of each College and shall set forth the appropriate procedure at the respective College, District, and Board levels.

2.6 NON-DISCRIMINATION AND UNLAWFUL DISCRIMINATION POLICY

2.6.1 The policy of the District is to provide an educational and employment environment in which no person shall be unlawfully subject to discrimination on the basis of ethnic group identification, national origin, race, color, ancestry, religion, creed, age, sex, sexual orientation, marital or parental status, medical condition, or physical or mental disability, in any program or activity that is administered by, funded directly by, or that receives any financial assistance from the Chancellor or Board of Governors of the California Community Colleges. In so providing, the District hereby implements the provisions of California Government Code sections 11135 through 11139.5; California Code of Regulations, Title 5 §59300, the Sex Equity in Education Act (Education Code, §66250 et seq.), Title VI of the Civil Rights Act of 1964 (42 U.S.C. §2000d), Title IX of the Education Amendments of 1972 (20 U.S.C. §1681), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. §794), the Americans with Disabilities Act of 1990 (42 U.S.C. §12100 et seq.), and the Age Discrimination Act (42 U.S.C. §6101).

The Board:

a. Affirms a policy of equal employment opportunity, equal educational opportunity, and non-discrimination in the delivery and provision of employment and educational and related services to the public;

b. Declares its commitment to maintaining an environment of equal employment opportunity which prohibits discrimination based on ethnic group identification, national origin, race, color, ancestry, religion, creed, age, sex, sexual orientation, marital or parental status, medical condition, or physical or mental disability, in every aspect of personnel policy and practice in the employment, advancement, and treatment of employees and qualified applicants for employment, as well as its commitment to maintain an environment free from sexual harassment and intimidation;

c. Prohibits discrimination against women, ethnic and racial minorities, veterans, and individuals with physical and/or mental disabilities in its workforce;

d. Affirms its commitment to the development and maintenance of an educational curriculum that is free of bias and provides educational relevance for all people;

e. Affirms its commitment to admission, recruitment, and retention policies which encourage a student body diverse in ethnic groups and genders, as well as persons with physical and mental disabilities, and veterans; and

f. Affirms its commitment to use District resources, facilities, and services in a manner that will benefit all residents of the District and that ensures women, ethnic and racial minorities, individuals with physical and mental disabilities, and veterans will be fairly represented in the use of such resources, facilities, and services.

2.6.2 Definitions applicable to this policy on non-discrimination and unlawful discrimination are those found in State law and regulations.

2.6.3 The Board reaffirms its commitment to academic freedom, but recognizes that academic freedom does not allow any form of unlawful discrimination. The lecture, content, and discourse that are an intrinsic part of the course content shall in no event constitute any form of unlawful discrimination. It is recognized that an essential function of education is a probing of received opinions and an exploration of ideas that may cause some students discomfort. It is further recognized that such activities that are a part of the faculty’s right to teach and the student’s right to learn. Finally, nothing in these policies and procedures shall be interpreted to prohibit bona fide academic requirements, for a specific community college program, course or activity. (Cohen v. San Bernardino Valley College (1995) 883 F. Supp. 1407, 1412-1414 affd. in part and revd. in part on other grounds, 1996) 92 F.3d 985; and California Code of Regulations, Title 5, §59302.)

When investigating unlawful discrimination complaints involving issues of academic freedom, the District will consult with a faculty member appointed by the Academic Senate with respect to contemporary practices and standards for course content and delivery.

2.6.4 The Chancellor is charged with the responsibility of implementing the general policy statement through the development and administration of specific program plans including, but not limited to, administrative regulations, data collection methods, analysis, reporting procedures, compliance procedures, grievance mechanisms, and delegation of responsibilities. Further, that there shall be one such component plan for each of the following areas: employment, curriculum, student enrollment, District resources, facilities, and services.

2.6.5 A copy of the policy on non-discrimination and unlawful discrimination will be displayed in a prominent location in the main administrative building or other area where notices regarding the District’s rules, regulations, procedures, and standards of conduct are posted (California Code of Regulations, Title 5, §§59300 et seq. And 59326; Education Code, §§66281.5; 20 U.S.C. §1681 et seq.; and 34 C.F.R. §106.8).

2.6.6 The District has identified the Vice Chancellor of Human Resources to the State Chancellor’s Office and to the public as the single District officer responsible for receiving all unlawful discrimination complaints filed pursuant to California Code of Regulations, Title 5, §§59326, and for coordinating their investigation. The actual investigation of complaints may be assigned to other staff or to outside persons or organizations under contract with the District. Such delegation procedures will be used whenever the officer designated to receive complaints is named in the complaint or is implicated by the allegations in the complaint.

a. The Director of Human Resources or designee shall make arrangements for or provide training to employees and students on the District’s non-discrimination and unlawful discrimination policy and procedures. Faculty members, members of the administrative staff, and all members of the support staff will be provided with a copy of the District’s written policy on non-discrimination and unlawful discrimination at the beginning of the first semester of the school year after the policy is adopted.

b. All District employees will be provided this training and a copy of the non-discrimination and unlawful discrimination policy and procedures during the first year of their employment. Considering their special responsibilities under the law, supervisors will undergo mandatory annual training. Thereafter, in years in which a substantive policy or procedural change has occurred, all District employees will attend a training update and/or receive a copy of the revised policies and procedures.

c. A training program or informational services will be made available to all students at least once annually. The student training or informational services should include an explanation of the policy, how it works, and how to file a complaint. In addition, a copy of the District’s written policy on non-discrimination and unlawful discrimination, as it pertains to students, will be provided as part of any orientation program conducted for new students at the beginning of each semester or summer session, as applicable.

(Edward Code, §§66281.5; California Code of Regulations, Title 5, §§ 59300 et seq., 59324, and 59326; and 34 C.F.R. §106.8.)

2.6.7 It is unlawful for anyone to retaliate against someone who files an unlawful discrimination complaint, who refers a matter for investigation or complaint, who participates in an investigation of a complaint, who represents or serves as an advocate for an alleged victim or alleged offender, or who otherwise furthers the principles of this unlawful discrimination policy.

(20 U.S.C. §1681 et seq.; 34 C.F.R. §106; California Code of Regulations, Title 5, §§59300 et seq.; and Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, Title IX, Office of Civil Rights, January 19, 2001.)
NON-DISCRIMINATION STATEMENT

With respect to student rights and responsibilities, the West Valley-Mission Community College District affirms its commitment to maintaining an environment of equal opportunity which prohibits discrimination based on sex, color, religion, age (for individuals 40 years and over), physical or mental or parental status, or sexual orientation in every aspect of its educational programs and activities, as well as its commitment to maintain an environment free from sexual harassment and intimidation.

In accordance with approved District Policy and Procedure, the following individual is designated as the Responsible Officer for grievances, complaints and questions.

For complaints of sexual harassment or discrimination:
Associate Vice Chancellor of Human Resources
West Valley College, Personnel Office
14000 Fruitvale Avenue
Saratoga, CA 95070-9698 (408) 741-2060

If you are a student seeking a reasonable accommodation under Section 504 or the ADA Act, See:
Coordinator
Disability and Educational Support Program (DESP)
14000 Fruitvale Avenue
Saratoga, CA 95070-9698
(408) 741-2010

or
Vice President of Student Services
(408) 741-2020

DECLARACIÓN EN CONTRA DE LA DISCRIMINACIÓN

Con relación a los derechos del estudiante y sus responsabilidades, el distrito de West Valley-Mission Community College afirma su compromiso de mantener un ambiente que da igual oportunidad a todos y que prohíbe la discriminación basada en sexo, color, religión, edad (para los individuos 40 años y mayor), orientación sexual, su estado físico o mental o si son padres de familia, en cada aspecto de sus programas educativos y actividades, así como en su compromiso de mantener un ambiente libre del hostigamiento y de la intimidación sexual.

In accordance with approved District Policy and Procedure, the following individual is designated as the Responsible Officer for grievances, complaints and questions.

For complaints of sexual harassment or discrimination:
Associate Vice Chancellor of Human Resources
West Valley College, Personnel Office
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Vice President of Student Services
(408) 741-2020

Según la Política y Procedimientos aprobados por el Distrito los siguientes individuos han sido nombrados como los Representantes Responsables de loságravos, quejas y preguntas acerca de:

- Acoso sexual, Título IX, e igualdad de los sexos:
  Director de Recursos Humanos y Relaciones Personales
  West Valley College, Personnel Office
  14000 Fruitvale Avenue
  Saratoga, CA 95070-9698
  (408) 741-2060

- Si usted es estudiante buscando acomodación razonable bajo Sección 504 de la Ley para Americanos con Discapacidad, ADA, dirijase a:
  Coordinator
  Disability and Educational Support Program (DESP)
  14000 Fruitvale Avenue
  Saratoga, CA 95070-9698
  (408) 741-2010
  or
  Vice President of Student Services
  (408) 741-2020
Student Services

West Valley College recognizes the diverse educational needs within the communities served by the District. This philosophy recognizes the worth and dignity of each student and the District’s responsibility, within the scope of its resources, to assist its students in developing into responsible, self-sufficient citizens. To foster and encourage this student development, West Valley College offers comprehensive programs of advising, counseling and special services.

ACADEMIC ENRICHMENT PROGRAMS

HONORS (408) 741-2614

This program provides an interdisciplinary approach with emphasis on university-level work in areas such as written analysis, research, collaborative learning and oral presentations. It gives the student priority consideration for transfer admissions into majors in the College of Letters and Sciences of highly competitive universities such as UCLA, University of Southern California, UC Santa Cruz, UC Irvine, UC Riverside, Pomona, Pepperdine, Chapman and the University of Santa Clara. To qualify for this program, high school cumulative grades must be at least 3.5 or a GPA of 3.25 or higher in a minimum of 9 University-transferable units. See Honors listing under classes.

Program and Services Description

PUENTE PROJECT (408) 741-2102

The Puente Project is a year-long program that prepares students to compete academically in a university environment. It emphasizes the Mexican-American/Latino experience through English writing, counseling, and mentoring components. The Puente Program integrates:

- Two-semester English 905 and 1A linked classes.
- Two semester Counseling classes.
- Individual academic, personal, and career counseling.
- Transfer information, university tours, student motivational and transfer conferences, and assistance with the transfer process.
- Personal mentor relationships with professionals from the Mexican-American/Latino community.

Learning Outcomes

Through participation in the Puente Project, a student will

- Develop a Student Educational Plan with the goal to transfer to a four year college or university;
- Explore possible transfer institutions and specific requirements at the college/university for a chosen major;
- Compose essays that contain college-level writing and research, as well as MLA documentation.

Working together as a Puente team, an English instructor and a college counselor join with students to establish a foundation for the students’ academic and professional success.

The program starts in the fall semester and runs through spring semester. Students who are planning to transfer, are enthusiastic and committed to learning about the Mexican-American/Latino experience, and would like to become involved in extracurricular activities (meetings, trips, tours, and worksite visits), may call the Puente Program at (408) 741-2102.

melissa_salcido@wvm.edu

SUCCESS PROGRAM (408) 741-2608 or 741-2430

Students Utilizing Cross Cultural Educational Support and Services

SUCCESS is a counseling, instruction and mentoring program that emphasizes the African American experience and builds community among students. The program focuses on implementing West Valley Colleges’ Strategic Goals.

The SUCCESS program:

- Offers linked English 905 and 1A courses, Counseling 1, 5 and 12B.
- Encourages enrollment in History 12, English 12 and Counseling 50.
- Provides intensive and proactive counseling.
- Provides students with college, peer and community mentors.
- Connects students with support services on campus and with transfer institutions.
- Provides cultural events, social outings and visits to transfer institutions.

Learning Outcomes

After participation in courses and activities in the Success Program, a student will be able to

- Develop a Student Educational Plan with the goal of an associate degree, certificate and/or to transfer to a four year college or university;
- Evaluate the appropriateness of a university to meet particular transfer needs and academic goals;
- Demonstrate a sense of his/her own identity as an African American;
- Recognize critical issues facing African American people, particularly students

For further information, contact SUCCESS at 741-2608.

ADMISSIONS & RECORDS (408) 741-2001

Learning Outcomes

After accessing services of Admissions and Records, a student will be able to

- Process an application on-line;
- Use MyWebServices for processing adds, drops, change of address and transcripts;
- Use degree audit to determine program requirements needed or completed.

ASSESSMENT (408) 741-2600

Learning Outcomes

After completing placement testing, a student will be able to

- locate placement scores in Datatel and determine related course placements.

CAMPUS CENTER/STUDENT ACTIVITIES (408) 741-2006

The Campus Center is the social, educational, and recreational center of West Valley College. Students, staff, faculty and visitors to the campus make the center a busy and exciting hub of activity. On average, 900 events each year are hosted by the Campus Center. Students, staff, faculty, administrators, and guests combine for nearly 275,000 annual visits to the Center.

Most people at WVC spend a lot of time in the Campus Center for a variety of reasons. The facility houses the Dining Hall, the Viking Bookstore, Drip Coffee Cart, the Police Department, the student Art Gallery, the Concierges Desk, the water Garden Study Lounge, the newly furnished fireside study lounge, the faculty & staff lounge, a coin-operated copy machine, an off-campus housing board, Associated Student Senate office, Inter-Club Council.

All Campus Center Facilities are designated as nonsmoking areas and are open to serve the college community’s needs. Free wi-fi internet is available throughout the Campus Center.

Learning Outcomes

After participating in Student Government and Activities, a student will:

- Achieve a level of self-awareness and interpersonal sensitivity that aids in their effectiveness to work collaboratively with others in the campus community.
- Demonstrate active representation and participation in the political and shared governance functioning of the college/district.
- Demonstrate skills in key leadership areas that will qualify an individual as a skilled worker for the workplace.

ASSOCIATED STUDENT GOVERNMENT (408) 741-2006

West Valley College believes that participation in co-curricular student activities enhances and enriches the student’s education.

Associated Student Government at West Valley College which annually elects its own administrative officers, student senators, and directors who are provided with practical leadership training and education in the functions of government and leadership. In addition, the Associated Student Body elects its own student trustee to the District Board of Trustees. The Student Senate is afforded a variety of opportunities to participate in various College-wide committees and task forces. All these activities serve to provide students with opportunities to participate in the shared decision and policy-making processes of the College.

Learning Outcomes

See Student Activities

BOOKSTORE (408) 741-2015

The Viking Bookstore is professionally managed by Barnes and Noble College Stores Corporation. Located within the Student Center, the bookstore stocks all required text and supplies as well as a wide array of imprinted merchandise and giftware.

The bookstore will buy back books any day and offer 0% to 20% of the cost. During finals week the bookstores will offer 50% when the book and edition is being used for the following term. Refund deadlines are the first 7 days of the Fall and Spring term with the receipt and 30 days after the start of the term with the receipt and drop-slip.

FOOD SERVICES WM

The Campus Center Café offers a variety of menu selections. These selections include hot breakfast, salad bar, Asian fair, Mexican cuisine, deli bar, grill, baked goods, snacks and beverages. Vending machines are located throughout campus and a coffee cart is available in the Campus Center.
CAREER PROGRAMS CENTER
(408) 741-2098
The Career Programs Center, located in the Applied Arts and Sciences Building, Room 35, provides information on degree and certificate programs with career emphasis. Counseling appointments, brochures and major sheets for career programs are available. In addition, job placement assistance is provided to help with researching and applying for job opportunities. To receive a packet of information on any career program, call or check our web site: www.westvalley.edu/wvc
Click on “Academic Programs” Then click “Career Programs”

Job Placement
(408) 741-2508
The Career Programs Center also offers employment-resource information on labor market trends, as well as career advisement and referrals to job openings. Job search assistance is available, including career counseling, and guidance for resume writing, cover letter composition, and interviewing techniques. Appointments are encouraged.

CalWORKs Program
(408) 741-2098
If you are a student who receives CalWORKs/ TANF (Temporary Assistance to Needy Families), you are eligible to receive individual career and personal counseling, services and support to help you succeed in school and meet the requirements of your CalWORKs plan. The CalWORKs Program can assist you with child care, books and supplies, transportation and other needs. Work study jobs, tutoring and support groups are also available.

Work Experience
(408) 741-2098
Students can enroll in either “General” Work Experience, which will develop general job skills, vocational awareness, and understanding of successful employment, or “Occupational” Work Experience, which is directly related to the student’s field of study. Learning objectives are set up with a Faculty Advisor, and units are transferable to CSU and many private colleges.

CHILD CARE SERVICES
(408) 741-2409
Child Development Center
The Child Studies Department at West Valley College offers an early childhood program for children 2 to 6 years old. The Child Development Centers are open from 7:45 a.m. to 5:15 p.m. Children must be two years old prior to enrollment in the program. Students, staff, faculty and community families are eligible for the program. Tuition subsidy is available for low income families. Eligibility is determined based on family size, gross monthly income, and reason for needing child care. This program is an integral part of our Child Studies Department Early Childhood Teacher Training Program and provides an exemplary opportunity for Child Studies students to observe and participate in a model early childhood classroom. The Child Development Center core staff are fully qualified teachers in early childhood education. For more information on availability and hours, contact the Child Development Center office or stop by Room 50 in the Applied Arts and Sciences building.

COUNSELING CENTER
(408) 741-2009
The College maintains a Counseling Center staffed by competent, highly-trained and diversly experienced counselors, located behind Administration & Records. Counselors are also located in the Disability and Educational Support Program (DESP), Extended Opportunity Program and Services (OEPS), Educational Transition Program (ET - Adult Reentry), Career Programs Center, and at the P.E. Department.
The primary goal of the College’s Counseling Department is to provide opportunities for students to clarify their values and goals, to make decisions and develop self-confidence, self-direction and self-esteem. Toward this goal, the following programs and services are offered:

Academic Counseling
Academic counseling includes educational goal-setting, exploring educational options and opportunities, evaluating educational potential, and providing the student with clear, concise and up-to-date educational information.

Career Counseling
Career counseling provides the student with an opportunity for clarification and integration of career and educational goals, study of careers and life-styles, vocational and career testing, and presentation of resource speakers, special career counseling events and career decision making courses.

Personal Counseling
Personal counseling is provided on a limited basis to students who seek assistance in resolving personal, relational, self-identity, or health-related problems which are limiting or interfering with the student’s ability to successfully pursue a college education.

Career Development and Counseling Courses
A variety of counseling courses covers such topics as College Survival Skills, Careers and Lifestyles, Job Search Methods, Study Skills, Cross Cultural perspectives, and a wide range of personal growth subjects including communication. The courses offer students an opportunity to explore academic, career and personal development within a structured group setting.

Transfer and Career Center
The Transfer and Career Center is located in the front of the Counseling building. The Center assists students in preparing to transfer to four-year schools and selecting a career.

• Transfer function of the Center provides detailed information on transfer-institution requirements and assists with filling out applications and completing Transfer Admission Agreements. Regular visits of representatives from four-year schools are scheduled through the Center.

• Career Function provides career counseling in addition it hosts a career resource library which includes a collection of books, articles, catalogs, tapes, and computer-based materials to assist the student in exploring employment options and careers.

DISABILITY and EDUCATIONAL SUPPORT PROGRAM (DESP)
(408) 741-2010
The primary purpose of DESP at West Valley College is to facilitate the success of students with disabilities in classes and programs. A variety of services and special classes are provided in an effort to equalize educational opportunities for students as they move toward their educational or vocational goals. Course offerings are listed under Disability and Educational Support Program in this catalog.

Support Services
Support services are provided on an individual needs basis.

• Interpreters / RealTime Captioning
• Counseling
• Notetakers
• Alternate media / e-text

Specialized equipment

Readers
• Registration priority

Mobility assistance
• Liaison with campus and community
• Braille transcription
• Instructional support
• Test-taking assistance

Counseling Services
Specialized counseling is available to assist students with the college application and registration process and to provide academic, career and personal counseling to aid student success.

Learning Disability Services
Assessment of learning problems and courses for students with learning disabilities are offered.

Adapted Physical Education
Physical education courses designed for students with disabilities.

DEPS Computer Lab
Computer assisted instruction and evaluation and training in the use of computer technology are available.

Mobility Services
An accessible tram is available to provide on-campus transportation.

EMERGENCY BOOK ASSISTANCE
(408) 741-2080
Funds are limited but available on a first come first served basis for students taking a minimum of 6 units. These funds may be in grant form with the book being returned to the library or students or a loan which must be repaid. This activity is coordinated by the office of the Dean of Student Support Services located in the Admissions and Records building.

EDUCATIONAL TRANSITION FOR WOMEN AND MEN (ET)
(408) 741-2022
The Educational Transition (ET) Program is a re-entry program designed for adults. Re-entry students are:

• Adults whose college careers were interrupted because of work, family or personal circumstances.

• Adults who decided not to go to college after high school, but who now recognize its value to their lives.

• Adults who want to improve specific skills or fulfill particular goals.

• Adults who want a career or lifestyle change or are beginning their education for the first time or returning to complete their educational goals.
The Educational Transition (ET) Program provides re-entry, academic and career counseling and the friendship, encouragement and support needed to help an adult student feel confident, successful, and welcome at West Valley College.

**ET services include:**
- Open House
- Career, academic and personal counseling
- Peer advising
- Support groups and workshops
- Drop-in lounge
- Lounge for student veterans

ET is located in the Learning Services building.

**Learning Outcomes**
After accessing one or more ET services, a student will be able to:
- Define personal, career and/or academic goals;
- Identify and know how to access college and/or community support resources and services.

**EXTENDED OPPORTUNITY PROGRAMS AND SERVICES (EOP&S)**

**& COOPERATIVE AGENCIES**

**RESOURCES FOR EDUCATION (CARE)**

<table>
<thead>
<tr>
<th>Code</th>
<th>Contact Information</th>
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</thead>
<tbody>
<tr>
<td>(408) 741-2023</td>
<td>EOP&amp;S offers educational and financial support services to students who have historically experienced language, social and economic barriers. Students must meet the state mandated educational and financial disadvantage criteria to be considered eligible. The intent, purpose, and resources of EOP&amp;S are aimed at assisting students to achieve their academic and career goals.</td>
</tr>
<tr>
<td>(408) 741-2024</td>
<td>CARE is a program designed to help single parent students succeed in college. CARE students must be at least 18 years of age and single heads of household. The student or their child, who must be under 14 years of age, must be receiving CalWORKS/TANF/AFDC. All CARE students are also EOP&amp;S eligible.</td>
</tr>
<tr>
<td>(408) 741-2027</td>
<td>Services include: Book vouchers and grants</td>
</tr>
</tbody>
</table>

**FINANCIAL AID - STUDENT FINANCIAL ASSISTANCE**

<table>
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<tr>
<th>Code</th>
<th>Contact Information</th>
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<tbody>
<tr>
<td>(408) 741-2023</td>
<td>Financial aid assistance comes in the form of gift aid (grants and scholarships) and self-help aid (jobs/loans). Students must apply for aid and submit all required documentation. Please call for more information.</td>
</tr>
</tbody>
</table>

**How to Apply**
To apply the student must complete the Free Application for Federal Student Aid (FAFSA) either on line at: [www.fafsa.ed.gov](http://www.fafsa.ed.gov) or submit a paper application to the financial processing center. There are additional documents that may be required. Be sure to respond immediately to any requests made by the financial aid office.

**Learning Outcomes**
After accessing Financial Aid Services, a student will be able to:
- Submit applications and documentation for Financial Aid;
- Submit Financial Aid Appeals Packet;
- Submit Professional Judgment Packet for dependency override or adjustment of income;
- Complete loan application process.

**Financial Aid Programs**

<table>
<thead>
<tr>
<th>Federal</th>
<th>Pell Grant</th>
<th>Supplemental Educational Opportunity Grant (SEOG)</th>
<th>Academic Competitiveness Grant (ACG)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work Study</td>
<td>Direct Loans</td>
<td>State Programs</td>
<td>Board of Governor’s Waiver</td>
</tr>
<tr>
<td>Cal Grant B and C</td>
<td>CARE</td>
<td>Chaffee Foster Youth Grants</td>
<td>EOP&amp;S</td>
</tr>
</tbody>
</table>

For more information about these programs, please contact the financial aid office.

**Board of Governor’s Waiver (BOGW)**
The Board of Governor’s Waiver (BOGW) is one of the financial aid programs available at the college. This program waives the enrollment fee and a portion of the parking fees. Applicants must be California residents and meet other criteria. Interested applicants should visit [www.westvalley.edu/financialaid](http://www.westvalley.edu/financialaid) to fill out a Board of Governors Fee Waiver (BOGW) form and submit it to the financial aid office if the FAFSA has not yet been completed.

**Scholarship Program**
The West Valley College Scholarship Program is administered by the Financial Aid Office, and funds are provided by West Valley College Scholarship and Development Fund (Pell/Participation Program Donors), the West Valley/Mission Colleges Foundation, and various organizations and individual donors. Applications are usually available in December, through mid February. The awards will be announced in May of the current academic year to be used the following academic year. (i.e., Feb. 2010 deadline for the 2010/2011 school year.) The Financial Aid Office also maintains information on various scholarships offered and administered by outside donors and organizations. Interested applicants should contact the Financial Aid Office for more information.

**Veterans Administration Educational Benefits**
Veterans enrolled at the College may be eligible for educational benefits under the Veterans Administration Educational Benefits Program. These benefits include a monthly educational allowance. Most, but not all, of the courses at the College are approved for payment of VA benefits. Interested veterans and/or eligible dependents are urged to call or contact the Financial Aid Office located in the Admissions and Records Building.

In addition to the academic standards outlined in the West Valley Catalog and West Valley Schedule of Classes, Veterans collecting educational benefits will be subject to the following academic standards of the Veterans Administration for continuing eligibility:

1. Must maintain a minimum of at least 2.0 (C) cumulative grade point average in course work attempted.
2. Veterans falling below a 2.0 (C) cumulative grade point average will be given a maximum of two (2) semesters to correct the academic deficiency and bring their cumulative grade point average to at least the 2.0 (C) minimum requirements.
3. Veterans whose cumulative grade point average remains below 2.0 (C) for more than two (2) semesters will be allowed to pursue their educational goal but will not be certified for veteran's educational benefits until such time as their cumulative grade point average is at least 2.0 (C) or higher.

**HEALTH SERVICES**

<table>
<thead>
<tr>
<th>Code</th>
<th>Contact Information</th>
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<tbody>
<tr>
<td>(408) 741-2027</td>
<td>The College maintains a Student Health Service designated to facilitate the physical, emotional and social well-being of students to increase their potential for educational success.</td>
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<tr>
<td></td>
<td>Services include personal and crisis counseling, limited medical treatment, contraceptive counseling, screenings for blood pressure, vision, hearing, pregnancy and tuberculosis, health assessment, education and referrals to community resources.</td>
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<td></td>
<td>Services are provided by a team of health professionals including registered nurses, mental health counselors, and consulting physicians. Special programs and activities are conducted to address issues related to sexuality, substance abuse, HIV and other high risk health concerns.</td>
</tr>
<tr>
<td></td>
<td>Telephone advice to off-campus students is available. In addition, students can get information at the following website: <a href="http://www.westvalley.edu/services/health">http://www.westvalley.edu/services/health</a></td>
</tr>
</tbody>
</table>

**Learning Outcomes**
After accessing one or more Health Services programs, services, and/or activities, a student will be able to:
- Demonstrate knowledge of physical, social and emotional health issues including risk factors, prevention measures, and treatment options, to embrace healthy lifestyle behaviors.

**INTERCOLLEGIATE ATHLETICS**

<table>
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<tr>
<th>Code</th>
<th>Contact Information</th>
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<tbody>
<tr>
<td>(408) 741-2017</td>
<td>The College offers men's and women's sports at the intercollegiate level. West Valley College is a member of the Coast Conference and participates in football, cross country, water polo, soccer, basketball, track, baseball, softball, swimming, wrestling, and volleyball. Students interested in participation and in learning about eligibility requirements may contact the Department of Physical Education and Athletics at West Valley College.</td>
</tr>
</tbody>
</table>

**The College offers men’s and women’s sports at the intercollegiate level. West Valley College is a member of the Coast Conference and participates in football, cross country, water polo, soccer, basketball, track, baseball, softball, swimming, wrestling, and volleyball. Students interested in participation and in learning about eligibility requirements may contact the Department of Physical Education and Athletics at West Valley College.**
CAMPUS SAFETY
The West Valley/Mission College District strives to maintain a safe environment for students, faculty, and visitors to pursue educational objectives. However, a truly safe and secure campus can only be achieved with cooperation of all members of our college community. Please see the schedule of classes for further information on crime prevention.

The District takes great pride in being among the safest campuses in the South Bay area. A detailed campus safety brochure is available on request or at many on-campus student services locations. The West Valley/Mission College District Police Department submits monthly crime statistics to the Department of Justice. Current statistics are available from the Police Department and in the schedule of classes.

DISTRICT POLICE
The West Valley/Mission District Police Department provides police patrols during class sessions, weekends, and holidays. The District Police have full state law enforcement authority identical to that of your local police and sheriff. Officers are responsible for a wide range of public safety services, including crime reports, traffic accidents, criminal investigations, and all other incidents requiring police assistance. District Police Officers maintain a mutual aid policy with the police of the city of Santa Clara and the Santa Clara County Sheriff's Department.

District Police Officers may be supplemented by non-sworn, uniformed Parking Enforcement Officers, who may assist with non-emergency situations, aid motorists, provide campus information, issue parking citations, direct traffic, and provide safety escorts and foot patrol services during evening hours.

Please see the schedule of classes for further information on campus safety, a drug free campus, and Student Right to Know. For further information regarding the District Police, parking, “Student Right to Know” and crime statistics, visit: www.wvmccd.cc.ca.us/police. “Student Right to Know” information is also available at the District Police Office.

SAFETY SERVICES & ASSISTANCE
The District Police will provide you with assistance and investigate thefts, assaults, harassment, or other crimes. Printed information on crime prevention, substance abuse, and personal safety are available to you at no charge.

Safety escort services are available at both campuses at no charge by calling the District Police Business Office (741-2092).

TRANSFER CENTER
The Transfer and Career Center is located in the Counseling building. The center assists students in preparing to transfer to 4-year schools, selecting a career and exploring various fields of employment.

- Transfer function of the center provides detailed information on transfer process, assists students in filling out university applications and completing transfer admission agreements. University representatives are available to meet with students one-on-one.
- Career function of the center contains a selection of books, articles, catalogs and computer-based materials to assist the students in exploring career options. The EUREKA career information system (a computerized up-to-date library of occupational and educational information) is available for students to use.

Learning Outcomes
Through participation in Transfer Center activities, a student will be able to

- Identify three four year institutions that offer a particular major;
- Access and complete the CSU Mentor Transfer Planner;
- Access and complete the UC Pathways application;
- Describe the available transfer services.
Administration

ARAGON, GINNY, 1988
Dean, Student Support Services
B.A. in Social Science, Colorado State University; M.A. Guidance and Counseling, Adams State College.

CHOW, FRED, 2001
Dean, Information Technology and Services
B.A. in Accounting, University of Hawaii; MBA, in Information Systems, San Francisco State University.

FISHBAGH, DAVE, 1993
Vice-President, Instruction
A.A. in Interdisciplinary Studies, Chabot College; A.B. in English, University of California, Berkeley; M.L.S. in Library Science, San Jose State; Post-Master’s Certificate in Library Management, University of California, Berkeley.

GASKIN, LORI 2009
President
B.A. in Geography, University of California, Los Angeles; M.A. in Geography, University of California, Los Angeles; Ph.D. in Educational Leadership, University of Nevada, Reno

PINE, CELINE, 1998
Dean, Instruction
B.Sc. P. and M. Sc. A. University of Montreal, Ph.D. Architecture, University of Wisconsin-Milwaukee., Certified Interior Designer, IDEC, IIDA, ACADIA.

PROCHASKA, FRED, 1986
Dean, Career Education and Workforce Development
B.A. in Social Welfare, Pennsylvania State University; M.S.W. (Master in Social Work), West Virginia University; M.P.H. (Masters in Public Health), University of Pittsburgh; Ph.D in Social Work, University of Pittsburgh

RENZI, MICHAEL JOHN, 2007
Vice President, Administrative Services
Juris Doctor, Santa Clara University School of Law; B.S. in Political Science, Minor in Philosophy, Santa Clara University; Graduate, U.S. Army School of Finance and Accounting

HINES, VICTORIA, 2009
Vice President, Student Services
Ed.D. Doctor of Education, International and Multicultural Education—University of San Francisco; Master of Arts Degree, English—California State University, Chico; Bachelor of Arts Degree, English—California State University, Chico

Economic Development Managers

CONROY, MAE, 2001
Program Manager, CalWorks Program
MSW San Jose State University

ERICKSON, DONNA, 2006
Program Manager, Foster Kindship Care Education
Masters Degree in Counseling, University of San Francisco, School of Education; Bachelor of Arts Degree in Health Services Administration, Saint Mary’s College of California; Certificate, Childbirth Education Instructor, Mission College; Diploma, Nursing, Mt. Sinai Hiptal School of Practical Nursing, Miami Beach.

ESMAILI, DAVID, 1998
Program Manager, Advanced Transportation Technologies
Bachelors Degree in Political Economy of Natural Resources from the University of California at Berkeley and has done graduate work in Environmental Studies at San Jose State University. After graduation from U.C. Berkeley David co-founded and served as vice-president of the South Bay Young Blues (a California Alumni Club).

KOBAYASHI, FRANK, 2007
Program Manager, Business and Professional Training
A.A. in Business, Santa Rosa Junior College; A.S. in Child Development, Santa Rosa Junior College; B.S. in Human Development, University of California at Davis; M.A. in Education Policy and Evaluation, Stanford University; Ed.D. in Educational Leadership from University of California Davis.

WEISS, BERNIE, 2006
Director, Silicon Valley Center for International Development (CITD)
B.A. (Honors in Economics) from New York University; Master’s Degree in International Economics from the Maxwell Graduate School at Syracuse University.
<table>
<thead>
<tr>
<th>Faculty</th>
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<tbody>
<tr>
<td>ACCORNERO, MARC, 1998</td>
<td>Instructor in Spanish, Italian &amp; Music</td>
</tr>
<tr>
<td>Certificado de Estudios-Spanish: University of Madrid, Spain; B.S. in Spanish: University of California, Los Angeles; M.A. in Spanish and Latin American Literature, University of California, Berkeley; Certificate in German Art song, Franz-Schubert-Institut, Baden-biel-Wien, Austria; Vocal Studies at the San Francisco Conservatory of Music; Candidacy for the Ph.D. in Romance Languages and Literatures, University of California, Berkeley.</td>
<td></td>
</tr>
<tr>
<td>AITKEN, SALLY S., 1989</td>
<td>Instructor Fashion Design and Apparel Technology</td>
</tr>
<tr>
<td>B.S. Design, University of California, Davis. Professional Certification with the Academy for Leadership Training and Development. Additional graduate study, University of Nebraska, Lincoln. Experience developing industry/education partnerships, workforce preparation and integrated curriculum.</td>
<td></td>
</tr>
<tr>
<td>ALLEN, GREGORY, 1999</td>
<td>Instructor in Mathematics</td>
</tr>
<tr>
<td>B.S. in Mathematics, San Jose State University; M.A. in Mathematics, San Jose State University.</td>
<td></td>
</tr>
<tr>
<td>ANDREWS, PATRICIA, 1990</td>
<td>Instructor in Political Science</td>
</tr>
<tr>
<td>B.A. in Social Science, San Jose State University; M.A. in Social Science, San Jose State University; M.A. in Political Science, San Jose State University.</td>
<td></td>
</tr>
<tr>
<td>ANTHONY, ROBERT, 2000</td>
<td>Instructor in Digital Media</td>
</tr>
<tr>
<td>B.F.A. in Advertising Design, Art Center College of Design</td>
<td></td>
</tr>
<tr>
<td>ARNOLD, KATHY, 2005</td>
<td>Instructor in Art</td>
</tr>
<tr>
<td>Master of Fine Arts in Art (MFA in Art), Honors, University of Kansas, Lawrence, Kansas. BFA, Phi Kappa Phi, University of Kansas, Lawrence, Kansas.</td>
<td></td>
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<tr>
<td>AUFHAUSER, KIM, 1991</td>
<td>Instructor in Park Management</td>
</tr>
<tr>
<td>B.S. in Wildlife Management, Humboldt State University; M.A. in Experimended-Based Leadership Training and Program Development, Prescott College. National Park Service Ranger (16 years); EMT; Extensive experience in mountaineering and technical climbing, wilderness travel, providing extended medical care in remote settings, ground search and technical rescue.</td>
<td></td>
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<tr>
<td>BARTA, GAIL ANN, 1991</td>
<td>Instructor in English as a Second Language</td>
</tr>
<tr>
<td>B.A. in French, Eastern Illinois University; Diploma Annuel, University of Paris; MATELS, University of Illinois, Champaign-Urbana; Certificate in Management Effectiveness, University of Southern California.</td>
<td></td>
</tr>
<tr>
<td>BAUTISTA, JOSE, 2004</td>
<td>Instructor in Psychology</td>
</tr>
<tr>
<td>B.A. in Psychology, San Jose State University; M.A. in Psychology, San Jose State University.</td>
<td></td>
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<tr>
<td>BENKOSKI, STANLEY J., 1999</td>
<td>Instructor in Mathematics</td>
</tr>
<tr>
<td>B.A. in Mathematics, University of California, Riverside; M.A. in Mathematics, California State University, San Diego; Ph.D. in Mathematics, The Pennsylvania State University.</td>
<td></td>
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<tr>
<td>BERLANI, ROBERTA, 1993</td>
<td>Instructor in Biology</td>
</tr>
<tr>
<td>B.S. in Biology, Yale University; Ph.D. in Biological Sciences, Columbia University.</td>
<td></td>
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<tr>
<td>BLASBERG, STEVEN, 1980</td>
<td>Instructor in Mathematics</td>
</tr>
<tr>
<td>B.S. in Mathematics, Stanford University; M.S. in Mathematics, M.A. in Education, M.S. in Computer Science, Stanford University; additional graduate study, San Jose State University.</td>
<td></td>
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<tr>
<td>BOUDREAX, PAULETTE, 1996</td>
<td>Instructor in English</td>
</tr>
<tr>
<td>B.A. in Journalism, Northeastern University, Boston; M.F.A. in English and Creative Writing, Mills College.</td>
<td></td>
</tr>
<tr>
<td>BOWERS-GACHESA, WENDY, 1999</td>
<td>Instructor in Nutrition Studies</td>
</tr>
<tr>
<td>Bachelor’s in General Studies (BGS), University of Michigan; Master of Public Health Nutrition (MPH), University of North Carolina, Chapel Hill; Registered Dietitian (RD), American Dietetic Association.</td>
<td></td>
</tr>
<tr>
<td>BRUECKNER, HEIDI, 2000</td>
<td>Instructor in Art</td>
</tr>
<tr>
<td>B.A. Art History and B.A. Studio Art, University of Santa Cruz M.F.A., University of Kansas.</td>
<td></td>
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<tr>
<td>BANGLE, ANGELICA, 1993</td>
<td>Counselor/Instructor Honors Program</td>
</tr>
<tr>
<td>Academic Senate President 2005-2006</td>
<td></td>
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<tr>
<td>B.S. in Organizational Behavior, University of San Francisco; M.A. in Counseling, San Jose State University; Ed.D in Educational Leadership and Change, Fielding Graduate University; additional doctoral study, Organization and Leadership, University of San Francisco.</td>
<td></td>
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<tr>
<td>BULUT, CIGDEM, 2006</td>
<td>Instructor in Interior Design</td>
</tr>
<tr>
<td>B.F.A. in Interior Architecture and Environmental Design, Bilkent University, Turkey; M.A. in Interior Design, Iowa State University.</td>
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<tr>
<td>BURRILL, LEIGH, 2004</td>
<td>Instructor, English</td>
</tr>
<tr>
<td>B.A. in Philosophy and Women’s Studies, University of California, Los Angeles; M.A. in Literature and Composition, San Francisco State University; additional graduate study at the University of California, Santa Cruz.</td>
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<tr>
<td>BUTCHER, ALYSON, 2001</td>
<td>Instructor in Mathematics</td>
</tr>
<tr>
<td>B.S. in Mathematics, Sonoma State University; M.S. in Statistics, Oregon State University.</td>
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<tr>
<td>BYERS, MICHAEL, 1998</td>
<td>Counselor/Instructor</td>
</tr>
<tr>
<td>A.A., Liberal Arts, Orange Coast College; B.A., Journalism, Public Relations Emphasis, Humboldt State University; M.S.W. of Master Social Work, Clinical Concentration, Children, Youth and Families Emphasis, San Diego State University. Licensed Clinical Social Worker.</td>
<td></td>
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<tr>
<td>CALLNER, JAMES, 1986</td>
<td>Instructor in Theatre Arts</td>
</tr>
<tr>
<td>B.A. in Radio/TV/Film, M.A. in Theatre Arts, San Jose State University;Additional study at San Francisco State University</td>
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<tr>
<td>CARDENAS, ALICIA, 2008</td>
<td>Counselor</td>
</tr>
<tr>
<td>B.S. Administration of Justice and Minor in Sociology, San Jose State University; M.A. Counseling Education, San Jose State University</td>
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<tr>
<td>CAREY, KELLY, 1996</td>
<td>Instructor in Digital Media/Internet Services</td>
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<tr>
<td>B.A. in Organizational Behavior, MHROD in Organizational Development, Ed. D in Organizational Leadership/Pacific Leadership International, University of San Francisco.</td>
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<tr>
<td>CASTELLO, RANDY, 1986</td>
<td>Instructor in Accounting</td>
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<tr>
<td>B.S. and M.S. in Accounting, University of Wyoming.</td>
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<tr>
<td>CHALLAS, JASON, 2005</td>
<td>Instructor in Art</td>
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<tr>
<td>CHIN, BRAD, 1999</td>
<td>Instructor in Mathematics</td>
</tr>
<tr>
<td>B.A. in Applied Mathematics, University of California, Berkeley. Ph.D in Applied Mathematics, University of California, Berkeley.</td>
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<tr>
<td>CIRIALDO, DON, 1995</td>
<td>Instructor in Philosophy</td>
</tr>
<tr>
<td>B.A. in Philosophy and English, San Jose State University; M.A. in Philosophy, San Jose State University.</td>
<td></td>
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<tr>
<td>CISNEROS, REBECCA, 1999</td>
<td>Instructor in English</td>
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<tr>
<td>CLAY, CLARK, 1987</td>
<td>Counselor/Instructor</td>
</tr>
<tr>
<td>B.S. in Home Economics Education, Texas Technological University; M.A in Marriage, Family, and Child Counseling, Santa Clara University; Licensed Marriage, Family, Child Counselor; Certificate in Drug and Alcohol Studies, San Jose State University; additional graduate study, University of California, Santa Cruz; San Jose State University.</td>
<td></td>
</tr>
<tr>
<td>CLAY, WILLIAM, 2004</td>
<td>Instructor in Theatre Arts</td>
</tr>
<tr>
<td>B.A. in Comparative Literature, U.C. Santa Cruz; M.F.A. in Film Production, Ohio University; M.A. in English with a concentration in Composition, San Francisco State University; Certificate in the Teaching of Post-Secondary Reading, San Francisco State University.</td>
<td></td>
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<tr>
<td>CLAY, WHITNEY, 2004</td>
<td>Instructor in Reading</td>
</tr>
<tr>
<td>B.A. in Comparative Literature, U.C. Santa Cruz; M.F.A. in Film Production, Ohio University; M.A. in English, University of Vermont.</td>
<td></td>
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<tr>
<td>COLSON, JUDITH, 1995</td>
<td>Instructor in DESR, Learning Specialist</td>
</tr>
<tr>
<td>A.A. in Social Science, Canada College; B.A. in Liberal Arts, California State University Chico; M.A. in Education with emphasis in Special Education, Santa Clara University.</td>
<td></td>
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<tr>
<td>CORNEJO, ROBERT, 2002</td>
<td>Instructor in Music</td>
</tr>
<tr>
<td>B. Music, in Composition, University of British Columbia; Professional Development Program, Teacher Certification, Simon Fraser University; M. Music, in Choral Conducting, Central Washington University. Additional graduate studies in Orchestral Conducting, Orchestration, Theory and Composition at McGill University, Montreal.</td>
<td></td>
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<tr>
<td>CROSBY-LUNDIN, ANNE, 2001</td>
<td>Lab Faculty Specialist, Disability and Educational Support Program</td>
</tr>
<tr>
<td>B.A. in History, Oberlin College; B.A. in East Asian Studies, Oberlin College; MS in Information Science Indiana University at Bloomington.</td>
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</tbody>
</table>
CRUMLEY, MAXWELL, 1991
Instructor in Photography/Lab Faculty
Specialist
M.A. in Instructional Technology, San Jose State University.

CRUZ, CHRISTOPHER, 1998
Instructor in Park Management
B.A. Spanish Culture and Civilization, Indiana University; M.A. Environmental Studies, Prescott College; Additional Graduate work in Public Administration, Florida International University; 26 years as National Park Resource Protection Ranger (EMT); 2 years with Miami-Dade County Parks; ESRI Authorized Instructor ARCGIS I.

CRYER, CHRISTOPHER, 1997
Instructor in Art
B.A. in Art, C.S.U. Stanislaus, M.F.A. in Computers in Fine Art, San Jose State University.

CUBIE, MICHAEL, 1993
Counselor
B.A. in Philosophy, San Jose State University; M.S. in Clinical Psychology, San Jose State University; Ph.D. in Psychology, Wright Institute at Berkeley, California Community College Credentials in Basic Education, Psychology, Counseling, and Supervision; Licensed Psychologist #PSY20021

DAVIS, HEIDI, 1999
Instructor in Physical Education
B.S. degree in Animal Science from Cal Poly, San Luis Obispo; M.A. degree in Kinesiology from San Jose State University; Ed.D. in Educational Leadership and Change from Fielding Graduate University. Health Fitness Instructor and Group Exercise Leader Certifications through the American College of Sports Medicine.

DE LA ROSA, LOU, 2004
Instructor in Music

DEDEN, TOM, 2002
Instructor in Sociology
B.S. in Business Administration, University of Southern California; M.A. in Sociology, University of Michigan, Ann Arbor

DIAMOND, HEIDI, 2004
Instructor in Business
B.S. in Industrial and Labor Relations, Cornell University; M.B.A. in Business Administration and Policy, Baruch College, additional graduate study, New York University.

DUNDURS, KARINA, 1996
Instructor, Computer Applications
B.S. in Business Management, University of San Francisco.

EHLERS, GRETCHE, 2006
Instructor in Mathematics
B.A. in Mathematics, Pomona College; M.A. in Education, Stanford University; M.A. in Mathematics, San Jose State University.

EITEL, GEORGE, SCOTT 2008
Instructor in Physical Education, Basketball Coach
B.A. in History, St. Mary's; M.A. in Health, Physical Education & Recreation, St. Mary's

EPPRSON, DOUGLAS, 2004
Instructor in Physics
B.S. in Physics, Sonoma State University; M.S. in Physics, San Francisco State University; Ph.D. in Physics, University of California, Santa Cruz; Research in High Energy Particle Physics, HERA Accelerator, Hamburg, Germany, Taught Physics at Cal Poly, San Luis Obispo.

FARRELL, MEG, 2004
Instructor in Communication Studies
B.A. in Speech Communication with Minor in Broadcast Journalism, San Diego State University; M.A. in Communication Studies, San Jose State University.

FENTON, J. PATRICK, 1983
Instructor in Computer & Information Systems
B.S.C. in Accounting, University of Santa Clara; M.B.A., University of Santa Clara.

FINCH, JEAN
Counselor, Disability and Education Support Program
BS in Education from Kutztown State College in Pennsylvania and an MA in Counseling Psychology (concentration Marriage Family and Child Counseling) from the College of Notre Dame in Belmont.

FOREHAN, JEFF, 2005
Instructor in Music
M.A. in Music w/ Emphasis in Recording Arts & Electronic Music, California State University, Chico; BA in Music ‘With Distinction’ Sonoma State University; Additional Music Study: Dick Grove School of Music; Diploma: Composition and Arranging Program; Additional Music Study: Berklee College of Music.

FUJISHIN, RANDY M., 1978
Division Chair, Instructor in Communication Studies
B.A. in Speech Communication, University of California at Santa Barbara; M.A. in Speech Communication, San Jose State University; M.A. in Counseling Psychology, Emphasis in Marriage, Family, and Child Therapy, University of San Francisco.

GAJERO, KRISTINA, 1999
Instructor in Health Care Technologies
A.S. in Medical Assisting, Fresno City College, B.A. in Health Services Administration, Saint Mary's College of California; E.I.D. in Educational Leadership, Mary's College of California

GALLARDO, LETICIA 2007
Instructor in Biology
A.A. in Natural Sciences, A.A. in Liberal Arts and Sciences from College of Marin; B.S. in Integrative Biology from the University of California, Berkeley; M.S. in Biology from Arizona State University

GARCIA-SCHEPER, MARIA 1999
Counselor
B.S. in Business Administration, concentration in Management, San Jose State University; M.A. in Counseling Education, San Jose State University.

GEARY, MICHELLE, 2004
Instructor in Biology
B.S. in Biology (Botany concentration) Sonoma State University; Ph.D. in Plant Biology, University of California, Davis.

GEORGE, FRED, 1996
Instructor in Computer & Information Systems
B.S. in Engineering with an emphasis in Computer Science, San Jose State University; M.S. in Engineering, Santa Clara University.

GERZANICS, JANINE, 2000
Instructor in Journalism/English

GHAHRAMANI, SOROUCH, 2006
Instructor in Architecture, Department Chair
Master of Architecture, Ph.D., Monument Restoration, University of Rome "La Sapienza" Rome Italy; Licensed Architect in Italy; International Member of the AIA.

GHODRAT, NANCY, CPA, 2005
Instructor in Accounting
M.S., Taxation, San Jose State University; B.S., Business Administration (Accounting), San Jose State University; Certified Public Accountant (CPA) since 1993. Over ten years of experience in public accounting and industry. Previous tax manager at Ernst and Young, Sarbanes Oxeley Compliance Consultant.

GOLAIN, TINA, 1999
Instructor in English
B.A. in English, Santa Clara University; M.A. in American and British Literature with a minor in Jewish American and Holocaust Literature, Kansas State University; Credential in Technical Writing, Kansas State University.

GOLBETZ, TOM, 1998
Counselor
B.A. in Psychology, UC Santa Barbara; M.A. in Counseling, San Diego State University; additional graduate study, University of California, San Diego.

GRAY, DULCE, 2004
Instructor in English
B.A. in English and Secondary Education, Lehman College; M.A. in English, City University of New York; Ph.D. in English, Indiana University, Bloomington.

GUTIERREZ, NICOLA, 2005
Instructor in Political Science
B.A. in International Affairs, Eastern Washington University; M.A. in Government, New Mexico State University.

GUZMAN, RON, 2002
Instructor in Art
B.A. in Studio Art/Art History, Sonoma State University; M.A. in Pictorial Arts, San Jose State University; M.F.A. in Pictorial Arts, San Jose State University.

HACKWORTH, CHERYL, 2006
Instructor in Biology
B.S. in Molecular, Cell, and Developmental Biology, UCLA; Ph.D. in Plant and Microbial Biology, UC Berkeley.

HANDA, LARRY S., 1985
Instructor in Mathematics
B.S. in Mathematics, Harvey Mudd College; M.A. in Mathematics, Claremont Graduate School

HANNIGAN, JOHN, 2002
Instructor in Communication Studies
A.A. in Liberal Arts, West Valley College; B.A. in Communication Studies, San Jose State University; M.A. Communication Studies, San Jose State University; Ph.D. in Organizational Management, Capella University.
HARRIS, LENORE, 2002
Instructor in English
B.A. in Social Science, University of California, Berkeley; M.A. in Writing, University of San Francisco.

HARRISON, BLAINE, 1998
Instructor in Chemistry
B.S. in Bio-Chemistry, Cal Poly State University (San Luis Obispo); Ph.D. in Chemistry, University of California, Santa Cruz; additional graduate work, Sacramento State University.

HASTY, JOE, 2003
Instructor in Geography/Dept. Chair
B.A. in Geography and History, Chico State University; M.A. in Geography, San Jose State University.

HENDERSON, JIM, 2001
Division Chair/Instructor in Business and Accounting
B.A. in Accounting, San Francisco State University, a Community College teaching credential, and 34+ years experience in business.

HERNANDEZ, LETICIA SANCHEZ-MENDOZA, 1993
Counselor and Instructor
B.A. in Biological Sciences, Santa Clara University and San Jose State University; California Community College Teaching Credential (Basic Education), U.C. Berkeley; M.A. in Counseling Education, San Jose State University.

HOPKINS, STACY, 2005
Instructor in Paralegal
B.S. Political Science California University Chico; J.D. Santa Clara University School of Law.

HOTTA, LESLIE, 1996
Instructor in Child Studies
A.A., Early Childhood Education from West Valley College B.A., Computer Mathematics from San Jose State University, M.A. Human Development from Pacific Oaks College.

HUGHMANICK, MICHAEL D., 1970
Instructor in Psychology
B.A. in Philosophy, University of Santa Clara; M.A. in Psychology, San Francisco State University; additional graduate study, University of Colorado, Boulder, and Stanford University.

HURD, DIANE TSUKAMOTO, 1993
Instructor in Interior Design
B.A. in Interior Design, San Jose State University, Certified Interior Designer, American Society of Interior Designers, Interior Design Educators Council.

JAVAN, FARANEH, 1998
Instructor in Health Care Technologies
MD, Tehran
Tehran University, Tehran/Iran

JOHNSON, ELIZE, 2005
Counselor, ET Coordinator
M. Ed. University of Virginia; B.S. Psychology, James Madison University, Virginia.

JUAREZ, STEPHEN, 2002
Instructor in History
A.A. in History, Riverside Community College; B.A. in European History, University of California, Riverside; M.A. in European History, University of California, Berkeley; ABD in U.S. History, Stanford University; additional graduate study in European, U.S. Labor Intellectual History at Yale University.

KAAZ, LISA, 1999
Lab Faculty Specialist
B.S. in Organizational Management, University of San Francisco; M.A. in Instructional Technology, San Jose State University.

KALIVITS, VASILIKI, 2004
Instructor in English

KAMBEITZ, GUS, 2002
Instructor in Music
B.A. in Jazz Performance (bass), San Jose State University; M.A. in Jazz Composition, Washington State University; additional graduate study, Washington State University, University of Miami.

KEA, JANIS Y.F., 2002
Instructor in Economics
B.A. with Distinction in Economics, University of Hawaii, Manoa; M.A. in Economics, University of Hawaii, Manoa; Ph.D. in Economics, University of Hawaii, Manoa.

KELLER, TINA, 2005
Department Chair / Instructor, Fashion Design and Apparel Technology
Born and raised in Finland.
Hame Polytechnic Wetterhoff, Hameenlinna Finland, 1979 Associate of Arts Degree, Fashion Design and Textile Arts, 1982 Bachelor of Science Degree, Fashion Design and Textile Arts; 1991 College Teaching Credential
Work experience; entrepreneur in custom tailoring, industry experience in production and designing, retail merchandising of high end fashion, Living and working in Finland, Egypt and United States. Teaching Fashion Design in West Valley College since 1999.

KELLY, JON TIMOTHY, 2002
Instructor in History and Political Science
B.A. in History, University of California, Irvine; M.A. in U.S. Area Studies (Politics and Foreign Policy), Institute of United States Studies, University of London; Ph.D. in U.S. History, University of California, Irvine

KERWIN, JENNIFER, 1996
Instructor in Physical Education, Soccer Coach
B.S. in Physical Education and Athletic Training, Canisius College, Buffalo, New York; M.S. in Physical Education and Health, University of New Mexico.

KIM, YANGHEE, 1997
Librarian
B.A. in Education, Yonsei University (Seoul, Korea); M.L.S. in Library Science, Kent State University.

KINDON, ANDY, 2004
Instructor in Anthropology, Department Chair
B.A. with Distinction in Anthropology, Kenyon College; M.A. in Anthropology, University of California, Los Angeles; Ph.D. in Anthropology, University of California, Los Angeles.

KNIGHT, CAROL, 1990
Instructor in Physical Education
B.S. in Kinesiology and Physical Education, California State University, Hayward. California Community College Instructors Credential.

LaFAVE, SANDRA A., 1986
Instructor in Philosophy
B.A. in Philosophy, Fordham University, Bronx, New York; Ph.D. in Philosophy, Claremont Graduate School, Claremont, California.

LERM, JESS, 2004
Instructor in English
B.A. in English Literature and Chicano Studies, University of California, San Barbara; M.A. in English Literature, California State University, Fresno

LILY, JANE, 2004
Instructor in Interior Design
B.Sc. in Interior Design Concentration, University of California at Davis; Master of City and Regional Planning - Urban Design Option, College of Architecture and Environmental Design, California Polytechnic State University.

LIN, LNGYEE, 2004
Instructor in Physics
B.S. in Physics, National Taiwan Normal University, Taipei, M.S. in Physics, State University of New York, Albany

LIU, SAM, 2006
Instructor in Economics
B.A. in Economics, Princeton University; Ph.D in Economics, Massachusetts Institute of Technology.

LOPEZ, ROBERT, 2000
Instructor in Geology
Ph.D. in Earth Sciences, University of California, Santa Cruz; B.S. in Geology, California State University, Hayward; A.A. in General Studies, Palomar Community College; additional graduate study, the University of New Mexico, Albuquerque; Post doctoral work at Universidad Nacional Autonoma de Mexico and University of California, Santa Cruz.

LOUDBERACK, PATRICIA, 2001
Instructor in Health Education
B.S. Health Science, California State University, Northridge; Master in Public Health (MPH), San Jose State University; Registered Physical Therapist (FT), American Physical Therapy Association; Certified Health Education Specialist (CHES), National Commission for health Education Credentialing.

LOWRY, JULIE, 1976
Instructor in Physical Education
B.A. in Physical Education (Dance Emphasis), San Francisco State University; M.A. in Theatre Arts-Dance, San Jose State University.

MAIA, JULIE, 1990
Instructor in English
A.A. in Language Arts, Laney College; B.A., M.A. and Ph.D (ABD) in English Literature, University of California, Berkeley. Endowment for the Humanities fellowship, 2001; Fulbright-Hays fellowship, 2005. Postgraduate study at Stanford University, San Jose State University, University of California, Santa Cruz, Towson University and University of the West Indies, Barbados.

MALMUTH-ONN, ANN, 1981
Coordinator, Honors
Instructor in Physical Education and Dance
B.A. in Anthropology, Stanford University; M.A. in Education–Dance, Stanford University; additional graduate study, Tel Aviv University, University of California, Santa Cruz.

MATHIESON, PEGGY, 2004
Instructor and Department Chair, Paralegal
B.A. in Psychology, Pennsylvania State University; J.D., Hastings College of the Law.
McCANN, STEVEN, 1997
Instructor in Physical Education
Martial Arts
B.S. in Business Administration with a concentration in Accounting, San Jose State University; M.A. in Physical Education with a concentration in Biomechanics, San Jose State University.

McGINLEY, LEANN, 2001
Assessment Coordinator, Articulation Officer
B.A. in Psychology, Goucher College; M.A. in Psychology, University of Delaware; Ed.D. in Organization and Leadership, University of San Francisco; additional graduate study at California State University, Hayward.

McINTOSH, JEAN, 2002
Instructor in Digital Media/Internet Services
B.A. in Sociology, University of Saskatchewan, Canada; B.F.A., in Digital Graphics, Hayward State University.

MENDELSOHN, BENJAMIN MARK, 1996
Instructor in Astronomy
Director of the Planetarium
B.S. Electrical Engineering and Computer Science, University of California at Berkeley; M.S. Aeronautics and Astronautics Engineering, Stanford University; CFI & AGI, Federal Aviation Administration; additional graduate study in Mechanical Engineering, Santa Clara University; Planetarium Professional, Alexander F. Morrison Planetarium at the California Academy of Sciences, Charles F. Hagar Planetarium at San Francisco State University; Holt Planetarium at the Lawrence Hall of Science, Minitoa Planetarium at De Anza College.

MILLER, CHERYL, 1995
Director of DESP, Learning Specialist
B.A. in Speech Pathology and Audiology, University of Vermont; M.A. in Speech and Language Pathology, Northwestern University.

MILLS, MARYANNE, 2004
Librarian

MIN, KYUNGH (KEAE), 1995
Instructor in Fashion Design & Apparel Technology

MOORE-WINES, KATHERINE, 2001
Instructor in Child Studies
B.S. in Education, Child and Family Studies, Bowling Green State University, Bowling Green, Ohio M.A. Human Development, the Merrill-Palmer Institute of Wayne State University, Detroit, Michigan. Additional graduate study, Pacific Oaks College.

MORA-EVANS, MARTA, 2002
Counselor/Ca1WORKS Program Coordinator
A.A. Liberal Arts, West Valley College; B.S. Organizational Behavior, University of San Francisco; M.A. Counselor Education, San Jose State University.

NASH, CAROLYN, 1981
Counselor
B.A. in Social Science, San Francisco State University; M.S. in Counseling, California State University, Hayward; additional graduate study, University of California, Berkeley; Golden Gate University.

NORRIS, NATHAN, 1996
Instructor in Biology
B.S. in Aeronautics, San Jose State University; M.A. in Biology (Physiology), San Jose State University; additional graduate study, University of Washington.

ORTEGA, SYLVIA, 2004
Instructor in English as a Second Language
B.A. in Spanish, Special Emphasis in Ethnic Studies, Santa Clara University; M.A. in Teaching English as a Second Language, San Jose State University.

OVERSTREET, SUZANNE, 1995
Instructor in English as a Second Language
B.A. in English, Texas A & M University; M.A. in Teaching ESL, University of California, Los Angeles.

PAPE, RONALD, 2001
Instructor in English
Antelope Valley College; B.A., California State University, Northridge, M.F.A., Louisiana State University; Ph.D. A.B.D., Louisiana.

PATTERSON, SARA W., 2004,
Counselor, International Student Counselor/ PDSO, Athletics Counselor
AA General Education, Chabot College, Hayward, CA.; B.S. in Child Development, Child Development Emphasis, California Polytechnic State University, San Luis Obispo, CA.; M.A. in Education, specializing in Counseling and Guidance, California Polytechnic State University, San Luis Obispo, CA. NAFSA Member; NAFSA, N4A, 3C4A member

PAVAN, CAROL, 2001
Counselor
A.A. in Early Childhood Education, Cabrillo College; B.A. in Sociology, San Jose State University; M.A. Counseling Psychology, Santa Clara University; Licensed Marriage, Family, Child Therapist; additional graduate study at JFK University and Santa Clara University.

PEREII, ELIZABETH “Becky”, 1999
Coordinator, Student Health Services
B.S. in Nursing, Boston University; M.S. in Community and Mental Health Nursing, University of California, San Francisco; additional study includes participation in the 2005 California Community College Leadership Institute; Health Services Association of CCC Past President 2005-2006.

PEREZ, MICHAEL, 1990
Instructor in Physical Education
B.S. in Physical Education, San Jose State University; M.A. in Education, University of San Francisco; additional graduate study, San Jose State University.

PHAM, KIM MAN, 1992
Instructor in Mathematics
B.S. in Mathematics, University of California, Davis; M.A. in Mathematics, University of California, Davis.

PRITCHARD, MELVIN HUGO, 2004
Instructor in History
BA in History, San Francisco State University; MA in History, San Francisco State University; additional graduate study, Graduate and University Center, City University New York.

PROUDFOOT, BILL, 1994
Librarian
B.S. in Business Administration/Industrial Management, California State University, Sacramento; M.L.S., San Jose State University; TESL Certification, University of California Extension, Santa Cruz; additional graduate study in Geographic Information Science, San Jose State University.

RASCOV, JEFF, 1998
Instructor in Computer Applications, Digital Media
B.S. in Graphic Design, La Roche College; M.F.A. in Computer Graphics, Rochester Institute of Technology.

REED, MICHELLE, 2000
Instructor in Psychology
B.S. in Psychology, Santa Clara University; M.A. in Counseling Psychology, University of San Francisco; additional graduate study, University of California, Santa Cruz; University of California, Berkeley, Certification in Advanced Relapse Therapy (RPT).

REISS, CYNTHIA NAPOLI-ABELLA, 2005
Instructor in Art History
B.A. in Comparative Literature and Art History, University of California, Irvine; M.A. in Art History, San Francisco State University; Ph.D. Candidate, Art History, University of California, Irvine.

RUDY, DIANE, 1983
Instructor in Physical Education
B.S. in Physical Education, Athletic Training Emphasis, Arizona State University; M.A. in Human Performance, San Jose State University. Certification: National Athletic Trainers Association

RYAN, DAVID, 2004
Instructor in English as a Second Language
B.A. in Comparative Literature, minor in French, University of California, Irvine; M.A. in English, Certificate in Teaching English as a Second Language, Holy Names College; adult teaching credential in ESL/Basic Skills.

SAITO-LIU, LESLIE, 1997
Instructor in English,
B.A. in Communications, UC San Diego, M.A. in English (American Literature emphasis), San Diego State University.

SALCIDO, MELISSA J., 2004
Counselor / Puente Co-Coordinator
B.A. in Spanish with an emphasis in Chicano Studies, Stanford University; M.S. in Counseling with an emphasis in College, San Francisco State University.

SANDERS, PAUL D., 1981
Instructor in Communication Studies
B.A. in Political Science/Business Minor, Wittenberg University; M.B.A., University of Dayton; M.A. in Speech Communications, San Jose State University.

SANDFORD, BETSY, 1997
Librarian
A.B. in History, Washington University in St. Louis; M.S. in Library and Information Science, University of Illinois at Urbana-Champaign.

SANDVAL, RACHEL, 2006
Librarian
B.A. in Anthropology and Latin American Studies, University of California, Riverside; M.A. in Latin American Studies, Stanford University; M.L.I.S., Simmons College.
SANFORD, THOMAS, 2001
Instructor in Engineering
B.S. in Mechanical Engineering, Santa Clara University; M.S. in Mechanical Engineering, San Jose State University; M.B.A. San Francisco State University; J.D. Lincoln Law School of San Jose; Certified California Professional Civil Engineer; Certified California Professional Mechanical Engineer. Additional graduate study, Brigham Young University, College of Notre Dame, Lincoln University.

SCHREY, MOLLY, 2001
Instructor in Biology
A.A.S. in Liberal Arts/Social Sciences, Niagara Community College; B.S. in Biology Education, Buffalo State College; M.S. in Science Education, Buffalo State College.

SCHULTER, SUSAN, 1997
Instructor in English
B.A. in Literature, University of California; Santa Cruz; MFA in English, University of Massachusetts Amherst. Teacher Consultant for San Jose Area Writing Project.

SERNA, IRENE, 2006
Director, EOPS/CARE
San Jose State University, M.A. Counselor Education

SHAGOURY, RICHARD, 1995
Instructor in Chemistry
A.S. in Chemical Engineering, Franklin Institute of Boston; B.S. in Chemistry, Suffolk University; M.S. in Organic Chemistry, Boston College; M.S. in Medicinal Chemistry, Northeastern University; additional graduate study at University of the Pacific, Stockton.

SHERRILL, SUSAN, 2007
Instructor in DESP, Learning Specialist
B.S. in Business Administration, International Business, California State University at Sacramento; Single Subject Teaching Credentials in Business Education, Combined Social Sciences and Economics; California State University at Sacramento; M.A. in Interdisciplinary Education - Curriculum and Instruction (Special Education); Santa Clara University

SHOEMAKER, LANCE, 2004
Instructor in Business / Real Estate
B.A. in Political Science, Phi Beta Kappa, UC Berkeley; M.A. in Political Science, UCLA; Master of City Planning, UC Berkeley; J.D., Order of the Coif, Boalt Hall School of Law, UC Berkeley

SHUE, TERRY, 1997
Instructor in Child Studies
Master of Human Resource and Organizational Development, University of San Francisco; B.A. in Speech Pathology and Audiology, San Diego State University.

SILVEIRA, GASPAR, 2002
Instructor in Physical Education
B.S. in International Business, Chico State University; M.S. in Physical Education, Saint Mary's College of California

SMITH, JAMES E., 1993
Instructor in Administration of Justice
A.A. in Administration of Justice, Moorpark College; B.S. in Public Administration, Pepperdine University; M.A. in Communications, Pepperdine University; Malibu. Retired Los Angeles County Sheriff's Department.

SMITH, ROSS, 2004
Counselor, Disability and Educational Support Program
A.A. in Liberal Arts, Foothill College; B.A. in Social Welfare, California State University, Long Beach; M.S. in Rehabilitation Counseling, San Francisco State University; Licensed Marriage and Family Therapist.

STANTON, CHRISTINE, 1997
Instructor in Biology
B.S. in Biology and M.S. in Physiology, UC Riverside.

STARKS, PAUL, 2004
Head Athletic Trainer/Instructor, Physical Education Division
West Valley College Classified staff 1999 - 2004 as assistant athletic trainer. A.A. in Liberal Arts, West Valley College; B.S. in Kinesiology, Cal Poly, San Luis Obispo; M.A. in Kinesiology (movement science) San Jose State University; Certified as an Athletic Trainer (ATC) by the National Athletic Trainers' Association; Licensed Physical Therapist Assistant (PTA); and certified by the National Strength and Conditioning Association as a Strength and Conditioning Specialist (CSCS) and Personal Trainer (CPT).

SVENSSON, PETER, 2000
Instructor in Biology
B.S. in Biology, University of Lund (Sweden); M.A. in Biology, University of California, Santa Cruz.

TEMKIN, DOUGLAS, 1990
Instructor in English
B.A. in English Language and Literature, DePaul University; M.A. in English Language and Literature, New York University. Postgraduate study, University of California, Berkeley; University of California, Santa Barbara.

TRAMONTANA, BRIAN, 2004
Department Chair, Photography
Instructor in Photography
B.A. Brooks Institute of Photography, Santa Barbara

UPTON, BARBARA, 2006
Instructor in Philosophy
B.A. in Philosophy, U.C. Berkeley; M.A. in Philosophy, San Jose State University.

VAUGHN, MELVIN J., 2005
Instructor in Physics
B.S. in Physics, University of California, Riverside; M.S. in Physics, University of California, Santa Cruz

VLAHOS, JOHN, 2001
Instructor in Physical Education
B.S. in Business Administration, Santa Clara University; M.S. in Sport Leadership, Virginia Commonwealth University.

VU, AMY, 2006
Instructor in Mathematics
B.A. Psychology, San Jose State University; B.A. Mathematics, San Jose State University; M.S. Mathematics, San Jose State University

WAGNER, JENNIFER, 2002
Instructor in English
B.A. in English, University of California, Los Angeles; M.A. in Teaching of Writing, Humboldt State University; M.A. in Literature, Humboldt State University (forthcoming).

WALLACE, KAREN, 1985
Instructor in English
B.A. in English, Pacific Union College; M.A. in English, Loma Linda University; additional graduate study in Women's Studies at Stanford University and the University of California, Santa Cruz; in Theology at the Graduate Theological Union; M.Div. Church Divinity School of the Pacific, 2006.

WASSERBAUER, ANN MARIE, 1994
Instructor in English as a Second Language
B.A. in History and German; Xavier University; German Studies, Universität Augsburg, Germany; M.A. in TESOL, Monterey Institute of International Studies.

WATSON, BRUCE, 1990
Instructor in Physical Education, Aquatics
Director, Water Polo and Swimming Coach
B.S. in Physical Education, San Jose State University; M.A., in Education, National University; graduate study in Human Performance, San Jose State University.

WEINER, SUSAN A., 1970
Instructor in Chemistry
B.S. in Chemical Engineering, Technical University of Budapest, Hungary; M.S. in Physical Chemistry, New York University; additional graduate study; San Jose State University.

WEISBERG, BRAD, 1997
Instructor in Theatre Arts
A.A. in theatre arts, Crafton Hills College; B.A. in Dramatic Literature/Theatre Arts, CSU San Bernardino; M.A. in Theatre History, San Diego State University. Professional Affiliation with the La Jolla Playhouse and The Center Repertory Company.

WEISS, BETTY, 1994
Instructor in Mathematics
B.S. in Mathematics, Carnegie-Mellon University; M.S. in Mathematics, New York University; additional graduate study, University of California, Los Angeles.

WINKLER, JAMES 2005
Instructor in Physical Education, Football Coach
B.A. Liberal Arts, Social Science, San Diego State University; MA in Education, Counseling, University of Redlands; MA in Kinesiology, Sport Psychology, San Jose State University.

WONG, REBECCA, 1994
Instructor in Mathematics
B.A. in Mathematics and Psychology, University of California, Santa Barbara; M.S. in Teaching Mathematics, Santa Clara University; additional graduate study, University of California, Santa Barbara.

WONG, WANDA, 1980
Counselor/Instructor/International Counselor
A.B. in Physical Education (for Physical Therapy), University of California, Berkeley; M.A. in Counseling, San Francisco State University; Ed.D. Fielding Graduate University. National Certified Counselor.

WORLEY, JOAN, 1981
Division Chair, Physical Education, Instructor in Physical Education and Adapted Physical Education
A.A., Canada Community College; B.S. in Physical Education and Psychology, San Jose State University; M.A. in Special Education, San Francisco State University.
Emeriti Administration and Faculty

Dates indicate year of employment and year of retirement

ABATE, CAROL
Instructor in English & Humanities (1979-2009)

ANDERSON, VERONESE M.
Counselor/Instructor (1976-2002)

ALLMAN, WILLIAM
Counselor (1969-1992)

ANDERSON, JOANE
Instructor in Mathematics (1980-2006)

AQUIOLONIUS, CHRISTINA B.
Instructor in Mathematics (1984-2006)

AUMACK, GORDON
Dean of Instruction (1964-1976)

BARNIKEL, FREDERICK G.
Instructor in History (1970-2002)

BARRETT, GORDON E.
Instructor in English (1970-2003)

BENNET, PATRICIA
Dean of Human Resources Mgmt. (1967-1993)

BENSON, BART
Instructor in English (1967-2001)

BERRY, SANDRA M.
Instructional Computer Lab Faculty (1966-1992)

BLAIR, JOAN
Instructor in Home Economics (1975-1994)

BLANKENSHIP, DON M.
Instructor in English (1965-1996)

BONE, LANA
Instructor in Accounting (1968-2003)

BONFIGLIO, JOSEPH F.
Counselor (1969-1992)

BONNET, JANICE
Librarian (1977-2005)

BONNET, PAUL
Librarian (1967-1993)

BORDI, STEPHEN W.,

BRAINARD, DAVID G.
Instructor in Business (1981-1993)

BRODRICK, MALCOLM
Vice Pres. of Administration Services (1987-2005)

BULLOCK, TOM,
Instructor in Astronomy (1989-1998)

BURNS, WESLEY A.
Instructor in Art (1971-2002)

BURTON, ROBERT

BURZYNSKI, DENNY
Instructor in Mathematics (1980-2009)

CADENA, AL

CAMPBELL, DOUGLAS

CAMPBELL, WILLIAM H.

CASPER, MARY H.
Instructor in English (1968-1992)

CEFALONI, DONALD
Librarian (1969-1993)

CHAMPION, GEORGE W.
Instructor in Music (1977-2003)

CHAVEZ, ROBERT
Instructor in Foreign Languages (1979-2009)

CHOY, TERENCE T
Instructor in Art, (1990-2000)

COLSON, KENNETH M.
Instructor in Anthropology (1967-2003)

CONSTANT, GWENDOLYN
Instructor in English (1969-1994)

CORRIGAN, PHYLLIS
Instructor in English (1964-1991)

CRANDALL, JERRY R.
Instructor in English (1964-1991)

DAKE, DONETTE
Instructor in Computer Application and Digital Media/Internet Services (1965-2004)

DAVIS, JOE E
Instructor in Music Education (1966-2001)

DE BARLING, ANA MARIA
Instructor in Foreign Languages (1994-2009)

DONNE, MARY C.

DOUGHERTY, KATHRYN
Instructor in Music (1969-2002)

DRAKE, VIRGINIA
Instructor in Theatre (1978-2009)

DUARTE, ANGELINA
Dean of Student Support Services (1987-2006)

DUQUETTE, WILLIAM

EATON, JUDITH
Instructor in Court Reporting (1990-2000)

EDMAN, ARNOLD
Dean of Guidance and Counseling (1964-1974)

ELLIS, WADE, JR.,
Instructor in Mathematics (1976-2007)

ENGLEKING, LINDA
Counselor (1981-2005)

ESCOTT, CHARLES

EWING, DAVID
Instructor in Court Reporting (1977-1997)

FAULTSTICH, MARGE
Instructor in Administration of Justice (1979-2009)

FISH, DUANE W.
Instructor in Chemistry (1969-1995)

FLEMING, JOHN
Instructor in English (1964-1986)

FOERSTER, DONALD
Instructor in Chemistry (1984-1994)

FOGGIATO, RUTH
Instructor in Medical Records Technology (1974-1982)
emeriti administration and faculty
WEST VALLEY COLLEGE  2010 • 2011 CATALOG

FONTAN, LYDIA C.
Instructor in English (1981-2003)

FREE, JOY
Instructor in Physical Education (1969-1999)

GALLUP, THOMAS

GANDEL, FRED J.
Instructor in Music (1975-2001)

GARCIA, TOMAS
Instructor in History (1971-2006)

GARDNER, KATHRYN M.
Instructor in Reading (1977-1993)

GARNEL, HOWARD
Instructor in Reading (1977-1993)

GEREDES, THEODORE DEAN
Instructor in Engineering (1967-2001)

GIBSON, LINDA
Instructor in Biology (1969-1996)

GRIBB, GEORGE
Instructor in Physical Science (1965-1979)

HALL, HUGH
Instructor in Biology (1967-2000)

HAMILTON, CLO ANN

HANKS, JOHN
Instructor in Physical Education (1987-2006)

HARRIS, JAMES D.
Instructor in Sociology (1969-2001)

HARRIS, KENT
Instructor in Mathematics/Physics (1980-2003)

HARRIS, LYDIA
Instructor in Child Studies (1976-2000)

HARTLEY, PHILIP

HERAUF, MICHAEL S.
Instructor in Biology (1987-2008)

HEARN, LESTER C., JR.

HERMAN, THEODORE C.
Instructor in Geology (1967-2000)

HORN, JOSEPHINE
Instructor in History (1961-1997)

HOPPER, DIANA
Instructor in History (1961-1997)

HORTON-FOLMER, SUSAN
Coordinator, Educational Transition/Adult Re-entry (1997-2009)

HOWARD, LAURA M.
Instructor in Court Reporting (1979-1998)

HUGHES, HEIDE
Lab Faculty Specialist (1976-2009)

HULT, HARRIETT N.
Instructor in Biology (1968-1996)

HUGHMANICK, MICHAEL
Instructor in Psychology (1970-2000)

HUSTON, VIVIAN
Counselor (1966-1979)

HUNTER, GLENN
Instructor in Allied Health and Business (1977-1993)

JAMES, JANE
Instructor in Art (1965-1988)

JANKE, EDWARD

JOHNSON, DONALD M.
Instructor in Psychology (1965-2000)

JOHNSON, WALTER E.
Instructor in English (1965-1991)

JUE, MARTIN
Coordinator, Tutorial Services (1989-2009)

KANNER, LEE C.
Instructor in Mathematics (1981-1995)

KELKENBERG, SHARON
Coordinator, Student Health Center (1977-1999)

KENSTOWICZ, JOSEPH
Instructor in Mathematics (1970-2009)

KING, LINDA B.
Instructor in Anthropology (1971-2004)

KINGSLEY, WESTON H., JR.
Instructor in Technical Drafting (1964-1993)

KROTH, ANYA, 1984
Instructor in Mathematics (1984-2007)

KURSAI, EDWARD R.
Instructor in Foreign Languages (1968-1996)

LAD, SANDRA
Instructor in Psychology (1971-2009)

LAW, VIRGINIA L.

LAWLOR, JOANN
Instructor in Speech (1968-2002)

LAWSON, LINDA
Instructor in Speech (1968-2002)

LEA, BARBARA

LEARY, MICHAEL
Instructor in Photography (1972-2003)

LEDWICH, BEVERLY E.
Instructor in Information Systems (1968-2000)

LEWIS, CAROLYN
Instructor in Reading (1979-1998)

LIVINGSTONE, JOSEPH F.

LOCK, VIVIAN
Instructor in Computer Applications (1972-2006)

LOFLAND, DONALD
Instructor in Physics (1972-2006)

LORENCHE, MICHAEL

LORSON, KATHERINE
Instructor in Allied Health (1974-1995)

LODI, EDWARD A
Instructor in Mathematics (1965-1998)

LUNDE, ARNE
Instructor in Foreign Languages (1969-1987)

MANDELL, JOSEPH D.

MARKUM, JOSEPH A. JR.
Instructor in Electronics (1965-1990)

MARTINEZ, MAC
Instructor in Spanish (1964-1986)

McCRANDON, BETTY
Instructor in Business (1966-1986)

McGOLDRICK, LARRI
Instructor in Camphor (1970-2009)

MORTENSEN, GWENNA
Instructor in Sociology (1965-1977)

MOURS, L. RONALD
M.S., Instructor in Biology (1968-1999)

MOUNTEER, K. GENE
Instructor in English (1969-1994)

MOWATT, WILLIAM D
Instructor in English (1969-1998)

MURPHY, DONN
Instructor in Sociology (1968-2009)

NERENBERG, LILLIAN
Instructor in Political Science (1965-1990)

NYQUIST, GENE
Instructor in Physical Education (1967-2000)

O'BRIEN, BETTY
Instructor in Reading (1985-1994)

O'BRIEN, PAUL
Instructor in Chemistry (1978-1998)

OGLE, DAVID
Instructor in Art (1973-2009)

ORTON, GEORGE
Instructor in English (1970-1993)

OLIVER, JENNIFER
Program Manager, Center for Excellence (1998-2009)

OTT, BILL
Instructor in English (1965-1997)

PARSONS, ALICE
Instructor in Physical Education (1966-1980)

PARKER, FRANK
Instructor in Biology (1981-1999)

PEASE, JUNE G.
Instructor in Mathematics (1964-1992)

PECKHAM, DONALD
Instructor in Physical Education (1969-1988)

PELTZ, STEPHEN K.
Program Director, Distance Learning and Instructional Technology (1976-2008)

PERRY, WILLIAM J.
Instructor in Business (1976-1993)
PETERS, EDWARD  
Instructor in Chemistry (1965-1987)

PIROFSKI, FLORENCE  
Instructor in Child Studies (1981-2010)

PLUTYNSKI, LINDA  
Instructor in English (1993-2003)

POLEY, GEORGE  
Instructor in Chemistry (1964-1978)

POMPOSO, TOM  
Instructor in Foreign Languages (1966-1993)

PRUCHA, ISABEL  
Librarian (1975-1996)

PUGNO, DAVID  
Instructor in Computer and Information Systems (1975-2005)

RANKIN, JOHN  
Instructional Lab Faculty (1982-1992)

REASONS, DON  
Instructor in Geography (1964-1987)

REED, JUDY  
Instructor in Court Reporting (1978-1995)

RICKSECKER, EARL  
Counseling (1978-2000)

RINEHART, ANN  
Instructor in Art (1975-1988)

RIVERA, MICHAEL  
Counselor (1969-1987)

ROIZEN, MOISES  
Instructor in Art (1971-2002)

ROMER, NANCY  
EOP/CARE Director (1996-2005)

ROOT, JAMES F.  
Instructor in Physical Education (1972-2002)

ROSE, RICHARD G.  

ROSSMANN, LYNN  
Counselor (1976-2006)

RUSSELL, ROBERT G.  
Instructor in Mathematics (1964-1993)

SABIN, PETER S.  
Instructor in Architecture (1975-1993)

SAMUELS, JOE  
Vice President, Instruction (1986-2006)

SARGO, JON  
Instructor in Physical Education (1964-2005)

SCHOCK, KENNETH  
Instructor in Business (1965-2009)

SCHREIBSTEIN, LEN  
Coordinator, Disability & Educational Support Program (1992-2009)

SCHWENDINGER, DICK  
Instructor in Physical Education (1964-1987)

SCOTT, MARVIN  
Instructor in Music and Humanities (1965-1977)

SEEFFELDT, GUNTER  
Instructor in Foreign Languages (1969-1993)

SEQUIST, JACK  

SENTENAY, JACK C.  

SELLECK, SYLVIA A.  
Counselor (1975-2006)

SHERWOOD, PATRICIA  
Instructor in Art (1975-1998)

SIMMONS, CLAUDINE H.  
Instructor in Physical Education (1969-1996)

SKAIFE, LINDA  
Instructor in Foreign Languages (2001-2006)

SMITH, DeBOYD  
Instructor in Biological Science (1964-1978)

SMITH, ERNEST  
Vice President, Student Services (2006-2007)

SMITH, SUSAN  
Instructor in Reading (2000-2007)

SMITH, THOMAS A.  
Instructor in Park Management (1964-1991)

SMITH, JIM  

SONHS, FIONA I.  
Instructor in English (1968-2003)

STALEY, HUGH  
Counselor (1964-1976)

STEWART, WILLIAM E.  
Instructor in English (1970-1996)

STILLWELL, DONALD F.  

STONER, DONALD A.  
Instructor in Biology (1964-1992)

STRANDGAARD, TORBEN  
Instructor in Interior Design (1976-1988)

STUMP, VIRGINIA  
Instructor in English (1964-1979)

SUTHERLAND, J.  
Instructor in Business (1964-1993)

SUTHERLAND, ROBERT  
Instructor in Physical Education (1965-1983)

SUTHERLAND, TERRY  
Instructor in Psychology (1964-1998)

TAN, CLAYTON  
Instructor in Business and Accounting (1964-1969)

THELIN, PETER  
Instructor in Economics (1970-2006)

THOMAS, LEWIS  
Instructor in Business (1964-1979)

TREVORSE, CARMEN  
Instructor in English (1990-2009)

TRAMMELL, EDWIN S.  
Counselor (1965-1993)

TRULLON, BERTON  
Instructor in Speech (1967-1985)

TSUTSUMI, DIANE Y.  

TUSCHER, MELVIN F.  
Instructor in Mathematics (1964-1993)

VAN HOOK, CATHLEEN  
Instructor in Mathematics (1992-2009)

VARA, DANIEL G.  
Instructor in History (1970-2002)

VIRDEH, FRED  
Instructor in Mathematics (1981-2002)

WEBB, IAN A.  
Instructor Computer Specialist, Lab Faculty Specialist (1968-1998)

WEISENBERG, EVELYN  
Instructor in Early Childhood Education (1968-1980)

WELBORN, HAROLD  
Instructor in Administration of Justice (1967-1979)

WHEELER, SIV  
Instructor in History (1967-2002)

WILCZAK, JAMES  
Instructor in Mathematics (1984-2009)

WILSON, WOODROW  
Instructor in Business (1964-1986)

WINTON, JANIN  
Counselor/Instructor (1964-1991)

WHITNEY, WILLIAM E.  
Instructor in Political Science (1966-2005)

ZIEGLER, DON  
Dean of Admissions and Records (1964-1983)
AIMONETTI, CATHY, 2002
Senior Administrative Assistant, Career Programs

AMIN, MARYAM, 2005
Office Assistant, EOPS
Degree in Pure Mathematics, Melli University, 1999, Tehran, Iran; M.A. in Educational Counseling, San Jose State University

BALDWIN, DANIEL, 1998
Student Services Advisor, Financial Aid

BATEH, CHRIS, 2001
Mobility Assistant/Tram Driver, Disability Education and Support Programs

BOND, INGE, 2007
Institutional Research Analyst
B.A. in Sociology, University of California at Santa Cruz; M.A. in Education Policy and Administration, Stanford University

BRIEN, DIANE, 2001
Student Services Technician, Admissions and Records

BROWDER, PATTI, 1990
Instructional Assistant, Adaptive, Physical Education B.S. San Francisco State University

BRUMGARD, AMY, 2007
Career Placement/Workforce Development Advisor
B.A. in Psychology, Sonoma State; M.A. in Psychology, Sonoma State; Postgraduate studies, Career Development, John F. Kennedy University; Global Career Development Facilitator (GCC); Master Career Development Professional (MCDP)

BUTTERFIELD, COLLEEN, 1995
Office Coordinator, Senior, Student Services, Disability Education and Support Programs

CANTARERO, MARIZA, 1995
Director, Financial Aid

CARREIRO, MICHELLE, 2004
Library/Media Technician
AA in Library Technology Science, Foothill College

CARTER, CHRISTOPHER, 2009
Lab Technician, World Languages/ESL

CARTER, GERALD, 1998
Performing Arts Technical Director, Theatre Arts

CARTER, SANDRA, 2000
Senior Administrative Assistant, Information and Technology Services

CASTROGIOVANNI, ANN, 1986
Office Coordinator, Senior, Language Arts

CERESA, MELISSA, 2001
Program Specialist, Advanced Transportation Technology

CHAIDES, VICTORIA, 1998
Child Development Center, Specialist, III
M.A. in Human Development, Pacific Oaks College

CHOU, JULIE, 2002
Financial Analyst, Budget and Planning

CLOMAN, GARY, 1998
Server Systems Administrator, Information Technology & Services

CORONADO, ROSA, 2005
Grant Assistant, Foster Kinship and Title IV-E

DILLON, MEREDITH, 2004
Assistant Athletic Trainer
A.A. in Sports Medicine and A.A. Liberal Arts, Santa Barbara City College; B.S. Physical Education, Cal Poly San Luis Obispo; M.A. Kinesiology, San Jose State University; Certified Athletic Trainer (ATC), National Athletic Trainer Association

DINH, SANG (SANDY), 2006
Senior Administrative Assistant, Administrative Services

DONOHUE, MICHELLE, 2007
Director, Student and Campus Center
B.A. in Communication Studies, Sonoma State University; M.A. in Higher Education Administration, Indiana University of Pennsylvania; Advanced graduate studies, Educational Leadership, California Polytechnic State University, San Luis Obispo

DUNCAN, DAVID, 2005
West Valley College Webmaster
B.S. in Fine and Applied Arts, University of Oregon, Eugene; Certificate in Digital Media Design and Production, West Valley College, Saratoga, CA; Certificate in Web Content Design, West Valley College, Saratoga, CA; Undergraduate studies in Electronic Engineering, California Polytechnic State University, San Luis Obispo, CA

EBRAHEMI, LILLI, 2005
Career Education / VTEA
A.A. in Liberal Arts, West Valley College; Certificate in Professional Office Assistant, West Valley College

EPPLEY, TERRY, 2001
Program Specialist, Counseling
A.A. in Math and A.S. in Physics, West Valley College

ESTRADA, CYNDI, 2001
Student Services Accountant Technician, Admissions and Records

FRANKLIN, MARTA, 2000
Financial Aid Advisor, Financial Aid
A.A. in General Education, DeAnza College

FRENCH, JENNIFER, 2009
Senior Office Coordinator Social Science Division

GAGLIASSO, LAURA, 1998
Specialist III-Child Development Center
A.S. Degree in Child Development, West Valley B.S. in Behavior Science, National University of San Diego

GAULT, MAX, 2008
Instructional Technology Specialist, Distance Learning

GRiffin, JEFF, 2001
Instructional Lab Technician, Tutorial Services
A.A. in Liberal Arts, DeAnza College, Certificate in Data Communication, Foothill College

HALL, JONATHAN, 2000
Library/Media Technician, Library
B.A. Political Science, San Jose State University; A.A. Library Technology, Foothill; A.A. Art, West Valley College; M.L.I.S. - San Jose State University

HAMRICK, ANDREA, 2005
Administrative Assistant, CITD

HANTON, TANYA, 2007
Senior Administrative Assistant, Dean of Instruction

HARP, BEVERLY, 2005
Student Services, Matriculation

HERNANDEZ, ALICIA, 2000
EOPS Specialist
B.A. Social Work, San Jose State University.

HERNANDEZ, KARLA, 1999
Instructional Lab Technician, Theatre Arts Costumer.

HICKS, YVONNE, 1994
Office Supervisor, CAADP, Student Health Center

HOPKINS, ROGER, 2001
P.E. and Athletics Operations Coordinator

HSAIN, LAMIA, 2005
Library/Media Technician, Library
B.S. in Business, Accounting concentration, San Jose State University

JAYADE, SUSEELA, 2001
Specialist II, Child Development Center

JOHNSON, KENNETH, 2002
Instructional Lab Technician, Art

JOHNSON, MICHAEL, 1999
Instructional Lab Technician, Art
B.S. in Engineering Mathematics, Tulsa University; M.S. in Applied Mathematics, North Carolina State University; Postgraduate study in Art, University of California, Santa Cruz

JONES, CARL, 1989
Graphic Designer, Instructional Development
B.A. Rhetoric/ Communications, University of California Davis; M.A. in Special Education, San Jose State University; M.A. in Educational counseling, San Jose State University; Additional extension courses in Graphic Design, University of California, Santa Cruz

KINLEY, LAUREL, 1988
Library/Media Technician, Library

KIRKLAND, RHONDA, 2004
Student Services Technician, Financial Aid

LAI, CHUNG, 2006
Duplicating Services Specialist, Printing Services

LAKEW, YALEWORK, 2001
Office Coordinator, Campus Center

LANE, PETER, 1994
Instructional, Lab Technician, Science Biology
A.S. Environment Hazardous Materials Technology, Foothill College

LANGWORTHY, TERESA, 1995
Office Coordinator, Senior, Fine Arts

LAUTERMILCH, JANE, 1996
Student Services Technician, Admissions & Records

LJENHART, KATY, 1979
Library/Media Technician, Library
B.A. in Sociology, San Jose State University

LIN, JANET, 1999
Library/Media Technician, Library
M.L.S., University of Washington, Seattle

LOPEZ, ALVARO, 1990
Student Services Account Technician

LOPEZ, MARIA, 1995
Student Services Technician, Financial Aid

LUDWIG, SCOTT, 2000
TV/AV Operations Coordinator, Television Operations
B.A. in Journalism, San Francisco State University; Additional graduate study, California College of Arts and Crafts, Oakland; University of California Extension, Santa Cruz; M.A. Candidate - Winter 2006; Higher Education Administration, Santa Clara University
MACIEL, A., ELIZABETH, 1998
Senior Administrative Assistant, Community Education
B.S. in Business, University of Phoenix

MAGELES, GEORGE, 2002
Community Resource Coordinator/C-DAAP Program Coordinator, Student Health Services
B.A. in Psychology, University of Southern Maine; M.A. in Counseling Psychology, University of San Francisco; Certificate in Alcohol and Drug Studies, San Jose City College; Certified Addiction Treatment Specialist (CATS), California Association of Alcohol and Drug Educators (CAADE); Certified Smoking Cessation Specialist, University of Pittsburgh

MASSEY, JOANNE, 1999
Student Services Technician, Counseling Services

McCONNELL, REBECCA, 1995
Senior Administrative Assistant Career Services, Grants and Contract
B.A. in Psychology, San Jose State University; M.A. Psychology, John F. Kennedy University; Marriage & Family Therapist - emphasis

McDEVITT Jr., JOSEPH MICHAEL 1998
Student Recruitment-Supervisor, Student Support Services
B.A. in Spanish Literature and Government, Skidmore College

McMAHON, LORETTA, 2001
Student Services Technician, Student Support Services

McNIVEN, LISA, 2006
Senior Office Coordinator, Physical Education
A.S. in Computer Applications, West Valley College

MENESES, JULIE, 2007
Student Services Technician

METZ, RACHEL, 2003
Office Coordinator, Student Health Services

MIRANDA, LYDIA, 2001
Program Assistant, Community Education

MONTGOMERY, PATRICIA, 2006
Alternate Media / Instructional Support D.E.S.P.

MORAN, MARGERY, 1983
Graphic Designer, Printing Services

MURRAY, CAL, 1995
Instructional Lab Technician, Chemistry/Physics, Science

NAVA, ELISA, 1998
Specialist III-Child Development Center
A.A. in Early Childhood Education,

NGUYEN, THUONG, 1987
Offset Printer, Printing Services

OCHOA, ELIZABETH, 2005
Financial Aid Outreach/Specialist, Financial Aid

OGILvie, BARBARA, 1996
Supervisor, Admissions & Records

OWEN, CASSANDRA, 1988
Office Coordinator, Senior, Applied Arts and Sciences
B.A. in Journalism, University of Montana

PECH, CHHENG, 1996
Custodian, Campus Center

PETERSON, GERI, 1997
Executive Assistant, Instruction

PHAM, LIEN, 1998
Financial Aid Advisor, Financial Aid
A.S. in Biological Science, West Valley College, Saratoga

QWAN, DIANE W., 1979
Library/Media Technician, Library

RAMIREZ, ELIZABETH, 1990
Student Services Technician, Admissions and Records

REEVES, MARK, 2002
Custodian, Campus Center

RHOADS, CAROLYN 1991
Office Coordinator, Senior, Science/Math
A.S. in Office Administration, West Valley College

ROBERTSON, MARSHA, 2002
Specialist II, Child Development Center
B.A. in Childhood Development.

ROGERS, BRENDA, 1999
Senior Executive Assistant, President’s Office
Undergraduate Studies in Child Development and Business Marketing, Cal Poly State University, San Luis Obispo; Certified Professional Secretary Certificate from International Association of Administrative Professionals.

SAWLER, HEATHER, 2005
Office Assistant, D.E.S.P.

SCAlette, MICHAEL, 1994
Program Specialist, Disability and Educational Support Program, Student Services
B.A. Interdisciplinary Studies

SEEGER, YORI, 2009
Instructional Lab Assistant - Art

SHARP, KIMBERLEY, 2001
Office Coordinator, EOPS

Sias, ANGELA, 2007
Office Coordinator, Counseling

Sias, JEREMY, 2009
Assessment Testing Technician

SPECHT, DARLENE
Senior Office Coordinator, Business Division

SWALEN, MARY, 1994
Instructional Assistant, Court Reporting

SWANSON, TAMMY
Instructional Lab Technician, Photography

TRAN, THUY, 2001
Administrative Specialist, Instruction

TRINH, LUCY, 2005
Financial Aid Special Services Technician, Financial Aid

TRINH, TU-LAN, 1997
Student Records Advisor, Admissions and Records
A.A. in Business, West Valley College

VAUGHN, MEGAN, 2006
Program Assistant, CDAAP, Student Services

WALKER, BERNADETTE, 1999
Office Coordinator, Education Transition
A.A. West Valley College; A.S. Mission College, Graphic Design

WATKINS, CYNTHIA, 1997
Office Assistant, Office of Budget and Planning
B.S. Community Service and Public Affairs, University of Oregon

WEST, DIANA, 2005
Receptionist, Student Health Services

YEE, ALFRED, 2008
Classroom Technology Specialist

YU, LI, 2006
Student Services Technician, Admissions and Records
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Assessment - in the Campus Center 741-2010 & 741-2106

Assessment provides English, ESL, Reading, and Mathematics testing for placements into courses. It also administers the financial aid Ability to Benefit test.

http://westvalley.edu/assess

Associated Students of WVC - in the Campus Center 741-2106 & 741-2107

Student Government at the College is represented by the Associated Students of West Valley College which annually elects its own administrative officers, student senators, and directors who are provided with practical leadership training and education in the functions of government and leadership. The Associated Student Body elects its own student trustee to the District Board of Trustees.

http://www.westvalley.edu/stuact

Campus Center & Student Activities 741-2025 & 741-2006

The Campus Center is the social and activity hub of West Valley College. Over 900 events are hosted by the Campus Center allowing students to experience a sense of community. Undergoing renovation 2010-2011.

http://www.westvalley.edu/services/ and go to bookstore

CalWORKs Program - in the AAS Building Career Center 741-2098

Assists students who receives CalWORKs/TANF (Temporary Assistance to Needy Families). Students may be eligible to receive individual career and personal counseling, services and support to help them succeed in school and meet the requirements of their Welfare-to-work plan.

http://www.westvalley.edu/services/calworks

College Outreach - in the A & R Building 741-2672

Call to arrange a campus tour.

http://www.westvalley.edu/services/childcareinfo

Counseling Center - in the Counseling Building 741-2009

The Counseling Center has professional counselors who can help complete an educational plan, prepare transfer agreements, choose classes, select a possible major or career, solve an academic problem, or address a personal problem. The following programs are included: Athletes, Middle College, Honors, International Students, Puente, SUCCESS.

http://www.westvalley.edu/services/counsellingservices

Disability and Educational Support Program (DESP) - in the Learning Services Building 741-2010

DESP assists students with disabilities to achieve their educational or vocational goals. Services and special course offerings are listed under Disability and Educational Support Program.

http://www.westvalley.edu/desp

EOP&S offers educational and support services to students who are low-income and educationally disadvantaged. CARE students must be at least 18 years of age and single heads of household receiving CalWorks/TANF/AFDC.

http://www.westvalley.edu/eops

Health Services 741-2027

The health fee paid at registration supports a variety of free and low cost health services for students. This includes mental health services.

http://www.westvalley.edu/services/health

Library Services 741-2028

Reference Desk 741-2029

The Library offers a wide variety of resources and services. These include reference assistance, orientations, and classes in how to use the library and do research. Online databases and a library catalog are accessible 24/7.

http://www.westvalley.edu/library

Records - in the A&R Building 741-2034

Student Employment - in the Career Programs Center in AAS 741-2506

The Career Programs Center offers employment resource information and job search assistance. Appointments are encouraged.

http://www.westvalley.edu/careers/jobplacement

Student Financial Aid - in the A & R Building 741-2024

The purpose of financial aid is to assist eligible students in meeting education costs while attending school. The Board of Governor's Waiver (BOGW) is one of the financial aid programs available at the college. This program waives enrollment fees and a portion of the parking fees for eligible students. Applicants must be California residents and meet other criteria.

http://www.westvalley.edu/financialaid/links.html

Student Services Vice President - in the Counseling Building 741-2020

Technology Center - in the A&S Building 741-2666

The Technology Center, located in the A&S Building, has high-end PCs and Macintosh computers with high-speed Internet access. The Technology Center is open to all current West Valley College Students.

http://www.westvalley.edu/tc

Veterans Support Services 741-2601

West Valley College is committed to helping active duty members of the military and veterans of military service attain their educational goals. More

http://www.westvalley.edu/veterans