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.

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Paula Homrig

Design/Production
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Cover Design
Margery Moran
# Telephone Numbers and Hours

**Area Code 408**

Hours Effective June 2007 for Fall and Spring Semesters

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
<th>Hours</th>
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<td>Admissions</td>
<td>741-2001</td>
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<td>741-2035</td>
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<td>M-Th 7:30am-9pm, Fri 7:30am-4pm, Sat closed</td>
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<td>Library—Circulation Reference</td>
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<td>Records</td>
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<td>Student Services Vice President</td>
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<td>Technology Center</td>
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<td>All equipment is shut down and our doors are locked at our stated closing time to allow us to finish the closing procedure.</td>
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# College Calendar

## 2007 Summer Session

| 4 Weeks | June 4 - July 6 |
| 6 Weeks | June 18 - July 27 |
| 8 Weeks | June 18 - August 10 |

- **Thursday, April 26** - **Sunday, May 6**
  - Web and T-Reg for continuing students

- **Monday, May 7**
  - Registration begins
  - Web and T-Reg new, new transfer and former students by priority and continuing students who may have missed their priority.

- **Monday, June 4, June 18**
  - First day of classes

- **August 13 - 24**
  - Summer Break

- **Add Deadline**: 10% of class meetings
- **Drop without a “W”**: 10% of class meetings
- **Drop with “W”/Letter grade issued after this date**: Figure the deadline by determining 75% of scheduled class meetings

- **Final exam**: Last day of class

## 2007 Fall Session

- **August 27 - December 17**
  - **Monday, May 7**
    - New student orientation, counseling and registration begins
  - **Monday, August 27**
    - Instruction begins
  - **Friday, September 7**
    - Last day to add a semester-length class
  - **Friday, September 7**
    - Last day to drop without a “W” and get a refund
  - **Friday, September 14**
    - Last day to drop a semester-length class with no notation on Academic Record
  - **Friday, November 16**
    - Last day to drop a semester-length class with a “W”
  - **Tuesday, Dec. 11 - Monday, Dec. 17**
    - Fall semester final exams

## 2008 Spring Session

- **January 28 - May 26**
  - **Monday, December 10, 2007**
    - New student orientation, counseling and registration begins
  - **Monday, January 28**
    - Instruction begins
  - **Friday, February 8**
    - Last day to drop a semester-length class with a “W”
  - **Friday, February 8**
    - Last day to drop a semester-length class and get a refund
  - **Thursday, February 14**
    - Last day to drop a semester-length class with no notation on academic record
  - **Friday, April 25**
    - Last day to drop a semester-length class with a “W”
  - **Monday, May 19 - Saturday, May 24**
    - Spring semester final exams
  - **Friday, May 23**
    - Commencement

## 2008 Winter Session

- **2008 Winter Session (IF OFFERED)**

## 2008 Fall Session

- **Monday, January 21**
  - Legal holiday, Martin Luther King, Jr.'s Birthday
- **Friday, February 15; Saturday, February 16;**
  - Legal holiday, President's Birthday
- **Monday, February 18**
  - Legal holiday, President’s Birthday
- **Monday-Saturday, March 31 - April 5**
  - Spring Break
- **Monday, March 31**
  - Legal holiday, Cesar Chavez Observance
- **Monday, May 26**
  - Legal holiday, Memorial Day

## 2008 Summer Session

- **Monday, December 10**
  - New student orientation, counseling and registration
- **Monday, December 10**
  - Web and T-Reg begins
- **Wednesday, January 2**
  - First day of class

- **Add deadline**: 10% of class meetings
- **Drop without a “W”**: 10% of class meetings
- **Last day to drop a “W”**: 75% of class meetings

All information contained in this 2007-2008 catalog is current as of 5/8/07. 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.
Welcome to West Valley College.

We are very pleased you have chosen our college to pursue your higher education goals. Our college is committed to creating open access to educational opportunity and to providing excellence in its instructional and student support programs. Our hope is to equip you with the skills and knowledge to successfully pursue your lifetime goals. We will strive to make you feel welcome at West Valley, and I know you will enjoy our beautiful campus, small class sizes, campus activities, nationally ranked career programs, and outstanding faculty and staff. We also have a variety of campus clubs and extracurricular activities to enhance your learning experience.

This is an exciting time for West Valley College as we begin work on the first new buildings on the campus in more than 30 years. The Michael E. Fox Center will offer cutting edge educational technology in a variety of disciplines. The new Science Building Wing will add vital new laboratory space for students taking classes in the biological sciences. Our pool is in the process of being demolished and rebuilt to a state-of-the-art aquatics facility. Additionally, we will be drawing up plans for the refurbishment and modernization of a half-dozen other buildings on campus to ensure that the attractiveness and effectiveness of our facilities are improved and maintained.

Whether your goal is to transfer to a 4-year university, train for a new career, or seek personal and professional improvement, West Valley College has the programs and services to meet your needs.

Good luck in your pursuits,

Philip L. Hartley, Ph.D.
President
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West Valley College

West Valley College is a community of learners open to those seeking advanced educational opportunities. Our faculty, staff, and students have a passionate commitment to learning, fueled by the spirit of inquiry. The College embraces innovation and change characterized by trust, confidence, and accountability. Through open communication, support and acceptance for one another, shared decision making through collaboration and teamwork, and a respect for diversity, West Valley College affirms its commitment to people.

Mission

“West Valley College is committed to the broad educational mission of the California Community College system, which is in part, to offer lower division academic instruction and career preparation and to promote lifelong learning, intellectual rigor, aesthetic appreciation, respect for individual and world views, and responsible citizenship both locally and globally. The college is also committed to fulfill its mission to advance California’s economic development by creating economic opportunities in the communities it serves.”

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 all 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
   - Utilizing continual assessment to improve the student learning experience.

   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 successfully 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
   - 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
   - Promoting the College campus as a resource to the community and viewing the community as a resource for the College

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

Accreditation

West Valley College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, (3402 Mendocino Avenue, Santa Rosa, CA 95403 (707) 569-9177) an institutional accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation and the U.S. Department of Education.
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 standards, enrichment, and ethical responsibility to the communities we serve.”

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 & Inclusion**: The District provides a welcoming, inclusive 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 & Creativity**: Our educational programs and organizational culture encourage innovation and creativity.
- **Stewardship & 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-Alameda 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 1966, 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.

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
**Academic Programs**

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.

**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.

**California Articulation Number**

**CAN System**

West Valley College participates in the CAN System. This system uses a common number to identify some of the transferable lower division, introductory courses commonly taught within each academic discipline on California college campuses. The system assures students that CAN courses on one participating campus will be accepted in lieu of the comparable CAN courses on another participating campus. For example, CAN Economics 002 on one campus will be accepted for CAN Economics 2 on another participating campus. Each campus, however, retains its own number system.

In this catalog the CAN list is located under CSU information and the CAN designator is found at the end of the course description of each approved CAN course (e.g., CAN Anthr 004=Anthro 3 at WVC).

**Guaranteed Admission to Four Year Colleges**

West Valley College participates in “Transfer Admission Agreements,” 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 of thirty 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 Agreement, the student should contact a counselor, the Transfer/Career Advisor, or the Transfer Center Director.

**Lower-Division Requirements for Selected California Colleges and Universities**

The following information is general in nature. Students are advised to consult a counselor, the Transfer Planning Guide available in the Counseling Center, and the catalog of the institution to which they intend to apply.

**Santa Clara University**

**Admission to Advanced Standing**

The University accepts a number of transfer students, principally at the Sophomore and Junior levels.

Since applicants exceed the number of students who can be accommodated, no specific statement can be made about the quality of work (GPA) which will enable a transfer applicant to be accepted. Consistency of performance and course selections are considered along with the quality of work.

The Scholastic Aptitude Test (SAT) is required of all transfer students who have completed fewer than 30 semester units. All foreign applicants must present scores for both the Scholastic Aptitude Test and Test of English as a Foreign Language (TOEFL) regardless of the amount of college level work completed.

Transfer students may apply for admission to any quarter.

Course work taken at accredited community colleges and universities is generally acceptable if similar to courses listed in the Santa Clara University Bulletin. The University accepts a maximum of 60 semester units of acceptable course work.
Stanford University Transfer Admission Policy
Transfer students add significantly to the maturity, diversity, and academic excellence of the student body; hence, the University is committed to making them an integral part of the undergraduate program.

Only students who have completed course work at accredited two-year or four-year institutions are eligible to apply. Students from two-year colleges are encouraged to apply only when they anticipate completing their Associate of Arts or Science degree requirements, or the equivalent transfer program, prior to entering Stanford. Applicants must have completed at least one full academic year (two semesters or three quarters, excluding summer sessions) prior to their anticipated enrollment at Stanford, and they must be able to present records of at least 26 semester or 39 quarter units of transferable course credit (excluding AP credit).

Courses which are substantially the same in content and quality to Stanford courses, and which are passed with grades of C- or better, are usually transferable. Credit granted by examination (CLEP and AP) and credit for work experience are not transferable, though, if admitted, a student may receive credit for advanced placement work.

No more than 60 semester or 90 quarter units of credit for work done elsewhere may be counted toward a bachelor's degree from Stanford.

Stanford admits new students in the fall quarter only. The competition for transfer admission is extraordinarily keen. Typically, between 10% and 15% of the 1200 students who apply for the fall quarter are admitted. For this reason, only students with very strong academic credentials are encouraged to apply—those with cumulative college grade point averages in the 3.5 to 4.0 range and SAT Verbal and Math scores in the 600 to 800 ranges. In evaluating academic preparation and potential, Stanford goes beyond identifying students who are capable of succeeding and selects those who have the most distinguished academic records and will add in significant ways to the life of the University. Stanford favors students who have taken a balanced program that includes course work in the humanities, social sciences, and natural sciences, and encourages students to select courses that both interest and challenge them. Because the transfer application also includes references from faculty members, we encourage prospective applicants to establish close relationships with professors and to get involved in student activities.

Articulation Agreement with Embry-Riddle Aeronautical University
West Valley College has an articulation agreement with Embry-Riddle Aeronautical University (ERAU). Completion of the articulated major and support courses in engineering will permit students to satisfy requirements of ERAU. Consult a counselor for assistance in correlating these requirements.

University of California Admission Requirements for California Residents

Admission Requirements: The following summary of admission requirements and procedures is designed to assist the student in the application process. For a more detailed description of the courses required for admission, a counselor or a University representative should be consulted.

Freshman and Transfer Applicants:
The University has defined freshman and transfer applicants as follows:

- Freshman Applicant:
  A freshman applicant is a student who has graduated from high school but has not enrolled since then in a regular session in any college or university. (This does not include attending a summer session immediately after high school graduation.)

- Transfer Applicant:
  A transfer applicant is a student who has completed high school and who has been a registered student at another college or university, or in college-level extension courses. (This does not include attending a summer session immediately after high school graduation.)

Admission as a Transfer Applicant
The University considers you a transfer applicant if you graduated from high school and enrolled in a regular session at another college or university. You may disregard your college record and apply as a freshman. If you plan to attend a California community college before applying to the University, you should take courses that are transferable, that satisfy University and college requirements, and that fulfill prerequisites in your major. Advisors in the Admissions Office at the campus you wish to attend and community college counselors can help you with your planning.

The University publishes a booklet especially for transfer applicants called Answers for Transfers. It is available from your community college counselor.

California Residents
There are basically three ways in which you can meet the University’s minimum admission requirements for transfer students. These requirements are described below. In all cases, you must have at least a C (2.0) average in all transferable course work.

1. If you were eligible for admission to the University when you graduated from high school—meaning you satisfied the Subject, Scholarship, and Examination Requirements—you are eligible to transfer if you have a C (2.0) average in your transferable course work.

2. If you met the Scholarship Requirement, but did not satisfy the Subject Requirement, you must take college courses in the subjects you are missing to be eligible to transfer. You will need to earn a grade of C or better in each of these required courses and an overall C (2.0) average in all transferable college course work. If you completed less than 12 quarter or semester units of transferable college course work, you must also satisfy the Examination Requirement.

3. If you were not eligible for admission to the University when you graduated from high school because you did not meet the Scholarship Requirement, you must:
   a. Complete 90 quarter units or 60 semester units of UC transferable college credit with a grade point average of at least 2.4, 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 course (3 semester or 4-5 quarter units) in mathematical concepts and quantitative reasoning; and
      • four transferable college courses (3 semester or 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 3b 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.

High School Proficiency Examination
The University accepts the Certificate of Proficiency awarded by the State Board of Education for completion of the California High School Proficiency Examination in lieu of a regular high school diploma. The University also accepts the General Education Development (GED) certificate and certificates of proficiency awarded by other states. You must satisfy all other admission requirements if you apply with a certificate of proficiency.

Cooperative Admissions Program
The University of California, Berkeley and West Valley College, have entered into a Cooperative Admissions Program (CAP). The CAP provides alternative admissions options for regularly admissible high school students who cannot be accommodated in the College of Engineering, the College of Environmental Design, and the College of Letters and Science (LASS) at Berkeley. CAP provides an opportunity for students to complete their lower division general education and major requirements and be guaranteed admission to Berkeley at the end of two years of study in a non-impacted major.
The Intersegmental General Education Transfer Curriculum (IGETC) consists of a series of courses that community college students can use to satisfy lower division general education requirements at any CSU or UC campus. For certification, all IGETC areas must be completely fulfilled. A minimum grade of "C" in each class is required.

Certification of IGETC will permit a student to transfer from a community college to a campus in either the California State University or the University of California system without the need, after transfer, to take additional lower-division, general education courses to satisfy campus G.E. requirements.

Completion of the IGETC is not a requirement for transfer to a CSU or UC, nor is it the only way to fulfill the lower-division, general education requirements of the CSU or UC prior to transfer. Students may find it advantageous to take courses fulfilling OSU's general education requirements or those of a particular UC campus. The following courses have been approved by the Intersegmental Committee as fulfilling the IGETC requirements.

**AREA 1. ENGLISH COMMUNICATION**

CSU – 3 courses required, 9 semester units, one course from Group A and B

UC – 2 courses required, 6 semester units, one course from Group A and B

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>Group A: English Composition (1 course, 3 semester units)</td>
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<tr>
<td>Engl 001A</td>
<td>English Composition</td>
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<tr>
<td>Group B: Critical Thinking-English Composition (1 course, 3 semester units)</td>
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<td>Engl 001C</td>
<td>Critical Thinking</td>
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<td>Engl 001C (Honors)</td>
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<tr>
<td>Phi 003</td>
<td>Intro to Ethics</td>
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<td>Phi 017</td>
<td>Logic and Critical Reasoning</td>
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<tr>
<td>Group C: Oral Communication (1 course, 3 semester units) only</td>
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<tr>
<td>Comm 001</td>
<td>Public Speaking</td>
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<td>Comm 001 (Honors)</td>
<td>Public Speaking</td>
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<tr>
<td>Comm 010</td>
<td>Persuasive Speaking</td>
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<td>Comm 010 (Honors)</td>
<td>Persuasive Speaking</td>
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<tr>
<td>Comm 020</td>
<td>Argumentation and Debate</td>
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<td>Comm 020 (Honors)</td>
<td>Argumentation and Debate</td>
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**AREA 2. MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING**

1 course, 3 semester units

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<thead>
<tr>
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<td>Math 001*</td>
<td>Pre-Calculus Algebra</td>
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<td>Math 002*</td>
<td>Pre-Calculus Algebra &amp; Trigonometry</td>
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<tr>
<td>Math 003A,003B</td>
<td>Analytic Geom &amp; Calculus</td>
<td>5,5</td>
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<tr>
<td>Math 004A</td>
<td>Intermediate Calculus</td>
<td>4</td>
</tr>
<tr>
<td>Math 004B</td>
<td>Differential Equations</td>
<td>4</td>
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<tr>
<td>Math 004C</td>
<td>Linear Algebra</td>
<td>4</td>
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<tr>
<td>Math 008</td>
<td>Finite Mathematics</td>
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<td>Math 008 (Honors)</td>
<td>Finite Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>Math 010*</td>
<td>Elementary Statistics</td>
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<td>Math 010 (Honors)</td>
<td>Elementary Statistics</td>
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<tr>
<td>Math 012*</td>
<td>Applied Calculus</td>
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<tr>
<td>Math 019</td>
<td>Discrete Mathematics</td>
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**AREA 3. ARTS AND HUMANITIES**

3 courses, 9 semester units: At least one course must be in the arts and one in the humanities.

**ARTS COURSES:**

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<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>Art 001A</td>
<td>Survey of Western Art I</td>
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<tr>
<td>Art 001A (Honors)</td>
<td>Survey of Western Art I</td>
<td>3</td>
</tr>
<tr>
<td>Art 001B</td>
<td>Survey of Western Art II</td>
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<tr>
<td>Art 001B (Honors)</td>
<td>Survey of Western Art II</td>
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<tr>
<td>Art 010D</td>
<td>Art of the 20th Century</td>
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<td>Art 010D (Honors)</td>
<td>Art of the 20th Century</td>
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<tr>
<td>Art 010E</td>
<td>Design in Society</td>
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<tr>
<td>Art 010E (Honors)</td>
<td>Design in Society</td>
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<tr>
<td>Art 014</td>
<td>Art Appreciation</td>
<td>3</td>
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<tr>
<td>Art 014 (Honors)</td>
<td>Art Appreciation</td>
<td>3</td>
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<tr>
<td>Art 015</td>
<td>Art of the United States</td>
<td>3</td>
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<tr>
<td>Art 015A</td>
<td>Art of Pre-Hispanic Mexico</td>
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<tr>
<td>Art 015B</td>
<td>Art of Colonial &amp; Modern Mexico</td>
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<tr>
<td>Music 001</td>
<td>Music Literature</td>
<td>3</td>
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<tr>
<td>Music 001 (Honors)</td>
<td>Music Literature</td>
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<tr>
<td>Music 002</td>
<td>Music Literature</td>
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<td>Music 002 (Honors)</td>
<td>Music Literature</td>
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<tr>
<td>Music 003A,003B</td>
<td>Music Theory Level 1, 2</td>
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<tr>
<td>Music 004A,004B</td>
<td>Music Theory Level 3, 4</td>
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<tr>
<td>Music 005</td>
<td>Fundamentals of Music</td>
<td>4</td>
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<tr>
<td>Music 007</td>
<td>Counterpoint</td>
<td>3</td>
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<tr>
<td>Music 009</td>
<td>Jazz-Past &amp; Present</td>
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<tr>
<td>Music 010</td>
<td>Music Appreciation</td>
<td>3</td>
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<tr>
<td>Music 012</td>
<td>Form &amp; Analysis</td>
<td>3</td>
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<tr>
<td>Music 055</td>
<td>World Music</td>
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<tr>
<td>P.E.Th 051</td>
<td>Dance In America; A Cultural Perspective</td>
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<td>P.E.Th 051 (Honors)</td>
<td>Dance In America; A Cultural Perspective</td>
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<td>Thea 010</td>
<td>Intro to Theatre</td>
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<td>Thea 014A,014B,014C</td>
<td>Survey of Film</td>
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<td>Thea 015</td>
<td>Intro to Film</td>
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**HUMANITIES COURSES:**

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<td>Engl 005A, 005B</td>
<td>Survey English Literature</td>
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<td>Engl 006A, 006B</td>
<td>World Literature</td>
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<td>Engl 006A, 006B (Honors)</td>
<td>World Literature</td>
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<tr>
<td>Engl 007A, 007B</td>
<td>American Literature</td>
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<tr>
<td>Engl 012</td>
<td>African-American Literature</td>
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<tr>
<td>Engl 013</td>
<td>Latin/Chicano Literature</td>
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</tr>
<tr>
<td>Engl 016</td>
<td>Latin American Literature</td>
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<td>Engl 018</td>
<td>Asian American Literature</td>
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<tr>
<td>Engl 041</td>
<td>Literature and Film</td>
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<tr>
<td>Engl 043</td>
<td>Classical Mythology</td>
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<tr>
<td>Engl 043 (Honors)</td>
<td>Classical Mythology</td>
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<td>Engl 044</td>
<td>The Bible as Literature</td>
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<td>Engl 046</td>
<td>Contemporary American Multicultural Literature</td>
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<td>Engl 046 (Honors)</td>
<td>Contemporary American Multicultural Literature</td>
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<td>Engl 047</td>
<td>Intro to Poetry</td>
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<td>Engl 048</td>
<td>Intro to Shakespeare</td>
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<td>Engl 049</td>
<td>Modern Fiction</td>
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<td>Engl 049 (Honors)</td>
<td>Modern Fiction</td>
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<td>French 001A</td>
<td>Beginning French</td>
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<td>French 002A, 002B</td>
<td>Intermediate French</td>
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<td>French 003A, 003B</td>
<td>Advanced French &amp; Written Composition</td>
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<td>Germ 001B</td>
<td>Beginning German</td>
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<tr>
<td>Germ 002A, 002B</td>
<td>Intermediate German</td>
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<td>Hist 003</td>
<td>Asian American History</td>
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<td>Hist 004A, 004B</td>
<td>History of Western Civ</td>
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<td>Hist 004A, 004B (Honors)</td>
<td>History of Western Civ</td>
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<td>Hist 005A</td>
<td>World History: Prehistory to 1500</td>
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<td>Hist 005B</td>
<td>World History from 1500</td>
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<td>Hist 008A, 008B</td>
<td>History of the Americas</td>
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<td>Hist 011</td>
<td>History of Africa</td>
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<td>Hist 012</td>
<td>Afro-American History</td>
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<td>Hist 014</td>
<td>History Native North American</td>
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<td>Hist 016</td>
<td>Mexican-American History</td>
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<td>Hist 017A,017B</td>
<td>United States History</td>
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<td>Hist 017B (Honors)</td>
<td>United States History</td>
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<td>Hist 020</td>
<td>History &amp; Geography of California</td>
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<td>Hist 030A</td>
<td>History of Asian Civilization</td>
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<td>Hist 030B</td>
<td>History of Asian Civilization</td>
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<td>Human 001A, 001B</td>
<td>Human Values in and from the Arts</td>
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<td>Human 001A,001B (Honors)</td>
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<td>Human 002</td>
<td>Intro to Humanities in America</td>
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<td>Human 005</td>
<td>Humanities in Oriental, Islamic &amp; Indian Cultures</td>
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<td>Ital 001B</td>
<td>Beginning Italian</td>
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<td>Ital 002A, 002B</td>
<td>Intermediate Italian</td>
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<td>Johns 001B</td>
<td>Beginning Japanese</td>
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<td>Johns 002A,002B</td>
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<td>Phil 001</td>
<td>Intro to Philosophy</td>
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<tr>
<td>Phil 004</td>
<td>Patterns in Comparative Religions</td>
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<td>Patterns in Comparative Religions</td>
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<td>Phil 005</td>
<td>Introduction to Social and Political Philosophy</td>
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<td>Phil 006</td>
<td>Intro to the Philosophy of the Person</td>
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<td>Phil 008</td>
<td>Intro to Asian Philosophy</td>
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<td>Intro to Asian Philosophy</td>
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<tr>
<td>Phil 012</td>
<td>Intro to Environmental Ethics</td>
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<td>Phil 016</td>
<td>Religious Pluralism in the U.S.</td>
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<td>Phil 017</td>
<td>Logic and Critical Reasoning</td>
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<tr>
<td>Phil 021</td>
<td>World Philosophers on Death</td>
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<td>Phil 022</td>
<td>Philosophy of Religion</td>
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<td>Russ 001B</td>
<td>Beginning Russian</td>
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<td>SL 006B</td>
<td>African Sign Language</td>
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<td>Span 001B*</td>
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<tr>
<td>Span 002A, 002B</td>
<td>Intermediate Spanish</td>
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<td>Span 003A, 003B</td>
<td>Advanced Spanish Oral &amp; Written Composition</td>
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<td>WS 001</td>
<td>Intro to Women’s Studies</td>
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<tr>
<td>WS 002</td>
<td>Women in the Arts</td>
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AREA 4. SOCIAL & BEHAVIORAL SCIENCES
3 courses, 9 semester units from at least two disciplines.

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<td>Intro to Archaeology</td>
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<tr>
<td>Anth 003</td>
<td>Intro to Cultural Anthro</td>
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<td>Anth 003 (Honors)</td>
<td>Intro to Cultural Anthro</td>
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<tr>
<td>Anth 004</td>
<td>Intro to Linguistic Anthropology</td>
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<td>Econ 001A</td>
<td>Macroeconomics</td>
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<td>Econ 001A (Honors)</td>
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<td>Intro to Cultural Geography</td>
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<td>Geog 006</td>
<td>World Regional Geography</td>
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<td>Poli 001</td>
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<td>Poli 002</td>
<td>Comparative Governments</td>
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<td>Poli 003</td>
<td>Intro to Political Science</td>
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<td>Poli 003 (Honors)</td>
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<td>Poli 004</td>
<td>International Relations</td>
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<tr>
<td>Poli 005</td>
<td>American Ideals and Institutions: A Multicultural Approach</td>
<td>3</td>
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<td>Psych 001</td>
<td>General Psychology</td>
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<td>Psych 009</td>
<td>Intro to Psychology of Women</td>
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<td>Psych 012</td>
<td>Human Growth &amp; Development</td>
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<td>Intro to Social Psychology</td>
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<td>Psych 025</td>
<td>Intro to Abnormal Psychology</td>
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<td>Soc 001</td>
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<td>Soc 002</td>
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<td>Soc 003</td>
<td>Social Psychology: A Sociological Perspective</td>
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<td>Soc 012</td>
<td>Sociology of Chicanoism</td>
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<td>Soc 020</td>
<td>American Race Relations</td>
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<tr>
<td>Soc 045</td>
<td>Sociology of Human Sexuality</td>
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AREA 5. PHYSICAL & BIOLOGICAL SCIENCES
2 courses, 7 to 9 semester units: One Physical Science course and one Biological Science course. At least one of the courses must include a laboratory.

A. PHYSICAL SCIENCE COURSES
(Courses underlined contain a laboratory component.)

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Astro 001</td>
<td>Astronomy</td>
<td>3</td>
</tr>
<tr>
<td>Astro 001 (Honors)</td>
<td>Astronomy</td>
<td>3</td>
</tr>
<tr>
<td>Astro 002</td>
<td>Astronomy Lab</td>
<td>1</td>
</tr>
<tr>
<td>Astro 002 (Honors)</td>
<td>Astronomy Lab</td>
<td>1</td>
</tr>
<tr>
<td>Astro 010</td>
<td>Solar System Astronomy</td>
<td>3</td>
</tr>
<tr>
<td>Astro 010L</td>
<td>Astronomy Lab</td>
<td>1</td>
</tr>
<tr>
<td>Astro 011</td>
<td>Stellar Astronomy</td>
<td>3</td>
</tr>
<tr>
<td>Astro 011L</td>
<td>Astronomy Lab</td>
<td>1</td>
</tr>
<tr>
<td>Astro 014</td>
<td>Life in the Universe</td>
<td>3</td>
</tr>
<tr>
<td>Chem 030A,030B</td>
<td>General Chemistry</td>
<td>5.5</td>
</tr>
<tr>
<td>Chem 030C</td>
<td>Intro to Chemistry</td>
<td>4</td>
</tr>
<tr>
<td>Chem 030F</td>
<td>Quantitative Analysis</td>
<td>4</td>
</tr>
<tr>
<td>Chem 030G</td>
<td>Concepts in Chemistry</td>
<td>4</td>
</tr>
<tr>
<td>Chem 031A,031B</td>
<td>Organic Chemistry</td>
<td>5.5</td>
</tr>
<tr>
<td>Chem 032A,032B</td>
<td>Fundamentals of Chemistry</td>
<td>3.3</td>
</tr>
<tr>
<td>Geog 001</td>
<td>Intro to Physical Geography</td>
<td>3</td>
</tr>
<tr>
<td>Geol 001A</td>
<td>Physical Geology</td>
<td>4</td>
</tr>
<tr>
<td>Geol 001A (Honors)</td>
<td>Physical Geology</td>
<td>4</td>
</tr>
<tr>
<td>Geol 001B</td>
<td>Historical Geology</td>
<td>3</td>
</tr>
<tr>
<td>Geol 002B</td>
<td>Historical Geology Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>Geol 010A</td>
<td>Earth Science Systems</td>
<td>4</td>
</tr>
</tbody>
</table>

Geol 015 | Geology of California                            | 3     |
Ocean 001 | Oceanography                                     | 3     |
Ocean 010 | Intro to Oceanography                            | 4     |
Phys 010C | Physical Science Survey                          | 3     |
Phys 020 | Weather & Climate                                | 3     |
Phys 030C | Descriptive Environmental Science                | 3     |
Phys 030 | Intro Physics Problem Solving                    | 3     |
Phys 032A,032B | General Physics                     | 5.5   |
Phys 034A | Engineering Physics-Mechanics                   | 3     |
Phys 034B | Engineering Physics-Electricity                 | 5     |
Phys 034C* | Engineering Physics-Heat                        | 5     |
Phys 034D* | Intro to Physics                                 | 4     |

B. BIOLOGICAL SCIENCE COURSES
(Courses underlined contain a laboratory component.)

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anth 001</td>
<td>Intro to Physical Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>Bio 010A</td>
<td>Intro to Biology</td>
<td>4</td>
</tr>
<tr>
<td>Bio 011</td>
<td>Human Biology</td>
<td>4</td>
</tr>
<tr>
<td>Bio 011 (Honors)</td>
<td>Human Biology</td>
<td>4</td>
</tr>
<tr>
<td>Bio 012</td>
<td>Intro Wildlife Bio &amp; Mgmt</td>
<td>3</td>
</tr>
<tr>
<td>Bio 018</td>
<td>Marine Biology</td>
<td>4</td>
</tr>
<tr>
<td>Bio 021 (Honors)</td>
<td>Genetics</td>
<td>4</td>
</tr>
<tr>
<td>Bio 022</td>
<td>Genetics</td>
<td>3</td>
</tr>
<tr>
<td>Bio 024</td>
<td>Contemporary Biology</td>
<td>3</td>
</tr>
<tr>
<td>Bio 036</td>
<td>Animal Behavior</td>
<td>3</td>
</tr>
<tr>
<td>Bio 041</td>
<td>Principles of Animal Biology</td>
<td>5</td>
</tr>
<tr>
<td>Bio 042*</td>
<td>Principles of Plant Biology</td>
<td>5</td>
</tr>
<tr>
<td>Bio 043</td>
<td>Principles of Cell Biology</td>
<td>5</td>
</tr>
<tr>
<td>Bio 045*</td>
<td>Microbiology</td>
<td>5</td>
</tr>
<tr>
<td>Bio 046</td>
<td>Anatomy &amp; Physiology</td>
<td>5</td>
</tr>
<tr>
<td>Bio 047</td>
<td>Human Anatomy</td>
<td>5</td>
</tr>
<tr>
<td>Bio 048</td>
<td>Human Physiology</td>
<td>5</td>
</tr>
<tr>
<td>Psych 002</td>
<td>Experimental Psychophysiology</td>
<td>4</td>
</tr>
<tr>
<td>Psych 002 (Honors)</td>
<td>Experimental Psychophysiology</td>
<td>4</td>
</tr>
<tr>
<td>Psych 007</td>
<td>Physiological Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

Language Other Than English (University of California only): Proficiency equivalent to two years of high school study in the same language with a "C" or better OR one course, either:

- French 001A | German 001A
- Ital 001A | Japanese 001A
- Russ 001A | Spanish 001A

*California State University Graduation Requirement in U.S. History, Constitution, and American Ideals. (Not part of IGETC; may be completed at CSU. Courses used to meet the American Ideals requirement may NOT be used to satisfy IGETC requirements.)

Complete one of the following options:

- Hist 012 and Poli 001, Poli 001 (Honors)
- Hist 014 and Poli 001, Poli 001 (Honors)
- Hist 016 and Poli 001, Poli 001 (Honors)
- Hist 017A and Poli 001, Poli 001 (Honors)
- Hist 017A and Hist 020
- Hist 017B and Poli 001, Poli 001 (Honors), Hist 017B (Honors) § see below

*Please note: Effective Fall 2004, the two course sequence of History 017A and 017B will no longer satisfy the CSU U.S. History/ American Ideals graduation requirement. If the courses were completed prior to Fall 2004, they are certifiable as having met this requirement. For Fall 2004 and beyond, students are advised to follow the current list of approved courses. Please consult a counselor for questions regarding this change.

*Indicates that a UC course credit may be limited, for similar courses i.e.

- Math 003A and Math 012 combined maximum credit, one course.
- Bio 046, 047, and 048 combined maximum credit, 9 units.

Please consult the Counseling Office for additional information.

Completing IGETC After Transfer

IGETC after transfer will permit students with “demonstrated need” the opportunity to complete one or two IGETC courses after transferring to a CSU or UC.

Courses excluded are those that are required for admission (see below):

- English
- Critical Thinking
- Oral Communication (CSU only)
- Quantitative Reasoning

Student Eligibility:

To be eligible for IGETC After Transfer, a student must demonstrate “good cause” as to why courses could not be completed prior to transfer. Examples of hardships include:

- Illness
- Unavailable or cancelled courses
- Military Service
- Unexpected hardships (e.g. family or employment problems)

Note: These hardships must be experienced prior to Fall 2004. For Fall 2004 and beyond, students are advised to follow the current list of approved courses. Please consult the Counseling Office for additional information.

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California State University (CSU)

Transfer Requirements*

Lower Division Transfer Requirements—If you have completed fewer than 60 transferable semester (90 quarter) units, you will qualify for admission if you have a grade point average of 2.0 (C) or better in all transferable units attempted, are in good standing at the last college or university attended, and meet the admission requirements for first-time freshmen, i.e., you have completed with a grade of C or better each of the courses in the comprehensive pattern of college preparatory subject requirements and have a qualifiable eligibility index. If you did not complete all the subject requirements in high school, appropriate college courses may be used to make up the missing subjects. Nonresidents must meet the eligibility index for nonresidents.

Upper Division Transfer Requirements—if you have completed at least 60* transferable semester (90 quarter) units, have a grade point average of 2.0 (C) or better in all transferable units attempted (nonresidents must have a grade point average of 2.4), and are in good standing at the last college or university attended, you may become eligible if you:

- Complete at least 30 semester (45 quarter) units of college courses with a grade of C or better in each course to be selected from courses in English, arts and humanities, social science, and mathematics at a level at least equivalent to courses that meet general education requirements. The 30 semester (45 quarter) units must include all of the general education requirements in communication in the English language (at least 9 semester or 12 quarter units to include written communication, oral communication, and critical thinking) and mathematics (at least 3 semester or 4 quarter units) or completion of the Interssegmental General Education Transfer Curriculum, English communication (at least 9 semester or 12 quarter units in English composition, oral communication, and critical thinking) and the requirement in mathematics (at least 3 semester or 4 quarter units).

* Effective Fall 2005.

Work Taken at Other Colleges

The California State University applies a maximum of 70 semester transferable community college units toward the bachelor's degree.

General Education Pattern for Bachelor Degrees at the California State Universities

Effective September, 1969, the California State University System authorized the “Certification” or “Partial Certification” of General Education (Degree) Requirements to its 23 campus locations. Outlined below is the Certification Program developed by West Valley College.

Careful educational planning will enable students to complete not only the general education requirements for transfer, but also the general education required for the Associate Degree awarded by West Valley College. Consult a counselor for assistance in correlating these requirements. Students must complete minimum of 39 units in the 5 categories listed below. A course used to satisfy a requirement in one area may not be used to satisfy a requirement in another area.

“Certification” or “Partial Certification” may be requested on a Transcript request form available in the Admissions and Records Office.

General Education for California State University Transfer Students

(Independent College transfer students should consult a counselor)

A. Basic Subjects - Language and Rationality:

9 units minimum

1. Oral Communication: Comm 001, 001 (Honors) or Comm 010 or 010 (Honors), 020 or 020 (Honors) (3 units)

2. Written Communication: Engl 010A (3 units)

3. Critical Thinking: Engl 010B, 010C or 010C (Honors) (3 units)

Some California State Universities require Engl 010 and 010B. Check specific catalogs.

B. Natural Sciences - Mathematics:

9 units minimum

I. Natural Science: 6 units minimum

(a) Option I: Two lecture/laboratory classes, one from the Biological Sciences and one from the Physical Sciences.

(b) Option II: Three classes, from both Biological and Physical Sciences. One of these must be a lecture/laboratory course or a laboratory course.

Lecture Courses

Biological Sciences

Anthr 001
Biol 024, 036
Psych 007

Physical Sciences

Astro 001 or 001 (Honors) or 010 or 011, 014
GeoG 001
Geol 001B, 010, 015
Ocean 001
Psci 010, 020, 030
Phys 001

Lecture/Laboratory Courses

Biological Sciences

Biol 010, 011, 011 (Honors), 012, 014, 018, 021 (Honors), 022, 041, 042, 043, 045, 046, 047, 048
Psych 002, 002 (Honors)

Physical Sciences

Chem 001A, 001B, 002, 005, 010, 012A, 012B, 030A, 030B
Geol 001A, 001A (Honors), 003B, 005, 010A, 020
Ocean 010
Phys 002A, 002B, 004A, 004B, 004C, 010

Laboratory Courses

Physical Sciences

Astro 002, 002 (Honors), 010L, 011L
Geol 002B

II. Mathematics: One course required with a grade of “C” or better: Math 000D, 000G, 001, 002, 002A, 003B, 004A, 004B, 004C, Math 008, 008 (Honors), 010, 010 (Honors), 012, 014, 018, 018 (Honors), 019

C. Arts, Literature, Philosophy, Foreign Language:

9 units minimum. Students must complete one course each from Series I, II and a third course from either Series I or II to total 9 units.

Series I

Art 001A, 001A (Honors), 001B, 001D (Honors), 001E, 004, 004 (Honors), 007, 010, 012A, 012B, FD 032.

Music 001, 001 (Honors), 002, 002 (Honors), 003A, 003B, 004A, 004B, 005, 007, 009, 010, 012, 054, 055

FE, Th 051, 051 (Honors)

Thear 001, 006A, 006B, 010, 010 (Honors), 014A, 014B, 014C, 015, 015 (Honors), 030

Series II

Engl 005A, 005B, 006A, 006B, 006A, 006B (Honors), 007A, 007B, 012, 013, 016, 018, 041, 043, 044, 046, 046 (Honors) 047, 048, 049, 049 (Honors), 070A, 070B

Phil 001A, 001B, 002A, 002B

Germ 001A, 001B, 002A, 002B

Hist 005A, 005B

Hist 001A, 001A (Honors), 001B, 01B (Honors), 002, 005

IS 012 (Honors)

Ital 001A, 001B, 002A, 002B

Jrps 001A, 001B

Phil 001, 004, 004 (Honors), 005, 006, 008, 008 (Honors), 009, 012, 016, 021, 022

Photo 001

Russ 001A, 001B

SL 000A, 000B

Span 001A, 001B, 002A, 002B, 003A, 003B

WS 001, 002

D. Social Sciences: 9 units minimum

1. Complete one course from each Series I, II, and III.

NOTE: The American Institutions and the Series I and Series II requirements may be fulfilled by selecting one of the options listed in item 2 below.

Series I

Hist 004A, 004A (Honors), 005A, 008A, 012, 014, 016, 017A
Polt 001, 001 (Honors), 002, 003, 003 (Honors), 004

Series II

Hist 003, 004B, 004B (Honors), 005B, 008B, 017B, 017B (Honors) 020
Polt 001, 001 (Honors), 002, 003, 003 (Honors), 004

Series III

AJ 001

Anthr 002, 003, 003 (Honors), 004

Bus 061

Econ 001A, 001A (Honors), 001B, 001B (Honors), 003, 003 (Honors)

Geog 002, 002 (Honors), 006

Polt 005

Psych 001, 017, 025

Soc 001, 003

2. The American Institutions requirement of the California State University may be met by completing one of the following options:

Hist 012, African-American and Polit 001, 001

Hist 014, History of the Native North American and Polit 001, 001

American Government (also Honors)

Hist 016, Mexican American History and Polit 001, 001

American Government (also Honors)

Hist 017A, United States History and Hist 020, 020

History and Geography of California

Hist 017A, United States History and Polit 001, 001

American Government (also Honors)

Hist 017B, 017B (Honors) United States History and Polit 001, 001

American Government (also Honors)
E. Understanding and Development:

3 units minimum
CHS 002
Couns 005, 012, 012A, 012B, 012C (Note: The entire sequence of Couns 012A, 012B, 012C must be completed for a total of 3 units.), 024, 025, 050
H Ed 007, 008, 010, 012, 013
IS 004, 004 (Honors)
NS 015
Physical Education (Note: Not more than 1 unit of PE may be used in Area E.)
Psych 009, 012, 025
Soc 002, 002 (Honors), 020, 040, 043, 045
Comm 004, 008, 012, 017, 025
A minimum of 39 units is required for full certification.

Please note: Effective Fall 2004, the two course sequence of History 17A and 17B no longer satisfies the CSU U.S. History/ American Ideal graduation requirement. If the courses were completed prior to Fall 2004, they are certifiable as having met this requirement. For Fall 2004 and beyond, students are advised to follow the current list of approved courses. Please consult a counselor for questions regarding this change.

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).

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.

Graduation Requirements for the Associate Degree

West Valley College will confer the Associate of Arts or Associate of Science degree upon a student who successfully completes the requirements listed below and has filed a petition in the Records Office by deadline dates printed in the current Schedule of Classes. A student who has remained in continuous attendance and enrolled in at least one course per academic year may elect to meet the degree requirements in effect at any time during the student's period of continuous attendance. The associate degree may be sought as either a final educational goal or a major step toward a baccalaureate degree elsewhere. Associate degree general education and proficiency requirements will be waived for students who have previously completed a baccalaureate degree at an accredited institution. For many students, the successful completion of the A.S. degree will result in preparation to enter an occupation.

I. Associate of Arts and Associate of Science Degrees

A. Complete a minimum of 60 passing units of college work, 12 of which must be in residence. A maximum of 20 “CR” units may be applied toward the completion of the associate degree (see Grading Systems).
B. Achieve a “C” (2.00) grade point average in 60 units of work reflected on all college transcripts submitted for graduation.
C. Fulfill a major. Degrees are offered only in majors listed in the college catalog upon completion of all the major requirements.
D. Grades of “C” or better are required for all courses used to satisfy major requirements for the Associate degree.
E. Proficiency in reading, writing, mathematics and information competency is required for graduation with either associate degree.

1. Reading
   A grade equivalency score of at least 12th grade level on a standardized test or a grade of C or better in Read 053, Speed and Critical Reading, or the completion with a grade of C or better in a California State University transferable 3 unit reading course taken at an accredited college or university that is substantially equivalent to Read 053.

2. Writing
   Completion of the English composition requirements with a C or better.

3. Mathematics
   A grade of C or better in Math 104, 105, 106, 106R, 107 or 000G, or higher, or completion of comparable high school courses with a grade of C or better.

4. Information Competency
   a. A grade of C or better in LIBR 004.
   b. A minimum of 1 semester unit or more in an information competency infused course. Refer to the current Schedule of Classes for a list.
General Education Requirements

A. LANGUAGE AND RATIONALITY

A minimum of six (6) semester units.

B. NATURAL SCIENCES

A minimum of three (3) semester units to include inquiry into the physical universe and its life forms.

II. Minimum Requirements: 25 units

A. Language and Rationality

1. English Composition (written composition) (3)

B. Communication and Analytical Thinking (3)

C. Humanities (3)

D. Social and Behavioral Sciences (3-6)

E. Lifelong Understanding and Development (3) or select three (3) units from areas A, B, C, or D that are not part of the student’s major.

F. Intercultural Studies (3)

G. Physical Education Activity (1)

II. Minimum Requirements: 25 units

A. Language and Rationality

1. English Composition (written composition) (3)

B. Communication and Analytical Thinking (3)

C. Humanities (3)

D. Social and Behavioral Sciences (3-6)

E. Lifelong Understanding and Development (3) or select three (3) units from areas A, B, C, or D that are not part of the student’s major.

F. Intercultural Studies (3)

G. Physical Education Activity (1)

C. HUMANITIES

A minimum of three (3) semester units which cultivate the intellect, imagination, sensitivity and sensibility.


Chin 050A

Engl 002 (Honors), 005A, 005B, 006A, 006B, 006A, 006B (Honors) 007A, 007B, 010, 012, 013, 016, 018, 041, 043, 043 (Honors) 044, 046, 047, 048, 049, 049 (Honors) 070A, 070B

FD 032

Fmch 01A, 001B, 002A, 002B, 030A, 050A, 051B, 062

Germ 001A, 001B, 002A, 002B, 050A, 050B, 051A, 051B

Greek 050A

Human 001A, 001A (Honors), 001B, 001B (Honors), 002, 005

Ital 001A, 001B, 002A, 002B, 050A, 051A, 051B

Japn 001A, 001B, 002A, 002B, 050A, 050B, 051A, 051B

Latin 050A


Phil 001, 003, 004, 004 (Honors) 005, 006, 008, 008 (Honors) 009 (Honors), 012, 022


PE 3.1-3.24

PE Th 050

Russ 001A, 001B, 050A, 050B

Sl 060A, 060B

Span 001A, 001B, 002A, 002B, 003A, 003B, 050A, 050B, 051A, 051B


WS 002

D. SOCIAL SCIENCE

Series 1: Social and Behavioral Sciences:

A minimum of three (3) semester units dealing with human, social, psychological, political, and economic institutions and behavior and their historical background, selected from among the following:

A: 001

Arth 002, 003, 003 (Honors), 004

Econ 001A, 001B, 001A, 001B (Honors)

Geog 002, 002 (Honors), 006

Hist 004B, 004B (Honors), 008B, 012, 014, 016, 020

Polit 002, 003, 003 (Honors), 004

Psych 001

Soc 001

Series 2: American History and Institutions

Complete the American History and Institutions requirement for the California State University OR complete three (3) semester units with a credit or a grade of C or better in one of the following:

Hist 017B, 017B (Honors)

Polit 001, 001 (Honors)

If history is used to fulfill the Series 2 requirement, a course from a discipline other than history must be used to satisfy the Series 1 requirement. If political science is used to fulfill the Series 2 requirement, a course from a discipline other than political science must be used to satisfy the Series 1 requirement.

E. LIFELONG UNDERSTANDING AND DEVELOPMENT

Option 1: Three (3) units from Area A, B, C or D, which are not part of the student’s major.

Option 2: Three (3) units from courses listed below which cultivate self-understanding and development of the student as an integrated individual capable of coping with life in our modern society, assist students to acquire the skills necessary to adapt to change, gain self-understanding, and set achievable goals, and which include consideration of such matters as cognitive, affective and psychomotor development, health, stress management, and key relationships of human beings to their social and physical environment.

Bus 061

Ca 017

Chs 053

Comm 004, 006, 017, 018, 025

Couns 005, 012, 012A, 012B, 012C, 024, 024A, 024B, 024C, 024D, 025

FD 027

H Ed 007, 008, 010, 012, 013

IS 004, 009

Lead 020A, 020B, 030A

LS 001

Libr 004

PE Th 042

Psych 012, 025, 030

F. CULTURAL DIVERSITY

A minimum of three (3) semester units to prepare students to work effectively and live harmoniously in a pluralistic society, acknowledge the experience, scholarship and accomplishments of the many cultures in our society, promote and foster a sense of inquiry about cultural diversity, and meet the needs of the culturally diverse student population.

A course used to fulfill this requirement may not be used to fulfill another associate degree general education requirement. (Double counting is not permitted.)

CHS 005

Comm 012

Couns 050

Engl 012, 013, 018, 046, 046 (Honors)

Hist 003

Phil 016, 021

PE Th 051, 051 (Honors)

Polit 005

Psych 009

Soc 020

WS 001

G. PHYSICAL EDUCATION ACTIVITY

A one (1) semester unit activity course in physical education (P.E. 1.02 -1.10) is required to receive an Associate Degree. A course used to fulfill this requirement cannot
West Valley College
Advanced Placement Program

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 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.

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>
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<tbody>
<tr>
<td>Art-Drawing</td>
<td>Art 31A 3 units</td>
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<tr>
<td>Art-General</td>
<td>Art 33A 3 units</td>
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</tr>
<tr>
<td>Art-History</td>
<td>Art 1A and 1B 6 units</td>
<td>3 units in Area C1</td>
<td>3 units in Area 3</td>
</tr>
<tr>
<td>Biology</td>
<td>Bio 10 4 units</td>
<td>3 units in Area B2 (Lab units ARE NOT awarded)</td>
<td>4 units in Area 5 (Lab units ARE awarded)</td>
</tr>
<tr>
<td>Chemistry (score 4 or 5)</td>
<td>Chem 1A 5 units</td>
<td>6 units in Areas B1 and B3</td>
<td>5 units in Area 5</td>
</tr>
<tr>
<td>Computer Science-A</td>
<td>CIS 4A/4A.1 4 units</td>
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<tr>
<td>Computer Science-B</td>
<td>CIS 4B/4B.1 4 units</td>
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<tr>
<td>Economics-Macro</td>
<td>Econ 1A 3 units</td>
<td>3 units in Area D2</td>
<td>3 units in Area 4</td>
</tr>
<tr>
<td>Engl Lang/Comp</td>
<td>Engl 1A 3 units</td>
<td>3 units in Area A2</td>
<td>3 units in Area 1: Group A</td>
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<tr>
<td>Engl Lit/Comp</td>
<td>Engl 1A+ 3 units toward Area C of WVC GE 6 units</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 3 units</td>
<td>3 units in Area D6</td>
<td>3 units in Area 3</td>
</tr>
<tr>
<td>French-Lang</td>
<td>French 2A 5 units</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 5 units</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>German Lang</td>
<td>Germ 2A 5 units</td>
<td>6 units in Area C2</td>
<td>5 units in Area 3 for each exam; also validates Foreign Language Proficiency</td>
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<tr>
<td>U.S. History</td>
<td>No course equiv. 6 units (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</td>
<td>Math 3A 5 units</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 5 units</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 10 units</td>
<td>3 units in Area B4 (note unit limitation)</td>
<td>5 units in Area 2 (note unit limitation)</td>
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<tr>
<td>Govt &amp; Pol-US</td>
<td>Poli 1 3 units</td>
<td>3 units in Area D8</td>
<td>3 units in Area 4</td>
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<tr>
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<td>6 units in Areas B1 and B3</td>
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<td>Physics-C</td>
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<td>3 units in Areas B1 and B3 (note unit limitation)</td>
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<td>Psychology</td>
<td>Psych 1 3 units</td>
<td>3 units in Area D9</td>
<td>3 units in Area 4</td>
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<td>Spanish-Lang</td>
<td>Span 2A 5 units</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>
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<tr>
<td>Spanish-Lit</td>
<td>Span 2B 5 units</td>
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<tr>
<td>Statistics</td>
<td>Math 10 3 units</td>
<td>3 units in Area B4</td>
<td>3 units in Area 2</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.
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.

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 1985, 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.

Credit for Advanced Placement Tests

You may fulfill part of your degree requirements with credit allowed for the College Entrance Examination Board Advanced Placement Tests with scores of 3, 4, or 5. The Subject Area, Units Granted, and West Valley College Course Equivalents listed on page 11. It is the student’s responsibility to check with other institutions to determine the acceptability of any credit earned by examination.

Students must apply for advanced placement credit through the Records Office.

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 grade received on the examination 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. 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 WV 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 Records 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 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.
## Associate Degree, Certificate and Selected Transfer Programs

<table>
<thead>
<tr>
<th>PROGRAM</th>
<th>TRANSFER AA</th>
<th>AS</th>
<th>CERTIFICATE of PROFICIENCY</th>
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<td>Accounting (Business Administration)</td>
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<td>Accounting Clerk</td>
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<td>Administration of Justice (Law Enforcement)</td>
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<td>Anthropology</td>
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<td>Facilities Management Technician</td>
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<td>Historic Preservation</td>
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<td>Computer Arts: Animation</td>
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<td>Biological Science</td>
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<td>Real Estate Salesperson Education</td>
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<td>Insurance Billing Specialist</td>
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<td>Massage Therapy</td>
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<td>Orthopedic Technician</td>
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<td>Honors University Transfer Program</td>
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<td>Interior Design</td>
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<td>Computer Aided Drafting and Design</td>
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Associate Degree, Certificate and Selected Transfer Programs continued

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POLIZA NO DISCRIMINATORIA DE EDUCACION VOCACIONAL

Los Programas de Educación Vocacional se ofrecen en West Valley College sin tener en cuenta la raza, el color, el origen de nacionalidad, el sexo, o la incapacitación física.

Los Programas de Educación Vocacional incluyen:
- Contabilidad
- Administración de Justicia
- Arquitectura
- Administración de Empresas
- Estudios de la Niñez
- Aplicaciones de Computadoras
- Animaciones de Informática
- Sistemas de Computación e Información
- Transcripción Jurídica
- Publicación “Desktop”
- Medios Digitales/Servicios de la Red Mundial
- Diseño Interior
- Carreras de Costura y Modelo
- Tecnologías de Asistencia Médica
- Diseño Interior
- Asistencia Legal
- Mercadotecnia
- Administración de Oficina
- Supervisión de Parques
- Administración de Ventas al por Menor

La Admisión al Colegio está abierta para los graduados de la Escuela de Secundaria y para las personas mayores de 18 años de edad en la raza, el color, el origen de nacionalidad, el sexo, o la incapacitación física.

La falta de conocimiento del Lenguaje Inglés no va a ser un obstáculo para la admisión y participación en las Programas de Educación Vocacional del Colegio.

CAREER EDUCATION NONDISCRIMINATION POLICY

Career Education Programs are offered at West Valley College without regard to race, color, national origin, sex, or disability.

Career Education Programs include offerings in:
- Accounting Clerk
- Administration of Justice
- Architecture
- Business
- Business Management
- Child Studies
- Computer Applications
- Computer Arts Animation
- Computer & Information Systems
- Court Reporting
- Desktop Publishing
- Digital Media/Internet Services
- Digital Media
- Fashion Careers
- Health Care Technologies
- Interior Design
- Landscape Architecture
- Paralegal
- Marketing
- Office Administration
- Park Management
- Retail Management

Admission to the College is open to high school graduates and to persons 18 years of age and older who show evidence that they can profit from instruction, including those who have passed the High School Proficiency Exam or the test of General Educational Development (GED). Verification of eligibility must be included with the application.

The lack of English language skills will not be a barrier to admission and participation in the College’s career programs.

CHÍNH SÁCH KHÔNG KỸ THỊ CỦA CHƯƠNG TRÌNH HUẤN NGHỆ

Những sinh viên theo học các chương trình Huấn luyện tại Trường West Valley không bị kỳ thị bởi màu da, màu tóc, phong cách hay lứa tuổi.

Chương trình Huấn luyện gồm các ngành học sau đây: Kỹ Tô, Quản Trị Tư Phẩm, Kỹ Thuật Pin, Quản Trị Kinh Doanh, Quản Trị Kinh Doanh, Quản Trị Nhà ở, Quản Trị Công ty, Quản Trị Hàng Hóa, Quản Trị Kỹ Thuật, Quản Trị Thiết Kế...

Admission to the College is open to high school graduates and to persons 18 years of age and older who show evidence that they can profit from instruction, including those who have passed the High School Proficiency Exam or the test of General Educational Development (GED). Verification of eligibility must be included with the application.

The lack of English language skills will not be a barrier to admission and participation in the College’s career programs.

La falta de conocimiento del Lenguaje Inglés no va a ser un obstáculo para la admisión y participación en las Programas de Educación Vocacional del Colegio.
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 Proficiency. 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 and counseling services.

A chart which includes the various career programs with transfer, degree or certificate designation appears on page 15.

Certificate Recognition at Graduation
Students earning a certificate that requires at least 15 units will be included in the graduation ceremony.

Career Programs Advisory Boards

Administration of Justice Advisory Board
Charles Cullen, Communication Manager, Palo Alto Police Department
Lt. Diana Cuenca, Santa Clara County Department of Corrections
Chief David Gullo, City of Campbell
Dr. Steven Lee, Justice Studies Department, San Jose State University
Chief Laura Lorman, West Valley/Mission District Police Department
Dr. George Payton, Criminal Justice Services
Dr. Jeffrey Schwartz, CEO, LETRA Inc.
Sgt. Bill Tait, Sheriff’s Department, Santa Clara County

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Architecture Advisory Board
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Department Chair, Architecture and Landscape Architecture
Edward Janke, A.I.A., Architecture Instructor
Christopher Clancy, A.I.A, Sugimura & Associates Architects
Robert Cowan
Adrian Huang
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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Jane Ellis, Retired
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Jenny Schoget, Hewlett Packard Co.
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Sydney Whaley, Retired CPS

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Karen Hensche, CSR, Deposition Reporter
Emily Holley, CSR, Deposition Reporter
Kathy Lezchuk, CSR, Official Court Reporter
Kelly McCarthy, CSR, Official Court Reporter
Kim Meierotto, CSR, Deposition Reporter
Toni Pulone, CSR, Deposition firm owner
Jana Ridenour, CSR, Hearing Reporter
Robin Riviello, CSR, Deposition Reporter Court Reporting Department
Anne Torreano, CSR, Deposition Reporter Court Reporting Department

Digital Media/Internet Services
Advisory Board
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James Campbell, Exhibigroup Gilspur
Dan Chapman, Fabrizio Graphics
Authur Castro, Fabrizion Graphics
Peter Commandeur, Digital Impressions
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Sylvia Min, Mills College
Mike Otwell, ArtVenture
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Marian Clayden, Clayden, Inc
Max Cohen, Illusions Activewear
Joseph Domingo, Joseph Domingo Studio
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Kaleene Kenning, Gymboree
Jennifer Larson, Mervyn’s
Michelle Lininger, Gerber Garment Technology
Terri O’Connell, Illusions Activewear
Nancy Orton, Rebecca Raggs
Jane Przybysz, SJ Museum of Quilts & Textiles
Susan Stark, San Francisco State University
Trudy Valenzuela, Farr West Fashions

Health Care Technologies Advisory Board
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Michelle Busey, Local 250 Health Care Workers Union
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Janet Ferres, Kaiser Hospital
Susan Frey, Valley Medical Center
Debbie Harris, Pediatrics Associates
Donna Kuester, Valley Medical Center
Dr. Nelly Mangarova, Head College
Mj Mangiarini, El Camino Hospital
Sonia Menzies, Valley Medical Center
Carla Reed, Silicon Valley College
Kathy Ricossa, Kaiser Hospital
Adam Salinger, Pro-Med Billing
Carol Schultz, Valley Medical Center
Dr. Stanford Shoor, Kaiser Hospital
Priya Smith, Kaiser Hospital
Rochelle L. Spratling, Kaiser Hospital
Tamara Stafford, El Camino Hospital
Ernie Walerstein, San Jose Medical Group
Interiors Design Advisory Board
Todd Bevis, Weske Associates
Norah Brown, Pivot Interiors
Denise Carey, Carey & Co.
Jim Crawford, James Crawford, Architect
Sharon Daroca, Design Centers Silicon Valley
Terry de la Cuesta, Robinson, Mills & Williams
Julie Cavanaugh, Design 101
Anna K. Harrison, Design Response
Joseph Hittinger, Joseph Hittinger Designs
Barbara Jacobs, Barbara Jacobs Interior Design
Lisa Kohler, Reel Grobman Associates
Elke MacGregor, DES
Patricia McDonald, McDonald & Moore, Ltd.
Michael O'Farrell, Palmr
Teri Pollard, AAi Design

Paralegal Advisory Board
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Charles Chase, C.L.A., McManis, Faulkner, & Morgan
Stefani Dawkins, Associate Faculty, Cisco Systems
Michelle Deleye, J.D., Robert Half Legal (Legal Placement/Recruitment)
Stacy Hopkins, Esq., Paralegal Instructor
Tim Hopkins, Esq., Groom & Cave
Anne Kirkland, Magma Design Work
Patricia McDonald, McDonald & Moore, Ltd.
Elke MacGregor, DES
Lisa Kohler, Reel Grobman Associates
Norah Brown, Pivot Interiors

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 003A.

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**, 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**
and
**Reading 970, 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.
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.

- ENGL 903: Basic Grammar and Sentence Structure
- ENGL 905: English Fundamentals-A Preparation. course for Eng 001A
- ENGL 975-A: Writing Skills
- ENGL 980-D: Computer Assisted Writing
- ESL 961G: Basic Grammar and Writing 1
- ESL 962G: Basic Grammar and Writing 2
- ESL 963G: Sentence Development
- ESL 964G: Paragraph Development
- ESL 961LS: Basic Listening and Speaking 1
- ESL 962LS: Basic Listening and Speaking 2
- ESL 963LS: Oral Communication 1
- ESL 964LS: Oral Communication 2
- ESL 961RV: Basic Reading and Vocabulary 1
- ESL 962RV: Basic Reading and Vocabulary 2
- ESL 963RV: Intermediate Reading and Vocabulary 1
- ESL 964RV: Intermediate Reading and Vocabulary 2
- ESL 975A-D: English as a Second Language Skills
- LS 900-A: Assessment of Communication Skills
- LK 961: Speech Production Skills Level I
- LK 962: Speech Production Skills
- LK 963: Language Comprehension and Expression I
- LK 964A: Language Comprehension and Expression Level II
- LK 965: Auditory Perceptual Skills
- LK 966: Advanced Auditory Perceptual Skills
- LK 967: Oral Communication Skills
- LK 970: Introduction to Speech Development
- LK 971: Effective Communication Skills
- LK 975: Successful Study Skills
- LK 976: Adjunct Learning Strategies
- LK 990: Beginning Lip Reading
- LK 991: Intermediate Lip Reading
- LK 992: Advanced Lip Reading
- LK 993: Post Advanced Lip Reading
- MATH 902P: Fundamentals of Arithmetic
- MATH 903: Fundamental Arithmetic
- MATH 903: Effective Learning: Learning Strategies
- MATH 904: Effective Learning: Critical Thinking
- MATH 905: Effective Learning: Writing
- MATH 906: Effective Learning: Spelling
- MATH 907: Effective Learning: Vocabulary Development
- MATH 908: Effective Learning: Sentence Skills
- MATH 909: Effective Learning: Paragraph Writing
- MATH 910: Effective Learning: Sentence and Paragraph Writing
- MATH 911: Effective Learning: Reading
- MATH 912: Effective Learning: Pre-Algebra
- MATH 913: Effective Learning: Writing
- MATH 914: Effective Learning: Spelling
- MATH 915: Effective Learning: Sentence Skills
- MATH 916: Effective Learning: Paragraph Writing
- MATH 917: Effective Learning: Vocabulary Development
- MATH 918: Effective Learning: Sentence and Paragraph Writing
- MATH 919: Effective Learning: Reading
- MATH 920: Effective Learning: Pre-Algebra
- MATH 921: Effective Learning: Writing
- MATH 922: Effective Learning: Spelling
- MATH 923: Effective Learning: Sentence Skills
- MATH 924: Effective Learning: Paragraph Writing
- MATH 925: Effective Learning: Vocabulary Development
- MATH 926: Effective Learning: Sentence and Paragraph Writing
- MATH 927: Effective Learning: Reading
- MATH 928: Effective Learning: Pre-Algebra
- MATH 929: Effective Learning: Writing
- MATH 930: Effective Learning: Spelling
- MATH 931: Effective Learning: Sentence Skills
- MATH 932: Effective Learning: Paragraph Writing
- MATH 933: Effective Learning: Vocabulary Development
- MATH 934: Effective Learning: Sentence and Paragraph Writing
- MATH 935: Effective Learning: Reading
- MATH 936: Effective Learning: Pre-Algebra
- MATH 937: Effective Learning: Writing
- MATH 938: Effective Learning: Spelling
- MATH 939: Effective Learning: Sentence Skills
- MATH 940: Effective Learning: Paragraph Writing
- MATH 941: Effective Learning: Vocabulary Development
- MATH 942: Effective Learning: Sentence and Paragraph Writing
- MATH 943: Effective Learning: Reading
- MATH 944: Effective Learning: Pre-Algebra
- MATH 945: Effective Learning: Writing
- MATH 946: Effective Learning: Spelling
- MATH 947: Effective Learning: Sentence Skills
- MATH 948: Effective Learning: Paragraph Writing
- MATH 949: Effective Learning: Vocabulary Development
- MATH 950: Effective Learning: Sentence and Paragraph Writing
- MATH 951: Effective Learning: Reading
- MATH 952: Effective Learning: Pre-Algebra
- MATH 953: Effective Learning: Writing
- MATH 954: Effective Learning: Spelling
- MATH 955: Effective Learning: Sentence Skills
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- MATH 958: Effective Learning: Sentence and Paragraph Writing
- MATH 959: Effective Learning: Reading
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- MATH 974: Effective Learning: Sentence and Paragraph Writing
- MATH 975: Effective Learning: Reading
- MATH 976: Effective Learning: Pre-Algebra
- MATH 977: Effective Learning: Writing
- MATH 978: Effective Learning: Spelling
- MATH 979: Effective Learning: Sentence Skills
- MATH 980: Effective Learning: Paragraph Writing
- MATH 981: Effective Learning: Vocabulary Development
- MATH 982: Effective Learning: Sentence and Paragraph Writing
- MATH 983: Effective Learning: Reading
- MATH 984: Effective Learning: Pre-Algebra
- MATH 985: Effective Learning: Writing
- MATH 986: Effective Learning: Spelling
- MATH 987: Effective Learning: Sentence Skills
- MATH 988: Effective Learning: Paragraph Writing
- MATH 989: Effective Learning: Vocabulary Development
- MATH 990: Effective Learning: Sentence and Paragraph Writing
- MATH 991: Effective Learning: Reading
- MATH 992: Effective Learning: Pre-Algebra
- MATH 993: Effective Learning: Writing
- MATH 994: Effective Learning: Spelling
- MATH 995: Effective Learning: Sentence Skills
- MATH 996: Effective Learning: Paragraph Writing
- MATH 997: Effective Learning: Vocabulary Development
- MATH 998: Effective Learning: Sentence and Paragraph Writing
- MATH 999: Effective Learning: Reading

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 been successfully completed with a grade of A, B, or C. Course repetition is permitted for substandard work (previous grade of D, F, or NC) 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 NC) 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 009: Firearms
- AJ 010A: Defensive Tactics
- AJ 010B: Defensive Tactics
- AJ 040: Campus Service Officer Internship
- AJ 000ABCD: Safety Services Cadet
- AJ 160: Advanced Officer Training
- AJ 160J: Standards and Training for Corrections
- AJ 165: Field Training for Officers
- ART 011A: Workshop in Art Gallery and Museum Operations
- ART 027: Introduction to Computer Arts
- ART 036: Computer Arts: Color Design
- ART 039A: Computer Arts: Modeling
- ART 039B: Computer Arts: Animation
- ART 050A: Critical Analysis in Oil Painting
- CA 010: Beginning Computer Keyboarding
- CA 010D: Computer Keyboarding
- CA 015: Document Formatting
- CA 046D: Internet Microsoft PowerPoint
- COUNS 022A-D: Personal Growth
- COUNS 023A-D: Personal Growth
- CTR 020: Lab
- CTR 022: Lab
- CTR 020X: Lab
- CTR 022X: Lab

Basic Skills

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 disabled and/or English as a Second Language class.

Basic skills courses may not be used to satisfy requirements for an associate degree. All non-degree applicable basic skills courses are numbered in the 900’s, and such sections in this catalog are identified with the word “Credit does not apply to the associate degree.”
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 038 Spanish for Public Safety and Emergency Personnel
AJ 150A-Z Pre-Service Justice Training
ART 001A Survey of Western Art I
ART 001B Survey of Western Art II
ART 001D Art of the 20th Century
ART 033A Two-Dimensional Design
ART 035C 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 049A Beginning Painting
ART 049B Intermediate Painting
ART 049C Intermediate-Advanced Painting
ART 049D Advanced Painting
ART 053A Computer Graphics Overview
ART 053B Computer Animation Overview
ART 053C Web Art Overview
ART 055 Introduction to Computer Arts
ART 057A Modeling for Animation
ART 057B Animation
ART 057C Promotional Animation
ART 059 Animation Studio
ART 065A-D Ceramics Handbuilding
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ART 065B Ceramics Principles and Practices
ART 065C Ceramics Theory and Practice
ART 065D Ceramics Criticism and History
ART 065E Ceramics for Artists
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ART 065G Ceramics for Designers
ART 065H Ceramics for Educators
ART 065I Ceramics for Engineers
ART 065J Ceramics for Industrial Designers
ART 065K Ceramics for Interior Designers
ART 065L Ceramics for Landscape Architects
ART 065M Ceramics for Architects
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ART 086 Beg Spreadsheet, Microsoft Excel
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CHS 080 Curriculum Principles & Practices
CHS 087 Methods of Observation in Early Childhood Settings
CIP 008 80 WPM Speed Goal
CIP 010 100 WPM Speed Goal
CIP 012 120 WPM Speed Goal
CIP 014D 140 WPM Speed Goal
CIP 016D 160 WPM Speed Goal
CIP 018D 180 WPM Speed Goal
CIP 020CD 200 WPM Speed Goal
CIP 022CD 200 WPM Speed Goal
CIP 024 English Review for the Court Reporter
CIP 025B Computer Aided Medical Dictionary
CIP 035C Computer Aided Legal Dictionary
CIP 035E Medical Dictation for the Court Reporter
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 015C Digital Illustration: Freehand
DMIS 018 Freelance abd 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 023B Advanced Dreamweaver
DMIS 024 Information and Content Design
DMIS 025 Internet Marketing I
DMIS 026 Web Applications: User Analysis, Documentation, Use Cases, and UML
DMIS 027 Web Graphics
DMIS 029 Digital Print Preparation
DMIS 030C Page Layout: PageMaker
DMIS 036C Page Layout: Quark/Press
DMIS 042 Desktop Publication Design
DMIS 050A Digital Authoring 1: Director
DMIS 050B Digital Authoring 2: Director
DMIS 057A Digital Editing: Premiere
DMIS 057B Advanced Video Editing: Premiere
DMIS 059 Web Design: Dreamweaver & UltraDev.
DMIS 062A Flash 1: Creating Interactive Web Pages
DMIS 062B Flash 2: Scripting and Web Interfaces
DMIS 063 Digital Video in HD
DMIS 064 3D Application Graphics
DMIS 066 Digital Audio and Video
DMIS 069 DVD Authoring
DMIS 070A XML Technologies 1
DMIS 070B XML Technologies 2
DMIS 071 Scalable Vector Graphics (SVG)
DMIS 072 Wireless Technologies
DMIS 075A Internet Services 1
DMIS 075B Internet Services 2
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 Advanced Auto Cad
ENGR 060 Introduction to Math CAD
ENGR 065 Matlab
ENGR 066 Engineering Problem Solving using Matlab
ENGL 090A-D Computer Assisted Writing
FD 012B Electronic Aided Patternmaking II
FD 012C Electronic Aided Patternmaking I
FD 018A Electronic Grading and Marking
FD 018B Electronic Patternmaking
### Course Repetitions

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<tr>
<td>THEAR 042</td>
<td>Masks for the Stage</td>
</tr>
</tbody>
</table>

**The following courses have a maximum unit limit:**

- THEAR 021 AB C, Rehearsal and Performance (Technical), have a combined maximum of 12 units.
- THEAR 022 AB C, 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:**

<table>
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<tr>
<th>Course Code</th>
<th>Title</th>
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</thead>
<tbody>
<tr>
<td>PE 1 02</td>
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<tr>
<td>PE 1 21</td>
<td>Jazz Dance — Intermediate</td>
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</tbody>
</table>

**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

**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 301 G, 302 G, 303 G 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:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>LS 110</td>
<td>Supervised Tutoring</td>
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</tbody>
</table>
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.

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.

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.

CALIFORNIA ARTICULATION NUMBERS
California Articulation Numbers (CAN) are used in this catalog to identify courses which have been accepted to fulfill lower division requirements at any of the participating community colleges, State Universities and University of California campuses. For example, Accounting 10, Accounting Fundamentals Financial, is identified at the end of the course description by the descriptor (CAN BUS 2).

DIRECTED STUDIES
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 satisfactorily 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. No more than a total of six (6) units of Directed Studies in any field may be taken or applied toward the AA degree.

For more specific information about Directed Studies, students are encouraged to consult with a counselor.

How To Read Course Descriptions

1 Subject
2 Course number
3 Course Title
4 Course Number of Units
5 Necessary course and/or skills to take this class
6 Concurrent: may be taken at the same time
7 Corequisite must be taken at the same time
8 Acceptable for credit to university/ies
9 Course description
ACCTG 050 ACCOUNTING FOR SMALL BUSINESS
1 unit
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. Credit/No Credit Option

ACCTG 051A INCOME TAX
3 units
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 050A ACCOUNTING FUNDAMENTALS I - QUICKBOOKS
3 units
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. Credit/No Credit Option

ACCTG 060B ACCOUNTING FUNDAMENTALS II-QUICKBOOKS
3 units
Prerequisites: ACCTG 060A or ACCTG 050 or ACCTG 010
This course is 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.

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

ACCTG 060 ACCOUNTING FUNDAMENTALS II-QUICKBOOKS
3 units
Prerequisites: ACCTG 060A or ACCTG 050 or ACCTG 010
This course is 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.

ACCTG 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. Credit/No Credit Option

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.
AJ 002 CONCEPTS OF CRIMINAL LAW
3 units
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; methodology; 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. (CAN AJ 004)

AJ 003 PRINCIPLES AND PROCEDURES OF THE JUSTICE SYSTEM
3 units
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
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
Acceptable for Credit: California State University
The fundamentals of investigation, crime scene search and recording, collection and preservation of physical evidence, scientific aid, and modus operandi, sources of information, interviews and interrogation, follow-up investigation are taught. (CAN AJ 008)

AJ 006 PATROL PROCEDURES
3 units
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 007 TRAFFIC LAW AND ACCIDENT INVESTIGATION
3 units
Acceptable for credit: California State University
Traffic law enforcement, regulation and control; fundamentals of traffic accident investigation; drunk driving detection, apprehension, report writing and prosecution; California Vehicle Code; punitive, definitive, authoritative and procedural statutes; felony, misdemeanor, infractions; reported violations and mandatory and optional arrest sections.

AJ 008 JUVENILE PROCEDURES
3 units
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 009 FIREARMS
1 unit
Acceptable for credit: California State University
The moral aspects, legal provisions, safety precautions and restrictions covering the use of firearms; firing of sidearm and shotgun. This course may be repeated three times.

AJ 010A, B DEFENSIVE TACTICS
1 unit each
Acceptable for credit: California State University
Protection against persons armed and dangerous and deadly weapons; demonstration and drill in a limited number of holds and come-alongs; restraint of prisoners and the mentally ill. These courses may be repeated three times.

AJ 011 POLICE PHOTOGRAPHY
3 units
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
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
Acceptable for credit: California State University
The investigation of a sexual assault crime, including the collection of evidence and the human aspect of empathy toward a traumatized victim. Psychological makeup of the sexual assault perpetrator, peripheral victims including family, friends and the community; social implications of this crime will be studied as well as preventive measures.

AJ 016 WOMEN AND JUSTICE: NEW TRENDS
3 units
Acceptable for credit: California State University
This course will provide students with a better understanding of law enforcement. 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 020A JUVENILE FIELD EXPERIENCE
3 units
Acceptable for credit: California State University
This course is 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 a Felony may be excluded. Students must be age 18 or older to visit Penal Institutions. Credit/No Credit Option
AJ 030B JUSTICE FIELD EXPERIENCE
3 units
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. Credit/No Credit Option

AJ 031 ACADEMY ORIENTATION
3 units
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. Credit/No Credit Option

AJ 032 MOTORCYCLE, PRISON AND STREET GANGS
3 units
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. Credit/No Credit Option

AJ 033 PROBATION AND PAROLE
3 units
Acceptable for credit: California State University
This introductory course is designed to orient students to possible careers in probation, parole, and corrections. The course covers historical and present day functions of the probation and parole systems of the United States. Credit/No Credit Option

AJ 034 CAREER PLANNING IN CRIMINAL JUSTICE
3 units
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. Credit/No Credit Option

AJ 036 FIREARMS TERMINOLOGY AND SAFETY
3 units
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. Credit/No Credit Option

AJ 037A ADMINISTRATION OF JUSTICE INTERNSHIP -SEMINAR
3 units
Acceptable for credit: California State University
Prerequisite: Must be 18 years or age or older
Administration of Justice pre-service students will apply knowledge/skills learned in the program through supervised internship at selected criminal justice agencies; industrial or retail security; Suicide or Rape Crisis Centers, etc. Background checks will be conducted by most criminal justice agencies and students with felony arrest convictions may be excluded. Credit/No Credit Option

AJ 038 SPANISH FOR PUBLIC SAFETY AND EMERGENCY PERSONNEL
3 units
This course is designed for pre service students and in service public personnel as well as emergency personnel who wish to better culturally and orally more effective in serving their 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. Credit/No Credit Option Dual listed with SPAN 040A.

AJ 040 CAMPUS SERVICE OFFICER INTERNSHIP
3 units
Acceptable for credit: California State University
The Campus Service officer course provides the opportunity for a student to perform criminal justice duties as an intern with the West Valley/ Mission College District Police Department. Students are given the opportunity to learn and perform dispatching and public desk duties, foot and vehicle patrol, crime investigation, report writing and general law enforcement functions. Emphasis is placed on developing traits of tolerance, understanding, patience, responsibility and teamwork in an atmosphere of cultural and ethnic diversity. This course may be repeated three times. Credit/No Credit Option.

AJ 041 INTRODUCTION TO FORENSICS
3 units
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 introduce students to the contributions of forensic anthropology, forensic psychiatry, document analysis, and computer forensics to criminal investigations. Case studies are used to illustrate the application and introduction of forensic evidence in the legal system. Credit/No Credit Option

AJ 090A, B, C, D CAMPUS SERVICE OFFICER
1-4 units
Prerequisite: Interview with instructor prior to enrollment
Acceptable for credit: California State University
Provides the student with the opportunity to wear the Campus Service Officer uniform; perform dispatching and foot patrol duties; prepare various police forms; perform various police functions under supervision; participate in practical training sessions; and develop traits of tolerance, understanding, patience, responsibility and teamwork. Open course to non-AJ majors. Credit/No Credit Option

AJ 091, 092, 093 DIRECTED STUDIES
1-3 units
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. Credit/No Credit Option

AJ 160G ADVANCED OFFICER TRAINING
.25 – 5 units
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. Credit/No Credit Option

AJ 160I PC 832 LAWS OF ARREST, SEARCH AND SEIZURE
3 units
Acceptable for credit: California State University
This is a structured law enforcement course, designed to develop a high level of competence in the material required by Section 832 of the California Penal Code. Students successfully completing the course will have met one the standards to be certified as a peace officer within the State of California. Credit/No Credit Only.

AJ 160J STANDARDS AND TRAINING FOR CORRECTIONS
.5 – 1 unit
This course covers subjects/topics designed to meet education and training objectives for probation officers and adult and juvenile institution staff. Subjects/topics are categorized according the following content: legal, procedural, communication, safety and security, medical and mental/emotional issues, casework, and management and supervision. This is a variable unit course and may be taken for a total of four times. Credit/No Credit Option

- PREREQUISITES AND COREQUISITES are MANDATORY. See page 17 for specific information.
- Courses used to meet prerequisite requirements must have been completed with a grade of C or credit or better.
- RECOMMENDED preparations are ADVISORY.
anthropology

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ANTHR 001 INTRODUCTION TO PHYSICAL ANTHROPOLOGY
3 units
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. Credit/No Credit Option (CAN ANTH 002)

ANTHR 002 INTRODUCTION TO ARCHAEOLOGY
3 units
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. Credit/No Credit Option (CAN ANTH 006)

ANTHR 003 INTRODUCTION TO CULTURAL ANTHROPOLOGY
3 units
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. This course may also be offered in a distance-learning format. Credit/No Credit Option (CAN ANTH 004)

ANTHR 004 INTRODUCTION TO LINGUISTIC ANTHROPOLOGY
3 units
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. Credit/No Credit Option

ANTHR 055 ANTHROPOLOGY OF MAGIC, WITCHCRAFT AND RELIGION
3 units
Acceptable for credit: 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. Credit/No Credit Option

Archaeology

(See Anthropology)
## Architecture

See also Landscape Architecture

### THE FACULTY
Soroush Ghahramani, Int’l Assoc. AIA  
Edward Janke, AIA

DIVISION  
Applied Arts and Sciences  

DEPARTMENT CHAIR  
Kris Gaiero  
Soroush Ghahramani, A.I.A.

PHONE  
408-741-4097  
E-MAIL  
soroush.ghahramani@westvalley.edu  
COUNSELING  
408-741-2009

### Degree
A.S., Architecture

### Certificates
Architecture  
Historic Preservation  
Facilities Management Technician

### 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. West Valley’s program has transfer agreements with the architecture programs at UC Berkeley and Cal Poly, San Luis Obispo. While most students select one of those two schools, our students transfer to a variety of public and private institutions, both in California and out-of-state.

The program is academically challenging. The West Valley architecture courses, by necessity, must match the content and intellectual rigor of those at the universities with which it has transfer agreements. In addition to architecture courses, students typically have substantial general education requirements to fulfill and must complete required math and science courses, usually including calculus and physics.

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 the 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 Bachelors or Masters degree.

Technology is becoming increasingly important in architecture both professionally and academically. An increasing number of courses utilize computer.

### Career Paths
- 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.

### ARCHITECTURE (A.S. Degree)

#### Major Requirements: (48 Units)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARCH 030 Construction Materials &amp; Methods</td>
<td>2</td>
</tr>
<tr>
<td>ARCH 031A Architectural Graphics: Drawing &amp; Sketching</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 031B Architectural Graphics: Advanced Rendering</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 032A Intro to Architecture and Environmental Design</td>
<td>2</td>
</tr>
<tr>
<td>ARCH 032B Basic Architectural Design</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 033A Architectural Design I</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 033B Architectural Design II</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 034A Architectural Design III</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 034B Architectural Design IV</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 035A Strength of Materials</td>
<td>4</td>
</tr>
<tr>
<td>ARCH 036 Intro to Urban Environment</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 044 Introduction to Architectural Desktop</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 045 Architectural Building Codes</td>
<td>3</td>
</tr>
<tr>
<td>MATH 003A Calculus and Analytical Geometry</td>
<td>5</td>
</tr>
<tr>
<td>PHYS 004A Engineering Physics--Mechanics</td>
<td>5</td>
</tr>
</tbody>
</table>

**Recommended Electives: (12 Units)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARCH 029A Architectural History</td>
<td>2</td>
</tr>
<tr>
<td>ARCH 029B Architectural History</td>
<td>2</td>
</tr>
<tr>
<td>ARCH 040 Fundamentals of Historic Preservation</td>
<td>2</td>
</tr>
<tr>
<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 Architectural Styles of the American House</td>
<td>2</td>
</tr>
<tr>
<td>MATH 003B Calculus and Analytical Geometry</td>
<td>5</td>
</tr>
<tr>
<td>PHYS 004C Engineering Physics-Light and Heat</td>
<td>5</td>
</tr>
<tr>
<td>ART 001A Introduction to Architectural Design</td>
<td>2</td>
</tr>
<tr>
<td>THEAR 017B Intermediate Scene Design</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Units** 60

**To be awarded an A.S. Degree, a student must complete:**
1. All the major requirements
2. Additional 5 units from the list of the recommended elective.
3. A grade of "C" or better must be earned for all required courses.

### ARCHITECTURE (Certificate)

**Facilities Management Technician**

#### Major Requirements:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arch 030 Construction Materials and Methods</td>
<td>2</td>
</tr>
<tr>
<td>Arch 033A Architectural Design II</td>
<td>3</td>
</tr>
<tr>
<td>Arch 044 Introduction to Architectural Desktop</td>
<td>3</td>
</tr>
<tr>
<td>Bus 072 Office Communications</td>
<td>3</td>
</tr>
<tr>
<td>CA 062B Bag. Spreadsheets</td>
<td>1</td>
</tr>
<tr>
<td>CA 063B Intern. Spreadsheets</td>
<td>2</td>
</tr>
<tr>
<td>CIS 012 Data Base Management Systems</td>
<td>3</td>
</tr>
</tbody>
</table>

### ARCHITECTURE (Certificate)  
Historic Preservation

Historic preservation is an evolving field, focusing on the care and protection of the built environment 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 program aims at preparing students for careers in the historic preservation and conservation of the historic environment. Students have opportunities in studies and research in preservation education and planning, documentation, and...
architecture conservation. A strong emphasis is placed on community-based projects through linkages with local, state groups, organizations and agencies.

Career Paths
- Architectural Firms Specialized in Historic Preservation
- The Federal and The States National 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>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARCH 040 Fundamentals of Historic Preservation</td>
<td>2</td>
</tr>
<tr>
<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 Architectural Styles of the American House</td>
<td>2</td>
</tr>
<tr>
<td>ARCH 044 Introduction to Architectural Desktop</td>
<td>3</td>
</tr>
</tbody>
</table>

Recommended Electives: (4 Units)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PKMG 014 Conservation of Our Natural Resources</td>
<td>3</td>
</tr>
<tr>
<td>PKMG 018 Park Planning &amp; Design</td>
<td>2</td>
</tr>
</tbody>
</table>

To be awarded a Certificate in Historic Preservation, a student must complete:
1. All the major requirements
2. Additional 4 units from the list of the recommended elective.
3. A grade of “C” better must be earned for all required courses.
Total Units 17

ARCH 029A ARCHITECTURAL HISTORY
2 units
Acceptable for credit: University of California, California State University
This course includes a study of modern world architectural history from 1800 to 1945.

ARCH 029B ARCHITECTURAL HISTORY
2 units
Prerequisite: Arch 029.
Acceptable for credit: University of California, California State University
This course includes a study of modern world architectural history from 1945 to the present, plus the influences of the ancient world.

ARCH 030 CONSTRUCTION MATERIALS AND METHODS
2 units
Acceptable for credit: California State University
This course is a study of the building materials, their methods of installation, and an introduction to the structural concepts of building design.
Credit/No Credit Option

ARCH 031A ARCHITECTURAL GRAPHICS: DRAWING AND SKETCHING
3 units
Recommended Preparation: Math 103 or 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, understand sketching techniques, and an understanding of perspective. This course also covers natural and man-made forms and basic architectural rendering. Credit/No Credit Option

ARCH 031B ARCHITECTURAL GRAPHICS: ADVANCED RENDERING
3 units
Recommended Preparation: Math 103 or 103R
Acceptable for credit: University of California, California State University
This course is a study of three-dimensional representations using various colors 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. Credit/No Credit Option

ARCH 032A INTRODUCTION TO ARCHITECTURE AND ENVIRONMENTAL DESIGN
2 units
Acceptable for credit: University of California, California State University
An overview of the field of environmental design. Familiarization with the professional fields of architecture, engineering, city planning, landscape architecture, allied arts and construction. Introduction to the design process as a basis for architectural analysis.

ARCH 032B BASIC ARCHITECTURAL DESIGN
3 units
Open to all architecture students
Recommended Preparation: Math 103/103R
Acceptable for credit: University of California, California State University
The study of visual phenomena with application to elementary composition dealing with the elements and principles of design. Analytic techniques and problem solving methodologies.

ARCH 033A ARCHITECTURAL DESIGN I
3 units
Prerequisites: Arch 032B and Arch 044
Recommended Preparation: Math 103 or 103R
Acceptable for credit: University of California, California State University
This course is an intermediate level of 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. Credit/No Credit Option

ARCH 033B ARCHITECTURAL DESIGN II
3 units
Prerequisites: Arch 032B and Arch 044
Recommended Preparation: Math 103 or 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. Credit/No Credit Option

ARCH 034A ARCHITECTURAL DESIGN III
3 units
Prerequisites: Arch 033A or Arch 033B
Recommended Preparation: Math 103 or 103R
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. Credit/No Credit Option

ARCH 034B ARCHITECTURAL DESIGN IV
3 units
Prerequisites: Arch 033B or Arch 034A
Recommended Preparation: Math 001 and Math 000D or Math 002
Acceptable for credit: University of California, California State University
This course is the most advanced level architectural design studio. Students have opportunities to study environmental and visual phenomena through architectural design exercises. Additional topics include architect’s duties and responsibilities, and the development of an architectural production set: construction documents, construction specifications, and cost estimation. Credit/No Credit Option

ARCH 035A STRENGTH OF MATERIALS
4 units
Corequisite: Math 003A (concurrently)
Recommended Preparation: Math 001 and Math D or Math 002
Acceptable for credit: University of California, California State University
The study of the physical properties of construction materials, moment and shear diagrams, axial and eccentric loading, and deflection. The sizing of structural members of homogeneous and compound materials.

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.
ARCH 036 INTRODUCTION TO URBAN ENVIRONMENT
3 units
Acceptable for credit: California State University
This course provides an historical analysis of the development of urban settlements from an urban design perspective, survey of American planning principles and development issues, and computer simulation of city development processes.

ARCH 040 FUNDAMENTALS OF HISTORIC PRESERVATION
2 units
Acceptable for credit: California State University
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. Credit/No Credit Option

ARCH 041 SCIENCE OF MATERIALS IN HISTORIC PRESERVATION
3 units
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 masonries, and the vibrations on the structures as well as the effects of road traffic on the buildings. Credit/No Credit Option

ARCH 042 ARCHITECTURAL RESTORATION AND REHABILITATION
3 units
Prerequisites: ARCH 040, ARCH 041, ARCH 044
Acceptable for credit: California State University
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. Credit/No Credit Option

ARCH 043 ARCHITECTURAL STYLES OF THE AMERICAN HOUSE
2 units
Acceptable for credit: California State University
This course is a study of American architectural styles from Native American shelters to the 1940s. This Course covers the architectural influence of immigrant groups from multiple cultural and ethnic backgrounds as well as the influences of architectural design movements through the course of the history of architecture. Credit/No Credit Option

ARCH 044 INTRODUCTION TO ARCHITECTURAL DESKTOP
3 units
Recommended Preparation: MATH 902 or MATH 902 concurrently
Acceptable for credit: California State University
This course is an introduction to Autodesk: Architectural Desktop, an AutoCAD based software specifically designed for use of architecture and civil engineering professionals. The course emphasis is on the construction of both 2D and 3D drawings. Credit/No Credit Option

ARCH 045 ARCHITECTURAL BUILDING CODES
3 units
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-resistant 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. Credit/No Credit Option

ARCH 091, 092, 093 DIRECTED STUDIES
1-3 units
Laboratory 3, 6, 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.

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 Option

Art

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

DEPARTMENT CHAIR
Ron Guzman
PHONE 408-741-2455
E-MAIL ron.guzmann@westvalley.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. The 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;
- 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

Art students are given the opportunity to learn:

- problem solve in a supportive, creative environment;
- learn and think critically when analyzing and making art;
- work independently and collaboratively;
- identify a variety of artists, artistic styles, and historical periods;
- articulate aesthetic issues in written and verbal form;
- apply the fundamental principles of art;
- employ technical skills and good craftsmanship;
- understand and appreciate diversity in the art world.
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

**COMPUTER ARTS: ANIMATION**
(AA Degree and Certificate)
Recommended - CA O20, O70 Introduction to Mac or Introduction to PC

**Major Requirements:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 055 Introduction to Computer Arts</td>
<td>3</td>
</tr>
<tr>
<td>ART 057A Modeling for Animation</td>
<td>3</td>
</tr>
<tr>
<td>ART 057B Animation</td>
<td>3</td>
</tr>
<tr>
<td>ART 060A Computer Arts: Interactive Digital Video Art</td>
<td>3</td>
</tr>
<tr>
<td>ART 060B Computer Arts: Multimedia Art Production</td>
<td>3</td>
</tr>
<tr>
<td>ART 031A Beginning Drawing</td>
<td>3</td>
</tr>
<tr>
<td>ART 033A Two-Dimensional Design</td>
<td>3</td>
</tr>
<tr>
<td>ART 033C Color Design</td>
<td>3</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.

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

**2-DIMENSIONAL VISUAL STUDIES CERTIFICATE**

<table>
<thead>
<tr>
<th>Required Courses (12 units)</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
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<td>3</td>
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</table>

Choice of 1 elective from:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art 0049A, Beginning Painting</td>
<td>3</td>
</tr>
<tr>
<td>Art 047A, Beginning Watercolor</td>
<td>3</td>
</tr>
<tr>
<td>Art 031B, Expressive Drawing</td>
<td>3</td>
</tr>
<tr>
<td>Art 031C, Representational Drawing</td>
<td>3</td>
</tr>
<tr>
<td>Art 035A, Beginning Life Drawing</td>
<td>3</td>
</tr>
<tr>
<td>Art 055, Introduction to Computer Arts</td>
<td>3</td>
</tr>
<tr>
<td>Art 001E, Design in Society</td>
<td>3</td>
</tr>
</tbody>
</table>

**ART 001A SURVEY OF WESTERN ART 1**
3 units
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 the environment, with 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. (CAN ART 2) Credit/No Credit Option

**ART 001B SURVEY OF WESTERN ART II**
3 units
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 the 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. (CAN ART 4) (ART 01A+01B +CAN ART SEQ A) Credit/No Credit Option

**ART 001D ART OF THE 20TH CENTURY**
3 units
Acceptable for credit: University of California, California State University

This course is a survey of painting, sculpture, and architecture in the western world from the impressionists to the present day, emphasizing the evolution of attitudes toward form and content. 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. Credit/No Credit Option

**ART 001E DESIGN IN SOCIETY**
3 units
Acceptable for credit: California State University

This course provides a thematic and a 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 including issues of economic and social class. Credit/No Credit Option

**ART 003 BAY AREA MUSEUMS AND GALLERIES**
2 units
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. Credit/No Credit Option

**ART 003A WORKSHOP IN ART GALLERY AND ART MUSEUM OPERATIONS**
1 unit
Acceptable for credit: California State University

Lab to provide workshop experience in various phases of preparation and execution of art exhibits on campus. Credit/No Credit Option

**ART 004 ART APPRECIATION**
3 units
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. Credit/No Credit 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. Credit/No Credit 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 055. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Description</th>
<th>Acceptable for credit:</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 007</td>
<td>ART OF ASIA</td>
<td>3</td>
<td>A general survey of arts and culture of Asia. Emphasis on painting, sculpture, ceramics and architecture.</td>
<td>University of California, California State University</td>
</tr>
<tr>
<td>ART 010</td>
<td>ART OF THE UNITED STATES</td>
<td>3</td>
<td>A general survey of painting, sculpture, and architecture in the United States from Colonial times to the present day.</td>
<td>University of California, California State University</td>
</tr>
<tr>
<td>ART 012A</td>
<td>ART OF PRE-HISPANIC MEXICO</td>
<td>3</td>
<td>A general survey of painting, sculpture, and architecture from the main civilizations of Pre-Hispanic Mexico.</td>
<td>University of California, California State University</td>
</tr>
<tr>
<td>ART 012B</td>
<td>ART OF COLONIAL AND MODERN MEXICO</td>
<td>3</td>
<td>A general survey of painting, sculpture, and architecture from colonial and modern Mexico.</td>
<td>University of California, California State University</td>
</tr>
<tr>
<td>ART 031A</td>
<td>BEGINNING DRAWING</td>
<td>3</td>
<td>This is a beginning drawing course for students with no former drawing experience. Students draw natural and human-made forms from observation directed towards realistic rendering of objects.</td>
<td>University of California, California State University</td>
</tr>
<tr>
<td>ART 031B</td>
<td>EXPRESSIVE DRAWING</td>
<td>3</td>
<td>Recommended Preparation: Art 031A. Advanced course for students with previous college-level drawing experience. Course emphasizes refinement of drawing skills and in-depth concentration on composition.</td>
<td>University of California, California State University</td>
</tr>
<tr>
<td>ART 031C</td>
<td>REPRESENTATIONAL DRAWING</td>
<td>3</td>
<td>Acceptable for credit: University of California. In this course, students have the opportunity to expand their understanding of rendering a physical likeness of three-dimensional form in black and white. 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.</td>
<td>University of California, California State University</td>
</tr>
<tr>
<td>ART 033A</td>
<td>TWO-DIMENSIONAL DESIGN</td>
<td>3</td>
<td>Acceptable for credit: University of California. This course offers an introduction to the principle, elements, and terminology of two-dimensional design. Students will have the opportunity to learn how 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.</td>
<td>University of California, California State University</td>
</tr>
<tr>
<td>ART 033B</td>
<td>INTERMEDIATE LIFE DRAWING</td>
<td>3</td>
<td>Acceptable for credit: University of California. Students will 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 will be emphasized through a variety of assignments stressing contour, gesture, surface modeling, light, and proportion.</td>
<td>University of California, California State University</td>
</tr>
<tr>
<td>ART 033C</td>
<td>COLOR DESIGN</td>
<td>3</td>
<td>Recommended Preparation: Art 033A. Students will work on refining their basic-design skills through the use of color concepts based on theory and expression. Projects will focus on color attributes such as hue, value, intensity, weight, distance, temperature, color schemes, and color interaction.</td>
<td>University of California, California State University</td>
</tr>
<tr>
<td>ART 035A</td>
<td>BEGINNING LIFE DRAWING</td>
<td>3</td>
<td>Acceptable for credit: University of California. Students will have the opportunity to study the fundamentals of the human figure by drawing from life in a variety of black and white media.</td>
<td>University of California, California State University</td>
</tr>
<tr>
<td>ART 035B</td>
<td>INTERMEDIATE LIFE DRAWING</td>
<td>3</td>
<td>Acceptable for credit: University of California. Students will work on refining basic figure drawing skills through an emphasis on creative expression. Students will have the opportunity to gain an expanded understanding of proportion, structure, modeling, movement, and description of the human form. A variety of drawing materials will be used including color media.</td>
<td>University of California, California State University</td>
</tr>
<tr>
<td>ART 035C</td>
<td>INTERMEDIATE-ADVANCED LIFE DRAWING</td>
<td>3</td>
<td>Acceptable for credit: University of California. Students will have increased opportunity to explore personal style of life drawing. Expanded theories of composition and color will be covered through studio practice and research of the history of life drawing.</td>
<td>University of California, California State University</td>
</tr>
<tr>
<td>ART 036</td>
<td>PERSPECTIVE DRAWING</td>
<td>3</td>
<td>Acceptable for credit: University of California. Study and practice in the principles of perspective and their uses in drawing.</td>
<td>University of California, California State University</td>
</tr>
<tr>
<td>ART 040A</td>
<td>PRINTMAKING: ETCHING</td>
<td>3</td>
<td>Recommended Preparation: Art 031A or Art 033A. Students will work on refining their basic-design skills through the use of color concepts based on theory and expression.</td>
<td>University of California, California State University</td>
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<tr>
<td>ART 040B</td>
<td>PRINTMAKING: ETCHING</td>
<td>3</td>
<td>Recommended Preparation: Art 040A. Students will work on refining their basic-design skills through the use of color concepts based on theory and expression.</td>
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**Notes:**
- PREREQUISITES and COREQUISITES are MANDATORY. See page 17 for specific information.
- Courses used to meet prerequisite requirements must have been completed with a grade of C or credit or better.
- RECOMMENDED preparations are ADVISORY.
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 Option in independent critical judgment. Credit/No Credit Option

**ART 040C PRINTMAKING: ETCHING**
3 units  
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. Credit/No Credit Option

**ART 040D PRINTMAKING: ETCHING**
3 units  
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 edilitioning. 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. Credit/No Credit Option

**ART 041A PRINTMAKING LITHOGRAPHY: STONE AND PLATE**
3 units  
Recommended Preparation: Art 031A or Art 033A  
Acceptable for credit: University of California, California State University  
Introductory workshop in planograph (printing from a flat surface) using the lithograph technique of drawing on a metal plate or stone and printing from this surface to create multiple original prints. Skills will be taught which enable students to develop an aesthetic vocabulary leading to independent critical judgment. Credit/No Credit Option

**ART 041B PRINTMAKING LITHOGRAPHY: STONE AND PLATE**
3 units  
Recommended Preparation: Art 041A  
Acceptable for credit: University of California, California State University  
Advanced studio practice in expressive and technical principles of lithographic printing processes with emphasis on color and development of a personal form of graphic design. Skills will be taught which enable students to develop an aesthetic vocabulary leading to independent critical judgment. Credit/No Credit Option

**ART 041C PRINTMAKING LITHOGRAPHY: STONE AND PLATE**
3 units  
Recommended Preparation: Art 041B  
Acceptable for credit: University of California, California State University.  
Advanced techniques in etching, etching, and printing plate and stone. Proper presentation and documentation of print portfolio (Lithograph). Skills will be taught which enable students to develop an aesthetic vocabulary leading to independent critical judgment. Credit/No Credit Option

**ART 041D PRINTMAKING LITHOGRAPHY: STONE AND PLATE**
3 units  
Recommended Preparation: Art 041C  
Acceptable for credit: University of California, California State University  
Advanced techniques in color registration and separation on multiple plate and stone. The curating, caring and signing of lithographs. Skills will be taught which enable students to develop an aesthetic vocabulary leading to independent critical judgment. Credit/No Credit Option

**ART 046 LETTERING**
2 units  
Acceptable for credit: California State University  
Studio work with pen and ink in calligraphy, freehand lettering, type design and built-up lettering techniques. A survey of developments in letter forms, from early book manuscripts through contemporary uses in graphic design.

**ART 047A BEGINNING WATERCOLOR**
3 units  
Recommended Preparations: Art 031B and Art 033C  
Acceptable for credit: University of California, California State University  
In this class, students will be introduced to basic techniques and applications of traditional materials associated with painting in aqueous media. This course may be repeated once. Credit/No Credit Option

**ART 047B INTERMEDIATE WATERCOLOR**
3 units  
Recommended Preparation: ART 047A  
Acceptable for credit: University of California, California State University  
Students will be given the opportunity to refine their technical skills associated with watercolor and related aqueous media. Focus will be placed on paint handling, using appropriate compositional structure and color concepts necessary to the development of personal style. This course may be repeated once. Credit/No Credit Option

**ART 047C INTERMEDIATE-ADVANCED WATERCOLOR**
3 units  
Recommended Preparation: ART 047B  
Acceptable for credit: University of California, California State University  
Students will be introduced to alternative painting surfaces, materials and procedures in combination with traditional watercolor and aqueous media approaches. Advanced theories of color and composition will be emphasized. Further evolution of a personal style, in combination with art historical research, will be explored. This course may be repeated once. Credit/No Credit Option

**ART 047D ADVANCED WATERCOLOR**
3 units  
Recommended Preparation: ART 047C  
Acceptable for credit: University of California, California State University  
Students will be given the opportunity to intensify their study of personal artistic direction by developing a cohesive body of work within the confines of watercolor or aqueous media. Projects will focus on series and theme development. Studio work will be supplemented with painting-oriented research, writing, and verbal appraisals. This course may be repeated once. Credit/No Credit Option

**ART 049A BEGINNING PAINTING**
3 units  
Recommended Preparation: ART 031A and ART 033A  
Acceptable for credit: University of California, California State University  
In this painting course, students will have the opportunity to learn the elements of painting using a variety of techniques, materials, and tools. Structure, composition, paint handling, light effects, and color theory will be stressed in relationship to the painting process and a variety of subject matter. This course may be repeated once. Credit/No Credit Option (CAN ART 10)

**ART 049B INTERMEDIATE PAINTING**
3 units  
Recommended Preparation: ART 049A  
Acceptable for credit: University of California, California State University  
This course provides refinement of basic painting skills in addition to expanded understandings of paint handling. Structure and volume, perspective, composition, and color theory will be emphasized. Students will have the opportunity to continue research of materials and techniques and begin to focus on creative expression. This course may be repeated once. Credit/No Credit Option

**ART 049C INTERMEDIATE-ADVANCED PAINTING**
3 units  
Recommended Preparation: ART 049B  
Acceptable for credit: University of California, California State University  
In this course, students will have increased opportunity to pursue personal style and interests. Advanced theories of composition and color will be covered through studio practice and research of the history of painting. Alternative painting surfaces and materials in combination with traditional approaches will be explored. This course may be repeated once. Credit/No Credit Option

**ART 049D ADVANCED PAINTING**
3 units  
Recommended Preparation: ART 049C  
Acceptable for credit: University of California, California State University  
In this course, students will have the opportunity to intensify their study of personal artistic direction through developing a cohesive body of work. Projects will focus on series and theme development. Studio work will be supplemented with painting-oriented research, writing, and verbal analysis. This course may be repeated once. Credit/No Credit 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.
ART 050A CRITICAL ANALYSIS IN OIL PAINTING
1 unit
This course is an in-depth painting course for individuals active in the professional fine-arts field. Commitment to a personal and professional artistic accomplishment will be explored and developed. Credit/No Credit Option

ART 050B CRITICAL ANALYSIS IN ACRYLIC PAINTING
1 unit
This is an in-depth acrylic painting course for individuals active in the professional fine-arts field. Commitment to a personal and professional artistic accomplishment will be explored and developed. This course may be repeated twice. Credit/No Credit Option

ART 050C CRITICAL ANALYSIS IN WATER COLOR
1 unit
This is an in-depth watercolor painting course for individuals active in the professional fine-arts field. Commitment to a personal and professional artistic accomplishment will be explored and developed. This course may be repeated twice. Credit/No Credit Option

ART 050D CRITICAL ANALYSIS IN MIXED MEDIA PAINTING
1 unit
This is an in-depth mixed media painting course for individuals active in the professional fine-arts field. Commitment to a personal and professional artistic accomplishment will be explored and developed. This course may be repeated twice. Credit/No Credit Option

ART 052 FIGURE PAINTING
3 units
Recommended Preparation: Art 049A and Art 035A
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 053A COMPUTER GRAPHICS OVERVIEW
1 unit
This course will introduce students to basic computer graphics terms and techniques. Students will be provided instruction on scanning, digitizing and downloading art work; digitally creating and manipulating text, graphics and color; and outputting to video, print and/or the web. This course may be repeated once. Credit/No Credit Option

ART 053B COMPUTER ANIMATION OVERVIEW
1 unit
This course will introduce students to basic 2D and 3D computer animation terms and techniques. The principles of effective storyboarding, composition and key framing as they relate to CGI (Computer Generated Imaging) for film and 2D animation for the web will be emphasized. This course may be repeated once. Credit/No Credit Option

ART 053C WEB ARTS OVERVIEW
1 unit
This course will introduce students to the basic terms and techniques used by artists producing expressive content for the world wide web. This course may be repeated once. Grade or Credit/No Credit Option

ART 054 PORTRAIT PAINTING
3 units
Recommended Preparation: Art 049A and Art 035A
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 INTRODUCTION TO COMPUTER ARTS
3 units
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. Credit/No Credit Option

ART 056 COMPUTER ARTS: COLOR DESIGN
3 units
Recommended Preparation: Art 031B, and 033C
Acceptable for credit: California State University
This course will serve the student pursuing a career in Computer Arts, other Fine Arts students and professional artists. Serving this need is in agreement with the District Master Plan to utilize technology in instruction. The course will involve the design and development of computer generated artistic composition.

ART 057A ANIMATION I
3 units
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 animation. It covers fundamental modeling techniques, texture mapping, lighting, rendering, and basic animation concepts. This course may be taken four times. Credit/No Credit Option

ART 057B ANIMATION II
(Formally: Animation)
3 units
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. Credit/No Credit Option

ART 058 PROMOTIONAL ANIMATION
3 units
Recommended Preparation: Art 055, Art 056
This course introduces students to the basic elements and principles of creating effective visual promotion with a special emphasis on computer animation. The course will include exploration of creative ideas, concept and layout work, story boarding, etc. Principles of advertising psychology, image creation and measurement techniques for effective communication will also be discussed. The course has a strong emphasis on creative problem solving along with hands-on experimentation. This course may be repeated once. Credit/No Credit Option

ART 059 ANIMATION STUDIO
3 units
Recommended Preparation: Art 058
This course develops the student's skills and awareness in the field of computer animation. Students will 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. It provides strong emphasis on creative problem-solving and hands-on experimentation. This course may be repeated once. Credit/No Credit Option

ART 060A COMPUTER ARTS: INTERACTIVE DIGITAL VIDEO ART
3 units
Recommended Preparation: Art 055
Students will be given the opportunity to develop intermediate and advanced techniques for creating interactive digital video art using a variety of media. Linear, non-linear, and interactive processes pertinent to time based media art will be explored. This course may be repeated once. Credit/No Credit Option

ART 060B COMPUTER ARTS: MULTIMEDIA ART PRODUCTION
3 units
Recommended Preparation: Art 060A, Art 057B
Students will be given the opportunity to develop a portfolio/reel of advanced digital media arts production techniques including: compositing of computer generated animation and special effects with live-action video and film, CD/DVD ROM production, and installation/ kiosk design. This course may be repeated once. Credit/No Credit Option

- PREREQUISITES AND COREQUISITES are MANDATORY. See page 17 for specific information.
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- RECOMMENDED preparations are ADVISORY.
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.
Astronomy

The Faculty

Benjamin Mendelssohn
Doug Epperson

Division of Science and Mathematics

Department Chair
Robert Lopez

Phone
408-741-2437

E-mail
robert_lopez@westvalley.edu

Counseling
408-741-2009

ASTRO 001 Astronomy

3 units

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 universe, the origin of planets, and the beginnings of life on earth. With that as a foundation, the possibility of communicating with distant civilizations is discussed.

ASTRO 002 Astronomy Laboratory

1 unit

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 002 or Astro 011L has already been taken. Credit/No Credit Option

ASTRO 005 Planetarium Astronomy

2 units

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. Credit/No Credit Option

ASTRO 010 Solar System Astronomy

3 units

Acceptable for credit: University of California, California State University

This is a course in descriptive Astronomy, with emphasis on the evolution, structure and behavior of the Solar System and its contents. The conditions that all for the presence of life on Earth are sought elsewhere in space and the possibility of establishing contact with extraterrestrial intelligence is considered. Credit/No Credit Option

ASTRO 010L Astronomy Laboratory

1 unit

Corequisite: ASTRO 010

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. This course may not be taken for credit if credit has been earned for Astro 002 or Astro 011L. 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 011L has already been taken. Credit/No Credit Option

ASTRO 011 Stellar Astronomy

3 units

Acceptable for credit: University of California, California State University

This is a course in descriptive Astronomy, with emphasis on stars: their origin and evolution, their distribution within the galaxies, and the origin of the universe within which the galaxies of stars are found. Credit/No Credit Option

ASTRO 011L Astronomy Laboratory

1 unit

Corequisite: ASTRO 011

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. This 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. Credit/No Credit Option

ASTRO 012 Field Astronomy at Pinnacles National Monument

1 unit

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. Credit/No Credit Option

ASTRO 014 Life in the Universe

3 units

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, 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 the solar system. Credit/No Credit Option

• PREREQUISITES AND COREQUISITES are MANDATORY. See page 17 for specific information.
• Courses used to meet prerequisite requirements must have been completed with a grade of C or credit or better.
• RECOMMENDED preparations are ADVISORY.
Biology

THE FACULTY
Robert Berlanti
Michelle Geary
Tom Green
Cheryl Hackworth
Nathan Norris
Christine Peters
Molly Schrey
Peter Svensson

DIVISION Science and Mathematics
DIVISION CHAIR Denny Burzynski
DEPARTMENT CHAIR Nathan Norris
PHONE 408-741-2634
E-MAIL nathan_norris@westvalley.edu
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
Students who successfully complete biology courses
• have an opportunity to learn and understand the principles and concepts of the rapidly growing field of modern biology in a supportive atmosphere of peers and educators;
• have a better understanding of the unifying concepts of biology from the realm of the cell to the ecosystems of the planet;
• possess critical thinking and observational skills as well as an understanding of the scientific method;
• are prepared for transfer requirements to four-year colleges and universities; and
• are prepared for careers in or related to the biological sciences.

Career Options
• Athletic Trainer
• Biologist
• Biotechnology
• Botanist
• Chiropractic
• Cell Biologist
• Conservation Biologist
• Dentist
• ECG Technician
• Ecologist
• Educator
• Environment
• Environmental Lawyer
• Genetic Engineering
• 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 Zoology 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 030A,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
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 structure and function, 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.

BIO 011 HUMAN BIOLOGY
4 units
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 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 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
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
Acceptable for credit: University of California; California State University
This course explores local plant and animal communities and includes class discussion (followed by field trip(s)) to selected region of California such as desert or coast (as specified in the schedule). In addition to studying the unique plants and animals of the selected area, other aspects of natural history, including ecology and soil types, will be examined. Students must successfully complete class preparatory requirements in order to participate in the field trip. A transportation and supplies fee may be charged for trip expenses. Credit/No Credit Option

BIO 014 CALIFORNIA PLANTS AND ANIMALS
3 units
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.

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.

Courses used to meet prerequisite requirements must have been completed with a grade of C or credit or better.
BIO 015 CONSERVATION OF OUR NATURAL RESOURCES
3 units
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 West Valley College AA degree applicable for general education under Area B. Natural Science –Mathematics. It is dual listed with PKMG 014, Conservation of Our Natural Resources.

BIO 018 MARINE BIOLOGY
4 units
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
Acceptable for credit: University of California, California State University
A general education course primarily for the non-science major. This is an introduction to the basic 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 024 CONTEMPORARY BIOLOGY
3 units
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
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 coastal 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. Credit/No Credit Option

BIO 035 BIOLOGY OF BIRDS
3 units
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 will be explored through lectures, laboratories, slide presentations, and field trips. The biology of birds in Santa Clara County will be emphasized. The course is directed towards biology students, science educators (K-12), natural history museum and environmental docents, environmental educators, as well as bird enthusiasts.

BIO 036 ANIMAL BEHAVIOR
3 units
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 hardships 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.

BIO 041 PRINCIPLES OF ANIMAL BIOLOGY
5 units
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
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
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 prokaryotic 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. (CAN BIOL 2).

BIO 045 MICROBIOLOGY
5 units
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, rickettsias, 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. (CAN BIOL 014)
BIO 046 ANATOMY AND PHYSIOLOGY  
5 units  
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, experimentation 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  
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. (CAN BIOL 010)

BIO 048 HUMAN PHYSIOLOGY  
5 units  
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. (CAN BIOL 012; BIOL 047+048=CAN BIOL SEQ B)

BIO 049A, B, C, D BIOLOGICAL TECHNIQUES  
1 unit each  
Prerequisite: Completion of a college biology science course; Biology 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)  
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) Credit/No Credit Option

BIO 052 BIOLOGY SKILLS AND CONCEPTS  
.5 unit  
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. Credit/No Credit Option

BIO 091, 092, 093 DIRECTED STUDIES  
1-3 units  
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. Credit/No Credit Option

BIO 100 SPECIAL TOPICS  
.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. Credit/No Credit Option

Botany  
Principles of Botany (See Biology 42)

Cell Biology  
(See Biology 43)

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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.

---

**Business Administration and Real Estate**

**THE FACULTY**

Heidi Diamond  
Jim Henderson  
Dr. K. Schock  
Lance Shoemaker

**DIVISION**  
Business

**DIVISION CHAIR**  
Jim Henderson

**DEPARTMENT CHAIR**  
Jim Henderson

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**COUNSELING**  
408-741-2009

**BUSINESS:** Transfer: (Includes Accounting, Administrative Careers, Finance, Human Resource Administration, International Business, Management, Marketing.)

See Transfer Planning Guide available at the Counseling Center.

**BUSINESS:** Transfer (A.A. Degree)

**Major Requirements**

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<td>ACCTG 010</td>
<td>Financial Accounting</td>
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<td>ACCTG 011</td>
<td>Managerial Accounting</td>
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<td>BUS 028</td>
<td>Business Law</td>
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<tr>
<td>CIS 002</td>
<td>Introduction to Computing</td>
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<tr>
<td>ECON 001A</td>
<td>Macroeconomics</td>
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<td>ECON 001B</td>
<td>Microeconomics</td>
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<tr>
<td>ENGL 001A</td>
<td>English Composition AND</td>
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<tr>
<td>ENGL 001B</td>
<td>English Composition</td>
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<td>OR one of the four following:</td>
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<tr>
<td>ENGL 001C</td>
<td>Clear Thinking in Writing</td>
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<tr>
<td>PHIL 002</td>
<td>Introduction to Logic</td>
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<td>PHIL 003</td>
<td>Introduction to Ethics</td>
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<tr>
<td>PHIL 017</td>
<td>Logic and Critical Reasoning AND</td>
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<tr>
<td>MATH 010</td>
<td>Elementary Statistics AND</td>
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<tr>
<td>MATH 008</td>
<td>Finite Mathematics</td>
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<tr>
<td>MATH 012</td>
<td>Applied Calculus</td>
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</tbody>
</table>

*Note: San Jose State University Business transfers should complete ENGL 001B. Please consult a counselor for recommendations on completing critical thinking courses as these can vary by institution.*
### BUSINESS ADMINISTRATION (A.S. Degree)

#### Major Requirements

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<td>CIS 002</td>
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**Recommended Preparations in Basic Skills:**

- Business administration / real estate Certificate
  - Business Administration
  - Business Communication
  - Business Leadership Skills
  - Business Management
  - Business Work Experience
  - E-Commerce
  - Human Relations in Business
  - Marketing
  - Professional Selling
  - Retail Management
  - Retail Selling
  - Small Business Startup

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

1. All the major requirements plus the requirements for one or more of the certificate programs listed below:
   - Administrative Assistance
   - Administrative Coordination
   - Administrative Management
   - Advertising
   - Business Administration
   - Business Communication
   - Business Leadership Skills
   - Business Management
   - Business Work Experience
   - E-Commerce
   - Human Relations in Business
   - Marketing
   - Professional Selling
   - Retail Management
   - Retail Selling
   - Small Business Startup

2. Additional units to meet the college graduation requirements.

**CERTIFICATES AWARDED UPON COMPLETION**

(More than one may be completed.)

**ADMINISTRATIVE ASSISTANCE (Certificate)**

(6 units)

<table>
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<tr>
<th>Course</th>
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<td>BUS 072</td>
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<td>CA 074</td>
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<td>COUNS 018</td>
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<td>WRKEX 302</td>
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**Recommended Electives:**

- ENGL 903 Basic Grammar & Sentence Structure
- CA 010 Computer Keyboarding
- FD 027 Professional Image
- FD 030A Success Strategies
- DM/IS 094A Computer Skills Development

**ADMINISTRATIVE COORDINATION (Certificate)**

(6 units)

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<td>CA 081B</td>
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**Recommended Electives:**

- ENGL 905 English Fundamentals - A Prep Course for English 001A
- ACCTG 050 Accounting for Small Business
- CA 063C Intermediate and Advanced Excel
- CA 096 Web Pages with HTML
- DM/IS 021A Web Development 1
- HTECH 005 Basic Medical Terminology

**ADMINISTRATIVE MANAGEMENT (Certificate)**

(12 units)

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**Recommended Electives:**

- ENGL 081A English Composition

**ADVERTISING (Certificate)**

**Required Courses:**

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**BUSINESS ADMINISTRATION (Certificate)**

**Required Courses:**

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**BUSINESS COMMUNICATION (Certificate)**

**Required Courses:**

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**BUSINESS LEADERSHIP SKILLS (Certificate)**

**Required Courses:**

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**BUSINESS MANAGEMENT (Certificate)**

**Required Courses:**

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**BUSINESS WORK EXPERIENCE (Certificate)**

**Required Courses:**

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**E-COMMERCE (Certificate)**

**Required Courses:**

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</table>

**HUMAN RELATIONS IN BUSINESS (Certificate)**

**Required Courses:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>Bus 061</td>
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<td>Bus 066</td>
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<tr>
<td>Comm 017</td>
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**MARKETING (Certificate)**

**Required Courses:**

<table>
<thead>
<tr>
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<tr>
<td>Bus 066</td>
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<tr>
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**PROFESSIONAL SELLING (Certificate)**

**Required Courses:**

<table>
<thead>
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<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>Bus 040</td>
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<tr>
<td>Bus 056</td>
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<tr>
<td>Bus 066</td>
<td></td>
</tr>
<tr>
<td>Bus 301-304</td>
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</tbody>
</table>

- **RECOMMENDED** preparations are ADVISORY.
- **PREREQUISITES AND COREQUISITES** are MANDATORY. See page 17 for specific information.
- Courses used to meet prerequisite requirements must have been completed with a grade of C or credit or better.
RETAIL MANAGEMENT (Certificate)
Required Courses:

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<th>Course</th>
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RETAIL SELLING (Certificate)
Required Courses:

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<td>Bus 051</td>
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<tr>
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SMALL BUSINESS STARTUP (Certificate)
Required Courses:

<table>
<thead>
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<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>Bus 040</td>
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<tr>
<td>Acctg 050</td>
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</tr>
<tr>
<td>Acctg 060A</td>
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</table>

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**
- **E-Commerce**
- **Human Relations in Business**
- **Marketing**
- **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
- **German**: 001A, 001B, 002A, 002B, 050A, 050B
- **Japanese**: 001A, 001B, 002A, 002B, 050A, 050B
- **Russian**: 001A, 001B, 050A, 050B
- **Spanish**: 001A, 001B, 002A, 002B, 003A, 003B

Recommended Preparations in Basic Skills:
Before enrolling 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.

PROJECT MANAGEMENT CERTIFICATE
Required Courses (15 units)

<table>
<thead>
<tr>
<th>Course</th>
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</tr>
</thead>
<tbody>
<tr>
<td>BUS 005</td>
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</tr>
<tr>
<td>BUS 030</td>
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<tr>
<td>BUS 068</td>
<td>3</td>
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<td>BUS 006</td>
<td>3</td>
</tr>
<tr>
<td>CA 062G</td>
<td>3</td>
</tr>
</tbody>
</table>

Marketing, Sales and Advertising
(also see MARKETING AND SALES)

BUS 005 INTRODUCTION TO PROJECT MANAGEMENT
3 units

Recommended Preparation: CA 010

Acceptable for credit: California State University

This class helps students plan for negotiating situations that arise in business environments. Students are introduced to the negotiating process through the study of written materials, classroom discussions, and role-playing.

BUS 006 NEGOTIATION PRINCIPLES
3 units

Acceptable for credit: California State University

This class helps students plan for negotiating situations that arise in business environments. Students are introduced to the negotiating process through the study of written materials, classroom discussions, and role-playing.

BUS 025 ELECTRONIC COMMERCE TECHNOLOGIES
3 units

Recommended Preparation: CA 020 or CA 070

E-Commerce, E-Business, Business-to-Business Technologies, and Portals are the topics of this course intended for students working in or interested in working in the electronic commerce industry. Students will develop a strong foundation of knowledge covering e-commerce solutions, initiatives, and technical requirements.

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>BUS 028A</td>
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<td>BUS 092</td>
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<tr>
<td>BUS 093A</td>
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<tr>
<td>BUS 094A</td>
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<td>BUS 095A</td>
<td>3</td>
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<tr>
<td>BUS 099</td>
<td>3</td>
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</tbody>
</table>
BUS 028 BUSINESS LAW  
3 units  
Acceptable for credit: University of California, California State University  
(21) Check with your counselor for transfer exceptions!  
This course is an introduction to law relating to the conduct of business, the meaning and sources of law, organization of courts and court procedures, and fundamental principles of the law of contracts and agency. A fundamental understanding of common law principles is achieved by analyzing selected cases and court decisions. Microcomputer applications of these topics will be covered in a lab setting. Credit/No Credit Option (CAN BUS 008)  

BUS 0030 INTRODUCTION TO TOTAL QUALITY MANAGEMENT  
3 units  
Acceptable for credit: California State University  
This is an introductory course in Quality Management that provides students with a general overview of the theories and principles of the continuous improvement process in today’s workplace. The curriculum is based on the teachings of Dr. W. Edwards Deming and his fourteen points of quality. This course will cover: quality improvements through statistical process control, strategic decision making, process diagnosis, six sigma management and stakeholder satisfaction. Credit/No Credit Option  

BUS 032 LEADERSHIP  
3 units  
Acceptable for credit: California State University  
The student will develop participant observation skills for using and analyzing and interpreting individuals 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. Microcomputer applications of these topics will be covered in the lab. Credit/No Credit Option  

BUS 033 FUNCTIONS OF MANAGEMENT  
3 units  
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. Microcomputer applications of these topics will be covered in the lab. Credit/No Credit Option  

BUS 034 HUMAN RESOURCE MANAGEMENT  
3 units  
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 will be: 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. Credit/No Credit Option  

BUS 035 RETAIL MANAGEMENT  
3 units  
Acceptable for credit: California State University  
This course is an in-depth study of the various kinds of retail firms and the competitive 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 merchandise mathematics, retailing, promotion, budgeting, and the evaluation of store operations. Credit/No Credit Option  

BUS 036 STRATEGIC MANAGEMENT  
3 units  
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 formation, implementation and evaluation processes with a special focus on globalization, the natural environment, and e-commerce. Credit/No Credit Option  

BUS 040 SALES STRATEGIES  
3 units  
Acceptable for credit: California State University  
This course includes the nature and concept of sales principles and strategies; careers in selling including manufacturer’s representatives, wholesale salespersons, retail salespersons, specialty 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. Computer simulations and sales compensation methods using the computer will be explored. Students will be expected to explore various software packages that are used in today’s world of selling. There will be a two track system - one system will help the beginning student with little or no knowledge of computers and the second system will help the advanced student who has a working knowledge of computers. Credit/No Credit Option  

BUS 051 INTRODUCTION TO BUSINESS  
3 units  
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, 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. Business simulation assignments will require 1.5 hours per week in the computer lab. Credit/No Credit Option  

BUS 054 SMALL BUSINESS START UP AND MANAGEMENT  
3 units  
Acceptable for credit: 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. Computer programs to simulate starting and managing a small business will be covered in the lab. Credit/No Credit Option  

BUS 056 MARKETING PRINCIPLES  
3 units  
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 customer. Retail, wholesale and industrial marketing channels and institutions are investigated. Discussion of marketing concepts, promotional strategies, pricing policies, and international marketing are incorporated. Microcomputer applications of these topics will be covered in the lab. Credit/No Credit Option  

BUS 057 STOCK MARKET INVESTMENTS  
3 units  
Acceptable for credit: California State University  
This course provides students with the fundamentals to make sound security investments decisions. Study will involve 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 will 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. Class projects will cover techniques of investment analysis, timing, decision making and management of investments. Microcomputer applications of these topics will be covered in the lab. Credit/No Credit Option  

‡ PREREQUISITES AND COREQUISITES are MANDATORY. See page 17 for specific information.  
‡ Courses used to meet prerequisite requirements must have been completed with a grade of C or credit or better.  
‡ RECOMMENDED preparations are ADVISORY.
BUS 058 MUTUAL FUND INVESTMENTS
1 unit
This is a practical how to invest in mutual funds course. Mutual fund history, mutual fund categories including fund expenses, record keeping and taxes will be covered. Fund selection based on investor objectives and retirement planning strategies will be explored. Credit/No Credit Option

BUS 061 BUSINESS AND SOCIETY
3 units
Acceptable for credit: California State University
This course will examine business and its impact on society and society’s influence on business. There will be a critical and comparative examination of business ethics, the global environment of business, and societal challenges and benefits of business activity. Regardless of a student’s major, in these changing times, each student needs to learn to critically analyze the significance of business within society and the workplace. BUS 061 satisfies the West Valley College AA degree Area E and the CSU Area D requirements. Credit/No Credit Option

BUS 062 BUSINESS MATHEMATICS
3 units
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. Microcomputer applications of these topics will be covered in the lab. Credit/No Credit Option

BUS 066 HUMAN RELATIONS IN BUSINESS
3 units
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. Credit/No Credit Option

BUS 068 ORGANIZATIONAL BEHAVIOR
3 units
Acceptable for credit: California State University
Organizational Behavior is a comprehensive, real-life-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. Credit/No Credit Option

BUS 070 EFFECTIVE OFFICE SKILLS
3 units
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. Credit/No Credit Option

BUS 071 ADMINISTRATIVE RECORD KEEPING
3 units
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. Credit/No Credit Option

BUS 072 ADMINISTRATIVE COMMUNICATION
5 units
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. Credit/No Credit Option

BUS 078 BUSINESS COMMUNICATION
3 units
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. Credit/No Credit Option

BUS 081 ADVERTISING PRINCIPLES
3 units
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. Credit/No Credit Option

BUS 080 PRINCIPLES OF REAL ESTATE
3 units
Acceptable for credit: California State University
Real Estate is a fundamental real estate course covering the basic understanding, background, and terminology necessary for advanced study in specialized courses. This course is intended to acquaint the student who has little or no training or experience in real estate with the basic theory of real estate. Its purpose is to enable students to identify, interpret, and solve fundamental problems inherent in the transaction of real property. This course will summarize 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. Credit/No Credit Option

BUS 082 BUSINESS MATHEMATICS
3 units
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. Microcomputer applications of these topics will be covered in the lab. Credit/No Credit Option

BUS 083 BUSINESS PROFESSIONAL SKILLS
3 units
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. Microcomputer applications of these topics will be covered in the lab. Credit/No Credit 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 with their 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.

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 0SS. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.
RLEST 093A LEGAL ASPECTS OF REAL ESTATE I
3 units
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. Credit/No Credit Option

RLEST 094A REAL ESTATE APPRAISAL I
3 units
Acceptable for credit: California State University
This is an introductory real estate appraisal course. The student will have the opportunity to learn the skill of gathering facts in order to form an opinion, based on reasoned judgement, of the value of real estate, with a special emphasis on single-family residences. The student will have the opportunity to learn the purposes of appraisals and the three basic approaches in valuing various types of real property. This course applies toward the educational requirements of both the California real estate broker’s and the California real estate salesperson’s license examination. Credit/No Credit Only

RLEST 094B REAL ESTATE APPRAISAL II
3 units
Prerequisites: RLEST 094A, Real Estate Appraisal I
Recommended Preparations: 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 towards 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. Credit/No Credit Option

RLEST 095A REAL ESTATE FINANCE I
3 units
Prerequisite: RLEST 090
Recommended Preparation: MATH 103/103R
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 course 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's license requirements. Credit/No Credit Option

RLEST 099 PROPERTY MANAGEMENT
3 units
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 summarizes information required for the State of California real estate license examinations; however, considerable outside study for the state exam may be required. 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. Credit/No Credit Option

Chemistry

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 require preparation or 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
Students will be able to understand chemical concepts, perform calculations and be able to use various laboratory techniques.

Career Options:
- Allied Health Sciences
- Biology/Biochemistry
- Chemistry
- Dentistry
- Engineering
- Geochemistry/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
### CHEMISTRY (A.S. Degree)

**Major Requirements:**

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<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
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<td>Chem 001A,B</td>
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</tr>
<tr>
<td>Phys 002A,B</td>
<td>5-5</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>Phys 004A</td>
<td>5-5</td>
</tr>
<tr>
<td>Chem 012A,B</td>
<td>5-5</td>
</tr>
<tr>
<td>Math 003A,B</td>
<td>5-5</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 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

Prerequisite: Chem 002, or 1 yr. high school chemistry with a grade of B or better and Math 106 or 106R, or 1 yr. high school algebra II. Concurrent enrollment in Chem 050 strongly recommended.

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

Emphasis on the understanding and applications of the principles of theoretical and structural chemistry. The nature of matter and the changes it undergoes are stressed qualitatively and quantitatively in lecture and laboratory. (CAN CHEM 002)

**CHEM 001B GENERAL CHEMISTRY**

5 units

Prerequisite: Chem 001A

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

A continuation of Chemistry 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. (CAN CHEM 4; CAN 1A+1B=CAN CHEM SEQ A)

**CHEM 002 INTRODUCTORY CHEMISTRY**

4 units

Prerequisite: Math 106 or 106R or 1 yr. high school 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 Chemistry 001A.

**CHEM 005 QUANTITATIVE ANALYSIS**

4 units

Prerequisite: Chem 001B

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

The theory and practice of gravimetric and volumetric analysis, electrochemistry and instrumental methods will be discussed. The analysis of unknown samples by both classical and instrumental techniques will be undertaken.

**CHEM 010 CONCEPTS IN CHEMISTRY**

4 units

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. Credit/No Credit Option

**CHEM 012A ORGANIC CHEMISTRY**

5 units

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 020 INTERMEDIATE CHEMISTRY**

5 units

Prerequisite: Chem 012A

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

A continuation of Chemistry 012A

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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.
### Child Studies

#### THE FACULTY
- Leslie Pano
- Florence Pirofski
- Terry Shue
- Katherine Moore Wines

#### DIVISION
- Applied Arts and Sciences

#### DIVISION CHAIR
- Kris Gaiero

#### DEPARTMENT CHAIR
- Terry Shue

#### PHONE
- 408-741-2007

#### E-MAIL
- terry_shue@westvalley.edu

#### COUNSELING
- 408-741-2009

### 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 Proficiency Program and one of the Specializations listed below, plus the general education units required for college graduation.

#### Certificate Programs:
- Early Childhood Education Certificate of Proficiency 30 units
- Primary Education Certificate of Proficiency 30 units
- Early Childhood Special Education Certificate of Proficiency 30 units
- Family Development Certificate of Proficiency 32 units

#### Specializations:
- (cannot double count courses taken to complete a certificate program)
- Program Director 11-12 units
- Choose four of the following: CHS 058, CHS 059, CHS 067, CHS 068, CHS 086 Assessment and Documentation for Children’s Learning 11-12 units
- Choose four of the following: CHS 060, CHS 083, CHS 085, CHS 086 Culture and Diversity 12 units

### EARLY CHILDHOOD SPECIAL EDUCATION CERTIFICATE OF PROFICIENCY
Successful completion of 30 semester units in coursework listed below plus 16 units in general education**. This satisfies State Department of Education Title 5 coursework requirements for the Child Development Teacher Permit. This certificate is appropriate for adults who are interested in working as an assistant or para-professional in early intervention programs, early childhood special education and child development programs serving children with special needs.

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#### Elective Courses: Complete six units from the following list:

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### ELECTIVES COURSES: Complete six units from the following list:
- CHS 058 Language and Literacy and the Developing Child 3
- CHS 083 Documentation of Children’s Learning 2
- CHS 084 Advocacy for Children 1
- CHS 085 Adult Supervision 3
- CHS 086 Technology for Teachers and Administrators 3
- CHS 088 Early Childhood Environments 3

### PRIMARY EDUCATION CERTIFICATE OF PROFICIENCY
This certificate will be offered pending approval from the California Community College Chancellor’s Office and the California Postsecondary Education Commission. Contact Career Programs at (408) 741-2086 for current status.

Successful completion of 30 semester units in coursework listed below plus 16 units in general education**. This satisfies State Department of Education Title 5 coursework requirements for the Child Development Teacher Permit. This certificate is appropriate for adults who are interested in working with school age children as instructional aides in elementary school settings and after school child care programs.

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### FAMILIY DEVELOPMENT CERTIFICATE OF PROFICIENCY
Successful completion of 32 semester units in coursework listed below plus 16 units in general education**. This satisfies State Department of Education Title 5 coursework requirements for the Child Development Teacher Permit. This certificate is appropriate for students who are interested in working in community based organizations and larger social service or educational agencies as social service providers, child care workers, health care professionals and other family service providers.

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**Sixteen 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.

**PREREQUISITES AND COREQUISITES are MANDATORY. See page 17 for specific information.

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

**RECOMMENDED preparations are ADVISORY.
**EARLY CHILDHOOD EDUCATION CERTIFICATE OF PROFICIENCY**

Successful completion of 30 semester units in coursework listed below plus 16 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 pre-school teachers in a licensed early childhood program.**

**Course**
- CHS 001 Introduction to ECE
- CHS 002 Child Growth and Development
- CHS 031 Student Teaching Practicum
- CHS 060 Children’s Ways of Thinking and Knowing
- CHS 063 Child, Family, and Community
- CHS 066 Child Health and Safety
- CHS 080 Curriculum Principles and Practices
- CHS 087 Methods of Observation In Early Childhood Settings

**Electives Courses:** Complete six units from the following list:
- CHS 055 Child Development and Culture
- CHS 058 Language, Literacy and the Developing Child
- CHS 088 Early Childhood Environments

**CHS 001 INTRODUCTION TO EARLY CHILDHOOD EDUCATION**

3 units

Acceptable for credit: California State University

This foundation course explores the field of early childhood education from multicultural, socioeconomic, and professional perspectives. Students gain experience in an early childhood program serving two to six year olds through assisting teachers, preparing the environment, and acquiring the skills necessary to support and enhance curriculum. 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

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. (CAN FCS 014) Credit/No Credit Option

**CHS 005 CHILDHOOD AND CULTURE**

3 units

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. Credit/No Credit Option

**CHS 006 CAREERS IN EDUCATION**

1 unit

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. Credit/No Credit Option

**CHS 031 STUDENT TEACHING PRACTICUM**

3 units

Prerequisites: CHS 001, CHS 002, CHS 060, CHS 063, CHS 066, CHS 080, CHS 087

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. Credit/No Credit Option

**CHS 032 FAMILY DEVELOPMENT**

3 units

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). Credit/No Credit Option

**CHS 033 FAMILY DEVELOPMENT**

3 units

Prerequisites: CHS 033A

Acceptable for credit: California State University

This course builds upon the skills learned in the Family Development CHS 33A course. This course provides advanced skills to students interested in working in Social Services, Health Services and Education. Students learn 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. Credit/No Credit Option

**CHS 034A INTRODUCTION TO THE CHILD WITH SPECIAL NEEDS**

3 units

Prerequisite: CHS 033A

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. The course provides an overview of common disabilities and the impact on families. Educational issues, techniques, methods of intervention and case management are explored. An examination of special education and 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. Credit/No Credit Option
CHS 035 SUPERVISED FIELD EXPERIENCE IN AN EARLY CHILDHOOD PROGRAM
3 units
Co-requisite: WRKEX 301
Acceptable for credit: California State University
This course provides students with a supervised field experience in a licensed early childhood program. Through observation and participation in an early childhood classroom, students gain the early knowledge and skills necessary to further pursue a career as an early childhood educator. Students engage in a team process that includes assessment, planning, implementation, evaluation, and documentation of specifically designed curriculum experiences. Students choose from a variety of selected classroom settings and focus their studies in one of the following categories: early intervention and inclusion; visual and performing arts; literacy and bilingual development; infant/toddler development. Students must co-enroll in one unit of Occupational Work Experience and complete a minimum of 60 hours per semester in the classroom. Credit/No Credit Option

CHS 051 EARLY FIELD EXPERIENCE IN THE ELEMENTARY CLASSROOM
3 units
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
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. Credit/No Credit Option

CHS 053 CONTEMPORARY EDUCATION IN A CHANGING SOCIETY
3 units
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. Credit/No Credit Option This course fulfills the West Valley General Education Pattern under area E lifelong learning.

CHS 055 FAMILY SERVICES: INFORMATION AND REFERRAL
3 units
This course is specifically designed for parent educators and those interested in child care resource and referral. Emphasis will be placed on learning the infrastructure of the resource system for families, developing successful relationships with parents and clients, accessing community resource databases, and using technology to access the system. Topics include: cognitive coaching, interview techniques, parenting issues in today's society, the child care delivery system, foster care, adoption and special needs. Credit/No Credit Option

CHS 056 SCHOOL-AGE CHILD: BEHAVIOR AND DEVELOPMENT
3 units
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. Credit/No Credit Option

CHS 057 UNDERSTANDING CHILDREN'S PLAY IN EARLY CHILDHOOD SETTINGS
3 units
Acceptable for credit: California State University
This course focuses on the classic and contemporary theories of play and the implications of play in relationship to the child's social-emotional, cognitive, and physical development. Students observe children's play behavior and plan and implement developmentally appropriate experiences for young children in a group setting.

CHS 058 LANGUAGE, LITERACY AND THE DEVELOPING CHILD
3 units
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 support 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. Credit/No Credit Option

CHS 059 MUSIC AND MOVEMENT FOR YOUNG CHILDREN
3 units
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. Credit/No Credit Option

CHS 060 CHILDREN'S WAYS OF THINKING AND KNOWING
3 units
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 Vygotsky'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. Credit/No Credit Option

CHS 062 EARLY CHILDHOOD PRINCIPLES AND PRACTICES
3 units
Acceptable for credit: California State University
This course is specifically designed for students who are preparing to work in an early childhood education, child care or child development program. Topics include: early childhood philosophies, curriculum planning for center-based programs, the role of the child, the role of the adult in curriculum activities, planning the environment, the value of play, child advocacy, parent involvement and professional development. Credit/No Credit Option

CHS 063 THE CHILD, THE FAMILY AND THE COMMUNITY
3 units
Acceptable for credit: California State University
Study of the child and the relationship to family and community. The interaction of family members and the community as they cope with problems is the main emphasis of the course. Includes the study of how family-life practices and attitudes in different cultures affect the growth and development of the child. Credit/No Credit Option

• PREREQUISITES AND COREQUISITES are MANDATORY. See page 17 for specific information.
• Courses used to meet prerequisite requirements must have been completed with a grade of C or credit or better.
• RECOMMENDED preparations are ADVISORY.
CHS 064 SUPERVISION AND ADMINISTRATION I: CENTER MANAGEMENT
3 units
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 appraisals and assessment of individual leadership style and developmental stages.

CHS 065 SUPERVISION AND ADMINISTRATION II: PEOPLE AND PROCESSES
3 units
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 appraisals and assessment of individual leadership style and developmental stages.

CHS 066 CHILD SAFETY, HEALTH AND NUTRITION
3 units
Acceptable for credit: California State University
The course in child safety, health and nutrition is designed for persons working with typical and atypical young children. It includes the study of infectious disease, preventative health practices, infant/child/adult first aid/CPR and injury prevention, nutrition components, food pyramid, and menu planning. This course is designed to meet state requirements in accordance with SB 1524. Credit/No Credit Option

CHS 067 CREATIVE ART EXPERIENCES AND DEVELOPMENT
3 units
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. Credit/No Credit Option

CHS 070 INFANT/TODDLER DEVELOPMENT & CARE
3 units
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. Credit/No Credit Option

CHS 072 FAMILY CHILD CARE PRINCIPLES AND PRACTICES
3 units
This course is specifically designed for family child care providers offering child care in a home setting. Topics include: early childhood philosophies, curriculum planning and development, the role of the adult, the role of the child in curriculum activities, planning the environment, the value of play, parent involvement and professional development. Credit/No Credit Option

CHS 073A OPERATING A FAMILY CHILD CARE PROGRAM: PART ONE
2 units
This course is an introduction to family child care programs and offers basic training in operating a child care business in a home setting. Topics include current information on licensing regulations, designing family child care space, record keeping, taxes, contracts, and marketing strategies. This is part one of a two part course. Students are encouraged to take part one prior to part two. Credit/No Credit Option

CHS 073B OPERATING A FAMILY CHILD CARE PROGRAM: PART TWO
2 units
This course is an introduction to family child care programs and offers basic training in operating a child care business in a home setting. Topics include information regarding on-going program operation, scheduling, routines and transitions, caring for children of different ages and special needs, parent/provider relationships and accreditation. This is part two of a two part course. CHS 073A and 073B satisfy training requirements necessary to become a Gold Seal Award Provider through the local resource and referral agency. Students are encouraged to take part one prior to part two. Credit/No Credit Option

CHS 075 MENTORING AND PROFESSIONAL DEVELOPMENT OF EARLY CHILDHOOD PROFESSIONALS
2 units
Acceptable for credit: California State University
This class is designed to prepare teachers for the role of mentoring 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. Credit/No Credit Option

CHS 076 CURRICULUM PRINCIPLES AND PRACTICES
3 units
Prerequisites: CHS 001, CHS 002, CHS 060, CHS 087
Acceptable for credit: California State University
This course is designed to integrate the student’s knowledge of child development, cognitive development, methods of observation, and classroom environments to plan, implement and evaluate children’s learning experiences. In this course, student’s design developmentally appropriate curriculum following the play-based emergent curriculum model. Students are required to observe in the West Valley College Development Centers. This course may be taken for a total of two times. Credit/No Credit Option

CHS 083 DOCUMENTATION OF CHILDREN’S LEARNING
2 units
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. Credit/No Credit Option

CHS 084 ADVOCACY FOR CHILDREN
1 unit
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 laws and how early care and education professionals can influence public policy. Credit/No Credit Option

CHS 085 ADULT SUPERVISION IN EARLY CHILDHOOD PROGRAMS: PROGRAM AND PROFESSIONAL ASSESSMENT
3 units
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 NAFCC 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
This course offers a comprehensive survey of the ways technology can facilitate the operational functions of administrators and teachers in an early childhood program. Collecting and storing information, communication technologies such as e-mail, voice mail, web site home page, and Internet options as well as video and photo documentation are examined. Innovative uses of technology and the role of documentation and visual presentation in the planning and evaluating of early childhood programs are explored. This course may be repeated twice. Credit/No Credit 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 91, 092, 093 DIRECTED STUDIES.

CHS 087 METHODS OF OBSERVATION IN EARLY CHILDHOOD SETTINGS
3 units
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. Credit/No Credit Option

CHS 088 EARLY CHILDHOOD ENVIRONMENTS
3 units
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. Credit/No Credit Option

CHS 089 ECE DIRECTOR'S PROFESSIONAL GROWTH NETWORK
3 units
This course provides on-going professional support, information and resources for students who are currently administering early childhood programs. A combination of dialog, professional guest speakers, exposure to community resources, network building activities, current information on research, trends, and issues of the field will contribute to the student's competence, performance, and effectiveness in his/her supervisor role. 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. This course may be repeated three times. Credit/No Credit Options

CHS 091, 092, 093 DIRECTED STUDIES
1, 2 or 3 units
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. Credit/No Credit Option

CHINESE

CHS 050A BASIC CONVERSATIONAL MANDARIN CHINESE AND CULTURE
3 units
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. Approved for West Valley College General Education under C. Humanities. This course may be repeated once. Credit/No Credit Option

CHS 050B BASIC CONVERSATIONAL MANDARIN CHINESE AND CULTURE
3 units
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. These will be presented through a variety of audiovisual aids and readings. It is also approved for West Valley College General Education under C. Humanities. This course may be repeated once. Credit/No Credit Option

CHIN 050A BASIC CONVERSATIONAL MANDARIN CHINESE AND CULTURE
3 units
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. These will be presented through a variety of audiovisual aids and readings. It is also approved for West Valley College General Education under C. Humanities. This course may be repeated once. Credit/No Credit Option

CHIN 050B BASIC CONVERSATIONAL MANDARIN CHINESE AND CULTURE
3 units
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. These will be presented through a variety of audiovisual aids and readings. It is also approved for West Valley College General Education under C. Humanities. This course may be repeated once. Credit/No Credit Option

CHINESE IMMERSION

CHS 050A CHINESE IMMERSION
3 units
Acceptable for credit: California State University
This course is designed to give students the opportunity to be in a Chinese speaking environment for a three day period of time. Prior to the Immersion retreat, students will attend a preparatory one-day orientation workshop where contracts will be issued and learning materials will be provided. Students will have special projects to complete prior to the retreat where the students will be in their own level group and will be required to speak only Chinese. This course may be repeated once. Credit/No Credit Option

CHS 050B CHINESE IMMERSION
3 units
Acceptable for credit: California State University
This course is designed to give students the opportunity to be in a Chinese speaking environment for a three day period of time. Prior to the Immersion retreat, students will attend a preparatory one-day orientation workshop where contracts will be issued and learning materials will be provided. Students will have special projects to complete prior to the retreat where the students will be in their own level group and will be required to speak only Chinese. This course may be repeated once. Credit/No Credit Option

• PREREQUISITES AND COREQUISITES are MANDATORY. See page 17 for specific information.
• Courses used to meet prerequisite requirements must have been completed with a grade of C or credit or better.
• RECOMMENDED preparations are ADVISORY.
Communication Studies

THE FACULTY
Randy Fujishin
John Hannigan
Mag Laxier-Farrell
Paul Sanders

DIVISION Language Arts
DIVISION CHAIR Julie Maia
DEPARTMENT CHAIR Randy Fujishin
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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. Courses are placed into one of three categories: 1) Public address: one to many; 2) Communication in small groups; 3) Relational Communication: one to one.

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
• A nine unit certificate that demonstrates communication competence to universities and employers
• State of the art public speaking facilities providing students with access to presentation technologies
• Evening and off campus class offerings

Learning Outcomes
Students who complete communication courses have
• A better understanding of the communication process;
• Increased competence in a variety of communication situations;
• New strategies for improving their daily interactions;
• Improved listening, research, organizational, and critical thinking skills; and
• Improved self-confidence in a variety of communication situations.

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

Degree
A.A., Communication Studies

Certificate
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 five 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 017 Effective/Critical Listening 3
   - COMM 025 Improving Relationships Through Communication 3

3. Select one of the following courses (3 units):
   - COMM 004 Small Group Discussion 3
   - COMM 012 Intercultural Communication 3
   - COMM 018 Career Communication 3

4. Select one of the courses listed above that was not used to satisfy the three-unit requirement in that category (3 units).
5. 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.

   Antrh 003 Introduction to Cultural Anthropology
   Antrh 004 Introduction to Linguistic Anthropology
   Bus 040 Sales Strategies
   Chs 005 Childhoood and Culture
   Coun 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.

COMMUNICATION STUDIES (CERTIFICATE)

All units must be completed at West Valley College or at Mission College.

Complete 9 units in the following areas:

Group 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

Group 2 — Select one of the following courses (3 units):
   - COMM 008 Interpersonal Communication 3
   - COMM 025 Improving Relationships 3
   - COMM 017 Effective Listening 3

Group 3 — Select one of the following courses (3 units):
   - COMM 004 Small Group Discussion 3
   - COMM 012 Intercultural Communication 3
   - COMM 018 Career Communications 3

COMM 001 PUBLIC SPEAKING

3 units
Prerequisite: English 005
Recommended Preparation: ESL 065 LS 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. This course satisfies the 3 unit oral communication requirement for IGETC and CSU. (CAN SPCH 004)

COMM 004 SMALL-GROUP DISCUSSION

3 units
Prerequisite: English 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. This course satisfies the AA degree and CSU transfer Area E requirement. Credit/No Credit Option

COMM 008 INTERPERSONAL COMMUNICATION

3 units
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. Credit/No Credit Option

Recommended Preparations in Basic Skills:
Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 005 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.
COMM 010 PERSUASIVE SPEAKING
3 units
Prerequisite: English 905
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. This course satisfies the 3 unit oral communication requirement for IGETC and CSU.

COMM 012 INTERCULTURAL COMMUNICATION
3 units
Prerequisite: ENGL 905
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 communication 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 and the CSU transfer Area E requirement. Credit/No Credit Option

COMM 017 EFFECTIVE CRITICAL LISTENING
3 units
Prerequisite: English 905
Acceptable for credit: California State University
This course is designed to help students improve their listening skills in various communication situations. It will assist students in understanding and evaluating their listening ability and it will provide necessary skill development to overcome barriers to effective listening. This course satisfies the AA degree and CSU transfer Area E requirement. Credit/No Credit Option

COMM 018 CAREER COMMUNICATION
3 units
Prerequisite: English 905
Acceptable for credit: California State University
This course is designed for students who wish to upgrade their career communication skills. It is divided into four major areas of study and skills practice: 1) explaining and influencing in public speaking, 2) participating and leading in meetings, 3) communicating effectively in interpersonal and intercultural career situations, and 4) interviewing in career situations. Career Communication offers theory, technique, and practical application of the communication skills needed for public speaking, small group discussion, interpersonal relationships, and interview situations. Credit/No Credit Option

COMM 020 ARGUMENTATION AND DEBATE
3 units
Prerequisite: English 905
Recommended Preparation: ESL 065LS for ESL students
Acceptable for credit: University of California, California State University
A basic course in argumentation and debate in which the student will learn the means of discovering and supporting intelligent decisions and effectively presenting them in oral and written modes. Attention will be given to distinguishing fact from inference; presenting, analyzing, and refuting propositions of fact, value, and policy; differentiating between inductive and deductive reasoning; analyzing reasoning from sign, cause, analogy, and example; correct use and analysis of evidence; and the identification and analysis of material and psychological fallacies. This course satisfies the 3 unit oral communication requirement for IGETC and CSU. Credit/No Credit Option (CAN SPCH 006)

COMM 025 IMPROVING RELATIONSHIPS THROUGH COMMUNICATION
3 units
Acceptable for credit: California State University
An investigation into the concepts of communication as dialog through reading and discussion of pertinent literature. The concept of dialog will be related to the human experience of friendship. Emphasis will be on developing a wide range of skills which promote one-to-one communication. Repeated opportunities will be given for practice both in and out of class. Dually listed with Counseling 025. Students may receive credit for one course only. Counseling 025. This course satisfies the AA degree and CSU transfer Area E requirement. Credit/No Credit Option

Speech Development
(See Disability and Educational Support Program

Computer Aided Drafting and Design

THE FACULTY
Diane Hurd
Celine Pinet

DIVISION Applied Arts and Sciences
DIVISION CHAIR Kris Gaiero
DEPARTMENT CHAIR Diane Hurd
PHONE 408-741-2406/408-741-4037
E-MAIL diane_hurd@westvalley.edu
COUNSELING 408-741-2009

COMPUTER AIDED DRAFTING AND DESIGN (Certificate)

Major Requirements
Course Course Course Course Course
ID 015 Interior Architecture Drafting 3
ID 065 AutoCAD-Introduction to Computer Aided Interior Design 3
ID 066 Advanced AutoCAD 3
3 units of recommended electives: Choosing among the following:
ID 095 Presentation Techniques 3
PKMGT 016A Introduction to Geographic Information and Global Positioning Systems 3
DM/IS 010C Digital Image Photoshop 3
Or other department approved 3 unit elective

Computer Aided Drafting and Design

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DM/IS 010C Digital Image Photoshop 3
Or other department approved 3 unit elective

• PREREQUISITES AND COREQUISITES are MANDATORY. See page 17 for specific information.
• Courses used to meet prerequisite requirements must have been completed with a grade of C or credit or better.
• RECOMMENDED preparations are ADVISORY.
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 requirements.

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 Proficiency Level I
- Microsoft Office—Certificate of Proficiency Level II

### 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>
</tr>
</thead>
<tbody>
<tr>
<td>CA 017</td>
<td>Technology Competency 3</td>
</tr>
<tr>
<td>CA 020</td>
<td>Intro to Macintosh OR 3</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>
<tr>
<td>CA 046D</td>
<td>Intermed. MS PowerPoint 1</td>
</tr>
<tr>
<td>CA 062B</td>
<td>Beg. Spreadsheets, Excel 1</td>
</tr>
<tr>
<td>CA 063B</td>
<td>Intermed. Spreadsheets, Excel 2</td>
</tr>
</tbody>
</table>

**Equivalent to CA 031B Beg, Word Proc. Word**

**CA 046B Presentation PowerPoint AND CA 046D Intermed, MS PowerPoint**

**Equivalent to CA 062B Beg. Spreadsheets, Excel AND CA 063B Intermed. Spreadsheets, Excel**

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 "CR" must be earned in all courses used to meet prerequisite requirements.

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### OFFICE TECHNOLOGIES-ONLINE

(Certificate) Minimum 9 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 096</td>
<td>Web Pages with HTML 1</td>
</tr>
</tbody>
</table>

### OFFICE TECHNOLOGIES-LEVEL 1

(Certificate) Minimum 9 units. Choose from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CA 010</td>
<td>Computer Keyboarding 1</td>
</tr>
<tr>
<td>CA 015</td>
<td>Document Formatting 2</td>
</tr>
<tr>
<td>CA 020</td>
<td>Intro to Macintosh OR 1</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>
<tr>
<td>CA 081B</td>
<td>Beginning Database, Microsoft Access 1</td>
</tr>
<tr>
<td>CA 094A</td>
<td>C Computer Skills Development 1-3</td>
</tr>
<tr>
<td>CA 010D</td>
<td>Computer Keyboarding (3 units) 3</td>
</tr>
<tr>
<td>CA 030</td>
<td>MS Office: What Your Need to Know (3 units) 3</td>
</tr>
<tr>
<td>CA 033</td>
<td>Beginning Office Computing (3 units) 3</td>
</tr>
<tr>
<td>CA 10D</td>
<td>Computer Keyboarding (3 units) 3</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>
<tr>
<td>CA 081B</td>
<td>Beginning Database, Microsoft Access 1</td>
</tr>
<tr>
<td>CA 094A</td>
<td>C Computer Skills Development 1-3</td>
</tr>
<tr>
<td>CA 010D</td>
<td>Computer Keyboarding (3 units) 3</td>
</tr>
<tr>
<td>CA 030</td>
<td>MS Office: What Your Need to Know (3 units) 3</td>
</tr>
<tr>
<td>CA 033</td>
<td>Beginning Office Computing (3 units) 3</td>
</tr>
<tr>
<td>CA 031B</td>
<td>Beg. Word Proc. Word 1</td>
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<tr>
<td>CA 046B</td>
<td>Presentation PowerPoint 1</td>
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<tr>
<td>CA 062B</td>
<td>Beg. Spreadsheets, Excel 1</td>
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<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>
<tr>
<td>CA 081B</td>
<td>Beginning Database, Microsoft Access 1</td>
</tr>
</tbody>
</table>

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 requirements.
## OFFICE TECHNOLOGIES-LEVEL 2
### (Certificate) Minimum 10 units

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CA 002</td>
<td>Business Drawings &amp; Diagrams w/Visio</td>
<td>1</td>
</tr>
<tr>
<td>CA 032B</td>
<td>Intermed, Word Proc, Word</td>
<td>2</td>
</tr>
<tr>
<td>CA 043B</td>
<td>Mastering Illustrator 1</td>
<td>1</td>
</tr>
<tr>
<td>CA 046D</td>
<td>Intermed. MS PowerPoint</td>
<td>1</td>
</tr>
<tr>
<td>CA 063B</td>
<td>Intermed. Spreadsheets, Excel</td>
<td>2</td>
</tr>
<tr>
<td>CA 064</td>
<td>Adobe Acrobat and PDF</td>
<td>1</td>
</tr>
<tr>
<td>CA 079</td>
<td>Installing &amp; Configuring Windows</td>
<td>1</td>
</tr>
<tr>
<td>CA 082B</td>
<td>Intermed. Database, Microsoft Access</td>
<td>2</td>
</tr>
<tr>
<td>CA 083</td>
<td>Microsoft Project</td>
<td>1</td>
</tr>
<tr>
<td>CA 046E</td>
<td>Flashy Presentations with PowerPoint (2 units) ^</td>
<td>2</td>
</tr>
<tr>
<td>CA 062G</td>
<td>Excelling with Excel (3 units) + Accessing with Access (3 units) o</td>
<td>3</td>
</tr>
<tr>
<td>CA 081</td>
<td>Accessing with Access</td>
<td>3</td>
</tr>
</tbody>
</table>

^ Equivalent to CA 046B Presentation PowerPoint AND CA 046D Intermed. MS PowerPoint
+ Equivalent to CA 062B Beg. Spreadsheets, Excel AND CA 063B Intermed. Spreadsheets, Excel
• Equivalent to CA 081B Beginning Access AND CA 082B Intermed. Access

## PUBLISHING WITH MICROSOFT OFFICE
### (Certificate) Minimum 10 units

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CA 031B</td>
<td>Beginning Word Processing: Microsoft Word</td>
<td>1</td>
</tr>
<tr>
<td>CA 032</td>
<td>Office Computing</td>
<td>3</td>
</tr>
<tr>
<td>CA 036B</td>
<td>Mastering Illustrator 1</td>
<td>1</td>
</tr>
<tr>
<td>CA 046B</td>
<td>Presentation, Power Point</td>
<td>1</td>
</tr>
<tr>
<td>CA 046D</td>
<td>Intermediate Power Point</td>
<td>1</td>
</tr>
<tr>
<td>CA 062B</td>
<td>Beginning Spreadsheets: Microsoft Excel</td>
<td>1</td>
</tr>
<tr>
<td>CA 064</td>
<td>Adobe Acrobat and PDF</td>
<td>1</td>
</tr>
<tr>
<td>CA 066</td>
<td>Photoshop Elements</td>
<td>1</td>
</tr>
<tr>
<td>CA 066A</td>
<td>Photoshop Elements 2</td>
<td>1</td>
</tr>
<tr>
<td>CA 067A</td>
<td>Publishing Tips and Tricks with MS Office</td>
<td>3</td>
</tr>
<tr>
<td>OR CA 041A</td>
<td>Desktop Publishing 1: Adobe InDesign</td>
<td>1</td>
</tr>
<tr>
<td>OR CA 042A</td>
<td>Desktop Publishing 2: Adobe InDesign</td>
<td>1</td>
</tr>
<tr>
<td>CA 069</td>
<td>Fundamentals of Digital Imaging</td>
<td>1</td>
</tr>
<tr>
<td>CA 096</td>
<td>Web Pages with HTML</td>
<td>1</td>
</tr>
<tr>
<td>OR CA 096I</td>
<td>Creating Web Pages with DreamWeaver</td>
<td>1</td>
</tr>
</tbody>
</table>

## CA 002 BUSINESS DRAWINGS AND DIAGRAMS WITH VISIO
### 1 unit

Recommended Preparation: CA 010

Students develop project schedules, organizational charts, office layouts, network diagrams and other informational layouts using Microsoft Visio and its built-in drag-and-drop technique.

Credit/No Credit Only

## CA 005 INTRODUCTION TO PROJECT MANAGEMENT
### 3 units

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 allocations, 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 BUS 005. Credit/No Credit Option

## CA 010 COMPUTER KEYBOARDING
### 1 unit

This course is designed for all students who want to develop good computer keyboarding skills. Beginning students will have the opportunity to learn the touch system of keyboarding. Students who already know the keyboard have the opportunity to improve their basic keyboarding techniques to develop speed and accuracy.

There will be extensive drill practice and time skill development exercises with personalized instruction based on individual needs. This course may be taken a total of four times. Credit/No Credit Only

## CA 010D COMPUTER KEYBOARDING
### 3 units

Students have an 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 tables, and reports are covered. This course will be equated with CA 010, CA 010A, and CA 015. A combination of all of these courses may be taken for a total of four times. Credit/No Credit Only

## CA 015 DOCUMENT Formatting
### 2 units

Recommended Preparation: Typing speed of 20 wpm. No previous word processing experience required

This course is designed for students with basic keyboarding skills and introduces elementary word processing concepts on the computer. Techniques of document preparation including formatting for business letters, memos, statistical tables, and reports will be covered. This course may be taken for a total of 4 times. Credit/No Credit Option

## CA 017 TECHNOLOGY COMPETENCY
### 3 units

Recommended Preparations: 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. Credit/No Credit Option

## CA 018 UNDERSTANDING YOUR COMPUTER
### 3 units

Recommended Preparation: CA 010

This is an online course designed for the beginning student. The course includes chat discussions on topics such as copyright, computers in everyday life, hardware components, and other aspects of technology. It also includes challenging online exercises using Microsoft products. This course is a good introduction to understanding personal computers. Credit/No Credit Option

## CA 020 INTRODUCTION TO MACINTOSH
### 1 unit

Recommended Preparation: CA 010

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. Credit/No Credit Only.

## CA 020A LEARNING THE MACINTOSH DESKTOP
### .5 unit

This course introduces the user to the Macintosh graphical user interface. Topics covered include desktop, opening and closing files, icons, menu structure, rulers, accessing the Internet using Netscape and customizing the Apple Menu. Creating, saving and printing files will also be covered. This course may be repeated once. Credit/No Credit Option

## CA 030 MICROSOFT OFFICE-WHAT YOU REALLY NEED TO KNOW
### 3 units

Recommended Preparation: CA 010

This online course is designed for both 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. This course will be offered in an online version only. Credit/No Credit Option

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• PREREQUISITES AND COREQUISITES are MANDATORY. See page 17 for specific information.
• Courses used to meet prerequisite requirements must have been completed with a grade of C or credit or better.
• RECOMMENDED preparatory courses are ADVISORY.
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.
CA 042A - DESKTOP PUBLISHING 2: ADOBE INDESIGN
2 units
Recommended Preparation: CA 041A
This course provides students with the opportunity to learn the advanced features of InDesign, a desktop publishing software application, to create professional quality documents including newsletters, fliers, brochures, booklets, and business letterheads. Design principles and techniques for kerning, tracking, alignment, use of templates, and style palettes will also be covered. This course may be repeated twice. Credit/No Credit Option

CA 043B MASTERING ILLUSTRATOR I
1 unit
Recommended Preparation: CA 020 or CA 070 and Math 002
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 DM/IS 014C. Digital Illustration 1: Illustrator. Credit/No Credit Only

CA 046B PRESENTATION, POWERPOINT
1 unit
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

CA 046C CREATING A PRESENTATION USING POWERPOINT
.5 unit
The course will cover how to design slides, outlines, note pages, and slide masters and add graphics to their presentations. This course may be repeated once. Credit/No Credit Only.

CA 046D INTERMEDIATE MICROSOFT POWERPOINT
1 unit
Recommended Preparations: 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. Credit/No Credit Option

CA 046E FLASHY PRESENTATIONS WITH POWERPOINT
2 units
Recommended Preparation: CA 010 or CA 070
Students use a comprehensive presentation software program. Using templates for formatting text and data organized in outline form, students create presentation slides and printed presentation notes. Included are intermediate concepts incorporating advanced drawing tools, clip art, audio, video, charts, tables, spreadsheets, animation, and publishing for the World Wide Web. Credit/No Credit Option

CA 046F POWER PRESENTATIONS WITH POWERPOINT
1 unit
Recommended Preparation: CA 046B
Using Microsoft PowerPoint, students develop powerful presentations and dynamic delivery methods. This course is designed for the intermediate PowerPoint student who desires to enhance his/her professional skills. Emphasis is on developing linear and interactive presentations as well as delivery methods. Credit/No Credit Only

CA 051 PERSONAL COMPUTER HARDWARE AND SOFTWARE
1 unit
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. Credit/No Credit Only.

CA 054A QUICKEN FOR HOME AND BUSINESS
1 unit
Recommended Preparation: CA 010
This course is designed to introduce students to the basic features of managing home and small business finances with Quicken. This course is non AA/AS degree applicable and may be repeated once. Credit/No Credit Only

CA 056B BEGINNING SPREADSHEETS, MICROSOFT EXCEL
1 unit
Recommended Preparation: CA 020 or CA 070
Acceptable for credit: California State University
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. Credit/No Credit Option

CA 062B LEARNING THE BASICS OF EXCEL
.5 unit
Recommended Preparation: CA 010 and CA 020 or CA 070
Students will have the opportunity to learn spreadsheet functions in Excel. The course will cover entering and formatting data, creating formulas and printing the spreadsheet. This course is West Valley College Degree and Certificate applicable and can be repeated once. Credit/No Credit Only

CA 062E CREATING CHARTS IN EXCEL
.5 unit
Recommended Preparation: CA 010 and CA 020 or CA 070
Students will have the opportunity to learn the charting capabilities in Excel. The course will cover different creating styles of charts, adding formatting and producing professional looking documents. This course may be repeated once. Credit/No Credit Only

CA 062G EXCELLENT WITH EXCEL
3 units
Recommended Preparation: CA 010 or CA 070 and Math 002
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. Credit/No Credit Option

CA 063B INTERMEDIATE SPREADSHEETS, MICROSOFT EXCEL
2 units
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 arithmetic 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, Credit/No Credit Option

CA 063C INTERMEDIATE AND ADVANCED EXCEL
3 units
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. Credit/No Credit 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 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.

Recommended Preparations in Basic Skills:

- Computer applications
- Effective design, and proper management of database files. Advanced features of the program will be emphasized. Courses will be offered on Macintosh or IBM PCs. They may be repeated once. Credit/No Credit Option

CA 081B BEGINNING DATABASE, MICROSOFT ACCESS

1 unit
Recommended Preparations: 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 081D BEGINNING DATABASE, FILEMAKER PRO

1 unit
Recommended Preparations: CA 010 or 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. Credit/No Credit Option

CA 082D INTERMEDIATE DATABASE, FILEMAKER PRO

2 units
Recommended Preparation: CA 081B for CA 082B; CA 081D for CA 082D
Acceptable for credit: California State University

This course provides students with the opportunity to use a file management program and students receive instruction on how to create and manage database files. Emphasis will be on techniques that promote operational efficiency, effective design, and proper management of database files. Advanced features of the program will be emphasized. Courses will be offered on Macintosh or IBM PCs. They may be repeated once. Credit/No Credit Option

CA 083 MICROSOFT PROJECT

2 units
Recommended Preparation: CA 010

This course will emphasize the basics of project management as well as the project management tools of Microsoft Project 2000. Microsoft Project 2000 is a computer application that allows one to use data to manage project tasks, resources and time. This course may be repeated once. Credit/No Credit Option

CA 091, 092, 093 DIRECTED STUDIES

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. Credit/No Credit Only

CA 094A COMPUTER SKILLS DEVELOPMENT

1 unit
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. Credit/No Credit Option

CA 094B COMPUTER SKILLS DEVELOPMENT

2 units
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. Credit/No Credit Option

CA 094C COMPUTER SKILLS DEVELOPMENT

3 unit
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. Credit/No Credit Option

CA 096 WEB PAGES WITH HTML

1 unit
Recommended Preparation: CA 010 or CA 020 or 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. Credit/No Credit Option

CA 096I CREATING WEB PAGES WITH DREAMWEAVER

1 unit
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. Credit/No Credit 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. Credit/No Credit Option

PREREQUISITES AND COREQUISITES are MANDATORY. See page 17 for specific information.

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

RECOMMENDED preparations are ADVISORY.
At least four of the following:

- CIS 004A: Computer Programming I (C++ Language) 4
- CIS 04A1: COMPUTER PROGRAMMING I (JAVA) 4
- CIS 004B: Computer Programming II (C++ Language) 4
- CIS 04B1: Computer Programming II (Java) 4

or

- CIS 037: C Programming 3
- CIS 038: C++ Programming (except if CIS 004A is completed) 3

or

- CIS 38.2: C# Programming 3

or

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

At least four of the following:

- CIS004A: Computer Programming I (C++ Language) 4
- CIS 04A1: COMPUTER PROGRAMMING I (JAVA) 4
- CIS 004B: Computer Programming II (C++ Language) 4
- CIS 04B1: Computer Programming II (Java) 4

or

- CIS 037: C Programming 3
- CIS 038: C++ Programming (except if CIS 004A is completed) 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>CIS 004A</td>
<td>Computer Programming I (C++ Language) 4</td>
</tr>
<tr>
<td>CIS 04A1</td>
<td>COMPUTER PROGRAMMING I (JAVA) 4</td>
</tr>
<tr>
<td>CIS 004B</td>
<td>Computer Programming II (C++ Language) 4</td>
</tr>
<tr>
<td>CIS 04B1</td>
<td>Computer Programming II (Java) 4</td>
</tr>
</tbody>
</table>

or

- CIS 037: C Programming 3
- CIS 038: C++ Programming (except if CIS 004A is completed) 3

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 |
- CIS 038 | C++ Programming (except if student has completed CIS 004A) 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

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.
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:

**Course** | **Units**
---|---
CIS 004A | Computer Programming I (C++) Language 4
CIS 004A1 | COMPUTER PROGRAMMING I (Java) 4
or
CIS 004B | Computer Programming II (C++) Language 4
CIS 04B1 | Computer Programming II (Java) 4
or
CIS 039 | Microcomputer Assembler Programming 3
CIS 045A | Unix Operating System 3
MATH 010 | Elementary Statistics 3
MATH 019 | Discrete Mathematics 4
CIS 97.1A | Computing Studies Practicum 2 - 3

At least two of the following:

**Course** | **Units**
---|---
CIS 031 | Visual Basic Programming 3
CIS 045B | Advanced Unix: Utilities & Shell 3
CIS 036 | C++ Programming (except if the student has taken CIS 004A) 3
CIS 37.5 | Objective-C Programming 3
CIS 38.2 | C# Programming 3
CIS 37.6 | Cocoa Application Programming 3
CIS 015 | Software Design 3

**C/C++ Emphasis**

**Course** | **Units**
---|---
CIS 37.5 | Objective-C Programming 3
CIS 38.2 | C# Programming 3
For this emphasis, students must complete CIS 004A, CIS 004B, CIS 004A1 and CIS 004B1 in the major requirements list.

**Java Emphasis**

**Course** | **Units**
---|---
CIS 045A | Unix Operating System 3
For this emphasis, students must complete CIS 04A1, CIS 04B1.

**UNIX Emphasis**

**Course** | **Units**
---|---
CIS 045A | Unix Operating System 3
CIS 045B | Advanced Unix: Utilities & Shell 3
Visual Basic Emphasis

**Course** | **Units**
---|---
CIS 31.2 | Applications Programming Using Visual Basic 3

**COMPUTER SCIENCE OPTION (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:**

**Course** | **Units**
---|---
CIS 004A | Computer Programming I (C++) Language 4
CIS 04A1 | COMPUTER PROGRAMMING I (Java) 4
or
CIS 004B | Computer Programming II (C++) Language 4
CIS 04B1 | Computer Programming II (Java) 4
or
CIS 039 | Microcomputer Assembler Programming 3
CIS 045A | Unix Operating System 3
MATH 010 | Elementary Statistics 3
MATH 019 | Discrete Mathematics 4
CIS 97.1A | Computing Studies Practicum 2 - 3

Recommended Preparations in Basic Skills:

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.

**Traditional Programming Emphasis**

**Course** | **Units**
---|---
CIS 039 | Microcomputer Assembler Programming 3
CIS 031 | Visual Basic Programming 3
CIS 036 | C++ Programming (except if CIS 004A or CIS 004B is completed) 3

To be awarded an AS Degree, a student must complete:

**Apple Developer Emphasis**

**Course** | **Units**
---|---
CIS 004A | Computer Programming I (C++ Language) 4
CIS 037.5 | Objective-C Programming 3
CIS 037.6 | Cocoa Application Programming 3
CIS 037.6 | Mac OS System Support Essentials 3
CIS 036 | Mac OS System Administration 3
CIS 97.1A | Computing Studies Practicum 0.5 - 3

**CIS 001 INTRODUCTION TO COMPUTER-BASED SYSTEMS**

2 units

Recommended Preparation: Math 106/106R
Accepted for credit: University of California, California State University

This is a college by television survey course designed to introduce students to the digital computer and its applications in modern society. It is an introduction to CIS majors. The course will introduce a number of topics related to computers including basic concepts and vocabulary, current applications in various fields, the impact of information systems pertaining to current society, and the future of computing. (Note that credit may be earned for only one of CIS 1 or CIS 2)

**CIS 002 INTRODUCTION TO COMPUTING**

4 units

Recommended Preparation: MATH 106 or MATH 106R
Accepted 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 applications, including word processing, spreadsheets, presentation, 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. Credit/No Credit Option

**CIS 004A COMPUTER PROGRAMMING I (C++ LANGUAGE)**

4 units

Recommended Preparation: CIS 97.1A
Accepted 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. Credit/No Credit Option
CIS 04A COMPUTER PROGRAMMING I (JAVA)
4 units
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. Computer Science program. CIS 004A covers algorithm development, programming concepts, documentation, and programming style using the Java 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. Credit/No Credit Option

CIS 004B COMPUTER PROGRAMMING II (C++ LANGUAGE)
4 units
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 4-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++. Credit/No Credit Option

CIS 04B1 COMPUTER PROGRAMMING II (JAVA)
4 units
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 04A.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 004B1 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 executes programs. This course serves as an introduction to concepts of local area networking applied computer communications. It introduces terms, concepts, and technologies of computer networking. Credit/No Credit Option

CIS 005 BUSINESS APPLICATION PROGRAMMING (COBOL)
3 units
Recommended Preparation: Math 106/106R
Acceptable for credit: University of California, 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. Credit/No Credit Option

CIS 011 SYSTEMS ANALYSIS
3 units
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. Credit/No Credit Option

CIS 012 DATA BASE MANAGEMENT SYSTEMS
3 units
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 introduced. 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 OBJECT-ORIENTED SOFTWARE DESIGN
3 units
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. Credit/No Credit Option

CIS 031 VISUAL BASIC PROGRAMMING
3 units
Co Requisite: CIS 97.1A
Recommended Preparation: MATH 106 or MATH 106R
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 programming practices are implemented using Visual Basic. Programming techniques and methodology are emphasized. Credit/No Credit Option

CIS 31.1 FUNDAMENTALS OF MICROSOFT VISUAL BASIC
3 units
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. Visual Basic is a preferred development programming language for the Windows graphical user interface environment. This course is designed to prepare students to understand and use Visual Basic. This course will give students 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. Credit/No Credit Option

CIS 31.2 APPLICATIONS PROGRAMMING USING VISUAL BASIC
3 units
Prerequisite: CIS 31.1
Recommended Preparation: Math 106/106R
Acceptable for credit: California State University
This course is designed to introduce students to programming using the Visual Basic programming language, 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. Credit/No Credit Option

CIS 037 C PROGRAMMING
3 units
Co Requisite: CIS 97.1A
Recommended Preparation: MATH 106 or MATH 106R
Acceptable for credit: University of California, California State University
Fundamentals of ANSI C language syntax, including C data types, statements (sequence, selection, and repetition), and standard C libraries, are introduced in this course. Structured programming style using the C language is emphasized. Advanced topics, such as structures, external files, bit manipulation, and pointers/dynamic allocation are also included. Credit/No Credit Option
CIS 37.5 OBJECTIVE-C PROGRAMMING
3 units
Co requisite: CIS 97.1A
Recommended Preparation: MATH 106 or MATH 106R
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. Credit/No Credit Option

CIS 37.6 COCOA APPLICATION PROGRAMMING
3 units
Co requisite: CIS 97.1A
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. Credit/No Credit Option

CIS 038 C++ PROGRAMMING
3 units
Co requisite: CIS 97.1A
Recommended Preparation: Math 106/106R
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. Credit/No Credit Option

CIS 38.2 C# PROGRAMMING
3 units
Co requisite: CIS 97.1A
Recommended Preparation: MATH 106 or MATH 106R
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. Credit/No Credit Option

CIS 039 MICROCOMPUTER ASSEMBLER PROGRAMMING
3 units
Recommended Preparation: Math 106/106R
Acceptable for credit: University of California, California State University
Designed to teach students how to write assem- bly 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 arith- metic, 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. Credit/No Credit Option

CIS 40.3 JAVA FOR NON-PROGRAMMERS
3 units
Recommended Preparation: Math 106/106R and CA 020 or CA 070 and CA 096
This course introduces object-oriented pro- gramming 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. Credit/No Credit Option

CIS 40.4 PROGRAMMING WITH JAVA I
3 units
Recommended Preparation: CIS 40.3, CA 020 or CA 070, DM/IS 096 and Math 106/106R
This course focuses on Java as a software application programming language. Emphasis is placed on Java syntax (at a faster paced and more advanced level than Java for Non-Programmers) and graphical user interface program- ming. Students with no previous programming background are strongly encouraged to attend this course for Non-Programmers as preparation for this course. Credit/No Credit Option

CIS 40.5 JAVA DATABASE CONNECTIVITY
3 units
Recommended Preparation: CIS 40.6, Math 106/106R
E-commerce requires a programming envi- ronment that connects the INTERNET and INTRANETS to the business information in the legacy systems. Java is the new object oriented and platform independent programming language for INTERNET, INTRANET, AND NETWORK computing. JDBC is the connectivity standard to the databases in the legacy systems. Many of the legacy systems and the new enterprise Client/Server systems organize the business information in Relational Data Base Systems RDDBS. Struc- tured Query Language (SQL) is a standard data manipulation language for RDDBMSs. Information interchange to distributed RDDBMS uses SQL fol- lowing the Open Data Base Connectivity (ODBS) standard. Java uses SQL to access the information content of RDDBMS following the JDBC standard. These standards contain compli- ance levels and programming statements for access and interchange of business information. Credit/No Credit Option

CIS 40.6 PROGRAMMING WITH JAVA 2
3 units
Recommended Preparation: Math 106/106R and CIS 40.4
This course serves as a continuation of Program- ming 401. Students will create applications that are m with Java and begin working with additional Java technologies. The course will also emphasize questions from the Sun Certified Java Programmer Exam. The Sun exam is not a component of the course, although Programming with Java 2 emphasizes the practice of commer- cial programming. Credit/No Credit Option

CIS 40.7 PROGRAMMING WITH JAVA 3
3 units
Recommended Preparation: Math 106/106R and CIS 40.6
This course serves as a continuation of Program- ming with Java 2. In addition to more complex Java codes, students will develop commercial projects incorporating Java Database Connectivity (JDBC), Unified Modeling Language (UML) will also be covered in this course. Credit/No Credit Option

CIS 41.1 CONCURRENT PROGRAMMING USING JAVA
3 units
Recommended Preparation: CIS 41.2, Math 106/106R
This course focuses on concurrent programming and programming for parallel processors using the object-oriented paradigm. Students will write threaded Java programs that execute on multi- processors. Credit/No Credit Option

CIS 41.2 CORBA PROGRAMMING ON THE INTERNET USING JAVA
3 units
Recommended Preparation: Math 106/106R, CIS 40.6
This course focuses on the next genera- tion of enterprise-wide business applications using Java and CORBA. Credit/No Credit Option

CIS 41.5 DISTRIBUTED COMPUTING USING JAVA
2 units
Recommended Preparation: CIS 012 and Math 106/106R, CIS 40.6
This course focuses on designing and writing distributed applications in Java. It explores Java’s Remote Method Invocation (RMI) facility and CORBA. Designing protocols to build message-passing systems, using Java’s security facilities, and writing multithreaded servers, are covered with special emphasis on distributed database systems, collaboration, and applications with high bandwidth requirements. Credit/No Credit Option

CIS 41.6 THREADED PROGRAMMING USING JAVA
2 units
Recommended Preparation: Math 106/106R, CIS 40.6
This course focuses on the intricacies of threaded programming in Java, covering basic synchronization techniques to more advanced topics such as writing your own thread scheduler. The Java Thread class is explored along with techniques for avoiding deadlock, lock starvation, and other topics. Credit/No Credit Option

• PREREQUISITES and COREQUISITES are MANDATORY. See page 17 for specific information.
• Courses used to meet prerequisite requirements must have been completed with a grade of C or credit or better.
• RECOMMENDED preparations are ADVISORY.
CIS 42.1 WEB PROGRAMMING 1-
CLIENT SIDE
3 units
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. Credit/No Credit Option

CIS 42.2 WEB PROGRAMMING 2,
SERVER-SIDE
3 units
Recommended Preparations: CA 020 or CA 070
This course focuses on server-side web programming for those students who have previous experience creating web sites. Programming and scripting languages covered will be current with industry demand. Credit/No Credit Option

CIS 42.3 PERL PROGRAMMING
3 Units
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. Credit/No Credit Option

CIS 42.4 ELECTRONIC COMMERCE
TECHNOLOGIES
3 units
Recommended Preparation: CA 020 or CA 070
E-Commerce, E-Business, Business-to-Business Technologies, and Portals are the topics of this course intended for students working in or interested in working in the electronic commerce industry. Students will develop a strong foundation of knowledge covering e-commerce solutions, initiatives, and technical requirements. Credit/No Credit Option

CIS 43.1 WEB TECHNOLOGIES
3 units
Recommended Preparation: Math 106/106R, CA 020 or CA 070
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. Credit/No Credit Option

CIS 43.2 INTERNET TECHNOLOGIES
3 units
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. Credit/No Credit Option

CIS 43.3 INTERNET SECURITY
3 units
Recommended Preparation: Math 106/106R, CA 020 or CA 070
This course focuses on current security issues related to the World Wide Web. Credit/No Credit Option

CIS 43.4 INTERNET AND WEB SYSTEM ADMINISTRATION
2 units
Recommended Preparation: Math 106/106R, CA 020 or CA 070
This course focuses on creating and maintaining a basic Internet information server offering mail, anonymous FTP and World Wide Web services. Credit/No Credit Option

CIS 43.5 INSTALLATION AND MANAGEMENT OF WORLD WIDE WEB
(www) SERVERS
3 units
Recommended Preparation: Math 106/106R, CA 020 or CA 070
This course focuses on creating installing and managing Web servers for Windows, NT, Macintosh, Linux, and UNIX systems. Credit/No Credit Option

CIS 43.6 WEB-DISTRIBUTED APPLICATIONS DEVELOPMENT WITH
DCOM
3 units
Recommended Preparation: Math 106/106R, CIS 40.7
This course focuses on Distributed Component Object Model (DCOM) and writing DCOM Clients and Servers. Credit/No Credit Option

CIS 43.7 THE UNIX OPERATING SYSTEM
3 units
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. Credit/No Credit Option

CIS 061 NETWARE ADMINISTRATION
3 units
Prerequisites: CIS 50.1, CIS 060, CA 051, CA 070
Recommended Preparation: Math 106/106R
NetWare Administration is designed to prepare students to assume the responsibilities of a network administrator. Topics presented in the course include creating and managing a directory structure, managing users and groups, implementing a security plan, setting up network printing, establishing backup procedures, and automating network functions. Credit/No Credit 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.
CIS 062 ADVANCED NETWARE ADMINISTRATION  
3 units  
Prerequisite: CIS 061  
Recommended Preparation: Math 106/106R  
This course is designed to provide the skills and knowledge necessary for an experienced network administrator to oversee complex networking environments and operations. Coursework is based on case studies from which examples and scenarios are taken to illustrate specific concepts and networking issues. Each concept is explored through hands-on exercises and written diagnosis. Credit/No Credit Option

CIS 063 NETWORK INSTALLATION AND CONFIGURATION  
2 units  
Prerequisites: CIS 062  
Recommended Preparation: Math 106/106R  
Students are provided the opportunity to apply skills learned in CIS 061, NetWare Administration, and CIS 062, Advanced NetWare Administration, to install and configure one or more new and/or upgraded versions of NetWare operating systems and to install and configure basic networking services. (Course content based upon Novell NetWare 802 and 804 for ECNE and CNE candidates). Credit/No Credit Option

CIS 064 TCP/IP SERVICES  
1 unit  
Prerequisite: CIS 061  
Recommended Preparation: Math 106/106R  
This course explains the features, benefits, and applications of TCP/IP support in local area networks and internetwork installations. Students will install and configure TCP/IP software on a local area network server and workstation. Class exercises include testing TCP/IP connections, diagnosing and troubleshooting typical problems encountered in a TCP/IP environment. Credit/No Credit Option

CIS 065 INTRODUCTION TO NETWORK PRINTING  
1.5 units  
Prerequisite: CIS 061  
Recommended Preparation: Math 106/106R  
This course is recommended for proper administration of network printing services. This course is designed to teach network administrators and engineers the skills necessary to effectively manage network printing environments. Credit/No Credit Option

CIS 066 NETWARE SYSTEM UPDATE  
2 units  
Prerequisite: CIS 06  
Recommended Preparation: Math 106/106R  
As part of the Novell certification program, this course provides training required by students who have taken networking classes using earlier versions of the network operating system in order to upgrade their skills to a newer version. The course introduces new commands, features, and strategies for managing network operations using a new, upgraded network operating system. Topics include directory services, client-to-user environment, migration and optimization strategies. Credit/No Credit Option

CIS 067 ADMINISTERING NETWORK FOR MACINTOSH  
.5 units  
Prerequisite: CIS 061  
Recommended Preparation: Math 106/106R  
This course provides information and experience for installing, configuring, and working with Network for Macintosh systems. It is designed for a hands-on computer lab environment. Credit/No Credit Option

CIS 068 NETWORK SERVICE AND SUPPORT  
3 units  
Prerequisite: CIS 063  
This hands-on course focuses on prevention, diagnosis and resolution of hardware, software, and network-related problems encountered in typical networking operations. Students will explore the use of various research and testing tools that will assist them in solving “real world” problems. It is designed to provide practical experience for use on the job or as a reference. The course also anticipates that these students will serve internships in the college’s computer labs and networking operations as a part of their case study. Credit/No Credit Option

CIS 069 NETWORK DESIGN AND IMPLEMENTATION  
2 units  
Prerequisite: CIS 063  
Recommended Preparation: Math 106/106R  
Acceptable for credit: California State University NetWare Design and Implementation provides students with the opportunity to simulate a networking project team. In a group exercise, students apply technical concepts by designing, planning, and documenting a network implementation. This course is required for CNE-level certification. Credit/No Credit Option

CIS 070 APPLICATION DEVELOPMENT USING MS EXCEL  
3 units  
Prerequisite: CIS 06  
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 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 meet Microsoft’s professional certification requirements. Credit/No Credit Option

CIS 071 MICROSOFT ADMINISTRATION  
3 units  
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 meet Microsoft’s professional certification requirements. Credit/No Credit Option

CIS 072 MICROSOFT WINDOWS NT: SUPPORTING CORE TECHNOLOGIES  
3 units  
Prerequisite: CIS 81.1  
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, and is the second in a series of courses and is added to CIS as one of the support courses within a Microsoft Certification program. Credit/No Credit Option

CIS 073 FUNDAMENTALS OF EXCHANGE SERVER  
3 units  
Prerequisite: CIS 81.2  
Recommended Preparation: Math 106/106R  
Acceptable for credit: California State University  
Electronic mail and messaging services are a key component of any networking system. Exchange is the premier mail/messaging system for Windows NT and related networks. This course is added to CIS as one of the support courses within a Microsoft Certification program. This course provides an overview of Microsoft Exchange Server in which students learn how to plan and install a Microsoft Exchange Server-based system. Credit/No Credit Option

• PREREQUISITES AND COREQUISITES are MANDATORY. See page 17 for specific information.  
• Courses used to meet prerequisite requirements must have been completed with a grade of C or credit or better.  
• RECOMMENDED preparations are ADVISORY.
CIS 81.4 SUPPORTING MICROSOFT SYSTEMS MANAGEMENT SERVER
3 units
Prerequisite: CIS 81.2
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 course provides students with the opportunity to gain the knowledge and skills required to install, configure, administer, and troubleshoot Microsoft Systems Management Server. Students will also have an opportunity to plan and implement multiple Systems management Server sites, collect hardware and software inventory, distribute software to client computers, manage shared applications, and use remote control functions to diagnose and solve common problems. The course is intended for network administrators or engineers. Credit/No Credit Option

CIS 81.9 WINDOWS OPERATING SYSTEMS AND SERVICES ARCHITECTURE
3 units
Recommended Preparation: Math 106/106R and one or more of the following: CIS 031, 31.1, 31.2, 070, 70.2, 70.3, 70.4
Acceptable for credit: California State University
This course is added to CIS as one of the support courses within a Microsoft Certification program. This course presents the architecture and related services of Microsoft Windows operating systems. Students study the framework required to develop solutions for the Microsoft Windows operating systems. This course is intended for students who are familiar with the central concepts of the Windows operating system and have successfully developed applications in Visual Basic, Visual Basic for Applications, Access Basic, or Word Basic. Credit/No Credit Option

CIS 82.1 SYSTEM ADMINISTRATION FOR MICROSOFT SQL SERVER
3 units
Prerequisite: CIS 81.2
Acceptable for credit: California State University
This course is added to CIS as one of the support courses within a Microsoft Certification program. This course provides students with the knowledge and skills required to install, configure, administer, and troubleshoot Microsoft SQL Server client/server database management systems. The course is intended for system administrators who implement and support Microsoft SQL in a network. Credit/No Credit Option

CIS 82.2 IMPLEMENTING A DATABASE DESIGN ON MICROSOFT SQL SERVER
3 units
Prerequisite: CIS 81.2
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 course is intended for system engineers and developers who are responsible for implementing Microsoft SQL Server and writing Transact-SQL code. This course provides students with the technical skills required to implement a database solution with Microsoft SQL Server client/server database management system. Lab exercises allow hands-on implementation of the case-study design. Credit/No Credit Option

CIS 82.5 MAC OS SYSTEM SUPPORT ESSENTIALS
3 units
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. Credit/No Credit Option

CIS 82.7 MAC OS SERVER SUPPORT
3 units
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. Credit/No Credit Option

CIS 85.1 SUPPORTING MICROSOFT WINDOWS
3 units
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 course is a basic starting place for students interested in pursuing a career in software and systems support. This course is intended for system engineers, network administrators, and other support professionals who are responsible for installing, configuring, maintaining, and troubleshooting Windows. Skills developed in this course include installation, configuration, customization, optimization, network integration, administration, troubleshooting, messaging, and other support issues. Credit/No Credit Option

CIS 85.2 Supporting Microsoft WORD
3 units
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 course will cover application-specific skills needed to implement, support, and troubleshoot Microsoft Word for Windows. There is strong emphasis on the skills required for supporting users of Microsoft Word in a work group. Within this context, the course identifies the most common problems that users encounter and there is discussion of effective troubleshooting solutions. Credit/No Credit Option

CIS 85.3 SUPPORTING MICROSOFT EXCEL
3 units
Recommended Preparation: Math 106/106R
Acceptable for credit: California State University
This course is one of the support courses within a Microsoft Certification program. This course gives the students the opportunity application-specific skills that will enable them to effectively implant, support, and troubleshoot Microsoft Excel. There is strong emphasis on the skills required for supporting users of Microsoft Excel in a work group. Within an activity-based context, the course identifies the most common user problems and discusses effective troubleshooting solutions. Credit/No Credit Option

CIS 091, 092, 093 DIRECTED STUDIES
1-3 units
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, test, 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 95.1A COMPUTER INFORMATION SYSTEMS INTERNSHIP
3 units
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. Credit/No Credit Option

CIS 97.1A - COMPUTING STUDIES PRACTICUM
.50 – 3.0 units
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 complements 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. Credit/No Credit 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. Credit/No Credit Option.
Counseling

THE FACULTY

Ginny Aragon
Lorraine Barrales-Ramirez
Angelica Buendia-Bangle
Michael Byers
Pauline Clark
Michael Cubie
Jean Finch
Maria Garcia Schepner
Tom Golbetsz
Michael S. Herauf
Carolyn Nash
Pablo Ortega
Sara Patterson
Carol Pavan
Melissa Salcido
Leticia Sanchez-Mendoza Hernandez
Ross Smith
Wanda Wong
Nancy Vargas
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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
• Counseling 030 and 031A – 2+2+2 Program
• Counseling 041 – Student Leadership
Some develop skills and strategies.
• Counseling 018 – Job Search Methods
• Counseling 045 – Study Skills
Others teach college/life survival skills and personal/career/cultural awareness.
• Counseling 005 – College Success
• Counseling 12 – 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.

COUNS 000A ORIENTATION
.5 unit
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. Credit/No Credit Only.

COUNS 001 COLLEGE SURVIVAL SKILLS
2 Units
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. Credit/No Credit Option

COUNS 001A COLLEGE SURVIVAL SKILLS
.5 unit
Acceptable for credit: California State University
This comprehensive survey course includes the study of the role of education in life as it applies to college systems, and effective academic survival. Topics in this course include career information, theories of career choice, as well as decision-making theories and strategies. Resources on and off campus will be explored to enhance students’ success. This course has the option of being taught with an emphasis on immigrant students in special programs. Credit/No Credit Option

COUNS 002 ACADEMIC AND PERSONAL PLANNING
1 unit
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. Credit/No Credit Only.

COUNS 003 COLLEGE SUCCESS
3 units
Acceptable for Credit: University of California, California State University
This comprehensive course integrates personal growth, academic and career success with problem solving, critical, and creative thinking. The course focuses on the following topics: life management, goal setting, career decision making, educational planning, college expectations and opportunities, instructor-student relationships, cultural diversity, health maintenance, stress management, campus resources, learning styles and strategies including lecture note-taking, test taking, memory and concentration. Credit/No Credit Option.

COUNS 005 INTEGRATING PERSONAL VALUES WITH WORK AND COMMUNITY
1 unit
This course focuses on important commitments students face in their lives—commitments to family, community, self, and work. Students will identify their skills and personal strengths and will write a personal mission statement. This is a Community Service Learning course and prepares students for CS9. This course will be dual listed with IS 006. Credit/No Credit Option

COUNS 009 MAKING A DIFFERENCE IN THE COMMUNITY
1 unit
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. Credit/No Credit Option

COUNS 012A, B, C CAREERS AND LIFE STYLES
1 unit each
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. 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. Credit/No Credit Option

COUNS 014 SELF ASSESSMENT THROUGH TESTS
1 unit
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. Credit/No Credit Option
COUNS 018 JOB SEARCH METHODS
1 unit
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. Credit/No Credit Option

COUNS 022A,B,C,D PERSONAL GROWTH
.5 unit each
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. Credit/No Credit Option

COUNS 023A,B,C,D PERSONAL GROWTH
1 unit each
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. Credit/No Credit Option

COUNS 024 PERSONAL GROWTH
3 units
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, asserting 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. This course is transferable to California State University system and meets the Area E general education requirements. Credit/No Credit Option

COUNS 025 IMPROVING RELATIONSHIPS THROUGH COMMUNICATION
3 units
Acceptable for credit: California State University
An 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. Credit/No Credit Option

COUNS 026 WORKPLACE SUCCESS SKILLS
2 units
This course will expose students to those people 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. Credit/No Credit Option

COUNS 030 PRINCIPLES AND PRACTICES OF STUDENT ADVISING
2 units
Recommended Preparation: Counseling 031A-D
Acceptable for credit: California State University
This course offers appropriate training for student advisors/mentors. It will focus on the development of human awareness, cross-cultural and gender perspectives, communication and leadership skills, college procedures, services, and programs, knowledge of campus and community resources and techniques of student advising. It is designed to teach concepts and skills essential for effective group and individual student advising. This course may be repeated three times. Credit/No Credit Option

COUNS 031A,B,C,D PRINCIPLES AND PRACTICES OF STUDENT ADVISING (LAB)
1 unit each
Recommended Preparation: Counseling 030.
This course will provide supervised practice and experience in utilizing the skills and content of Counseling 30. 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. Credit/No Credit Option

COUNS 041 STUDENT GOVERNMENT ACTIVITIES PRACTICUM
1 unit
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. Credit/No Credit Option

COUNS 045 - SUCCESSFUL STUDY STRATEGIES
1 unit
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. Credit/No Credit Option

COUNS 050 CROSS-CULTURAL PERSPECTIVES
3 units
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, ethniccentrism 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. Credit/No Credit 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. Credit/No Credit Option

COUNS 919A,B,C PRE-VOCATIONAL ASSESSMENT FOR THE DISABLED
1 unit each
(Formerly Counseling 919A,B,C)
Evaluation in the physical, cognitive and motivational areas of functioning with emphasis on the understanding of self in preparation for career decision-making and exploration of occupational information. Courses may be taken in any sequence. A. Physical Assessment; B. Cognitive Assessment; C. Motivational Assessment. Credit/ No Credit Option

Recommended Preparations in Basic Skills:
Before enrolling 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.
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 95833, (916) 863-3664. Recommended preparation for all courses: Math 902 All courses except the following are Credit/No Credit Option:

COURT REPORTING MAJOR REQUIREMENTS
2007/2008 Academic Year (A.S. Degree and Certificate of Proficiency)
Required Courses (Minimum of 83 units)

First Semester
- CTR 007A Court Reporting Theory I 4
- Engl 903 Basic Grammar and Sentence Structure 3
  (not applicable for Associate degree)
- Engl 905 English Fundamentals 3
- CTR 24A&B English and Editing for Transcription 3
  (CTR 24A&B are 9 wks ea @ 1.5 units ea)

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 5 Basic Medical Terminology 3

Summer Session
- Appropriate Speedbuilding class 2

Third Semester
- CTR 006A 90 wpm Speed Goal, any one of CTR 008A-D with grade of C or better 6.5
- CTR 28A Basic Computer-Aided Transcription2.5 for Court Reporting 3

Fourth Semester
- Appropriate Speedbuilding class 6.5
- PARA 21 Introduction to American Law 3
- CTR 36A&B Legal Terminology and Intro to Law 3
- CTR 26 English Review and Office Practices for the Court Reporter 3

Summer Session
- Appropriate Speedbuilding class 2

Fifth Semester
- Appropriate Speedbuilding class 6.5
- CTR 34A1 Medical Dictation for the Court Reporter 1.5

Sixth Semester
- Appropriate Speedbuilding class 6.5
- CTR 38 Court and Deposition Procedures for the Court Reporter 3

Summer Session
- Appropriate Speedbuilding class 2

Seventh Semester
- Appropriate Speedbuilding class 6.5
- CTR 42A Certified Shorthand Reporters Examination Review 2
- CTR 44 Court Reporting Apprenticeship 1

Eighth Semester
- Appropriate Speedbuilding class 6.5
- CTR 42B Certified Shorthand Reporters Examination Review 2

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 2
ENG 905 English Fundamentals - A Preparatory Course for English 001A
CTR 035M Word Processing for the Law Office, Microsoft Word 2
CA 035B Microsoft Word for the Law Office 3
PARA 065B Word Processing for the Law Office, Microsoft Word 2
PARA 021 Introduction to American Law 2
CTR 036A & CTR 036B Legal Terminology & Intro to Law 3
PARA 022 Civil Litigation 3
PARA 025 Legal Ethics 1.5
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 “Credit” 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 (CTR 024A & 024B are 9 weeks each) 1.5
ENG 905 Can be alternate for CTR 024A,B
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 Beg. Word Processing, Microsoft Word 1

• PREREQUISITES AND COREQUISITES are MANDATORY. See page 17 for specific information.
• Courses used to meet prerequisite requirements must have been completed with a grade of C or credit or better.
• RECOMMENDED preparations are ADVISORY.
Any one of the following:

- CTR 035L  Wordprocessing for the Law Office
- CTR 035M  Wordprocessing for the Law Office
- PARA 065B  Wordprocessing for the Law Office

Any one of the following with a grade of C or better, or demonstration of skill proficiency:

- CTR 008 A-D  80 WPM speed goal  6.5
- CTR 50X1  Court Reporting Workshop-Night (Goal-80)  4

A Certificate of Proficiency in Legal Transcription Technology can be earned by students who have completed all required courses with at least a grade of "C" or "Credit".

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.

**NOTE READING AND SCOPING TECHNOLOGIST (Certificate)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>CTR 007A</td>
<td>4</td>
</tr>
<tr>
<td>CTR 007B</td>
<td>4</td>
</tr>
<tr>
<td>CA 015</td>
<td>2</td>
</tr>
<tr>
<td>OR approved word processing class</td>
<td></td>
</tr>
<tr>
<td>CTR 024A</td>
<td>1.5</td>
</tr>
<tr>
<td>CTR 024B</td>
<td>1.5</td>
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<tr>
<td>Engl 905</td>
<td>2</td>
</tr>
</tbody>
</table>

Any one of the following with a grade of C or better, or demonstration of skill proficiency:

- CTR 008 A-D  80 WPM speed goal  6.5

A Certificate of Proficiency in Office Assistant/Transcription Technologist can be earned by students who have completed all required courses with at least a grade of "C" or "Credit".

**REALTIME STENOGRAPHIC INTERPRETER (A.S. Degree and Certificate)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>CTR 024A</td>
<td>1.5</td>
</tr>
<tr>
<td>CTR 024B</td>
<td>1.5</td>
</tr>
<tr>
<td>Engl 905</td>
<td>2</td>
</tr>
</tbody>
</table>

A Certificate of Proficiency as a Realtime Stenographic Interpreter can be earned by students who have completed all required courses with at least a grade of "C" or "Credit".

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.

**STENOGRAPHIC COMPUTER-AIDED MEDICAL TRANSCRIPTION (A.S. Degree and Certificate)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>CTR 007A</td>
<td>4</td>
</tr>
<tr>
<td>CTR 007B</td>
<td>4</td>
</tr>
<tr>
<td>CA 031B</td>
<td>1</td>
</tr>
<tr>
<td>CTR 024A</td>
<td>2</td>
</tr>
<tr>
<td>CTR 024B</td>
<td>1.5</td>
</tr>
<tr>
<td>Engl 905</td>
<td>2</td>
</tr>
</tbody>
</table>

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.

**COURT REPORTING AND RELATED TECHNOLOGIES**

- 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.

**COURT REPORTING AND RELATED TECHNOLOGIES (Certificate)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HTech 002</td>
<td>2</td>
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<tr>
<td>HTech 004</td>
<td>3</td>
</tr>
<tr>
<td>HTech 005</td>
<td>3</td>
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<tr>
<td>HTech 006</td>
<td>3</td>
</tr>
<tr>
<td>HTech 008</td>
<td>2</td>
</tr>
<tr>
<td>HTech 020</td>
<td>1</td>
</tr>
<tr>
<td>HTech 025A,B,C</td>
<td>3 ea.</td>
</tr>
<tr>
<td>HTech 054A</td>
<td>2</td>
</tr>
</tbody>
</table>

Recommended Preparations in Basic Skills:

Before enrolling 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.
CTR 06A1 COURT REPORTING THEORY I
2 units
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 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. (Offered in Summer)

CTR 06B1 COURT REPORTING THEORY II
2 units
Prerequisite: CTR 06A1
Acceptable for credit: California State University
The student will apply the knowledge developed in CTR 006A 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. (Offered in Summer)

CTR 007A COURT REPORTING THEORY I
4 units
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 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
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
Prerequisite: CTR 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 English vocabulary through oral and written instruction.

CTR 008B 80 WPM SPEED GOAL
6.5 units
Prerequisite: CTR 009A
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 English vocabulary through oral and written instruction.

CTR 008C 80 WPM SPEED GOAL
6.5 units
Prerequisite: CTR 009A or 009B
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 general legal terminology through oral and written instruction.

CTR 009A 80 WPM SPEED GOAL
6.5 units
Prerequisite: CTR 009A, or 009B, 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 also provides methods of expanding general legal terminology through oral and written instruction.

CTR 009B 80 WPM SPEED GOAL
6.5 units
Prerequisite: CTR 009A or 009B
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 general legal terminology through oral and written instruction.

CTR 008S 80 WPM SPEED GOAL
2 units
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 English vocabulary through oral and written instruction.

CTR 010A 100 WPM SPEED GOAL
6.5 units
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
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
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
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 also provides methods of expanding knowledge of general legal terminology through oral and written instruction.

CTR 001S 100 WPM SPEED GOAL
2 units
Prerequisite: CTR 008 in any one of A through D or CTR 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 to 120 words per minute. Materials include literary, jury charge, business letters and two-voice. This course may be repeated one time. This course is normally offered only during summer session.

CTR 0012A 120 WPM SPEED GOAL
6.5 units
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.

- PREREQUISITES AND COREQUISITES are MANDATORY. See page 17 for specific information.
- Courses used to meet prerequisite requirements must have been completed with a grade of C or credit or better.
- RECOMMENDED preparations are ADVISORY.
court reporting

**CTR 012B 120 WPM SPEED GOAL**  
6.5 units  
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  
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 also provides methods of expanding knowledge of general legal terminology through oral and written instruction.

**CTR 012D 120 WPM SPEED GOAL**  
6.5 units  
Prerequisite: CTR 012A or 012B or 012C  
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  
Prerequisite: CTR 010 in any one of A through D or CTR 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 to 140 words per minute. Materials include literary, jury charge, and multiple-voice. This course may be repeated one time. This course is normally offered only during summer session.

**CTR 014A 140 WPM SPEED GOAL**  
6.5 units  
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  
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  
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 also provides methods of expanding knowledge of medical terminology through oral and written instruction.

**CTR 014D 140 WPM SPEED GOAL**  
6.5 units  
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  
Prerequisite: CTR 012 in any one of A through D or CTR 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 to 160 words per minute. Materials include literary, jury charge, and multiple-voice. This course is normally offered only during summer session.

**CTR 016A 160 WPM SPEED GOAL**  
6.5 units  
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  
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  
Prerequisite: 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 also provides methods of expanding knowledge of general legal terminology through oral and written instruction.

**CTR 016D 160 WPM SPEED GOAL**  
6.5 units  
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 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 016S 160 WPM SPEED GOAL**  
2 units  
Prerequisite: CTR 014 in any one of A through D or CTR 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 to 180 words per minute. Materials include literary, jury charge, and multiple-voice. This course may be repeated one time. This course is normally offered only during summer session.

**CTR 018A 180 WPM SPEED GOAL**  
6.5 units  
Prerequisite: Any one of CTR 016A-D or 016S  
Acceptable for credit: California State University  
This course will prepare students for the competency goals of 180 words per minute. Speed will vary from 180-200 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.

**CTR 018B 180 WPM SPEED GOAL**  
6.5 units  
Prerequisite: CTR 018A  
Acceptable for credit: California State University  
This course will prepare students for the competency goals of 180 words per minute. Speed will vary from 180-200 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.

**CTR 018C 180 WPM SPEED GOAL**  
6.5 units  
Prerequisite: CTR 018A or 018B  
Acceptable for credit: California State University  
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 general legal terminology through oral and written instruction.

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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.
CTR 018D 180 WPM SPEED GOAL
6.5 units
Prerequisite: CTR 018A or 018B or 018C
Acceptable for credit: California State University
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.

CTR 018S 180 WPM SPEED GOAL
2 units
Prerequisite: CTR 016 in any one of A through D or CTR 016S
Acceptable for credit: California State University
This course will prepare students for the competency goals of 180 words per minute. Speed will vary from 160 to 200 words per minute. Materials include literary, jury charge, and multiple-voice. This course may be repeated one time. This course is normally offered only during summer session.

CTR 020 CTR LAB
2.5 units
Prerequisite: Any one of CTR 016 A-D or CTR 016S
This course will provide additional high-speed, live dictation to students who presently write at 160 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 realtime 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 will participate in read back from this dictation. This course may be repeated three times. Credit/No Credit Only.

CTR 020A 200 WPM SPEED GOAL
6.5 units
Prerequisite: Any one of CTR 018A-D or 018S
Acceptable for credit: California State University
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 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 180wpw Jury Charge test and one 5-minute 200 Jury Charge test with at least 97.5% accuracy.

CTR 020B 200 WPM SPEED GOAL
6.5 units
Prerequisite: CTR 020A
Acceptable for credit: California State University
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 also provides methods of expanding knowledge of general legal terminology through oral and written instruction. 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 180wpw Jury Charge test and one 5-minute 200 Jury Charge test with at least 97.5% accuracy.

CTR 020C 200 WPM SPEED GOAL
6.5 units
Prerequisite: CTR 020A or 020B
Acceptable for credit: California State University
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 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 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 180wpw Jury Charge test and one 5-minute 200 Jury Charge test with at least 97.5% accuracy.

CTR 020D 200 WPM SPEED GOAL
6.5 units
Prerequisite: CTR 020A or 020B or 020C
Acceptable for credit: California State University
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 180wpw Jury Charge test and one 5-minute 200 Jury Charge test with at least 97.5% accuracy.

CTR 020E 200 WPM SPEED GOAL
2 units
Prerequisite: any one of CTR 018 A through D or CTR 018S
Acceptable for credit: California State University
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, jury charge, congressional record and/or legal opinion, and multiple-voice. This course may be repeated three times. This course is normally offered only during summer session. 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 180wpw Jury Charge test and one 5-minute 200 Jury Charge test with at least 97.5% accuracy.

CTR 020X CTR 200 WPM LAB
.5 unit
Prerequisite: Any one of CTR 016 A-D or CTR 016S OR CTR 054 OR 054S
This short-term summer course is designed for students who wish to gain the speed and accuracy required to pass state and national licensing examinations (held in the autumn months) in court reporting and realtime captioning. Readers and teachers provide live dictation to advanced court reporting and captioning students who have achieved speed goals of at least 160 words per minute. The dictation contains a variety of relevant four-voice material from actual courtroom and deposition proceedings. All students will participate in read back from this dictation. They will have the opportunity to upgrade their skills in realtime writing. This course may be repeated three times. Credit/No Credit Only.

CTR 022 CTR LAB
2.5 units
Prerequisite: Any one of CTR 020 A-D or CTR 020S
This course is designed to provide high-speed, live dictation to students who presently write at 200 words per minute and who are preparing to pass qualifying examinations for state or national court reporting certification or who plan to enter areas of employment utilizing realtime stenotype output. 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 will participate in read back from this dictation. They will have the opportunity to upgrade their skills in realtime writing. This course may be repeated three times. Credit/No Credit Only.

CTR 022A 220 WPM SPEED GOAL
6.5 units
Prerequisite: Any one of CTR 020A-D or 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, 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 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 180wpw Jury Charge test and one 5-minute 200 Jury Charge test with at least 97.5% accuracy.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Prerequisite(s)</th>
<th>Acceptable for credit</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CTR 022B</td>
<td>220 WPM SPEED GOAL</td>
<td>6.5</td>
<td>CTR 022A</td>
<td>California State University</td>
<td>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 terminology through oral and written instruction. Student shall pass two 5-minute 225 wpm two-voice tests with at least 95% accuracy. In addition, student shall pass one 5-min 225 wpm two-voice test with at least 97.5% accuracy.</td>
</tr>
<tr>
<td>CTR 022C</td>
<td>220 WPM SPEED GOAL</td>
<td>6.5</td>
<td>CTR 022A, CTR 022B</td>
<td>California State University</td>
<td>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 terminology through oral and written instruction. This course may be repeated one time. Student shall pass two 5-minute 225 wpm two-voice tests with at least 95% accuracy. In addition, student shall pass one 5-min 225 wpm two-voice test with at least 97.5% accuracy.</td>
</tr>
<tr>
<td>CTR 026</td>
<td>ENGLISH REVIEW AND OFFICE PRACTICES FOR THE COURT REPORTER</td>
<td>3</td>
<td>CTR 024A and 024B</td>
<td>California State University</td>
<td>This course will cover advanced grammar, punctuation, syntax, and word usage; communication skills; proofreading; filing procedures; dictation/transcription procedures; and court reporting office methods and forms. This course may be repeated one time.</td>
</tr>
<tr>
<td>CTR 026A</td>
<td>BASIC COMPUTER-AIDED TRANSCRIPTION FOR COURT REPORTING</td>
<td>2.5</td>
<td>CTR 06B1</td>
<td>California State University</td>
<td>This course will instruct the student in the theory and practice of Computer-Aided Transcription (CAT). It includes computer terminology, proficiency in use of CAT software, hardware and realtime stenographic writing.</td>
</tr>
<tr>
<td>CTR 026B</td>
<td>BASIC COMPUTER-AIDED TRANSCRIPTION A</td>
<td>1.5</td>
<td></td>
<td>California State University</td>
<td>This class will instruct court reporters and court reporting students in the advanced methods of computer-aided script 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. Credit/No Credit Only.</td>
</tr>
<tr>
<td>CTR 026C</td>
<td>BASIC COMPUTER-AIDED TRANSCRIPTION B</td>
<td>1.5</td>
<td></td>
<td>California State University</td>
<td>This class will instruct court reporters and court reporting students in the advanced methods of computer-aided script 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. Credit/No Credit Only.</td>
</tr>
<tr>
<td>CTR 026D</td>
<td>BASIC COMPUTER-AIDED TRANSCRIPTION C</td>
<td>1</td>
<td></td>
<td>California State University</td>
<td>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 terminology through oral and written instruction. This course may be repeated three times. Credit/No Credit Only.</td>
</tr>
</tbody>
</table>

**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.
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 Recommended Preparations in Basic Skills:

CTR 036B INTRODUCTION TO LAW AND LEGAL TERMINOLOGY
1.5 units
Acceptable for credit: California State University
Students will learn the legal terminology and concepts used during a trial and in a deposition chamber. They will acquire an overview of substantive and procedural law as encountered by a court reporter employed in the federal and California court systems.

CTR 034A MEDICAL DICTATION FOR THE COURT REPORTER
1.5 units;
Prerequisite: HTech 005 and any one of CTR 012A-D or 012S
Acceptable for credit: California State University
Students will be given concentrated dictation form various professional medical series at varying speeds for testing and transcription. The vocabulary of various medical specialties and anatomical and medical terminology will be covered. Dictation will be given from medical case histories, operation reports, and other selected medical data. This course may be repeated one time.

CTR 035L WORD PROCESSING FOR THE LAW OFFICE
3 units
Prerequisite: CA 032A (formerly CA 061B)
Acceptable for credit: California State University
Students will learn to utilize WordPerfect 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.

CTR 035M WORD PROCESSING FOR THE LAW OFFICE
3 units
Prerequisite: CA 032B
Acceptable for credit: California State University
Students will 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. Credit/No Credit Only. (dual listed with CA 035B and PARA 065B)

CTR 036A INTRODUCTION TO LAW AND LEGAL TERMINOLOGY
1.5 units
Acceptable for credit: California State University
Students will learn the legal terminology and concepts used during a trial and in a deposition chamber. They will acquire an overview of substantive and procedural law as encountered by a court reporter employed in the federal and California court systems.

CTR 044 COURT REPORTING APPRENTICESHIP
1 unit
Prerequisite: 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 046 CURRENT WORKPLACE PRACTICES IN COURT REPORTING AND RELATED TECHNOLOGIES
1 unit
This course is a capstone experience for court reporting students who will be provided current information on topics and technologies related to their field. It is also a continuing education course for working reporters wishing to accrue academic units to maintain licensure. Lectures on and/or tours into the reporting environment provide firsthand information about workplace skills and challenges. This course may be repeated three times. It is Non AA/AS Degree applicable. Credit/No Credit Only.

CTR 050X COURT REPORTING WORKSHOP-NIGHT (GOAL 80)
4 units
Prerequisite: CTR 0681, CTR 050S or 008A,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 50 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
Prerequisite: CTR 0681, CTR 050X or CTR 008A,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 50 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. Credit/No Credit Option

CTR 051S COURT REPORTING WORKSHOP-NIGHT (GOAL 100)
1.5 units
Prerequisite: CTR 051X or 050X or 050S or CTR 008A,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. Speed will vary from 35–120 words per minute. Materials include legal, jury charge, business letters, and multiple voice. The course also covers formatting and English punctuation as well as speaker designation.
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.

Recommended Preparations in Basic Skills:

Materials include literary, jury charge, business letters, and multiple voice. The course also covers formatting and English punctuation as well as speaker designation.

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 and 180 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. Credit/No Credit Option

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 120-160 words per minute. The student 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.

This course may be repeated three times. Credit/No Credit Option

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 their stenotype notes from proficiency tests. Proper formatting, typing skills, punctuation, and spelling will be emphasized. This course may be repeated three times. Credit/No Credit Option

This course may be repeated three times. Credit/No Credit Option

This course may be repeated three times. Credit/No Credit Option

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.

Courses used to meet prerequisite requirements must have been completed with a grade of C or credit or better.
Course: CTR 57X1 COURT REPORTING WORKSHOP (GOAL 220)-NIGHT
3 units
Prequisites: 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. Credit/No Credit Option

Course: CTR 083 LAW OFFICE PRACTICUM
2 units
Acceptable for credit: California State University
Recommended Preparation: CA 070, CA 031B, and Math 022
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. Credit/No Credit Option

Course: CTR 084 CAREER EXPLORATION IN THE LEGAL FIELDS
.5 unit
This introductory course provides an overview of careers in legal fields, such as law enforcement, legal secretary, medical transcription, court reporting, paralegal, and park ranger; explores career opportunities in these fields and highlights their emerging employment opportunities. This course will be dual listed with AJ 084, PARA 084, and PKMG 084. Credit/No Credit Option.

Course: CTR X91A ADVANCED COURT REPORTING DICTATION
.5 unit
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. Technical terminology is emphasized. The speed of dictation for this class will be announced in the schedule. This course may be repeated three times. Credit/No Credit Option.

Course: CTR X91B ADVANCED COURT REPORTING DICTATION
.5 unit
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. This course may be repeated three times. Credit/No Credit Option.

Course: CTR X91C ADVANCED COURT REPORTING DICTATION
.5 unit
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. Credit/No Credit Only

Course: CTR X91D ADVANCED COURT REPORTING DICTATION
.5 unit
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. Credit/No Credit Option

Course: CTR 091 COURT REPORTING 20-HOUR DICTATION
.5 unit
This shortened dictation course allows students to continue preparation for the competency goals. This course is particularly designed for students and working reporters who are preparing to take national and state licensing examinations and also for those who wish to increase and maintain their speed writing and transcription skills during the college’s spring and winter breaks. The speed of dictation for each section of this course will be announced in the schedule of classes. This course may be repeated three times. Credit/No Credit Only

Course: WRKEX 301-304 OCCUPATIONAL WORK EXPERIENCE EDUCATION
1-4 units
Acceptable for credit: California State University
These courses involve the supervised employment of students in positions which are related to 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.

Course: WRKEX 301 OCCUPATIONAL WORK EXPERIENCE EDUCATION
1 unit
Acceptable for credit: California State University

Course: WRKEX 302 OCCUPATIONAL WORK EXPERIENCE EDUCATION
2 units
Acceptable for credit: California State University

Course: WRKEX 303 OCCUPATIONAL WORK EXPERIENCE EDUCATION
3 units
Acceptable for credit: California State University

Course: WRKEX 304 OCCUPATIONAL WORK EXPERIENCE EDUCATION
4 units
Acceptable for credit: California State University

Notes:
- PREREQUISITES AND COREQUISITES are MANDATORY. See page 17 for specific information.
- Courses used to meet prerequisite requirements must have been completed with a grade of C or credit or better.
- RECOMMENDED preparations are ADVISORY.
DIGITAL MEDIA DESIGN AND PRODUCTION (A.A. Degree)
The focus of the Digital Media Design and Production A.A. degree is planning, creating, shooting, editing, and producing digital video/audio projects for the web and CD/DVD output. Additional emphasis includes producing, marketing, and distributing commercial quality products for business and industry clients.

Major Requirements:
- **Course** | **Units**
  - DM/IS 001 Digital Media 1 | 3
  - DM/IS 004 Digital Layout, Color, and Typography | 3
  - DM/IS 007 Digital Media Production Process 1 | 3
  - DM/IS 010C Digital Images: Photoshop | 3
  - DM/IS 013 Apple iLife | 1
  - DM/IS 014C Digital Illustration: Illustrator | 3
  - DM/IS 025 Internet Marketing 1 | 1
  - DM/IS 057A Digital Video Editing: Premiere Pro | 3
  - DM/IS 062 Flash: Creating Interactive Web Pages | 3
  - DM/IS 062B Flash 2: Action script Animation | 3
  - DM/IS 063 Digital Video in HD | 3
  - DM/IS 069 DVD Authoring | 3
  - DM/IS 086 Portfolio Planning and Review | 3
  - DM/IS 087 Digital Media Intern Experience | 3

Total Units: 37

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.

Required Courses:
- **Course** | **Units**
  - DM/IS 001 Digital Media 1 | 1
  - DM/IS 004 Digital Layout, Color, and Typography | 3
  - DM/IS 007 Digital Media Production Process 1 | 3
  - DM/IS 010C Digital Images: Photoshop | 3
  - DM/IS 057A Digital Video Editing: Premiere Pro | 3
  - DM/IS 062 Flash: Creating Interactive Web Pages | 3
  - DM/IS 066 Digital Audio and Video | 3

Total Units: 17

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:
- **Course** | **Units**
  - DM/IS 010D Digital Images: Advanced Photoshop | 3
  - DM/IS 014C Digital Illustration: Illustrator | 3
  - DM/IS 013 Apple iLife | 1
  - DM/IS 025 Internet Marketing 1 | 1
  - DM/IS 062B Flash 2: Actionscript Animation and | 3
  - DM/IS 069 DVD Authoring | 3
  - DM/IS 063 Digital Video in HD | 3

Total Units: 17

DIGITAL PUBLISHING (A.S. Degree)
The focus of the Digital Publishing A.S. Degree is the planning, designing, laying out, and preparation of files for commercial offset printing. Additional emphasis includes producing a variety of print-ready documents in various formats and styles.

Major Requirements:
- **Course** | **Units**
  - DM/IS 065 Digital Printing | 3
  - DM/IS 066 Portfolio Planning and Review | 3
  - DM/IS 087 Digital Media Intern Experience | 3

Total Units: 17

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 weave traditional design concepts, innovative interface ideas, and current technologies together in order to deliver quality web solutions. In addition, students create and present their own digital and print portfolio and professional identity.

Major Requirements:
- **Course** | **Units**
  - DM/IS 001 Digital Media 1 | 1
  - DM/IS 003 Digital Visual Design | 3
  - DM/IS 004 Digital Layout, Color, and Typography | 3
  - DM/IS 010C Digital Images: Photoshop | 3
  - DM/IS 014D Advanced Illustrator | 3
  - DM/IS 018 Freelance and Startup for the Web | 3
  - DM/IS 23 Web Design: Dreamweaver | 3
  - DM/IS 29 Digital Print Preparation | 3
  - DM/IS 85 Digital Printing | 1
  - DM/IS 86 Portfolio Planning and Review | 3
  - DM/IS 87 Digital Media Intern Experience | 3

Total Units: 36

DIGITAL PUBLISHING LEVEL 1 (Certificate)
The focus of the Digital Publishing Certificate (Level 1) is organizing, designing, and preparing documents for commercial printing. Students learn graphic design principles, pre-press workflow, and how to organize a commercial print project from start to finish.

Required Courses:
- **Course** | **Units**
  - DM/IS 001 Digital Media 1 | 1
  - DM/IS 003 Digital Visual Design | 3
  - DM/IS 004 Digital Layout, Color, and Typography | 3
  - DM/IS 007 Digital Media Production Process 1 | 3
  - DM/IS 010C Digital Images: Photoshop | 3
  - DM/IS 014C Digital Illustration: Illustrator | 3
  - DM/IS 042 Digital Print Preparation | 3

Total Units: 36

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.
WEB DESIGN CERTIFICATE: LEVEL 1
The focus of the Web Design Certificate (Level 1) is digital design, user analysis, and working with code and applications to create innovative, client-based websites.

Major Requirements include:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>DM/IS 001</td>
<td>Digital Media 1</td>
</tr>
<tr>
<td>DM/IS 003</td>
<td>Digital Visual Design</td>
</tr>
<tr>
<td>DM/IS 004</td>
<td>Digital Layout, Color, and Typography</td>
</tr>
<tr>
<td>DM/IS 010C</td>
<td>Digital Images: Photoshop</td>
</tr>
<tr>
<td>DM/IS 014C</td>
<td>Digital Illustration: Illustrator</td>
</tr>
<tr>
<td>DM/IS 021A</td>
<td>Web Development</td>
</tr>
<tr>
<td>DM/IS 023</td>
<td>Web Design: Dreamweaver</td>
</tr>
<tr>
<td>DM/IS 024</td>
<td>Info and Content Design for the World Wide Web</td>
</tr>
</tbody>
</table>

Total Units: 17

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>
</thead>
<tbody>
<tr>
<td>DM/IS 003</td>
<td>Digital Visual Design</td>
</tr>
<tr>
<td>DM/IS 010D</td>
<td>Digital Images: Advanced Photoshop</td>
</tr>
<tr>
<td>DM/IS 013</td>
<td>Apple iLife</td>
</tr>
<tr>
<td>DM/IS 018</td>
<td>Freelance and Startup for the Web and Digital Media</td>
</tr>
<tr>
<td>DM/IS 025</td>
<td>Internet Marketing 1</td>
</tr>
<tr>
<td>DM/IS 080</td>
<td>Commercial Web Site Project</td>
</tr>
<tr>
<td>DM/IS 086</td>
<td>Portfolio Planning/Review</td>
</tr>
</tbody>
</table>

Total Units: 17

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</td>
<td>Digital Media 1</td>
</tr>
<tr>
<td>DM/IS 003</td>
<td>Digital Visual Design</td>
</tr>
<tr>
<td>DM/IS 009</td>
<td>Topography: Quick Start</td>
</tr>
<tr>
<td>DM/IS 010C</td>
<td>Digital Images: Photoshop</td>
</tr>
<tr>
<td>DM/IS 012</td>
<td>Online Entrepreneur</td>
</tr>
<tr>
<td>DM/IS 014C</td>
<td>Digital Illustration: Illustrator</td>
</tr>
<tr>
<td>DM/IS 018</td>
<td>Freelance and Startup for the Web</td>
</tr>
<tr>
<td>DM/IS 021A</td>
<td>Web Development</td>
</tr>
<tr>
<td>DM/IS 023B</td>
<td>Web Development: Dreamweaver</td>
</tr>
<tr>
<td>DM/IS 024</td>
<td>Info and Content Design for the World Wide Web</td>
</tr>
<tr>
<td>DM/IS 025</td>
<td>Internet Marketing 1</td>
</tr>
<tr>
<td>DM/IS 066</td>
<td>Digital Audio and Video</td>
</tr>
<tr>
<td>DM/IS 080</td>
<td>Commercial Web Site Project</td>
</tr>
<tr>
<td>DM/IS 086</td>
<td>Portfolio Planning and Review</td>
</tr>
<tr>
<td>DM/IS 087</td>
<td>Digital Media Intern Experience</td>
</tr>
</tbody>
</table>

Total Units: 38

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 012A</td>
<td>Web Development</td>
</tr>
<tr>
<td>DM/IS 018</td>
<td>Freelance and Startup for the Web</td>
</tr>
<tr>
<td>DM/IS 021A</td>
<td>Web Development</td>
</tr>
<tr>
<td>DM/IS 021B</td>
<td>Web Development 2</td>
</tr>
<tr>
<td>DM/IS 021C</td>
<td>Web Development 3</td>
</tr>
<tr>
<td>DM/IS 025</td>
<td>Internet Marketing 1</td>
</tr>
<tr>
<td>DM/IS 023B</td>
<td>Web Development: Dreamweaver</td>
</tr>
<tr>
<td>DM/IS 024</td>
<td>Info and Content Design for the World Wide Web</td>
</tr>
</tbody>
</table>

Total Units: 15

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</td>
<td>Digital Media 1</td>
</tr>
<tr>
<td>DM/IS 003</td>
<td>Digital Visual Design</td>
</tr>
<tr>
<td>DM/IS 007</td>
<td>Digital Media Production Process</td>
</tr>
<tr>
<td>DM/IS 009</td>
<td>Topography: Quick Start</td>
</tr>
<tr>
<td>DM/IS 010C</td>
<td>Digital Images: Photoshop</td>
</tr>
<tr>
<td>DM/IS 013</td>
<td>Apple iLife</td>
</tr>
<tr>
<td>DM/IS 014C</td>
<td>Digital Illustration: Illustrator</td>
</tr>
<tr>
<td>DM/IS 023</td>
<td>Web Design: Dreamweaver</td>
</tr>
<tr>
<td>DM/IS 024</td>
<td>Information and Content Design for the World Wide Web</td>
</tr>
</tbody>
</table>

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 012</td>
<td>Online Entrepreneur</td>
</tr>
<tr>
<td>DM/IS 018</td>
<td>Freelance and Startup for the Web</td>
</tr>
<tr>
<td>DM/IS 021A</td>
<td>Web Development</td>
</tr>
<tr>
<td>DM/IS 025</td>
<td>Internet Marketing 1</td>
</tr>
<tr>
<td>DM/IS 023B</td>
<td>Web Development: Dreamweaver</td>
</tr>
<tr>
<td>DM/IS 066</td>
<td>Digital Audio and Video</td>
</tr>
<tr>
<td>DM/IS 080</td>
<td>Commercial Web Site Project</td>
</tr>
<tr>
<td>DM/IS 085</td>
<td>Portfolio Planning and Review</td>
</tr>
</tbody>
</table>

Total Units: 17

DM/IS 001 DIGITAL MEDIA 1
1 unit
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. Credit/No Credit Only

DM/IS 003 DIGITAL VISUAL DESIGN
3 units
Recommended Preparations: CA 020 or CA 070

DM/IS 004 DIGITAL LAYOUT, COLOR AND TYPOGRAPHY
3 units
Recommended Preparation: CA 020 or CA 070

DM/IS 007 DIGITAL MEDIA PRODUCTION PROCESS
1 unit
This course is an introduction to the multimedia business. Topics include copyright issues, pricing of products, finding clients, and developing business plans. Credit/No Credit Only

DM/IS 009 TYPOGRAPHY: QUICK START
1 unit
This course focuses on the planning and use of digital type for commercial web site design and other digital media applications. Selecting, purchasing, installing, and managing fonts for design and communication with the user will be emphasized. Credit/No Credit Only

DM/IS 010A PHOTOSHOP: QUICK START
1 unit
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 photograhic images using Photoshop. Credit/No Credit Only

DM/IS 010C DIGITAL IMAGES: PHOTOSHOP
3 units
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.

- PREREQUISITES AND COREQUISITES are MANDATORY. See page 17 for specific information.
- Courses used to meet prerequisite requirements must have been completed with a grade of C or credit or better.
- RECOMMENDED preparations are ADVISORY.
Digital Media / Internet Services

DM/IS 010D DIGITAL IMAGES: ADVANCED PHOTOSHOP
3 units
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.

DM/IS 010X – PHOTOSHOP: NEW VERSION FEATURES
1 unit
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. Credit/No Credit Only

DM/IS 011 INTRODUCTION TO BLOGS
1 unit
Recommended Preparation: CA 020 or CA 070
This course introduces blogs and the blog software used for record keeping online journals. Students have the opportunity to learn the history of blogs, parts of the blog, and the different software and hosting option available to create blogs. This course reviews copy writing techniques for successful blogging, and strategies for creating a successful blog. Credit/No Credit Only

DM/IS 012 ONLINE ENTREPRENEUR
1 unit
This course reviews setting up an online auction business. Students learn how to set up an online business utilizing the tools and infrastructure required to sell in online auctions. This course also reviews profiles of successful sellers. This course may be taken two times. Credit/No Credit Only

DM/IS 013 APPLE IILIFE
1 unit
This course uses the Apple iLife application suite to edit and create digital media products. The course reviews the Apple Life 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. Credit/No Credit Only

DM/IS 014A ILLUSTRATOR: QUICK START
1 unit
Recommended Preparation: CA 020 or CA 070
This course provides a general overview and introduction to Adobe Illustrator. Basic understanding of the interface, production tools and file management are introduced. Topics include development of images from drawings and photography, printing of images, adding text to layouts, modifying, editing, and grouping vector graphics. Credit/No Credit Only

DM/IS 014C DIGITAL ILLUSTRATION: ILLUSTRATOR
3 units
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.

DM/IS 014D ADVANCED ILLUSTRATOR
3 units
Recommended Preparations: 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 two times.

DM/IS 014X ILLUSTRATOR: NEW VERSION FEATURES
1 unit
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. Credit/No Credit Only

DM/IS 018 FREELANCE AND STARTUP FOR THE WEB AND DIGITAL MEDIA
3 units
Recommended Preparations: CA 020 or CA 070
This course explores planning, creating, marketing and growing a freelance or startup Web/Digital Media business. This course may be taken two times.

DM/IS 019 UPDATING WEBSITES
3 units
Recommended Preparations: 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 020 WEB/INTERNET PROJECT MANAGEMENT
3 units
Recommended Preparations: CA 020 or CA 070
This course teaches Web/Internet project management for collaborative commercial site development.

DM/IS 021A WEB DEVELOPMENT 1
3 units
Recommended Preparation: CA 020 or CA 070
This course provides a general overview and introduction to Adobe Illustrator. Basic understanding of the interface, production tools and file management are introduced. Topics include development of images from drawings and photography, printing of images, adding text to layouts, modifying, editing, and grouping vector graphics.

DM/IS 021B WEB DEVELOPMENT 2
3 units
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.

DM/IS 021C WEB DEVELOPMENT 3
3 units
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
This course focuses on the basics of website development and design using XHTML, CSS, and accessibility guidelines. Students create and upload basic websites. Credit/No Credit Only

DM/IS 023 WEB DESIGN: DREAMWEAVER
3 units
Recommended Preparation: CA 020 or CA 070
This course focuses on the layout of web pages, tables, frames, rollovers, DHTML, CSS, and database connectivity using Macromedia Dreamweaver.

DM/IS 023A DREAMWEAVER: QUICK START
1 unit
Recommended Preparations: CA 020 or CA 070
This course focuses on web site layout and design using the software HTML editor Dreamweaver. Emphasis is on implementing navigation, CSS (Cascading Style Sheets) layouts, testing, and debugging. Credit/No Credit Only

DM/IS 023B WEB DEVELOPMENT: DREAMWEAVER
3 units
Recommended Preparation: CA 020 or CA 070
This course reviews the advanced features of Macromedia Dreamweaver. Students have the opportunity to learn server side programming, develop a web application, and how to connect to a database. In addition, students learn the collaborative features of Dreamweaver to author team web sites. Credit/No Credit Option

DM/IS 024 INFORMATION AND CONTENT DESIGN FOR THE WORLD WIDE WEB
1 unit
Recommended Preparations: CA 020 or CA 070
Acceptable for credit: California State University
This course focuses on creating well-defined information structures, logical navigation, responsive feedback mechanisms, and effective interaction on the Web. 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 0SS. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.
Recommended Preparations in Basic Skills:

- Digital Media / Internet Services
  - DM/IS 025 INTERNET MARKETING 1
    1 unit
    Recommended Preparations: CA 020 or 070
    This course introduces the marketing of web sites 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. Credit/No Credit Only

DM/IS 029 PUBLICATION DESIGN AND PRINTING
3 units
Recommended Preparation: CA 020 or CA 070
This is an advanced course that 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.

DM/IS 057A DIGITAL VIDEO EDITING: PREMIERE PRO
3 units
Recommended Preparations: CA 020 and CA 070
Digital video is a dynamic way of delivering content through video, CD-ROM, and web sites. This class focuses on video editing using Adobe Premiere. Emphasis is on using Premiere tools to capture, edit, and compress digital video.

DM/IS 062A FLASH: CREATING INTERACTIVE WEB PAGES
3 units
Recommended Preparations: CA 020 or CA 070
Students will use Macromedia Flash to create interactive Web pages incorporating graphics, animation, sound, and programming. This course may be repeated once.

DM/IS 062B - FLASH 2: ACTIONSCRIPT ANIMATION AND INTERACTIVITY
3 units
Recommended Preparation: DM/IS 062A
This advanced course focuses on programming Flash web sites. Students learn action-scripting, forms, and interactive techniques using Flash programming.

DM/IS 063 DIGITAL VIDEO IN HD
3 units
Recommended Preparations: 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 two times.

DM/IS 064 WEB MOTION GRAPHICS
3 units
This course focuses on the techniques and methodologies used to create and publish motion graphics to web sites, CD-ROM and DVD’s. Basic animation theory is incorporated in the development of animated GIFF’s, navigation sets, Flash sequences, and image animation.

DM/IS 066 DIGITAL AUDIO AND VIDEO
3 units
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.

DM/IS 068A DIGITAL AUDIO: QUICK START
1 unit
Acceptable for credit: California State University
This course focuses on incorporating available sound from the web and CD-ROMs into digital media projects. It also introduces digital sound recording and audio editing software. Credit/No Credit Only

DM/IS 069 DVD AUTHORING
3 units
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.

DM/IS 075A INTERNET SERVICES 1
3 units
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.

DM/IS 080 COMMERCIAL WEB SITE PROJECT
3 units
Recommended Preparations: CA 020 or CA 070; DM/IS 021A, 024
Students plan, design, develop and test large scale commercial Web sites.

DM/IS 085 DIGITAL PRINTING
3 units
Recommended Preparation: CA 020 or CA 070
Grade or Credit/No Credit Option
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.

DM/IS 086 PORTFOLIO PLANNING AND REVIEW
3 units
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.

DM/IS 087 DIGITAL MEDIA INTERN EXPERIENCE
3 units
Recommended Preparation: CA 020 or CA 070
Students will obtain practical experience in a business environment for a minimum of ten hours per week. This experience will be supervised both by a company employee as well as WVC instructor. In addition, students will meet with a Digital Media instructor for an hour per week to discuss ways of solving problems that are met on the job.

DM/IS 091, 092, 093 DIRECTED STUDIES
1-3 units
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.

DM/IS 094C COMPUTER SKILLS DEVELOPMENT
3 units
Recommended Preparation: CA 020 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 course provides an opportunity to enhance job skills or to produce required work in courses in history, economics, science, and others 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. Credit/No Credit Option

DM/IS 100 SPECIAL TOPICS
1.5-3 units
The course will explore topics related to this discipline and will be offered as needed. See the class schedule for current offerings.

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.

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 satisfactorily 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. No more than a total of six (6) units of Directed Studies in any field may be taken or applied toward the AA degree.

For more specific information about Directed Studies, students are encouraged to consult with a counselor. No more than six (6) units of directed studies, whether from one department or from multiple departments, may be counted toward the associate degree.

**PREREQUISITES AND COREQUISITES** are MANDATORY. See page 17 for specific information.

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

**RECOMMENDED** preparations are ADVISORY.
Disability and Educational Support Program

THE FACULTY
Judy Colson
Jean Finch
Linda Gibson
Cheryl Miller
Len Schreibstein
Ross Smith
Joan Worley

DIVISION
Student Services

DIVISION CHAIR
Pablo Ortega

DEPARTMENT COORDINATOR
Len Schreibstein

PHONE
408-741-2010

TTY
408-741-2658

E-MAIL
len_schreibstein@westvalley.edu

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 completion of appropriate DESP courses, the student will increase skills in any of the areas listed below. These skills are applicable to both academic endeavors and daily life and will increase students’ ability to achieve their goals, whether academic, career, or personal.

• Adapted physical education
• Arithmetic
• Computer use
• Learning strategies,
• Lip reading
• Pre-algebra
• Reading
• Speech and language
• Writing

The Disability and Educational Support Program provides classes and services to students with disabilities.

ADAPTED PHYSICAL EDUCATION
(See Physical Education)

Disability and Educational Support Program — Adapted Computer Courses

LS 104 ADAPTED MACINTOSH BASICS AND WORD PROCESSING
2 units
An introductory Macintosh Word Processing Program designed for students with visual, physical, language, or learning disabilities. It covers basic Macintosh operations such as working with the desktop, loading, printing and transferring files. Basic word processing procedures such as editing, formatting, saving and file management along with spelling and grammar checking will be covered. The use of graphics and appropriate software applications will be introduced. Credit/No Credit Only

LS 105 ADAPTED IBM BASICS AND WORD PROCESSING
2 units
An introductory IBM Word Processing Program designed for students with visual, physical, language, or learning disabilities. It covers basic IBM operations such as working with DOS to view, rename, delete and transfer files. Basic word processing procedures such as editing, formatting, saving and file management along with spelling and grammar checking will be covered. The use of other appropriate software applications will be introduced. Credit/No Credit Only

LS 901A ADAPTED COMPUTER-ASSISTED INSTRUCTION
(Formerly LS 101A)
1 unit
This 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. Credit/No Credit Only

LS 901B ADAPTED COMPUTER-ASSISTED INSTRUCTION
(Formerly LS 101B)
.5 unit
This class is designed to improve basic academic and/or productivity skills for students with disabilities. Units earned in this course do not count toward the Associate Degree. Credit/No Credit Only

LS 902A ADAPTED COMPUTER ASSESSMENT
(Formerly LS 102A)
.5 unit
This course is designed to provide a means for evaluating a disabled student’s abilities, limitations and skills for the purpose of selecting appropriate adaptations for computer access. Likely participants in this course would include students who are physically disabled, have acquired brain injuries resulting in secondary orthopedic and/or visual disabilities, blind, visually impaired or other students recommended by the instructional staff. Units earned in this course do not count toward the Associate Degree. Credit/No Credit Only

LS 903A ADAPTED WORD PROCESSING
(Formerly LS 103A)
2 units
This is an introductory word processing class that addresses the needs of students who may require more extensive training and/or the use of adaptive hardware and/or software to successfully use computers. Units earned in this course do not count toward the Associate Degree. Credit/No Credit Only

LS 906 ADAPTED INTERNET SKILLS
1 unit
Recommended Preparations: LS 901A
This course is an introduction to the Internet designed to meet the educational needs of students with disabilities. Instructional methods and materials appropriate for individual disabilities will be used. The goal of this course is to prepare students to use the Internet at a basic skill level. This course may be repeated one time. Units earned in this course do not count toward the Associate Degree. Credit/No Credit Only

LS 907 INTRODUCTION TO SPREADSHEETS
1 unit
Recommended Preparations: LS 901A
This course is designed as an introduction to an industry standard spreadsheet program. It will meet the educational limitations of disabled students utilizing instructional methods and materials that are appropriate to each individual's disability. The goal of this course is to prepare the student for a higher level college course teaching the use of spreadsheets and/or entry level employment using an industry standard spreadsheet. This course may be repeated one time. Units earned in this course do not count toward the Associate Degree. Credit/No Credit Only

LS 908 COMPUTER BASICS
2 units
Recommended Preparation: Ability to read at a 6-8th grade level
This course introduces students to computers and how they are used at home, at school, and in the workplace. The course will explore types of computer hardware and software. Students have the opportunity to learn essential computer terminology, and what computers can do, including a brief overview of the Windows operating system, word processing, spreadsheets, databases, e-mail, graphics, 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. Units earned in this course do not count toward the Associate Degree. It may be repeated one time. Credit/No Credit 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.
LS 908A COMPUTER BASICS
2 units
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, e-mail, 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. Credit/No Credit Only

LS 908B ADVANCED COMPUTER BASICS
2 units
Recommended Preparation: LS 908A
Students have the opportunity to learn and review essential computer terminology and what computers can do. This course includes a brief overview of core concepts of the Windows operating system, word processing, e-mail, attachments and file manipulation. Students are introduced to Microsoft Office. Students have the opportunity to participate in online forums at a basic level. Students have the opportunity to learn how to download files and install software using the Internet and are introduced to simple troubleshooting procedures. This course meets the educational needs of students with disabilities. Instructional materials and methods are modified as appropriate. Credit/No Credit Only

Disability and Educational Support Program
—Learning Skills Courses

LS 001 LEARNING STRATEGIES FOR COLLEGE LIFE
3 units
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, listening 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. Credit/No Credit Only

LS 930A, B, ASSESSMENT FOR LEARNING DISABILITIES
.5 unit each for 9 weeks
The course is designed to assess learning abilities and to identify specific areas of disability which may require specialized instruction or support services. Appropriate recommendations and referrals will be made. Units earned in this course do not count toward the Associate Degree. Credit/No Credit Only

LS 931A EFFECTIVE LEARNING: READING LAB
.5 unit
This course is designed as a lab course in conjunction with course LS 932. The content of the course is dependent on the specific Individual Education Plan and instructional objectives in LS 932. Units earned in this course do not count toward the Associate Degree. Credit/No Credit Only

LS 931B EFFECTIVE LEARNING: MATH LAB
.5 unit
Highly recommended for students with learning disabilities or acquired brain injury. This course is designed to provide for specific application of mathematical strategies for Arithmetic and Algebraic course work. Units earned in this course do not count toward the Associate Degree. Credit/No Credit Only

LS 931C EFFECTIVE LEARNING: SPELLING LAB
.5 unit
This course is designed as a lab course in conjunction with course LS 934. The content of the course is dependent on the specific Individual Education Plan of the student and the instructional objectives of LS 134. Units earned in this course do not count toward the Associate Degree. Credit/No Credit Only

LS 931D EFFECTIVE LEARNING: WRITING LAB
.5 unit
This course is designed to provide for specific application of writing strategies for English course work. Units earned in this course do not count toward the Associate Degree. Credit/No Credit Only

LS 931E EFFECTIVE LEARNING: LEARNING STRATEGIES LAB
.5 unit
This course is designed to provide for specific application of course work from the Learning Strategies course. Units earned in this course do not count toward the Associate Degree. Credit/ No Credit Only

LS 933B PREPARATION FOR ALGEBRA
3 units
This course is the first half of a two-semester sequence designed to cover learning strategies and basic algebraic concepts needed to successfully pass Math 103, Elementary Algebra, and the fundamental algebraic functions found in Math 105, Everyday Statistics. It is designed as a bridging course for those who want extra preparation for college algebra courses, those who have had problems in prior college level classes, and those students with learning disabilities. This course is not offered in lieu of Math 103 or Math 105 but is offered as a preparatory class for those who have taken but have had difficulty with high school algebra or college level elementary algebra. The students will receive instruction in strategies useful to understanding and remembering algebraic functions and terms. It will cover the following basic algebraic concepts: managing signed numbers, solving equations, applying rules, governing exponents, factoring and solving polynomial equations. This course may be repeated once. Units earned in this course do not count toward the Associate Degree. Credit/No Credit Only

LS 933C ADVANCED PREPARATION FOR ALGEBRA
3 units
Recommended Preparations: LS 933B
The student will receive instruction in strategies to understand and remember algebraic functions. Course will cover the following basic algebraic concepts: solving word problems, solving equations with radical expressions, understanding graphing of linear equations and solving quadratic equations. Recommended: Completion of LS 933B or equivalent. Especially recommended for those who need a modified pace or teaching method. Credit/No Credit Only. Credit does not apply to the associate degree.
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 OSS. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>LS 933A</td>
<td>PREPARATION FOR ALGEBRA</td>
<td>1</td>
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<tr>
<td>LS 933B</td>
<td>EFFECTIVE SENTENCE SKILLS</td>
<td>2</td>
<td></td>
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<tr>
<td>LS 933C</td>
<td>LISTENING STRATEGIES AND NOTE TAKING MODULE</td>
<td>1</td>
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<tr>
<td>LS 933D</td>
<td>TEST TAKING MODULE</td>
<td>1</td>
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<tr>
<td>LS 933E</td>
<td>WRITING AN EFFECTIVE RESEARCH PAPER</td>
<td>1</td>
<td></td>
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<tr>
<td>LS 933F</td>
<td>VOCABULARY DEVELOPMENT MODULE</td>
<td>3</td>
<td></td>
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<tr>
<td>LS 934</td>
<td>EFFECTIVE LEARNING: LEARNING STRATEGIES</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>LS 934A</td>
<td>EFFECTIVE SENTENCE SKILLS</td>
<td>2</td>
<td></td>
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<tr>
<td>LS 934B</td>
<td>EFFECTIVE SENTENCE AND PARAGRAPH WRITING</td>
<td>3</td>
<td></td>
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<tr>
<td>LS 934C</td>
<td>EFFECTIVE ESSAY WRITING</td>
<td>3</td>
<td></td>
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<tr>
<td>LS 934D</td>
<td>EFFECTIVE CRITICAL READING</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>LS 934E</td>
<td>WRITING SUPPORT LAB A</td>
<td>1</td>
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</tbody>
</table>
LS 943B WRITING SUPPORT LAB B
1 unit
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. Credit/No Credit Only

LS 944 EFFECTIVE LEARNING: MATH
3 units
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. Credit/No Credit Option

LS 975 SUCCESSFUL STUDY SKILLS
.5 unit
This course provides individualized and group instruction to enhance academic and career skills. It provides a flexible individualized study plan designed to promote basic skills competency. Focus is on assessment of individual abilities and development of a program for remediation of academic or workplace related difficulties in one or more of the following areas: learning strategies, workplace skills, vocabulary enhancement, spelling, calculator review and practice; basic math review with applications; algebra review; critical reading/writing; research papers; math anxiety. This course may be repeated three times credits earned in this course do not count toward the Associate Degree. Credit/No Credit Only.

LS 976 ADJUNCT LEARNING STRATEGIES
.5 unit
This course is designed to provide students from a content-based course with learning strategies and small group instruction to help them be more successful and better able to adapt to different learning opportunities in the content-based class. Learning strategies applied to the content class will include: time management, listening/note-taking, memory, textbook reading, test preparation, research writing and critical thinking skills. This course may be repeated one time. Credits earned in this course do not count toward the Associate Degree. Credit/No Credit Only.

Disability and Educational Support Program — Communication Disability Courses

LS 960A ASSESSMENT OF COMMUNICATION SKILLS
.5 unit each for 9 weeks
This course is designed to assess the level of communication ability and to identify specific areas of disability requiring specialized instruction or support services. These areas include speech and voice production, language comprehension, and verbal expression. Appropriate referrals and specific recommendations for instruction will be made. Units earned in this course do not count toward the Associate Degree. Credit/No Credit Only

LS 961 SPEECH PRODUCTION SKILLS LEVEL I
2 units
This course emphasizes the introduction and development of techniques or strategies to overcome or compensate for a student’s speech production problem. Specialized instruction is provided on an individual or small group basis in the areas of articulation, fluency and voice. Units earned in this course do not count toward the Associate Degree. Credit/No Credit Option

LS 962 SPEECH PRODUCTION SKILLS LEVEL II
3 units
This is a basic speech improvement course designed to meet the needs of students with acquired or congenital speech problems. It stresses the practical application of strategies to compensate for specific speech production difficulties. This course may be repeated three times. Units earned in this course do not count toward the Associate Degree. Credit/No Credit Only

LS 963 LANGUAGE COMPREHENSION AND EXPRESSION I
3 units
This is a basic language skills class designed to meet the needs of students with acquired receptive and/or expressive language problems. It stresses the practical application of strategies to compensate for auditory comprehension and/or oral expression difficulties. This course may be repeated three times. Units earned in this course do not count toward the Associate Degree. Credit/No Credit Only

LS 964A LANGUAGE COMPREHENSION AND EXPRESSION LEVEL II
2 units
This course is designed to meet the needs of students with language comprehension or expression difficulties. Emphasis is on the introduction and development of techniques and strategies to compensate for comprehension and/or expression problems due to head injury, cerebral or other neurological impairments, learning disability or hearing deficits. Specialized small group instruction is provided to increase and develop auditory and reading comprehension as well as verbal and written expression skills. Course content includes increasing vocabulary and word finding skills, development of verbal reasoning skills, improvement of basic grammar skills, development of simple sentences using correct grammar, syntax and word choice. This course may be repeated one time. Credit/No Credit Only

LS 965 AUDITORY PERCEPTUAL SKILLS
2 units
This course emphasizes the introduction and development of techniques or strategies to overcome or compensate for a student’s auditory perceptual difficulties. Instruction is provided on a small group basis in the areas of auditory perception, auditory training, aural rehabilitation and listening skills. Auditory perceptual difficulties may be due to hearing deficits, learning disabilities, aphasia, head injury, cerebral or other neurological impairments. Units earned in this course do not count toward the Associate Degree. Credit/No Credit Option

LS 966 ADVANCED AUDITORY PERCEPTUAL SKILLS
2 units
This course emphasizes the further development of techniques and strategies to compensate for a student’s auditory perceptual difficulties. Instruction is provided on a small group basis specifically concentrating on the areas of listening strategies, critical listening, and auditory memory. Auditory perceptual difficulties may be due to hearing deficits, speech/language disorders, learning disabilities, and/or acquired brain injury. Units earned in this course do not count toward the Associate Degree. Credit/No Credit Only

LS 967 ORAL COMMUNICATION SKILLS
3 units
Recommended for students with communication and learning disabilities. This course emphasizes the development of oral communication skills. Students will learn how to express ideas clearly and effectively in various speaking situations such as reports, interviews and small group discussions. Units earned in this course do not count toward the Associate Degree. Credit/No Credit Only

LS 968 INTRODUCTION TO SPEECH DEVELOPMENT
1 unit
Recommended for students with communication and learning disabilities. This course introduces students to ways of compensating for speech production problems. The students will have the opportunity to hear the difference between speech sounds, produce speech sounds, and develop strategies to improve speech skills. It may be repeated three times. Credit/No Credit Only

- PREREQUISITES AND COREQUISITES are MANDATORY. See page 17 for specific information.
- Courses used to meet prerequisite requirements must have been completed with a grade of C or credit or better.
- RECOMMENDED preparations are ADVISORY.
**Recommended Preparations in Basic Skills:**

- **Course:** Drafting Technology program at 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:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>Draft 051A Beginning Technical Drafting</td>
<td>3</td>
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<tr>
<td>Draft 051B Intermediate Technical Drafting</td>
<td>3</td>
</tr>
<tr>
<td>Draft 051CD Advanced Technical Drafting</td>
<td>3-3</td>
</tr>
<tr>
<td>Draft 055A Illustration 3D CAD</td>
<td>3</td>
</tr>
<tr>
<td>Draft 058A Electronics Drafting</td>
<td>3</td>
</tr>
<tr>
<td>Draft 073 Design and Drafting: Auto CAD</td>
<td>3</td>
</tr>
<tr>
<td>Draft 075 Advanced Auto CAD</td>
<td>3</td>
</tr>
<tr>
<td>Math 000D Trigonometry</td>
<td>3</td>
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<tr>
<td>Draft Electives</td>
<td>9</td>
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</table>

**Available at both campuses:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Couns 001 College Survival Skills</td>
<td>2</td>
</tr>
<tr>
<td>Couns 012 Careers and Life Styles</td>
<td>3</td>
</tr>
<tr>
<td>Phys 002A General Physics</td>
<td>5</td>
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</tbody>
</table>

**Available at Mission College:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>Draft 055A Illustration 3D CAD</td>
<td>3</td>
</tr>
<tr>
<td>Draft 058A Electronics Drafting</td>
<td>3</td>
</tr>
<tr>
<td>Draft 058B P.C. Board Design</td>
<td>3</td>
</tr>
<tr>
<td>Draft 058C Electro/Mechanical Packaging Design</td>
<td>3</td>
</tr>
<tr>
<td>Draft 070 Survey to CAD</td>
<td>2</td>
</tr>
<tr>
<td>Draft 071 CAD Printed Circuits</td>
<td>3</td>
</tr>
<tr>
<td>Draft 072 CAD Mechanical Design</td>
<td>3</td>
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</tbody>
</table>

**Available at West Valley College:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>Arch 032A Introduction to Architecture and</td>
<td></td>
</tr>
<tr>
<td>Environmental Design</td>
<td>2</td>
</tr>
<tr>
<td>Draft 050 Beginning Drafting</td>
<td>2</td>
</tr>
<tr>
<td>Draft 051A Technical Drafting: Beginning</td>
<td>3</td>
</tr>
<tr>
<td>Draft 051B Technical Drafting: Intermediate</td>
<td>3</td>
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<tr>
<td>Draft 051C Technical Drafting: Advanced</td>
<td>3</td>
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<tr>
<td>Draft 051D Technical Drafting: Adv. Specialized</td>
<td>3</td>
</tr>
<tr>
<td>Design and Drafting: Auto CAD</td>
<td>3</td>
</tr>
<tr>
<td>Draft 075 Advanced Auto CAD</td>
<td>3</td>
</tr>
<tr>
<td>Draft 083 Intro 3D Drawing with PRO-E</td>
<td>3</td>
</tr>
<tr>
<td>Engr 01A Plane Surveying</td>
<td>3</td>
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</tbody>
</table>
W E S T  V A L L E Y  C O L L E G E   2 0 0 7  •  2 0 0 8  C ATA L O G

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
CAD Applications: Mechanical

DRAFT 050 BEGINNING DRAFTING 2 units
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.
Credit/No Credit Option

DRAFT 051A TECHNICAL DRAFTING: BEGINNING 3 units
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.
Credit/No Credit Option

DRAFT 051B TECHNICAL DRAFTING: INTERMEDIATE 3 units
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.
Credit/No Credit Option

DRAFT 051C TECHNICAL DRAFTING: ADVANCED GENERALIZATION 3 units
Prerequisite: Draft 051B
Acceptable for credit: California State University
Special fields in drafting including machine drafting (detail and subassemblies), topographic drawing, gears and cams, welding representation (weldments) and military standards and specification.
Credit/No Credit Option

DRAFT 051D TECHNICAL DRAFTING: ADVANCED SPECIALIZATION—DESIGN 3 units
Prerequisite: Draft 051B
Acceptable for credit: California State University
A specialized study of one or more of the special fields of drafting. Individual or small-group problem solving. True position and geometric tolerancing. A study of reproduction of drawings and of industrial drafting room practices.
Credit/No Credit Option

DRAFT 055A ELECTRONICS DRAFTING (OFFERED AT MISSION COLLEGE) 3 units
Prerequisite: Draft 051A
Acceptable for credit: California State University

DRAFT 055B ELECTRONICS DRAFTING P.C. DESIGN (OFFERED AT MISSION COLLEGE) 3 units
Prerequisite: Draft 055A
Acceptable for credit: California State University
This course includes an introduction to and study of printed circuit board preparation, layout, and design.

DRAFT 056C ELECTRONIC MECHANICAL PACKAGING DESIGN (OFFERED AT MISSION COLLEGE) 3 units
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 INTRODUCTION TO COMPUTER-AIDED DESIGN 3 units
Recommended Preparation: Math 902 or concurrently
Acceptable for credit: California State University
This course is an introduction to computer-aided drafting using AutoCad on the PC. The course emphasis will be in the construction of both 2D and 3D drawings. In addition to basic AutoCad techniques, topics will include problems using the Advanced Modeling Extension (AME). This course is designed for students with NO prior computer experience. This course is dual listed with ID 065 and PGMGT 016H. Credit/No Credit Option

DRAFT 075 ADVANCED AUTOCAD 3 units
Prerequisite: Draft 073 or ID 065 or Arch 070
This course will enable students to work on more complicated problems of concepts already learned in Drafting 073 or ID 065 and to study advanced topics in AutoCad using AutoCad 2000 software. The course emphasis will be on advanced topics in the construction of both 2D and 3D drawings and solid modeling.

DRAFT 076 MICROSTATION 3 units
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.
Credit/No Credit Option

DRAFT 083 INTRO TO 3-D DRAWING WITH PRO - E 3 units
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.
Credit/No Credit Option

DRAFT 091, 092, 093 DIRECTED STUDIES 1-3 units
Prerequisite: Interview with instructor to determine objectives and write a contract.
Acceptable for credit: California State University
Advanced 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.
Credit/No Credit Option

**PREREQUISITES AND COREQUISITES** are MANDATORY. See page 17 for specific information.
Courses used to meet prerequisite requirements must have been completed with a grade of C or credit or better.
**RECOMMENDED** preparations are ADVISORY.
Economics

THE FACULTY
Janis Kea

DIVISION Social Science
DIVISION CHAIR Janis Kea
DEPARTMENT CHAIR Janis Kea
PHONE 408-741-2538
E-MAIL janis_kea@westvalley.edu
COUNSELING 408-741-2009

Economics courses are college level transfer courses.

Learning Outcomes
Students who successfully complete economics courses should have a basic understanding of:
- the form and content of constraints that characterize a circumstance of relative scarcity;
- the institutional structures and processes (with emphasis upon the market system) that facilitate social action in a context of constraints; and
- the methodology and legacy of the discipline’s approach to the above.

Educational Options
Economics prides itself in the rigor of its academic and disciplinary training as preparation for academic pursuits in:
- upper division studies in economics and business administration;
- upper division studies within the social sciences and in the liberal arts;
- upper division studies and professional training 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
Acceptable for credit: University of California, California State University
An introduction to macroeconomic analysis and principles. Study and analysis of the institutions and processes of the economy as a whole, determinants of the level of income, employment, and price; money and banking; economic fluctuations; economic development (CAN ECON 002) Credit/No Credit Option

ECON 001B PRINCIPLES OF MICROECONOMICS
3 units
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. Economics 001A is not a prerequisite to Economics 001B. (CAN ECON 004) Credit/No Credit Option

ECON 003 INTRODUCTION TO POLITICAL ECONOMY
3 units
Acceptable for credit: University of California, California State University
This course introduces the student to the more interdisciplinary dimensions of political economy which are largely excluded from either Econ 001A, or 001B. Political economy embraces the economic works and concerns of the Marxists and Institutionals, as well as the more traditional perspectives of Neo-Classical and Keynesian economists. Political economy tends to stress the unity of micro and macro events and processes. It exhibits a tendency to go beyond the bounds of pure economics in order to understand or rationalize the structure and changes within the economy. Credit/No Credit 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. Credit/No Credit Option

Electronic Imaging
(See Photography)

Engineering

THE FACULTY
Thomas Sanford

DIVISION Applied Arts and Sciences
DIVISION CHAIR Kris Gaiero
DEPARTMENT CHAIR Thomas Sanford
PHONE 408-741-4608
E-MAIL thomas_sanford@westvalley.edu
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
Engineering students develop the skills necessary to successfully transfer to a four-year university engineering program.

Career Options
- Aerospace Engineering
- Biological Engineering
- Chemical Engineering
- Civil Engineering
- Electrical Engineering
- Materials Engineering
- Mechanical 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):

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
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<tbody>
<tr>
<td>Chem 001A</td>
<td>5</td>
</tr>
<tr>
<td>Engr 010</td>
<td>4</td>
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<tr>
<td>Engr 020</td>
<td>3</td>
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<tr>
<td>Engr 021</td>
<td>3</td>
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<tr>
<td>Engr 023</td>
<td>3</td>
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<tr>
<td>Engr 024</td>
<td>3</td>
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<tr>
<td>Math 003AB</td>
<td>5-5</td>
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<tr>
<td>Math 004A</td>
<td>4</td>
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<tr>
<td>Math 004B</td>
<td>4</td>
</tr>
<tr>
<td>Phys 004ABC</td>
<td>5-5-5</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.

NOTE: Only Chemistry 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.

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.
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
Prerequisite: Math 000D or high school trigonometry.
Acceptable for credit: University of California, California State University
Theory and practice of engineering measurements as applied to surveying 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
Acceptable for credit: University of California, California State University
This course will introduce first-year engineering students to experimentation, data analysis, engineering design, and to the engineering profession. This course is transferable to the California State University and the University of California.
Credit/No Credit Option

ENGR 020 ENGINEERING GRAPHICS
3 units
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. (CAN ENGR 002)

ENGR 021 INTRODUCTION TO COMPUTING FOR SCIENTISTS AND ENGINEERS
3 units
Corequisite: Math 003A
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. The student will use the C++ language for programming the solution to a variety of engineering problems.

ENGR 023 VECTOR MECHANICS
3 units
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.
(CAN ENGR 008)

ENGR 024 INTRODUCTION TO CIRCUIT ANALYSIS
3 units
Prerequisite: Phys 004B; Corequisite: Math 004A
Acceptable for credit: 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.
(CAN ENGR 12)

ENGR 025 INTRODUCTION TO MATERIALS
3 units
Prerequisites: MATH 003A, Phys 004A, CHEM 001A
Acceptable for credit: 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.
Credit/No Credit Option

ENGR 060 INTRODUCTION TO MATH CAD .5 unit
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. Credit/No Credit Option

ENGR 065 MATLAB .5 unit
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. Credit/No Credit Option

ENGR 066 ENGINEERING PROBLEM SOLVING USING MATLAB
4 units
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. Credit/No Credit 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

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ENGLISH

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Leigh Burrill
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Clementina Golaw
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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.

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 critical thinking, writing, and reading skills necessary 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
• Editing
• Information Systems
• Insurance
• Journalism
• Law
• Library Science
• Management
• Marketing Communications

• PREREQUISITES AND COREQUISITES are MANDATORY. See page 17 for specific information.
• Courses used to meet prerequisite requirements must have been completed with a grade of C or credit or better.
• RECOMMENDED preparations are ADVISORY.
ENGLISH: Transfer:
See Transfer Planning Guide available at the Counseling Center.

ENGLISH (A.A. Degree)

Major Requirements:

1. Completion of 6 units of English Composition selected from the following:
   - Course: Engl 001A,B,C
   - Units: English Composition 3-3-3

2. Completion of one of the following literature sequences:
   - Course: Engl 005A,B
     - Survey of English Literature 3-3
   - Course: Engl 007A,B
     - American Literature 3-3

3. Completion of 9 units of literature courses, without duplicating any of the above:
   - Course: Engl 005A,B
     - Survey of English Literature 3-3
   - Course: Engl 006A,B
     - World Literature 3-3
   - Course: Engl 007A,B
     - American Literature 3-3
   - Course: Engl 010
     - Children's Literature 3
   - Course: Engl 012
     - African American Literature 3
   - Course: Engl 013
     - Latino/Chicano Literature 3
   - Course: Engl 016
     - Latin American Literature 3
   - Course: Engl 018
     - Asian American Literature 3
   - Course: Engl 041
     - Literature and Film 3
   - Course: Engl 043
     - Classical Mythology 3
   - Course: Engl 044
     - The Bible as Literature 3
   - Course: Engl 046
     - Contemporary American Multicultural Literature 3
   - Course: Engl 047
     - Introduction to Poetry 3
   - Course: Engl 048
     - Introduction to Shakespeare 3
   - Course: Engl 049
     - Modern Fiction 3
   - Course: Engl 070A,B
     - Creative Writing 3-3

Literature courses used to meet general education requirements cannot be used to satisfy major requirements.

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.

A student planning to transfer to a B.A. program in English should select courses that apply toward both the college graduation requirements and the bachelor’s degree requirements of the four-year institution to which he/she intends to transfer.

Students planning to undertake graduate study in English are advised to complete Intermediate Foreign Language 02A and 02B before transferring.

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ENGL 001A ENGLISH COMPOSITION
3 units
Prerequisite: Proof of assessment or credit in Engl 905
Acceptable for credit: University of California, California State University
This course introduces the techniques of collegiate English composition with emphasis on clear and effective writing and analytical reading. Students will write a series of essays including a documented research paper. Because this is a collegiate-level writing course, students must enroll with strong grammatical competence. This course fulfills the written communication requirement for Associate and Bachelor degrees. (CAN ENGL 002)

ENGL 001B ENGLISH COMPOSITION
3 units
Prerequisite: Engr 001A
Acceptable for credit: University of California, California State University
This course builds on composition skills developed in ENGL 001A by introducing students to the analysis of literature through discussion and writing. Students will read and discuss literary texts (such as short fiction, poetry, drama, and novels) from diverse cultures. By composing analytic essays about literature, they will learn a variety of writing techniques, interpretive strategies, and research skills emphasizing synthesis of multiple sources. This course fulfills the critical thinking requirement for California State University transfer. (CAN ENGL 004)

ENGL 001C CLEAR THINKING IN WRITING
3 units
Prerequisite: Engr 001A
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 degree; a baccalaureate course.

ENGL 005A SURVEY OF ENGLISH LITERATURE
3 units
Recommended Preparation: Engl 001A
Acceptable for credit: University of California, California State University
A survey of Anglo-Saxon literature and Beowulf through the 18th century and Dr. Johnson. Credit/No Credit Option (CAN ENGL 008)

ENGL 005B SURVEY OF ENGLISH LITERATURE
3 units
Recommended Preparation: Engl 001A
Acceptable for credit: University of California, California State University
A survey of English literature from the Romantic period and Wordsworth to the 20th century and Dylan Thomas. Credit/No Credit Option (CAN ENGL 010; ENGL 005A+005B=CAN ENGL SEQ B)
ENGL 012 AFRICAN-AMERICAN LITERATURE
3 units
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. Credit/No Credit Option

ENGL 013 LATINO/CHICANO LITERATURE
3 units
Recommended Preparation: Engl 001A
Acceptable for credit: University of California, California State University

This course examines Latino/Chicano Literature in the United States. While focusing on literary styles and prevalent themes, the course will examine the impact of class and race on the Latino/Chicano experience as well as the contribution of Latinas/Chicanas writers. This course will satisfy the 3-unit Cultural Diversity requirement for an Associate Degree. Credit/No Credit Option

ENGL 016 LATIN AMERICAN LITERATURE
3 units
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. Credit/No Credit Option

ENGL 018 ASIAN AMERICAN LITERATURE
3 units
Recommendation 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. Credit/No Credit Option

ENGL 019 LITERATURE AND FILM
3 units
Recommended Preparation: Eng 001A
Acceptable for credit: University of California, California State University

This course will examine cultural, aesthetic, and historical aspects of selected works of literature and film. Each semester, the course content will focus on a different course theme. Students will analyze and compare the technique writers and filmmakers use to explore this theme. They will examine how literature and film differ in narrative technique as well as how formal elements (such as point of view in literature and camera work in film) are used to create an aesthetic statement. Students will use critical theories and methods, such as reader response and reception theory, to compare the treatment of the course theme in the two media. Credit/No Credit Option

ENGL 043 CLASSICAL MYTHOLOGY
3 units
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. Credit/No Credit Option

ENGL 044 THE BIBLE AS LITERATURE
3 units
Recommended Preparation: Engl 001A
Acceptable for credit: University of California, California State University

A literary analysis of the Old and New Testaments with consideration of their influence upon language and literature. Credit/No Credit Option

ENGL 046 CONTEMPORARY AMERICAN MULTICULTURAL LITERATURE
3 units
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. Credit/No Credit Option

ENGL 047 INTRODUCTION TO POETRY
3 units
Recommended Preparation: Engl 001A
Acceptable for credit: University of California, California State University

A study of the elements of poetry through reading, analysis, and discussion of selected poems. Credit/No Credit Option (CAN ENGL 020)

ENGL 049 MODERN FICTION
3 units
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. Credit/No Credit Option

ENGL 070A AND 070B CREATIVE WRITING
3 units each
Prerequisite: Eligibility for Engl 001A
Acceptable for credit: University of California, California State University

Creative Writing 070A includes the study and practice of the techniques involved in writing fiction and poetry, discussion of the work of various professional writers, and analysis and criticism of student writing during class workshops. Creative Writing 070B allows students to further develop and enhance skills and techniques of writing fiction and poetry introduced in ENGL 070A. Credit/No Credit Option (Engl 070A = CAN ENG 006)

ENGL 903 BASIC GRAMMAR AND SENTENCE STRUCTURE
(Formerly Engl 103)
3 units
A first-level language skills course concentrating on grammar, sentence structure, punctuation, usage, spelling, vocabulary, and reading. This course is not designed to meet the needs of ESL students. A grade of “credit” 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. Credit/No Credit Only

PREREQUISITES AND COREQUISITES are MANDATORY. See page 17 for specific information.

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

RECOMMENDED preparations are ADVISORY.
ENGL 905 ENGLISH FUNDAMENTALS-A
PREPARATORY COURSE FOR ENGL 001A
3 units
Prerequisite: ENGL 903 or ESL 065GW or Proof of assessment
Co-Prerequisite: ENGL 980 A, B, C, or D
This course prepares students for college-level writing and English 1A. Students will learn to write essays that develop ideas clearly and use grammatically correct language. Students will develop various writing strategies using classroom computers. A grade of credit qualifies the student for English 1A, a transfer-level course. Although English 905 does not apply to the AA/AS degree, it provides the foundation needed for beginning college writing. Credit/No Credit Only.

ENGL 975A, B, C, D WRITING SKILLS LAB
.5 unit each
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 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. Credit/No Credit Only.

ENGL 980A, B, C, D COMPUTER ASSISTED WRITING
.5 unit each
Co-Prerequisite: ENGL 980 A, B, C, or D
This lab course is a co-prerequisite for English 905. Through a self-paced, individualized program of assignments, students will gain additional insights into the writing process and enhance writing skills developed in English 905. The lab environment provides students with support for employing writing strategies that make use of computers. Lab aides are available to assist students in using specialized computer programs designed to help them improve their writing and editing skills. Credit earned in this course does not apply to an Associate degree. Credit/No Credit Only.

ENGLISH as a Second Language

THE FACULTY
Gail Ann Barta
Sylvia Ortages
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The English as a Second Language Department at West Valley College offers five levels of courses in grammar/ writing, listening/ speaking, and reading comprehension/ vocabulary, as well as 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 961-964 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
The purpose of the ESL program is to improve non-native speaking students’ language ability in English so that they have the proficiency needed for success. That success may be in the form of General Education requirements for an A.A. or A.S. Degree, a certificate, or better preparation to compete in the workplace.

ESL 960 FOUNDATIONS IN ESL
6 units
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 use. 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. It is Non A.A. /A.S. West Valley College degree and certificate applicable – basic skills. Credit/No Credit Option.

ESL 961GW BASIC GRAMMAR AND WRITING
3.5 units
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 includes 2 hours of laboratory (hours by arrangement) to facilitate skill development. This course may be repeated three times. Credit/No Credit Option

ESL 962GW BASIC GRAMMAR AND WRITING
3 units
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. Credit/No Credit Option

ESL 963GW SENTENCE DEVELOPMENT
3 units
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. Credit/No Credit Option

ESL 964GW PARAGRAPH DEVELOPMENT
3 units
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. Credit/No Credit 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 0SS. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.
ESL 65GW COMPOSITION IN ENGLISH AS A SECOND LANGUAGE
3.5 units
Prerequisite: ESL 64GW or ESL 964GW or completion of ESL assessment
Acceptable for credit: University of California, California State University
Recommended Preparation: It is strongly recommended that students enroll concurrently in ESL 65LS and ESL 65RV

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. This course includes 2 hours of laboratory (hours by arrangement) to facilitate skill development. A grade of C or better qualifies a student for English 905. This course may be repeated three times. Credit/No Credit Option

ESL 961LS BASIC LISTENING AND SPEAKING
3.5 units
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 verbal 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 includes 2 hours of laboratory (hours by arrangement) to facilitate skill development. This course may be repeated three times. Credit/No Credit Option

ESL 962LS BASIC LISTENING AND SPEAKING
3.5 units
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 verbal 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 includes 2 hours of laboratory work (hours by arrangement) to facilitate skill development. This course may be repeated three times. Credit/No Credit Option

ESL 963LS ORAL COMMUNICATION 1
3.5 units
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 emphasis is on the development of oral fluency in one-on-one and small group communication. This course includes 2 hours of laboratory (hours by arrangement) to facilitate skill development. This course may be repeated three times. Credit/No Credit Option

ESL 964LS ORAL COMMUNICATION 2
3.5 units
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 and 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. Credit/No Credit Option

ESL 65LS ACADEMIC LISTENING AND SPEAKING
3.5 units
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. Credit/No Credit Option

ESL 961RV BASIC READING AND VOCABULARY
3.5 units
Prerequisite: Completion of ESL assessment
Recommended Preparation: It is strongly recommended that students enroll concurrently in ESL 961LS and ESL 961GW

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. Credit/No Credit Option

ESL 962RV BASIC READING AND VOCABULARY
3 units
Prerequisite: ESL 61RV or ESL 961RV or completion of ESL assessment
Recommended Preparation: It is strongly recommended that students enroll concurrently in ESL 962LS and ESL 962GW

ESL 962RV emphasizes continued vocabulary development and reading comprehension. The goal of this course is to improve comprehension of ideas in short readings of paragraph length and to increase vocabulary. This course may be repeated three times. Credit/No Credit Option

ESL 963RV INTERMEDIATE READING AND VOCABULARY 1
3 units
Prerequisite: ESL 62RV or ESL 962RV 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 963RV. Students become familiar with using the library. This course may be repeated three times. Credit/No Credit Option

ESL 964RV INTERMEDIATE READING AND VOCABULARY 2
3 units
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. Credit/No Credit Option

• PREREQUISITES AND COREQUISITES are MANDATORY. See page 17 for specific information.
• Courses used to meet prerequisite requirements must have been completed with a grade of C or credit or better.
• RECOMMENDED preparations are ADVISORY.
**Ethnic Studies**

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**COUNSELING** 408-741-2009

**ETHNIC STUDIES (Certificate)**
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 intellectual 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.

**African American Studies:**
- Hist 012 African American History 3
- Eng 012 African American Literature 3

**Asian American Studies:**
- Eng 018 Asian American Literature 3

**Chicano/Latino Studies:**
- Hist 016 Mexican American History 3
- Eng 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
- Eng 001B English Composition 3

**Fashion Design and Apparel Technology**

**THE FACULTY**
Sally S. Aitken
Tina Keller
Kyunghi (Kae) Min

**DIVISION** Applied Arts & Sciences
**CHAIR** Kris Gaiero
**DEPARTMENT CHAIR** Tina Keller
**PHONE** 408-741-4039
**E-MAIL** tina_keller@westvalley.edu
**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 related industry.

**Learning Outcomes**
In preparing to function as a contributing member of a design or production team, students who successfully complete fashion design and apparel courses will:
- 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; and
- 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

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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.
**Recommended Preparations in Basic Skills:**

Fashion Design - (A.S. Degree Option or Certificate)

Plus 3 units Career Enhancement Courses from Counseling Center. See Transfer Planning Guide available at the Counseling Center.

**FASHION DESIGN: Transfer:**

Transfer: Advisory (Certificate).

**APPAREL DESIGN-Level 1** (Certificate)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>FD 030</td>
<td>Intro. to Fashion Design 3</td>
</tr>
<tr>
<td>FD 030A</td>
<td>Success Strategies 3</td>
</tr>
<tr>
<td>FD 040A</td>
<td>History of Fashion 3</td>
</tr>
<tr>
<td>FD 040B</td>
<td>Flats and Specs 1</td>
</tr>
<tr>
<td>FD 052A</td>
<td>Fabric Analysis 1 3</td>
</tr>
<tr>
<td>FD 052B</td>
<td>Fabric Analysis 2 3</td>
</tr>
<tr>
<td>FD 060</td>
<td>Patternmaking 1 3</td>
</tr>
<tr>
<td>FD 062</td>
<td>Patternmaking 2 3</td>
</tr>
<tr>
<td>FD 067</td>
<td>Manual Grading 1</td>
</tr>
<tr>
<td>FD 067A</td>
<td>Internal 3</td>
</tr>
</tbody>
</table>

Plus 3 units Career Enhancement Courses below:

- FD 027 Professional Image 3
- COMM 012 Intercultural 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
- COURS 018 Job Search Methods 1
- COURS 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.

**APPAREL PRODUCTION-Level 1** (Certificate)

<table>
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<tr>
<td>FD 030A</td>
<td>Success Strategies 3</td>
</tr>
<tr>
<td>FD 040A</td>
<td>Flats and Specs 1</td>
</tr>
<tr>
<td>FD 052A</td>
<td>Fabric Analysis 1 3</td>
</tr>
<tr>
<td>FD 052B</td>
<td>Fabric Analysis 2 3</td>
</tr>
<tr>
<td>FD 054</td>
<td>Apparel Manufacturing 3</td>
</tr>
<tr>
<td>FD 060</td>
<td>Patternmaking 1 3</td>
</tr>
<tr>
<td>FD 067</td>
<td>Manual Grading 1</td>
</tr>
<tr>
<td>FD 067A</td>
<td>Internship 3</td>
</tr>
</tbody>
</table>

Plus 3 units from Career Enhancement courses below:

- FD 027 Professional Image (cannot be used twice) 3
- COMM 012 Intercultural 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
- COURS 018 Job Search Methods 1
- COURS 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.

**ELECTRONIC PATTERNMAKING**

(Certificate)

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>FD 018A</td>
<td>Electronic Grading and Marking 3</td>
</tr>
<tr>
<td>FD 018B</td>
<td>Electronic Patternmaking 3</td>
</tr>
<tr>
<td>FD 017</td>
<td>Product Data Management 1</td>
</tr>
</tbody>
</table>

These courses require the following pre-requisites or recommended preparation courses or demonstrated ability.

- FD 054 Apparel Manufacturing 3
- FD 060 Patternmaking 1
- FD 067 Manual Grading 1
- FD 040A Flats and Specs 1

**ELECTRONIC GRADING AND MARKER MAKING**

(Certificate)

<table>
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<td>FD 018A</td>
<td>Electronic Grading and Marking 3</td>
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<tr>
<td>FD 017</td>
<td>Product Data Management 1</td>
</tr>
</tbody>
</table>

These courses require the following pre-requisites or recommended preparation courses or demonstrated ability.

- FD 054 Apparel Manufacturing 3
- FD 067 Manual Grading 1
- FD 060 Patternmaking 1
- FD 040A Flats and Specs 1
FD 012A ELECTRONIC PATTERNMAKING I
2 units
Prerequisite: FD 060
Recommended Preparation: FD 011 or CA 020 or CA 070 or experience using “Windows” or Math 902
Acceptable for credit: California State University
This course concentrates on computer techniques for patternmaking using the Gerber Technology (GT) AccuMark computer system and Pattern Design System (PDS) software. Students must know how to make patterns manually and be familiar with the AccuMark system or “Windows” before enrolling in this class. This course may be repeated two times. Credit/No Credit Option

FD 012B ELECTRONIC PATTERNMAKING II
1 unit
Prerequisite: FD 012A
Recommended Preparation: Math 902
This course continues the techniques for computerized patternmaking begun in Computer Aided Patternmaking I. Students will use manual drafting equipment to draft patterns directly on the Silhouette worktable. Patterns will then be changed and altered on the computer using the GT AccuMark Pattern Design System (PDS) software. Students must have a working knowledge of the PDS system and manual patternmaking experience before entering this course. This course may be repeated once. Credit/No Credit Option

FD 012C ELECTRONIC PATTERNMAKING III
1 unit
Prerequisite: FD 012B
Recommended Preparation: Math 902
This course continues to expand the techniques for computerized patternmaking begun in Computer Aided Patternmaking I and 2 using the GT AccuMark Pattern Design system and Silhouette workstation. Students have the opportunity to explore advanced techniques for creating pattern pieces on the computer. This course may be repeated once. Credit/No Credit Option

FD 014 ELECTRONIC DIGITIZING
1 unit
Recommended Preparation: FD 011 or CA 020 or CA 070 or experience using “Windows” and Math 902
In this course, students will be given the opportunity to concentrate on computer techniques for pattern input referred to as digitizing. Students digitize production pattern pieces into the computer using the Gerber AccuMark software and digitizing table. Students must have basic Gerber AccuMark experience prior to enrolling in this class. This course may be repeated two times. Credit/No Credit Option

FD 015 ELECTRONIC PATTERN GRADING
1 unit
Prerequisite: FD 014 and FD 067
Recommended Preparation: Math 902
In this course, students will be given the opportunity to concentrate on (grading) using the Gerber AccuMark computer system. Students must know how to grade patterns manually and digitize patterns using the AccuMark system prior to enrolling in this class. This course may be repeated two times. Credit/No Credit Option

FD 016 ELECTRONIC MARKING
1 unit
Recommended Preparation: FD 011, 054 or CA 020 or CA 070 or experience using “Windows” and Math 902
In this course, students will be given the opportunity to concentrate on computer techniques for marking (pattern cutting layouts) using the Gerber AccuMark computer system. Students must know how to make markers manually and be familiar with the Gerber AccuMark system prior to enrolling in this course. This course may be repeated two times. Credit/No Credit Option

FD 017 PRODUCT DATA MANAGEMENT
1 unit
Recommended Preparation: FD 011, 054 or CA 020 or CA 070 or experience using “Windows” and Math 902
This course covers computer techniques for creating garment specification packages for apparel manufacturing. Students will use the GT Product Data Management (PDM) software to create specification sheets and the Micrografx Designer software to create and manipulate garment designs on the computer. Credit/No Credit Option

FD 018A ELECTRONIC GRADING AND MARKING
3 units
Prerequisite: FD 067
Recommended Preparation: Math 902
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 will have the opportunity to learn the System Management and Marker Making software for digitizing and grading production patterns and creating markers. Students must know how to grade patterns and make markers manually before entering the class. Experience with Microsoft Windows is helpful. This course may be repeated one time. Credit/No Credit Option

FD 018B ELECTRONIC PATTERNMAKING
3 units
Prerequisite: FD 060
Recommended Preparation: Math 902
This course concentrates on computer techniques for patternmaking using the Gerber Technology (GT) AccuMark computer system. Students will have the opportunity to learn the Pattern Design System (PDS) software and the Silhouette worktable. In addition, students will use the GT Sampmaker and Sampmanager software to cut out sample garments. Students must know how to make patterns manually and be familiar with Microsoft Windows before enrolling in this class. This course may be repeated one time. Credit/No Credit Option

FD 020 COUTURE EMBELLISHMENT
3 units
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. Credit/No Credit Option

FD 027 PROFESSIONAL IMAGE
3 units
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. Credit/No Credit Option

FD 030 INTRODUCTION TO FASHION DESIGN
3 units
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. Credit/No Credit Option

FD 030A SUCCESS STRATEGIES
3 units
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 CHS 030A. This course may be repeated twice. Credit/No Credit Only

FD 032 HISTORY OF FASHION
3 units
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 effect of 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 C Humanities. Credit/No Credit Option

Recommended Preparations in Basic Skills:
Before you enroll in 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 classes may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.
FD 040A FLATS AND SPECS
1 unit
Acceptable for credit: California State University
This course introduces the techniques for drawing apparel flats. 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, apparel manufacturing, or patternmaking career. This course will be applied for approval for CSU, and may be repeated once. Credit/No Credit Only

FD 040B FASHION SKETCHING
2 units
Acceptable for credit: California State University
This course introduces the techniques for drawing apparel flats. 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 career and helpful to those entering an apparel manufacturing or patternmaking career. This course will be applied for approval for CSU, and may be repeated once. Credit/No Credit Option

FD 042 FASHION ILLUSTRATION II
3 units
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. Credit/No Credit Option

FD 050 BASIC APPAREL CONSTRUCTION
3 units
Acceptable for credit: California State University
This course provides students with the opportunity to learn basic apparel construction techniques using industry standard techniques for factory mass production of apparel. Students will 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 equipment. This course may be taken for a total of two times. Credit/No Credit Only

FD 052A FABRIC ANALYSIS I
3 units
Acceptable for credit: California State University
Fabric information specific to Apparel Design is presented in depth. Students will conduct analysis 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. Credit/No Credit Option

FD 052B FABRIC ANALYSIS II
3 units
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. Credit/No Credit Option

FD 053 SURFACE PRINT DESIGN
3 units
Recommended Preparations: Art 031A, Art 033A, Art 033C or ID 020; Art 049A
This course is designed to introduce students to the development and use of surface print design. Students will have the opportunity to learn about the industries that use surface print design and how to create colorways and how to create coordinating prints. Students will have the opportunity to create repeating patterns for their own original designs. This course may be repeated two times. Credit/No Credit Option

FD 054 APPAREL MANUFACTURING
3 units
Recommended Preparation: Math 902, FD 050
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 work flow and production management. This course is a prerequisite for all patternmaking and production classes. This course may be repeated once. Credit/No Credit Option

FD 060 PROFESSIONAL PATTERNMAKING I
3 units
Recommended Preparation: Math 902, FD 050
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 style variations by manipulating basic pattern blocks. Designs are transferred from sketches into usable patterns for apparel production. Sample garments are constructed using production techniques and equipment provided in the FD lab. Credit/No Credit Option

FD 060 PROFESSIONAL PATTERNMAKING II
3 units
Prerequisite: FD 060
Recommended Preparation: FD 040A and FD 064 and Math 902
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, activewear and outerwear designs using basic pattern blocks. First patterns are developed and sample garments constructed and tested for fit on industry dress forms. All projects are produced using industry dress forms and industry equipment in the FD lab. Credit/No Credit Option

FD 063 FITTING AND PATTERN ALTERATION
2 units
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 is may be repeated once. Credit/No Credit Option

FD 064 PROFESSIONAL DRAPING
3 units
Recommended Preparation: Math 902
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 provided in the FD lab then transferred into first patterns for apparel production. Sample garments are constructed using production techniques and equipment provided in the FD lab. Credit/No Credit Option

FD 065 PRODUCTION PATTERNMAKING
3 units
Prerequisite: FD 062
Recommended Preparation: Math 902
In this course, the students will be given the opportunity to learn the methods of transferring a first sample pattern into a production pattern. Students will also be 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. Students will construct garments. This course may be repeated once for credit. Credit/No Credit Option

FD 067 MANUAL PATTERN GRADING
1 unit
Prerequisite: FD 060
Recommended Preparation: Math 902
In this course, the students will be given the opportunity to learn the manual methods of grading production patterns into a full range of sizes for apparel production. Students grade patterns with a manual grading machine and develop an understanding of how the pattern grows relative to size ranges for men, women and children. This course may be repeated once for credit. Credit/No Credit Option

• PREREQUISITES AND COREQUISITES are MANDATORY. See page 17 for specific information.
• Courses used to meet prerequisite requirements must have been completed with a grade of C or credit or better.
• RECOMMENDED preparations are ADVISORY.
FD 070 ELEMENTS AND PRINCIPLES OF DESIGN
3 units
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. Credit/No Credit Option

FD 076 CREATIVE APPAREL DESIGN
3 units
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 their chosen area of interest. Methods of organizing and presenting design concepts are stressed. Sample garments are constructed using industry production equipment in the FD lab. Credit/No Credit Option

FD 078 CREATING AND MARKETING A LINE
4 units
Prerequisites: FD 040A, 040B, 052B, 054, 062, 076
Recommended Preparation: FD 064, Math 902
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 organizing original design concepts into a complete apparel collection including the designing, construction and cost 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.

FD 082 FASHION PORTFOLIO DEVELOPMENT
1 unit
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. Credit/No Credit Option

FD 083 FASHION FIELD STUDY
1 unit
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. Credit/No Credit Option

FD 084 FASHION DESIGN INTERNSHIP
3 units
Prerequisite: FD 030, FD 040A, FD 060
The student will apply 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. This course provides direct industry experience as well as a forum to discuss various aspects of employment in the apparel industry. This course may be repeated for credit a total of three times. Each internship must focus on a different company or department to provide a unique learning opportunity. This course may be repeated twice. Credit/No Credit Option

FD 085 CAD: SCANNING AND COLOR PRINTING
1 unit
Recommended Preparation: CA 020
Acceptable for credit: California State University
This course covers techniques for scanning black and white and color images, reducing and changing colors in scanned images, and calibrating colors for color printing, although primary emphasis is placed on techniques used for textile and apparel design in the apparel industry. This course is appropriate for students who need to work with a scanner and a color printer in any of the following disciplines: apparel design, desktop publishing, graphic arts/design, digital arts, fine arts, and multimedia. Credit/No Credit Option

FD 086 CAD: DESIGNING TEXTURES AND BACKGROUNDS
2 units
Recommended Preparations: FD 052B, FD 070
Prerequisites: FD085 or DMIS 085
Acceptable for credit: California State University
Students will have the opportunity to learn techniques for designing textures and backgrounds that can then be used in presentation and designs. Students will use paint programs including Adobe PhotoShop and Fractal Design Painter on the Mac. Students will also be introduced to the use of the digitizing tablet for creating their designs. This course may be repeated once. (This class is dual listed with CA086) Credit/No Credit Option

FD 087 CAD: CREATING DESIGNS AND TECHNICAL SKETCHES
2 units
Recommended Preparations: FD 040A, FD 085 or DMIS 085, FD 040B
This course covers the methods of creating flat sketches, technical drawings for apparel and basic textile designs using the Macintosh computer and common computer drawing programs. Techniques for creating 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, fine arts, multimedia. This course may be repeated once. Credit/No Credit Option

FD 088 CAD SURFACE DESIGN
3 units
Recommended Preparations: CA 043B or CA 043C; CA 044B or CA 044C; CA 043D, CA 044D, FD 085, FD 086
In this course, students will have the opportunity to create color reductions, colorways, color separations and design repeats using the computer. Students will also have the opportunity to work with a variety of graphics software, including Adobe Photoshop and Fractal Design Painter. Credit/No Credit Option

FD 090 CLOTHING FOR WORK
.5 units
Recommended Preparation: Math 902
This course is designed to help students enter the job market with confidence. The student’s existing wardrobe will be assessed in terms of current workplace requirements. A variety of exercises will be used to build a “capsule” wardrobe for use in everyday work environment. Budgeting for and care of work clothing will be discussed. This course may be repeated once. Credit/No Credit Option

FD 091, 092, 093 DIRECTED STUDIES
1-3 units
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
.5 unit
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. Credit/No Credit Option

FD 096 (A-Z) CURRENT FASHION TOPICS
1 unit
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. Credit/No Credit Option

FD 097 (A-Z) CURRENT FASHION TOPICS
2 unit
(12 weeks)
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. Credit/No Credit Option

FD 0100 SPECIAL TOPICS
3-5 units
The course will explore topics related to his discipline and will be offered as needed. See the class schedule for current offerings. Credit/No Credit Option
Foreign Languages

THE FACULTY
Marc Accornero - Spanish
Sebastian Casgrain - Italian
Robert Chavez - Spanish
Galina Chyorny - Russian
Mario D’Onofrio - Spanish
Ana Maria de Barling - Spanish
Shigeko Gotoh - Japanese
Michael Johnson - Sign Language
Gabriele May - German
Sandra Plyler - Spanish
Cristine de Ruit - French
Linda Skaife - French
Irene Upson - Spanish

DIVISION Language Arts
DIVISION CHAIR Julie Maia
DEPARTMENT CHAIR Ana Maria de Barling
PHONE 408-741-2489
E-MAIL ana_maria_de_barling@westvalley.edu
COUNSELING 408-741-2009

FOREIGN LANGUAGE FRENCH
(A.A. Degree)
Major Requirements:
20 units from the following:
French 001A, 001B, 002A, 002B, 003A, 003B or equivalent.
To be awarded an A.A. Degree, a student must complete:
1. All major requirements
2. Additional units to meet the college graduation requirements

FOREIGN LANGUAGE FRENCH: (Certificate)
Minimum of 15 units from any of the following:
Course Units
French 002A Intermediate French 5
French 002B Intermediate French 5
French 003A Advanced French Oral and Written Composition 5
French 003B Advanced French Oral and Written Composition 5

FRNCH 001B BEGINNING FRENCH
5 units
Corequisite: 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. Credit/No Credit Option

FRNCH 002A INTERMEDIATE FRENCH
5 units
Prerequisite: French 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. Credit/No Credit Option

FRNCH 002B INTERMEDIATE FRENCH
5 units
Prerequisite: French 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. Credit/No Credit Option

FRNCH 003A ADVANCED FRENCH ORAL AND WRITTEN COMPOSITION
5 units
Prerequisite: French 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. Credit/No Credit Option
FRNCH 003B ADVANCED FRENCH ORAL AND WRITTEN COMPOSITION
5 units
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. Credit/No Credit Option

FRNCH 011A FRENCH LABORATORY
.5 unit
Corequisite: Frnch 001A
Recommended Preparation: Frnch 001A concurrently
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 French-speaking world through a variety of media. The student will review the customs and culture of French-speaking countries through slides, filmstrips, tapes, films and current publications. Tapes and programs providing French language and pronunciation drill are also available. The course provides an excellent supplement to French 001A. Credit/No Credit Option

FRNCH 011B FRENCH LABORATORY
.5 unit
Corequisite: Frnch 001B
Recommended Preparation: Frnch 001B concurrently
Acceptable for credit: California State University
This course is a continuation of French 011A, although 011A is not a prerequisite. The student will expand his/her knowledge of the cultures of French-speaking people through further use of slides, tapes, filmstrips, films and current publications. Tapes and programs providing French language and pronunciation drill are also available. The course provides an excellent supplement to French language classes and is usually taken in conjunction with French 001B. Credit/No Credit Option

FRNCH 0030A BASIC FRENCH PRONUNCIATION
1 unit
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. This course is West Valley College AA and AS degree and certificate applicable. Credit/No Credit Option

FRNCH 0030B BASIC FRENCH PRONUNCIATION
1 unit
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. This course is West Valley College AA and AS degree and certificate applicable. Credit/No Credit Option

FRNCH 040A WOMEN OF FRANCE
1 unit
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. Credit/No Credit Option

FRNCH 040B WOMEN OF FRANCE
1 unit
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. Credit/No Credit Option

FRNCH 050A BASIC FRENCH CONVERSATION AND CULTURE
3 units
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. Credit/No Credit Option

FRNCH 050B BASIC FRENCH CONVERSATION AND CULTURE
3 units
Prerequisite: Frnch 050A
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. Credit/No Credit Option

FRNCH 051A INTERMEDIATE FRENCH CONVERSATION AND CULTURE
3 units
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. Credit/No Credit Option

FRNCH 051B INTERMEDIATE FRENCH CONVERSATION AND CULTURE
3 units
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. Credit/No Credit Option

FRNCH 057A FRENCH FOR INTERNATIONAL BUSINESS
3 units
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 situational practice necessary to be successful in today’s French speaking business world. It may be repeated once. Credit/No Credit Option

FRNCH 057B FRENCH FOR INTERNATIONAL BUSINESS
3 units
Prerequisite: Frnch 001B
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. This course is West Valley College degree AA and AS degree applicable. It may be repeated once. Credit/No Credit Option

FRNCH 058A FRENCH IMMERSION
3 units
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. Credit/No Credit Option

FRNCH 058A FRENCH IMMERSION
3 units
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. Credit/No Credit 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.
FRNCH 060A THE FRENCH MOVIE: COMPREHENSION/CULTURE
1 unit
Recommended Preparation: Frnch 050A
Acceptable for credit: University of California, California State University
This course consists of a lecture series designed to incorporate six French movies in order to focus on the comprehension of the French language and some selected aspects of French culture. The lectures, the films, class discussions, and limited research, students will be exposed to cultural differences in pronunciation and intonation; will be introduced to certain aspects of cinematography; will become acquainted with three authors, two artists, two French historical periods; and will become acquainted with the philosophy and psychology of certain regions of France. Instruction materials are provided in English and French. West Valley College AA/AS Degree and G.E. applicable. This course can be repeated once. Credit/No Credit Option

FRNCH 060B THE FRENCH MOVIE II: COMPREHENSION/CULTURE
1 unit
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, 060C), 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 English and French. This course is West Valley College AA/AS Degree and GE applicable. This course may be repeated once. Credit/No Credit Option

FRNCH 060C THE FRENCH MOVIE II: COMPREHENSION/CULTURE
1 unit
Acceptable for credit: University of California, California State University
This is a course of 6 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 is West Valley College AA/AS Degree and GE applicable. This course may be repeated once. Credit/No Credit Option

FRNCH 062 AN INTRODUCTION TO THE CULTURE OF FRANCE
2 units
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. Credit/No Credit Option

FRNCH 091, 092, 093 DIRECTED STUDIES
1-3 units
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. Credit/No Credit 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. Credit/No Credit Option

Geography

THE FACULTY
Joe Hasty
DIVISION Social Science
DIVISION CHAIR Janis Kea
DEPARTMENT CHAIR Joe Hasty
PHONE 408-741-2521
E-MAIL joe.hasty@westvalley.edu
COUNSELING 408-741-2009

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

GEOGRAPHY: (A.A. degree)
SEE SOCIAL SCIENCE A.A. DEGREE WITH OPTION IN GEOGRAPHY.

GEOG 001 INTRODUCTION TO PHYSICAL GEOGRAPHY
3 units
Acceptable for credit: University of California, California State University
This is a survey course of the physical earth and its impact upon human utilization of the environment. The earth is depicted as the home of people where the interrelationship of weather and climate, soil and vegetation patterns, landforms, minerals, and ocean basins are stressed as they relate to human activities. The various types of maps and their practical application are also considered. (CAN GEOG 002) Credit/No Credit Option

GEOG 002 INTRODUCTION TO CULTURAL GEOGRAPHY
3 units
Acceptable for credit: University of California, California State University
The study of systems of human technologies and cultural practices as developed in particular regions of the earth through time by human populations. People’s relationship to the land is observed through the description and explanation of changes made on the earth’s surface by human cultures. (CAN GEOG 004) Credit/No Credit Option

GEOG 006 WORLD REGIONAL GEOGRAPHY
3 units
Acceptable for credit: California State University
World Regional Geography uses the theme of economic development to organize and present a variety of topics about the major regions of the world. Development is viewed from the perspective of the natural environment that provides the stage and materials for development, the cultural characteristics and social organizations, and the economic factors as they vary from region to region.

GEOGRAPHIC INFORMATION SCIENCE
See under Park Management
Geology

THE FACULTY
Robert Lopez

DIVISION Science and Mathematics
DIVISION CHAIR Denny Burzynski
DEPARTMENT CHAIR Dr. Robert Lopez
PHONE 408-741-2437
E-MAIL robert_lopez@westvalley.edu
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
To expose student to the physical planet, its change through time, and its influence on life through time using the scientific method and the principles of geology.
Students who successfully complete geology courses gain
• skills in scientific observational reasoning;
• communication skills; and
• an understanding of geological concepts and history.

Career Options
Fields of study include:
• engineering geology
• environmental geology
• geobiology
• geochemistry
• geophysics
• hydrogeology
• oceanography
• paleontology
• 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.

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

GEOLOGY (A.S. Degree)
Course Units
Chem 001AB General Chemistry 5-5
Geol 001A Physical Geology 4
Geol 001B Historical Geology AND 3
Geol 002B Historical Geology Lab 1
Geol 005 Mineralogy 4
Geol 020 Field Geology 4
Math 033AB Analytical Geometry & Calculus 5-5
Math 004A Intermediate Calculus 4
Math 004B Differential Equations 4
Phys 004B Engineering Physics 5-5

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.

GEO 001A PHYSICAL GEOLOGY 4 units
Acceptable for credit: University of California, California State University
This course provides an introduction to the field of science as applied to the study of the nature, properties, and distribution of earth materials; how the material forms, changes, and moves throughout the earth; how landscapes develop. It is designed to serve both the non-science major and those students intending to major in the earth sciences. (CAN GEO 002)

GEO 001B HISTORICAL GEOLOGY 3 units
Acceptable for credit: University of California, California State University
Theories of the origin of the earth, and a study of the evolutionary history of the earth as seen in the fossil and stratigraphic record. Emphasis on the development of the North American continent.
GEOL 012 GEOLOGY OF THE PINNACLES NATIONAL MONUMENT
1 unit
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 tectonic history of California. Hiking and overnight stay are required at Pinnacles National Monument. The course is held in conjunction with ASTRO 012. Credit/No Credit Option

GEOL 015 GEOLOGY OF CALIFORNIA
3 units
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
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 nominally one day per week. Saturday and weekend field trips are by arrangement.

GEOL 091, 092, 093 DIRECTED STUDIES
1 - 3 units
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 samples of students work (assignments, tests, papers, etc.) by the enrolling UC campus. Please see a counselor for more information.

Students may apply for Directed Studies in Geology or Oceanography, provided they have successfully completed sufficient course work to do advanced, independent work beyond the regular course curriculum. A project report is required.

### German

**DIVISION** Language Arts
**DIVISION CHAIR** Julie Maia
**DEPARTMENT CHAIR** Ana Maria de Barling
**PHONE** 408-741-2489
**E-MAIL** ana_maria_de_barling@westvalley.edu
**COUNSELING** 408-741-2009

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
<th>Corequisites</th>
<th>Prerequisites</th>
<th>Accreditation</th>
</tr>
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<tbody>
<tr>
<td>GERM 001A BEGINNING GERMAN</td>
<td>5 units</td>
<td>Corequisite: GERM 001B</td>
<td>Acceptable for credit: University of California, California State University</td>
<td>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. Credit/No Credit Option</td>
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<tr>
<td>GERM 001B BEGINNING GERMAN</td>
<td>5 units</td>
<td>Corequisite: GERM 001B</td>
<td>Prerequisite: GERM 001A or its equivalent (2 years of high school German)</td>
<td>Acceptable for credit: University of California, California State University</td>
<td>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. Credit/No Credit Option</td>
</tr>
<tr>
<td>GERM 002A INTERMEDIATE GERMAN</td>
<td>5 units</td>
<td>Prerequisite: GERM 001B or three years of high school German</td>
<td>Acceptable for credit: University of California, California State University</td>
<td>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. Credit/No Credit Option</td>
<td></td>
</tr>
<tr>
<td>GERM 002B INTERMEDIATE GERMAN</td>
<td>5 units</td>
<td>Prerequisite: GERM 002A or four years of high school German</td>
<td>Acceptable for credit: University of California, California State University</td>
<td>Continuation of German 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. Credit/No Credit Option</td>
<td></td>
</tr>
</tbody>
</table>

**GERM 001A GERMAN LABORATORY**
.5 unit
Corequisite: 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 German 001A. Credit/No Credit Option

**GERM 001B GERMAN LABORATORY**
.5 unit
Corequisite: GERM 001B
Acceptable for credit: California State University
This course is a continuation of German 001A, although 011A is not a prerequisite. The student will expand his/her knowledge of the cultures of German-speaking people through further use of slides, tapes, filmstrips, 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 German 001B. Credit/No Credit Option

**GERM 050A, B BASIC GERMAN CONVERSATION AND CULTURE**
3 units each
Prerequisite: 050A is prerequisite for 050B
Acceptable for credit: California State University
These courses are designed for those who wish to further build their basic conversational approach to learning the practical aspects of the language. They appeal to people conducting business with foreign countries. 050B is a continuation of 050A. Credit/No Credit Option

**GERM 051A, B INTERMEDIATE GERMAN CONVERSATION AND CULTURE**
3 units each
Prerequisite: 050B; 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. 051B is a continuation of 051A. Credit/No Credit Option

**GERM 058A GERMAN IMMERSION**
3 units
Acceptable for credit: California State University
This course is designed to give students the opportunity to be in a German speaking environment for a three day period of time. Prior to the Immersion retreat, students will attend a preparatory one-day orientation workshop where contracts will be issued and learning materials will be provided. Students will have special projects to complete prior to the retreat where the students will be in their own level group and will be required to speak only German. This course may be repeated once. Credit/No Credit Option

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**PREREQUISITES and COREQUISITES are MANDATORY.** See page 17 for specific information.

**Courses used to meet prerequisite requirements must be completed with a grade of C or credit or better.**

**RECOMMENDED preparations are ADVISORY.**
GERM 091, 092, 093 DIRECTED STUDIES
1-3 units
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.
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. Credit/No Credit Option

Greek

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GREEK 050A CONVERSATIONAL GREEK
AND CULTURE
3 units
This course is designed for students who wish to have a basic conversational approach to learning the practical aspects of the language. It appeals to students planning to travel as well as to conduct business with Greek speaking countries. This course is West Valley College certificate applicable and AA/AS degree applicable and is transferable to CSU. It is also approved for West Valley College General Education under C. Humanities. This course may be repeated once. Credit/No Credit Option

Health Care Technologies

FACULTY
Kris Gaiero
Faraneeh Javan

DIVISION Applied Arts & Sciences
DIVISION CHAIR Kris Gaiero
DEPARTMENT CHAIR Kris Gaiero
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COUNSELING 408-741-2009

MEDICAL ASSISTANT
(Accredited Program)
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. Prior to entry into the internship, the following are required:

Program Options
- Associate of Science Degree
- Certificate of Proficiency
- 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

The Medical Assistant Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), on recommendation of the Committee on Accreditation for Medical Assistant Education, also known as The Curriculum Review Board of the American Association of Medical Assistants’ Endowment (AAMAE).

CAAHEP Accreditation will no longer be applicable to students starting in Spring 2008

Career Options
- ECG Technician
- Insurance Billing and Coding
- Insurance Account Representative
- Medical Administrative Assistant
- Medical Reception
- Medical Office Manager

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 skill acquired in class to the workplace.

Program Option
- Certificate of Proficiency

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.
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 (HTECH 054B is optional)

**Career Options**
- Medical Office Management
- Medical File Clerk
- Medical Records Technician, entry-level
- Medical Secretary
- Admitting Clerk
- Hospital Unit Coordinator

**MEDICAL OFFICE RECEPTION Program Option**
- Certificate of Proficiency
  The Medical Office Reception program is designed to provide the student 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 skill 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 to receive a Certificate of Proficiency.

**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, in 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 skill acquired in class to the workplace. A Statement of Eligibility for Internship, and completion of all required courses with a grade of C or better are required prior to entry into internship. HTECH 043 is required; HTECH 054B is 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)**

<table>
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<tr>
<th>Course</th>
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</tr>
</thead>
<tbody>
<tr>
<td>HTECH 001 Introduction to Health Care</td>
<td>1</td>
</tr>
<tr>
<td>HTECH 002 Medical Information Processing</td>
<td>2</td>
</tr>
<tr>
<td>HTECH 005 Basic Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>HTECH 006 Adv Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>HTECH 007 Medical Law &amp; Ethics</td>
<td>2</td>
</tr>
<tr>
<td>HTECH 008 Communication for Health Care Personnel</td>
<td>2</td>
</tr>
<tr>
<td>HTECH 041 Basic Medical Office Proc</td>
<td>3</td>
</tr>
<tr>
<td>HTECH 042 Insurance Billing and Coding</td>
<td>2</td>
</tr>
<tr>
<td>HTECH 043 Basic Medical Accounting &amp; Record Keeping</td>
<td>3</td>
</tr>
</tbody>
</table>

*HTECH 054A Internship 2

**Recommended Electives:**
- Comm 012 Intercultural Communication 3

**MEDICAL ADMINISTRATIVE ASSISTANT (Certificate)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>H-Ed 011 Cardiopulmonary Resuscitation</td>
<td>5</td>
</tr>
<tr>
<td>HTECH 001 Introduction to Health Care</td>
<td>1</td>
</tr>
<tr>
<td>HTECH 002 Medical Information Processing</td>
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</tr>
<tr>
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<tr>
<td>HTECH 008 Communication for Health Care Personnel</td>
<td>2</td>
</tr>
<tr>
<td>HTECH 025A Medical Transcription</td>
<td>3</td>
</tr>
<tr>
<td>HTECH 041 Basic Medical Office Business Procedures</td>
<td>3</td>
</tr>
<tr>
<td>HTECH 042 Insurance Billing and Coding</td>
<td>2</td>
</tr>
<tr>
<td>HTECH 043 Basic Medical Accounting &amp; Record Keeping</td>
<td>3</td>
</tr>
</tbody>
</table>

*HTECH 054A Internship 2

**Recommended Electives:**
- FD 027 Professional Image 3
- Span 052A Basic Medical Spanish 3
- Comm 012 Intercultural Communication 3

**MEDICAL ASSISTANT (A.S. Degree and/or Certificate of Proficiency)**

<table>
<thead>
<tr>
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<tbody>
<tr>
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<td>HTECH 002 Medical Information Processing</td>
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</tr>
<tr>
<td>HTECH 004 Structure and Function of the Human Body</td>
<td>3</td>
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<tr>
<td>HTECH 005 Basic Medical Terminology</td>
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</tr>
<tr>
<td>HTECH 043 Basic Medical Accounting &amp; Record Keeping</td>
<td>3</td>
</tr>
</tbody>
</table>
| HTECH 054A Internship 2
| HTECH 054B Internship 2
| HTECH 055 Vital Signs and Charting | 2     |
| HTECH 057 Sterile Techniques 2.5     |
| HTECH 058 Laboratory Techniques | 3     |
| HTECH 063 Administration of Medications 1.5 |
| HTECH 064 ECG and Ortho Tech 2.5     |

**Recommended Electives:**
- GHS 002 Child Growth and Development 3
- Comm 012 Intercultural Communication 3
- FD 027 Professional Image 3
- HTECH 090 Medical Assisting Review 1
- Span 052A Basic Medical Spanish 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.

See counselor for requirements.

**PREREQUISITES AND COREQUISITES** are MANDATORY. See page 17 for specific information.

- Courses used to meet prerequisite requirements must have been completed with a grade of C or credit or better.
- RECOMMENDED preparations are ADVISORY.
### CLINICAL ASSISTANT (Certificate)

<table>
<thead>
<tr>
<th>Course</th>
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</thead>
<tbody>
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<tr>
<td>HTech 004 Structure and Function of the Human Body</td>
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<tr>
<td>HTech 005 Basic Medical Terminology</td>
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<tr>
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</tr>
<tr>
<td><em>HTech 054A Internship</em></td>
<td>2</td>
</tr>
<tr>
<td>HTech 055 Vital Signs and Charting</td>
<td>2</td>
</tr>
<tr>
<td>HTech 056 Sterile Techniques</td>
<td>2.5</td>
</tr>
<tr>
<td>HTech 058 Laboratory Techniques</td>
<td>3</td>
</tr>
<tr>
<td>HTech 063 Administration of Medications</td>
<td>1.5</td>
</tr>
<tr>
<td>HTech 064 ECG and Ortho Tech</td>
<td>2.5</td>
</tr>
</tbody>
</table>

**Recommended Electives:**

- Comm 012 Intercultural Communication | 3

### MEDICAL OFFICE RECEPTION (Certificate)

<table>
<thead>
<tr>
<th>Course</th>
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<tr>
<td>HTech 007 Medical Law &amp; Ethics</td>
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<tr>
<td>HTech 041 Basic Medical Office Business Procedures</td>
<td>3</td>
</tr>
<tr>
<td><em>HTech 054A Internship</em></td>
<td>2</td>
</tr>
</tbody>
</table>

**Recommended Electives:**

- Comm 012 Intercultural Communication | 3
- FD 027 Professional Image | 3
- HTech 025A Medical Transcription | 3
- HTech 043 Basic Medical Accounting & Record Keeping | 3
- Span 052A Basic Medical Spanish | 3

### MEDICAL TRANSCRIPTION (A.S. Degree and Certificate)

<table>
<thead>
<tr>
<th>Course</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>HTech 001 Introduction to Health Care</td>
<td>1</td>
</tr>
<tr>
<td>HTech 002 Medical Information Processing</td>
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<tr>
<td>HTech 004 Structure and Function of the Human Body</td>
<td>3</td>
</tr>
<tr>
<td>HTech 005 Basic Medical Terminology</td>
<td>3</td>
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<tr>
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<td>3</td>
</tr>
<tr>
<td>HTech 008 Communication for Health Care Personnel</td>
<td>2</td>
</tr>
<tr>
<td>HTech 020 Pharmacology for Transcription</td>
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<tr>
<td>HTech 025ABC Medical Transcription</td>
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<tr>
<td>HTech 054A Internship</td>
<td>2</td>
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<tr>
<td>Engl 095 English Fundamentals</td>
<td>5</td>
</tr>
<tr>
<td>Engl 000A English Composition</td>
<td>3</td>
</tr>
</tbody>
</table>

**Recommended Electives:**

- Acctg 010 Accounting Fundamentals—Financial | 5
- Bus 033 Functions of Management | 3
- Bus 054 Small Business Start Up and Management | 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.

### MASSAGE THERAPY (Certificate)

<table>
<thead>
<tr>
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</tr>
<tr>
<td>HTech 008 Communication for Health Care Personnel</td>
<td>2</td>
</tr>
<tr>
<td>HTech 070 Introduction to Holistic Medicine</td>
<td>1</td>
</tr>
<tr>
<td>HTech 071A Basic Massage Therapy</td>
<td>2</td>
</tr>
<tr>
<td>HTech 071B Shatsu and Chair Massage</td>
<td>2</td>
</tr>
<tr>
<td>HTech 054A Internship</td>
<td>2</td>
</tr>
</tbody>
</table>

**Recommended Electives:**

- Comm 012 Intercultural Communication | 3

### ORTHOPEDIC TECHNICIAN (Certificate)

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
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<tr>
<td>HTech 064 ECG and Ortho Tech</td>
<td>2.5</td>
</tr>
</tbody>
</table>

**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. Medical Office Laboratory Assistant, 3. Medical Administrative Assistant, 4. Clinical Assistant, 5. Medical Office Reception, 6. Medical Transcription, 7. Clinical Unit Clerk.

The **MEDICAL ASSISTING** A.S. 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 exam 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 know the local anatomy, insurance requirements, and coding procedures as well as the legal requirements for release of medical information.

The **MEDICAL ADMINISTRATIVE ASSISTANT** program focuses on the many varied administrative functions of a medical office, including personnel supervision, record-keeping, and management of time and resources.

In the **CLINICAL ASSISTANT** program, the student is prepared to work primarily in the back office, in the clinical setting of the 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

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. Credit/No Credit Option

**HTech 002 MEDICAL INFORMATION PROCESSING**

2 units

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, consultations and operative reports. Credit/No Credit Option

**HTech 004 STRUCTURE AND FUNCTION OF THE HUMAN BODY**

3 units

Acceptable for credit: California State University

This course is designed specifically for, but not limited to, students in the Health Care Technology programs. The students will have the opportunity to learn the basic anatomical components and associated physiology integrated for each body system. Credit/No Credit Option

**HTech 005 BASIC MEDICAL TERMINOLOGY**

3 units

An introduction to basic medical terms that relate to medicine and the human body and physiological states. Credit/No Credit Option
HTECH 006 ADVANCED MEDICAL TERMINOLOGY
3 units
Prerequisite: HTech 005
Acceptable for credit: California State University
An introduction to the nature of disease and terms that relate to diseases, symptoms and pathophysiological states. Credit/No Credit Option

HTECH 007 MEDICAL ETHICS AND LAW
2 units
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. Credit/No Credit Option

HTECH 008 COMMUNICATION FOR HEALTH CARE PERSONNEL
2 units
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. Credit/No Credit Option

HTECH 020 PHARMACOLOGY FOR TRANSCRIPTION
1 unit
The study of pharmacological terms for medical transcription. Students will learn to use a drug index; learn drug categories and usage; and perfect spelling of frequently used pharmacological terms. This course is West Valley College A.S. Degree and Certificate applicable. Credit/No Credit Option

HTECH 025A MEDICAL TRANSCRIPTION
2 units
Prerequisites: HTech 005
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. Credit/No Credit Option

HTECH 025B MEDICAL TRANSCRIPTION
3 units
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 professionally prepared and actual medical dictation. Credit/No Credit Option

HTECH 025C MEDICAL TRANSCRIPTION
3 units
Prerequisite: HTech 025B
Acceptable for credit: California State University
Continue review of medical terminology and use of reference materials. Practical application by transcribing actual medical dictation from all fields of specialty. Credit/No Credit Option

HTECH 041 BASIC MEDICAL OFFICE BUSINESS PROCEDURES
3 units
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. Credit/No Credit Option

HTECH 042 INSURANCE BILLING AND CODING
2 units
Recommended preparation is HTech 005 and Math 103/103R
The students will receive instruction in the theory and practice of ICD-9 (diagnostic) and CPT (procedural) coding as well as the billing of private and government health insurance programs for the medical office. Credit/No Credit Option

HTECH 043 BASIC MEDICAL ACCOUNTING AND RECORD KEEPING
3 units
Prerequisite: HTech 042
Recommended Preparation: Math 902
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. Credit/No Credit Option

HTECH 054A INTERNSHIP
2 units
Laboratory 120 hours by arrangement per semester
Prerequisite: All required courses for each certificate must be met prior to enrolling in 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 054A and 054B.
Practical experience, under supervision, in hospital, clinic or physician’s office, with classroom critique. Credit/No Credit Option

HTECH 054B INTERNSHIP
2 units
Laboratory 120 hours by arrangement per semester
Prerequisite: All required courses for each certificate must be met prior to enrolling in 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 054A and 054B.
Practical experience, under supervision, in hospital, clinic or physician’s office, with classroom critique. Credit/No Credit Option

HTECH 055 VITAL SIGNS AND CHARTING
2 units
Recommended preparation: HTech 005 and Math 902
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 assepsis assisting with physical examinations including positioning, height, weight, and visual acuity; vital signs determination (temperature, pulse, respiration, and blood pressure); assisting with specialty examinations. Credit/No Credit Option

HTECH 057 STERILE TECHNIQUES
2.5 units
Recommended Preparation: HTech 005 and Math 902
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. This course is West Valley College A.S. Degree and Certificate applicable. Credit/No Credit Option

HTECH 058 LABORATORY TECHNIQUES
3 units
Recommended Preparation: Math 902
Designed to develop knowledge and understanding of basic 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. This course is West Valley College A.S. Degree and Certificate applicable. Credit/No Credit Options

HTECH 063 MEDICATION ADMINISTRATION
1.5 units
Recommended Preparation: HTech 005 and Math 902
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). Credit/No Credit Option
HTECH 064 ECG AND ORTHO TECHNICIAN
2.5 units
Recommended Preparation: HTech 005 and Math 902
This course offers participants the didactic and practical skills necessary to perform 12-lead electrocardiograms (ECGs) and provide care for orthopedic patients in acute and clinical setting. In addition, this course introduces the participants to medical office first aid procedures and basic physical therapy modalities. Credit/No Credit Option

HTECH 070 INTRODUCTION TO HOLISTIC MEDICINE
1 unit
Recommended Preparation: Math 902
This course is an introduction to newer forms of alternative medicine including diet and nutrition, yoga, meditation, homeopathy, aromatherapy, massage therapy, and acupuncture. In this course the four aspects of complete health (spiritual, emotional, mental, and physical health) are discussed. The emphasis is on assisting people to understand and help themselves, on education and self-care, prevention of disease, and promotion of a healthy lifestyle. This course is certificate applicable. Credit/No Credit Option

HTECH 071A BASIC MASSAGE THERAPY
2 units
Recommended Preparation: HTech 004
This course provides the student with fundamental training in Swedish and Sports massage therapy, 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. Credit/No Credit Option

HTECH 071B - SHIATSU AND CHAIR MASSAGE
2 units
This course introduces students to the theory, technique, and practice of Shiatsu/Acupressure and on-site 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/chi 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. Credit/No Credit Option

HTECH 090 MEDICAL ASSISTING REVIEW
1 unit
Lecture 18 hours by arrangement per semester
Review of medical assisting courses to acquaint the certification examination applicant with the scope of the CMA Examination as outlined by the American Association of Medical Assistants. Credit/No Credit Only

HTECH 091, 092, 093 DIRECTED STUDIES
1-3 units
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. Credit/No Credit 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. Credit/No Credit Option

Health
Education
THE FACULTY
Patricia Louderback
DIVISION
Physical Education
DIVISION CHAIR
Diane Rudy
DEPARTMENT CHAIR
Patricia Louderback
PHONE
408-741-4604
E-MAIL
patricia_louderback@westvalley.edu
COUNSELING
408-741-2009

H-ED 005 FIRST AID/ADULT CPR/AED
“RESPONDING TO EMERGENCIES”
1.5 units
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. It includes instruction in first aid techniques to help sustain life, reduce pain, and minimize the consequences of injury or sudden illness until advanced medical help arrives. It also includes instruction in Adult Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillator (AED). Successful completion leads to certifications in “Responding to Emergencies” and “Adult CPR/AED” of the American Red Cross. If Child, Infant, and 2 rescuer CPR are desired, the H-ED 011 course should be taken concurrently. Credit/No Credit Option

H-ED 006 ADVANCED FIRST AID
PROFESSIONAL RESCUER CPR
(“EMERGENCY RESPONSE”)  
3 units
Recommended Preparation: H-ED 005 and H-ED 011
Acceptable for credit: California State University
This is an advanced course in first aid techniques. It is intended to meet the needs of the responder who intends to become EMT trained, or who is employed where there are opportunities to give first aid care frequently in the course of their daily duties. This course is fully accredited by the American Red Cross, and upon successful completion with a “C” grade or better a certificate in “Emergency Response” will be issued. A “CPR for the Professional Rescuer” certificate will also be issued to those students passing this unit with a “B” grade or better. Credit/No Credit Option

H-ED 007 LIFETIME FITNESS
2 units
Acceptable for credit: University of California, California State University
This course is directed towards providing the student with accurate concepts of physical fitness and the relationship of physical activity to health-related fitness. Evaluation will be based on lecture examinations and laboratory reports, not on skills and fitness levels. Credit/No Credit 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.
H-ED 008 UNDERSTANDING HEALTH
3 units
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 an information competency infused course. Credit/No Credit Option

H-ED 010 HUMAN SEXUALITY
3 units
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. Credit/No Credit Option

H-ED 011 CPR/AED FOR THE PROFESSIONAL RESCUE
5 units
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
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. Credit/No Credit 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. Credit/No Credit Option

HISTORY:
The study of history enhances one’s ability to understand and critically analyze world events. It contributes to one’s appreciation of the past and one’s planning for the future. History explains who one is and where one comes from.

Learning Outcomes
Students who successfully complete history courses will have
• an understanding of major events in America and the rest of the world;
• the ability to identify major world figures and their achievements and failures;
• an understanding of the integral effect of world events on the development of societies; politically, economically, socially, and technologically; and
• an appreciation for the way in which ideas develop.

Career Options
• Archivist
• Business Person
• Government Service
• Journalist
• Lawyer
• Librarian
• Museum Curator
• News Analyst, Reporter, Correspondent
• Researcher
• Social Scientist
• Teacher
• Writer

Degree
A.A., History

HISTORY: Transfer:
See Transfer Planning Guide available at the Counseling Center.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Acceptable for Credit</th>
<th>Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST 005A</td>
<td>World History: Prehistory to 1500</td>
<td>3</td>
<td>Acceptable for credit: University of California, California State University</td>
<td></td>
</tr>
<tr>
<td>HIST 005B</td>
<td>World History from 1500</td>
<td>3</td>
<td>Acceptable for credit: University of California, California State University</td>
<td></td>
</tr>
<tr>
<td>HIST 006A</td>
<td>History of the Americas</td>
<td>3</td>
<td>Acceptable for credit: University of California, California State University</td>
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</tr>
<tr>
<td>HIST 006B</td>
<td>History of Latin America</td>
<td>3</td>
<td>Acceptable for credit: University of California, California State University</td>
<td></td>
</tr>
<tr>
<td>HIST 011</td>
<td>History of Africa</td>
<td>3</td>
<td>Acceptable for credit: University of California, California State University</td>
<td></td>
</tr>
<tr>
<td>HIST 012</td>
<td>African-American History</td>
<td>3</td>
<td>Acceptable for credit: University of California, California State University</td>
<td></td>
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<tr>
<td>HIST 014</td>
<td>History of the Native North Americans</td>
<td>3</td>
<td>Acceptable for credit: University of California, California State University</td>
<td></td>
</tr>
<tr>
<td>HIST 016</td>
<td>Mexican-American History</td>
<td>3</td>
<td>Acceptable for credit: University of California, California State University</td>
<td></td>
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<tr>
<td>HIST 017A</td>
<td>United States History</td>
<td>3</td>
<td>Acceptable for credit: University of California, California State University</td>
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<tr>
<td>HIST 004A</td>
<td>History of Western Civilization</td>
<td>3</td>
<td>Acceptable for credit: University of California, California State University</td>
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<tr>
<td>HIST 004B</td>
<td>History of Western Civilization</td>
<td>3</td>
<td>Acceptable for credit: University of California, California State University</td>
<td></td>
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<tr>
<td>HIST 017A</td>
<td>U.S. History</td>
<td>3</td>
<td>Acceptable for credit: University of California, California State University</td>
<td></td>
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<tr>
<td>HIST 017B</td>
<td>U.S. History</td>
<td>3</td>
<td>Acceptable for credit: University of California, California State University</td>
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</tr>
</tbody>
</table>

**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.
HIST 017B UNITED STATES HISTORY
3 units
Acceptable for credit: University of California, California State University
History 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, Native American culture and western settlement, 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. Credit/No Credit Option

HIST 020 HISTORY AND GEOGRAPHY OF CALIFORNIA
3 units
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. Credit/No Credit Option

HIST 021 HISTORY OF SANTA CLARA COUNTY AND THE SAN FRANCISCO BAY REGION
3 units
Acceptable for credit: California State University
History 021 is a history of Santa Clara County and the San Francisco Bay region from pre-settlement to the present day. The emphasis is on the county history and its relationship with the Bay region after 1850 in its social, political, and economic growth. Credit/No Credit Option

HIST 030A HISTORY OF ASIAN CIVILIZATION
3 units
Acceptable for credit: University of California, California State University
The History of Southeast Asia will offer the student a survey of the peoples of Southeast Asia. Major topics will include political, economic, social and cultural events which highlight the background and makeup of the Orient. Special emphasis may be given to the Philippines, Malaya, Thailand, Taiwan, and Hong Kong. A visual history may be expected. Credit/No Credit Option

HIST 030B HISTORY OF ASIAN CIVILIZATION
3 units
Acceptable for credit: University of California, California State University
History 031 is a survey of the history of the peoples of China, Korea, Japan and smaller Asian countries, with emphasis on their economic, political and social structures integrated with the Western impact and Asian responses. Credit/No Credit Option

HIST 032 HISTORICAL SURVEY OF RUSSIA AND THE SOVIET UNION
3 units
Acceptable for credit: University of California, California State University
History 032 is a survey of Russian history from Kiev, Russia, to the present, with emphasis on major political, social, intellectual, and economic movements in the pre- and post-Revolutionary periods. Credit/No Credit 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. Credit/No Credit Option

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HIST 032 HISTORICAL SURVEY OF RUSSIA AND THE SOVIET UNION

**Honors University Transfer Program**

**COORDINATOR:**
Ann Malmuth-Onn
DIVISION: Language Arts
PHONE: 408-741-2614
E-MAIL: ann_malmuth-onn@westvalley.edu
COUNSELING: 408-741-2009

**COUNSELOR:**
Angelica Buendia-Bangle

The West Valley College Honors University Transfer Program is one of the institution’s primary instruments for advanced academic excellence and scholastic training within a critical-thinking mode. The program’s primary mission is to create and maintain an alternative curriculum model which, by virtue of its interdisciplinary structure, ensures course enrichment and accelerates the intellectual and creative development of high-ability students.

**Philosophy**
The West Valley College Honors University Transfer Program has been established to encourage the creative and intellectual development of high-ability students at the community college level. The program offers an alternative curriculum model which ensures course enrichment and fosters an environment of academic excellence and advanced critical thinking. The Honors Program is the best example of exceptional training and vision that West Valley College offers.

**Program Description**
Honors Program courses tend to require a higher level of analysis, rather than more work on the part of the student. This is accomplished by using an innovative curriculum model called a transdisciplinary unit, which expands the concept of team-teaching and interdisciplinary instruction. An Honors Program team consists of three to four instructors who coordinate their course content and methods. Through an interdisciplinary approach, the Honors Program concentrates on three themes (two per semester): Civilizations of the World, Science: Inquiry and Applications, and Thought and Politics.

Each transdisciplinary unit is comprised of a cluster of courses which collectively provide a multidisciplinary foundation and the common intellectual ground for a central theme. These units offer an integrated curriculum without sacrificing the integrity and rigor of the content of the specific disciplines included in the module.

Students have the option of enrolling in one, two, or three courses depending on pre- and corequisites, the number and type of general education courses already completed, and the requirements of their majors. Honors students who wish to transfer under the terms of the transfer
prioritize consideration. To quality students must complete six or more Honors courses (18 units) with a GPA of 3.0 or higher.

**Course Size**

Course enrollment is limited to 20 students. Because students often register for more than one course, 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 small seminar classes 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, 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 the Honors Program and in their respective majors.

**Honors Program course descriptions are in the Honors Program brochure available in the Counseling Center, room 601.**

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, prerequisites and corequisites.

**ANTHR 003 HONORS—INTRODUCTION TO CULTURAL ANTHROPOLOGY**

3 units

Acceptable for credit: University of California, California State University

The course introduces the student to the study of world cultures from an anthropological viewpoint. The student will be encouraged to 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

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 ene as the reflection of human interaction with events of the time emphasizing aesthetic, cultural and historical values. As it relates to the literature of classical mythology, visual imagery will be identified and researched. (CAN ART 002)

**ART 001B HONORS—SURVEY OF WESTERN ART II**

3 units

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 the events of the time, emphasizing aesthetic, cultural and historical values. (CAN ART 004)

**ART 001D HONORS—20TH CENTURY ART**

3 units

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

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 crystallizations 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. Credit/No Credit Option

**ASTRO 001 HONORS—ASTRONOMY**

3 units

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

Prerequisite: May be taken concurrently with Astronomy 1, 10 or 11; or upon completion of Astronomy 1, 10 or 11

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

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. This course is designed to meet general education requirements in science (compare BIO 010) and will be of particular interest to students considering careers in health. 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

Acceptable for credit: University of California, California State University

An introduction to the basic principles and concepts of heredity and their applications. Topics will include classical and modern concepts of the gene, gene function and regulation, population genetics, evolution, and recombinant DNA technology.

**BIO 024 HONORS—CONTEMPORARY BIOLOGY**

3 units

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.

**COMM 001 HONORS—PUBLIC SPEAKING**

3 units

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.

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 GS. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.
COMM 010 HONORS—PERSUASIVE SPEAKING
3 units
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 to 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. This course is intended to satisfy the IGTC requirement for Critical Thinking/English Composition.

COMM 020 HONORS—ARGUMENTATION AND DEBATE
3 units
Prerequisite: Engl 905
Recommended Preparation: ESL 65LS strongly recommended for ESL students
Corequisite: Transdisciplinary Units IA, IB, IIA and IIB
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 corequisite courses and supported by Dialogue searches.

ECON 001A HONORS—PRINCIPLES OF MACROECONOMICS
3 units
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 corequisite courses.

ECON 001B HONORS—PRINCIPLES OF MICROECONOMICS
3 units
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.

ECON 003 HONORS—INTRODUCTION TO POLITICAL ECONOMY
3 units
Acceptable for credit: University of California, California State University
This course introduces the student to the more interdisciplinary dimensions of political economy which are largely excluded from either Econ 10 or Econ 1A, 1B. Political economy embraces the economic works and concerns of the Marxists and Institutionals, as well as the more traditional perspectives of Neo-Classical and Keynesian economists. Political economy tends to stress the unity of micro and macro events and processes. It exhibits a tendency to go beyond the bounds of pure economics in order to understand or rationalize the structure and changes within the economy.

ENGL 001C HONORS—CLEAR THINKING IN WRITING
3 units
Prerequisite: English 001A
Acceptable for credit: University of California, California State University
Recommended Preparation: Read 970
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
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
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. Credit/No Credit Option

ENGL 046 HONORS—CONTEMPORARY AMERICAN MULTI-CULTURAL LITERATURE
3 units
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. Credit/No Credit Option

ENGL 048 HONORS—INTRODUCTION TO SHAKESPEARE
3 units
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 fulfill general education requirements at West Valley College for the Associate degree. Credit/No Credit Option

ENGL 049 HONORS—MODERN FICTION
3 units
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.

GEOG 002 HONORS—INTRODUCTION TO CULTURAL GEOGRAPHY
3 units
Acceptable for credit: University of California, California State University
The study of systems of human technologies and cultural practices as developed in particular regions of the earth through time by human populations. People's relationship to the land is observed through the description and explanation of changes and/or lack of changes made on the earth's surface by human cultures.

GEOL 001A HONORS—PHYSICAL GEOLOGY
4 units
Acceptable for credit: University of California, California State University
This course provides an introduction to the field of science as applied to the study of the nature, properties, and distribution of earth materials; how the material forms, changes, and moves throughout the earth; how landscapes develop.
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 993. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.
PHIL 004 HONORS—PATTERNS IN COMPARATIVE RELIGION
3 units
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 Oriental peoples.

PHIL 008 HONORS—INTRODUCTION TO ASIAN PHILOSOPHY
3 units
Acceptable for credit: University of California, California State University
The course introduces the student to the philosophic and religious traditions of Asia. Students will read primary sources which reveal the philosophic beliefs of Asian peoples, including materials from Hinduism, Buddhism, Confucian, Taoist and Japanese traditions. Emphasis will be placed on the integration of philosophic and religious beliefs with the social and cultural values of Asian societies.

POLIT 001 HONORS—AMERICAN GOVERNMENT
3 units
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 analysis of ideas, ideologies, and public policy documents. Critical analysis of executive orders, legislative acts, bureaucratic regulations, economic policy, as well as debate of public policy issues are the techniques most commonly used in the honors version of the course. Library research focuses on government resource 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
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. 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.

PSYCH 002 HONORS—EXPERIMENTAL PSYCHOLOGY WITH LAB
4 units
Prerequisite: Psych 1
Corequisite: Math 10
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 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
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
Acceptable for credit: University of California, California State University
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
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 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. Credit/No Credit Option

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**HUMANITIES:** Transfer:
See Transfer Planning Guide available at the Counseling Center.

HUMAN 001A HUMAN VALUES IN AND FROM THE ARTS
3 units
Acceptable for credit: University of California, California State University
Humanities 1A 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, relationships 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. Credit/No Credit Option

HUMAN 001B HUMAN VALUES IN AND FROM THE ARTS
3 units
Acceptable for credit: University of California, California State University
Humanities 1B 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. Credit/No Credit Option

HUMAN 002 INTRODUCTION TO HUMANITIES IN AMERICA
3 units
Acceptable for credit: University of California, California State University
An interdisciplinary study of the American character and value patterns through analyses of major works of literary, historical and philosophical significance and through examination of selected examples of architectural structures, painting, sculpture, and music. Credit/No Credit Option
HUMAN 005 HUMANITIES IN THE ORIENTAL, ISLAMIC AND INDIAN CULTURES
3 units
Acceptable for credit: University of California, California State University
This course deals with the integration, co-relation and cross-fertilization of ideas and values by an examination of the literature, the arts, and the music of the East. There is an emphasis on the comparison of Western attitudes and institutions to Eastern thought and culture. An understanding of the East's value system can enhance one's own personal philosophy of life. Credit/No Credit Option

HUMAN 091, 092, 093 DIRECTED STUDIES
1-3 units 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.

Interdisciplinary Studies

DIVISION
Student Services
DIVISION CHAIR
Pablo Ortega
DEPARTMENT CO-CHAIR
Carol Pavan / Melissa Salcido
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COUNSELING
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IS 006 INTEGRATING PERSONAL VALUES WITH WORK AND COMMUNITY
1 unit
This course focuses on important commitments students face in their lives—commitments to family, community, self and work. Students will identify their skills and personal strengths. In addition, students will learn about various community resources they can access for the benefit of their families. This course is specifically designed to address the life experiences of students who are single parents. The content of the course, however, is of value to any interested student. This course is dual listed with COUNS 006. Credit/No Credit Only

IS 009 MAKING A DIFFERENCE IN THE COMMUNITY
1 unit
Recommended Preparations: Libr 005
This course is designed to help students nurture a sense of community involvement while gaining work experience and developing workforce skills. 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. Students in volunteer positions will work a total of six hours. Paid work experiences will be available to students who have access to federal work-study or CalWORKS work-study funds. It may be repeated two times. This course will be dual listed with COUNS 009. Credit/No Credit Option

IS 040 TUTOR TRAINING
1.5 units
Prerequisite: A or B in appropriate academic course and recommendation from a faculty member in the appropriate discipline.
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.

IS 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 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.
# Interior Design

**THE FACULTY**  
Diane Hurd  
Jane Lilly  
Celine Pinet  

**DIVISION**  
Applied Arts & Sciences  

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408-741-2009

The Program  
The Interior Design program is a comprehensive, nationally accredited FIDER, (now Council for Interior Design Accreditation or CIDA), 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 program 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.

Learning Outcomes  
Successful completion of the program prepares students to become professional interior designers who are able to:  
- Identify, research, and creatively solves 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; and  
- Prepare drawings and documents relative 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  
- Lighting Design  
- Residential Design  
- Restaurant Design  
- Retail Design  
- Space Planning  
- Textile Design  
- Green Design / Sustainability  

Degree  
A.S., Interior Design  

Certificates  
- Interior Design  
- Interior Design Advanced  
- CIDA (FIDER) Accredited Advanced  
- Kitchen and Bath Design  
- Computer Aided Drafting and Design  
- Facilities Planning and Design  
- Historic Preservation  

**COURSE SUBSTITUTIONS AND WAIVERS**  
Course substitutions and waivers are approved by the department upon review of transcripts, course descriptions and evidence of proficiency in the subject matter.

**INTERIOR DESIGN 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>
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<td>ID 020</td>
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<td>ID 025</td>
<td>3</td>
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<tr>
<td>ID 028</td>
<td>3</td>
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<tr>
<td>D 030</td>
<td>3</td>
</tr>
<tr>
<td>ID 035A</td>
<td>3</td>
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<tr>
<td>ID 035B</td>
<td>3</td>
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<tr>
<td>ID 035C</td>
<td>3</td>
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<tr>
<td>ID 040</td>
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<td>ID 060</td>
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<tr>
<td>D 070</td>
<td>3</td>
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<tr>
<td>ID 075</td>
<td>3</td>
</tr>
<tr>
<td>Electives from recommended list</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**

- Acctg 050 Accounting for Small Business 1  
- Arch 010 Architectural Drawing 3  
- Arch 020 Intro to Landscape Architecture 3  
- Arch 029A Architectural History 2  
- Arch 029B Architectural History 2  
- Arch 032A Architecture and Environmental Design 2  
- Arch 032B Basic Architectural Design 3  
- Art 031A Basic Drawing 3  
- Bus 028 Business Law 3  
- Bus 054 Small Business Start-Up & Mgt 3  
- Bus 078 Business Communication 3  
- FD 027 Professional Image 3  
- ID 090A Internship 3  
- THEAR 018A Introduction to Stage Lighting 3  

Various computer applications and digital media courses. See Interior Design Department Chair for approval.

**INTERIOR DESIGN, A.S. DEGREE**  
To be awarded an A.S. degree, a student must complete:  
1. All the Interior Design Certificate requirements  
2. Additional units to meet the college graduation requirements for an associate degree.

A certificate or degree will be awarded to those students achieving a grade of C or better in the major requirements listed above.

**INTERIOR DESIGN, ADVANCED CERTIFICATE**  
Prerequisite: Completion of Interior Design Certificate requirements.

**Additional Required Courses:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus 028</td>
<td>3</td>
</tr>
<tr>
<td>Bus 078</td>
<td>3</td>
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<tr>
<td>DM/IS 088</td>
<td>3</td>
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<tr>
<td>ID 009</td>
<td>3</td>
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<tr>
<td>ID 086</td>
<td>3</td>
</tr>
<tr>
<td>ID 090B</td>
<td>3</td>
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<tr>
<td>ID 080</td>
<td>3</td>
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<tr>
<td>ID 085</td>
<td>3</td>
</tr>
<tr>
<td>ID 090B</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.

**INTERIOR DESIGN, CIDA (FIDER) ACCREDITED ADVANCED CERTIFICATE**  
To be awarded a FIDER Accredited Advanced Certificate, a student must have completed:  
1. Interior Design Certificate requirements.  
2. Interior Design Advanced Certificate requirements.  
3. A minimum of 30 semester credit hours of diverse university level liberal arts, sciences, and humanities. These units must be taken prior to or concurrently with the other course work. To petition for a FIDER Accredited Advanced Certificate, contact the Department Chair of Interior Design or a counselor at the beginning of the semester.

A certificate or degree will be awarded to those students achieving a grade of C or better in the major requirements listed above.

**COMPUTER AIDED DRAFTING AND DESIGN CERTIFICATE**  
**Required Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID 015</td>
<td>3</td>
</tr>
<tr>
<td>ID 065</td>
<td>3</td>
</tr>
<tr>
<td>ID 066</td>
<td>3</td>
</tr>
</tbody>
</table>

3 units of recommended electives from the following:

- **PREREQUISITES AND COREQUISITES** are MANDATORY. See page 17 for specific information.  
- Courses used to meet prerequisite requirements must have been completed with a grade of C or credit or better.  
- RECOMMENDED preparations are ADVISORY.
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.
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

Recommended Preparations in Basic Skills:

ID 025 INTERIOR DESIGN
Recommended Preparation: ID 060, Arch 030
Interview with instructor to determine
ID 060 COMMERCIAL DESIGN
Recommended Preparations: ID 040, or concurrent
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. Credit/No Credit Option

ID 065 AUTOCAD: INTRODUCTION TO COMPUTER AIDED DESIGN
Recommended Preparation: Math 902 or concurrently
Acceptable for credit: California State University
This course is an introduction to computer-aided drafting using AutoCAD on the PC. The course emphasis will be in the construction of both 2D and 3D drawings. In addition to basic AutoCAD techniques, topics will include problems using the Advanced Modeling Extension (AME). This course is designed for students with NO prior computer experience. This course is dual listed with ARCH 070, DRAFT 073, CA 075 and PKMGT 016H. Credit/No Credit Option

ID 066 ADVANCED AUTOCAD
Prerequisites: Draft 073 or ID 065 or Arch 070 or CA 075.
This course will enable students to work on more complicated problems of concepts already learned in ID 065, Draft 073, CA 075, or Arch 070 and to study advanced topics in AutoCAD. The course emphasis will be advanced topics in the construction of both 2D and 3D drawings and solid modeling. It is dual listed with DRAFT 075. Credit/No Credit Option

ID 070 ADVANCED GRAPHIC TECHNIQUES
Prerequisite: ID 030
Recommended Preparations: 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. Credit/No Credit Option

ID 075 LIGHTING DESIGN
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. Credit/No Credit Option

ID 080 ADVANCED COMMERCIAL DESIGN
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. Credit/No Credit Option

ID 080B ADVANCED RESIDENTIAL DESIGN
Recommended Preparation: Math 902
Prerequisite: ID 040, ID 045
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. This course is AIAAS degree and certificate applicable. Credit/No Credit Option

ID 085 DESIGN DETAILING
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. Credit/No Credit Option

ID 085B INTERIOR DESIGN INTERNSHIP
Prerequisite: ID 050
Recommended Preparation: Math 103/103R
Acceptable for credit: California State University
Independent work of special interest to the student related to but not included in regular Interior Design courses offered by the college. Credit/No Credit Option

ID 090A INTERIOR DESIGN INTERNSHIP
Prerequisites: ID 005, ID 010, ID 015, and ID 020
Recommended Preparations: MATH 902
Acceptable for credit: California State University
This course covers the development of the design process and skills as applied to custom interior design via projects of increased size, detail and complexity and addressing diverse needs. This course is AIAAS degree and certificate applicable. Credit/No Credit Option

ID 090B INTERIOR DESIGN INTERNSHIP
Prerequisites: ID 040, ID 045, ID 050, and ID 060
Recommended Preparations: 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 and the FIDER Accredited Advanced Certificate programs. Credit/No Credit Only

ID 090C KITCHEN AND BATH DESIGN INTERNSHIP
6 units
Prerequisite: ID 050
Recommended Preparation: Math 902
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 or related areas. Credit/No Credit Option

ID 091, 092, 093 DIRECTED STUDIES
1-3 units
Prerequisite: Interview with instructor to determine objectives and write a contract
Recommended Preparation: Math 103/103R
Acceptable for credit: California State University
Independent study of special interest to the student related to but not included in regular Interior Design courses offered by the college. Credit/No Credit Option

ID 095 PRESENTATION TECHNIQUES AND PORTFOLIO
Prerequisite: ID 060
Recommended Preparations: ID 080; MATH 902
Acceptable for credit: California State University
This course covers the process of design for presentation drawings, including window treatment, wall treatment, floor treatment, upholstery, and architectural surfaces. Credit/No Credit Option

ID 100 SPECIAL TOPICS
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. Credit/No Credit Option

• PREREQUISITES AND COREQUISITES are MANDATORY. See page 17 for specific information.
• Courses used to meet prerequisite requirements must have been completed with a grade of C or credit or better.
• RECOMMENDED preprations are ADVISORY.
ITAL 001A BEGINNING ITALIAN
5 units
Corequisite: Ital 001A
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. Credit/No Credit Option

ITAL 001B BEGINNING ITALIAN
5 units
Prerequisite: Ital 001A or 2 years of high school Italian
Corequisite: Ital 001B
Acceptable for credit: University of California, California State University
Students will continue their development of speaking, reading and writing skills and increase their vocabulary and knowledge of basic Italian grammar. More emphasis will be placed on oral communication and the culture of Italy. Credit/No Credit Option

ITAL 002A,B INTERMEDIATE ITALIAN
5 units each course
Prerequisite: Ital 001B or three years of high school Italian; 002A for 002B
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. Credit/No Credit Option

ITAL 011A ITALIAN LABORATORY
.5 unit
Corequisite: 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 drill are also available. The course provides an excellent supplement to Italian 1A. Credit/No Credit Option

ITAL 011B ITALIAN LABORATORY
.5 unit
Corequisite: 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, tapes, filmstrips, films and current publications. Tapes and programs providing Italian language and pronunciation drill are also available. The course provides an excellent supplement to Italian language classes and is usually taken in conjunction with Italian 1B. Credit/No Credit Option

ITAL 050A BASIC ITALIAN CONVERSATION AND CULTURE
3 units
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. Credit/No Credit Option

ITAL 050B BASIC ITALIAN CONVERSATION AND CULTURE
3 units
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 conversational culture. The culture of Italy will be presented through newspaper and magazine articles and audiovisual materials. Credit/No Credit Option

ITAL 051A INTERMEDIATE ITALIAN CONVERSATION AND CULTURE
3 units
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. Credit/No Credit Option

ITAL 051B INTERMEDIATE ITALIAN CONVERSATION AND CULTURE
3 units
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. Credit/No Credit Option

ITAL 058A ITALIAN IMMERSION
3 units
Acceptable for credit: California State University
This course is designed to give students the opportunity to be in an Italian speaking environment for a three day period of time. Prior to the Immersion retreat, students will attend a preparatory one-day orientation workshop where contracts will be issued and learning materials will be provided. Students will have special projects to complete prior to the retreat where the students will be in their own level group and will be required to speak only Italian. This course may be repeated once. Credit/No Credit Option

ITAL 091, 092, 093 DIRECTED STUDIES
1-3 units
Laboratory 3, 6, 9 hours per week 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 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. Credit/No Credit Option
Japanese

JPNS 001A BEGINNING JAPANESE
5 units
Corequisite: 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. Credit/No Credit Option

JPNS 001B BEGINNING JAPANESE
5 units
Prerequisite: 001A is prerequisite to 001B
Corequisite: 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. Credit/No Credit Option

JPNS 002A INTERMEDIATE JAPANESE
5 units
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. Credit/No Credit Option

JPNS 002B INTERMEDIATE JAPANESE
5 units
Prerequisite: Jpns 002A
Acceptable for credit: University of California, California State University
The course will continue the grammar and vocabulary of Japanese 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. Credit/No Credit Option

JPNS 011A JAPANESE LABORATORY
.5 units
Corequisite: Jpns 001A
Acceptable for credit: California State University
Japanese 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. Credit/No Credit Option

JPNS 011B JAPANESE LABORATORY
.5 unit
Corequisite: Jpns 001B
Acceptable for credit: California State University
Japanese 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. Credit/No Credit Option

JPNS 050A,B BASIC JAPANESE CONVERSATION AND CULTURE
3 units each
Prerequisite: 050A is prerequisite to 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. A variety of audiovisual aids will be used in the presentation of this course. It may be repeated once. Credit/No Credit Option

JPNS 050A,B BASIC JAPANESE CONVERSATION AND CULTURE
3 units each
Prerequisite: 050A is prerequisite to 050B
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 (food, customs, traditions, government, etc.). A variety of audiovisual aids will be used in the presentation of this course. Successful completion could enhance the employment possibilities for students. Credit/No Credit Option

JPNS 051A INTERMEDIATE JAPANESE CONVERSATION AND CULTURE
3 units
Prerequisite: Jpns 050B OR 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 audiovisual aids will be used in the presentation of this course. Successful completion could enhance the employment possibilities for students. Credit/No Credit Option

JPNS 051B INTERMEDIATE JAPANESE CONVERSATION AND CULTURE
3 units
Prerequisite: Jpns 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 (food, customs, traditions, government, etc.). A variety of audiovisual aids will be used in the presentation of this course. It may be repeated once. Credit/No Credit Option

JPNS 058A JAPANESE IMMERSION
3 units
Acceptable for credit: California State University
Prior to the three-day Immersion Weekend retreat, students will attend a preparatory one-day orientation workshop where contracts will be issued and learning materials will be provided. Students will have special projects to complete prior to the retreat where the students will be in their own level group wind will be required to speak only Japanese. It may be repeated once. Credit/No Credit Option

JPNS 091, 092, AND 093 JAPANESE DIRECTED STUDIES
1, 2 or 3 units
Prerequisite: Interview with instructor to determine objectives and write a contract
Acceptable for credit: “University of California, California State University” UCtransfer 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. Credit/No Credit Option

- PREREQUISITES AND COREQUISITES are MANDATORY. See page 17 for specific information.
- Courses used to meet prerequisite requirements must have been completed with a grade of C or credit or better.
- RECOMMENDED: preparations are ADVISORY.
### Journalism

#### THE FACULTY
Janine Gerzanics

#### DIVISION
Language Arts

#### DEPARTMENT CHAIR
Janine Gerzanics

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#### COUNSELING
408-741-2009

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 work force. 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 Norsemann newspaper, a frequent award winner in regional and state college community 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
- Resource center with information on internships, scholarships, mentors, transfer requirements and field trips

#### Learning Outcomes
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 work force.

#### 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

#### Recommended Preparation 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.
JOURN 021B ADVANCED NEWSWRITING
3 units
Prerequisite: Journ 021A
Recommended Preparation: Engl 905
Acceptable for credit: California State University
The second part of a two-semester sequence course of lecture and laboratory in newswriting principles. Clear, concise, accurate communication is emphasized. Preparation of news stories that are more complex and require greater detail, including multi-element stories, news features, human-interest features, editorials and opinion columns. Also includes greater emphasis on copy editing and advanced reporting techniques, including how to cover speeches, meetings, etc. The course is designed to satisfy, in part, the basic newswriting requirements for baccalaureate programs in journalism. (Not offered each year.) (CAN JOURN 2)

JOURN 030 INTERNET FOR JOURNALISM
.5 unit
World Wide Web and the resources found therein for journalism media related subjects. Students will have the opportunity to access the Internet to research trends in media use of the World Wide Web. This course is West Valley College Certificate and AA/AS Degree applicable, and may be repeated once. Credit/No Credit only.

JOURN 035 ZINES AND NEWSLETTERS
1 unit
Recommended preparation: CA 073
Acceptable for credit: California State University
This course will provide a basic introduction to presenting news and information on the Internet in the form of ‘zine format (a multimedia magazine format intended only for electronic distribution) and electronic newsletter format. Credit/No Credit only.

JOURN 053 NEWSPAPER ARTICLE WRITING
2 units
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. Students enrolled in the nine-week section of this class have fewer opportunities to develop and practice skills than those in Journalism 053. Credit/No Credit Option

JOURN 054AB NEWSPAPER ARTICLE WRITING
1 unit each
Recommended Preparation: Engl 905
Acceptable for credit: California State University
A nine-week 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. Credit/No Credit Option

JOURN 055 NEWSPAPER PRODUCTION
1 unit
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. Students paginate (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 as appropriate on typography, design, computer techniques, and graphic arts techniques. The cycle is repeated to the number of issues in the term. Credit/No Credit Option

JOURN 056AB NEWSPAPER PRODUCTION
1 unit each
Recommended Preparation: Engl 905
Acceptable for credit: California State University
A nine-week 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. Students paginate (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 as appropriate on typography, design, computer techniques, and graphic arts techniques. The cycle is repeated to the number of issues in the term. Students enrolled in the nine-week section of this class have fewer opportunities to develop and practice skills than those in the 18 week section. Credit/No Credit Option

JOURN 057 NEWSPAPER PHOTOGRAPHY
2 units
Recommended Preparation: Photo 001
Acceptable for credit: California State University
A one-semester lecture and lab course in newspaper photojournalism techniques, using the college newspaper, the NORSEMAN, as a practical laboratory. Photo assignments are made, students shoot the photos and gather information for cutlines, film is processed and photos are printed, cutlines are written, photos are scaled and cropped for the printer. During the process, discussions are held as appropriate on ethical, legal, and other responsibilities, and photographic and graphic styles and techniques. The cycle is repeated to the number of issues in the term. Students enrolled in the nine-week section of this class have fewer opportunities to develop and practice skills that those in Journalism 057. Credit/No Credit Option

JOURN 061 EDITORIAL BOARD
1 unit
Corequisite: Journ 053, Journ 055, or Journ 057
Recommended Preparation: Be a major editor of the NORSEMAN
Acceptable for credit: California State University
Enrollment in this course is limited to major editors of the school newspaper, the NORSEMAN. The Board interprets established policy and supervises production of the student newspaper. Credit/No Credit Option

JOURN 100 SPECIAL TOPICS
1/2-3 units
Recommended Basic Skills 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. Credit/No Credit Option

• PREREQUISITES AND COREQUISITES are MANDATORY. See page 17 for specific information.
• Courses used to meet prerequisite requirements must have been completed with a grade of C or credit or better.
• RECOMMENDED preparations are ADVISORY.
Landscape Architecture

(See also Architecture)

THE FACULTY
Soroush Ghahramani, Int’l Assoc. AIA
Edward Janke, AIA

DIVISION
Applied Arts and Sciences
DIVISION CHAIR
Kris Gaiero
DEPARTMENT CHAIR
Soroush Ghahramani, A.I.A.
PHONE 408-741-4097
E-MAIL soroush_ghahramani@westvalley.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 reclamations 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.

Career Paths
- Landscape Architects
- Resource Managers
- Designers
- Contractors
- Draftspersons
- Landscape Industry Representatives
- Planners

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

LANDSCAPE ARCHITECTURE (A.S. Degree)

Major Requirements: (38 Units)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARCH 020 Introduction to Landscape Architecture</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 021A Landscape Site Analysis and Development</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 021B Landscape Site Analysis and Development</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 022 Landscape Technical Applications</td>
<td>3</td>
</tr>
</tbody>
</table>

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.

ARCH 030 Construction Materials & Methods 3
ARCH 031A Architectural Graphics: Drawing & Sketching 2
ARCH 032A Intro to Architecture and Environmental Design 3
ARCH 032B Basic Architectural Design 3
ARCH 038 Plant Composition 2
ARCH 039A Landscape Plants 3
ARCH 039B Landscape Plants 3
ARCH 044 Introduction to Architectural Desktop 3
BIO 042 Principles of Plant Biology 5

Recommended Electives: (12 Units)

<table>
<thead>
<tr>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARCH 031B Architectural Graphics: Advanced Rendering</td>
</tr>
<tr>
<td>ARCH 033A Architectural Design 1</td>
</tr>
<tr>
<td>ARCH 033B Architectural Design II</td>
</tr>
<tr>
<td>ARCH 036 Intro to Urban Environment</td>
</tr>
<tr>
<td>BIO 014 California Plants and Animals</td>
</tr>
<tr>
<td>ENGR 010A Plane Surveying</td>
</tr>
<tr>
<td>PKMGT 017 Basic Horticulture for Parks</td>
</tr>
<tr>
<td>PKMGT 018 Park Planning &amp; Design</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 requirements at the four-year institution to which he/she plans to transfer.

Total Units 50

LANDSCAPE ARCHITECTURE (Certificate)

Major Requirements: (22 Units)

<table>
<thead>
<tr>
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</tr>
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<tbody>
<tr>
<td>ARCH 020 Introduction to Landscape Architecture</td>
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<tr>
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</tr>
<tr>
<td>ARCH 021B Landscape Site Analysis and Development</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 022 Landscape Technical Applications</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 030 Construction Materials &amp; Methods</td>
<td>2</td>
</tr>
<tr>
<td>ARCH 031A Architectural Graphics: Drawing &amp; Sketching</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 038 Plant Composition</td>
<td>2</td>
</tr>
<tr>
<td>ARCH 044 Introduction to Architectural Desktop</td>
<td>3</td>
</tr>
</tbody>
</table>

To be awarded a Certificate in Landscape Architecture, a student must complete:
1. All the major requirements
2. A grade of “C” or better must be earned for all required courses.

Total Units 22

ARCH 020 INTRODUCTION TO LANDSCAPE ARCHITECTURE 3 units

Acceptable for credit: University of California, California State University

An introductory survey of landscape history, landscape architectural profession and the different processes involved from small-space design to regional planning. Traces the development of early gardens to the contemporary scene. Gives an overview of the profession and its component discipline. Credit/No Credit Option

ARCH 021A LANDSCAPE SITE ANALYSIS AND DEVELOPMENT 3 units

Acceptable for credit: California State University

The introduction and application of site analysis techniques on various-sized projects. Awareness of how analysis will influence design solutions. Development of landscape material construction details.

ARCH 021B LANDSCAPE SITE ANALYSIS AND DEVELOPMENT 3 units

Acceptable for credit: California State University

The principles of landscape materials and construction as they relate to site-development design. Introduction to general office procedures, client and legal responsibilities.

ARCH 022 LANDSCAPE TECHNICAL APPLICATIONS 3 units

Recommended Preparation: Math 103/103R

An introduction to landscape architecture implementation with an emphasis on basic principles of site layout, grading and drainage, earthwork calculations, irrigation systems, construction materials and details. Grade Only.

ARCH 038 PLANT COMPOSITION 2 units

Acceptable for Credit: University of California, California State University

This course covers design placement of ornamental trees, shrubs, vines and groundcovers in the landscape. It stresses the aesthetic and functional relationship of plant combinations, forms and scale of plants to structures and outdoor spaces. There is consideration of forms and habits of plant material as they relate to existing and man-made topography. Credit/No Credit Option

ARCH 039A, B LANDSCAPE PLANTS 3 units each

Recommended Preparation: Math 103/103R

Acceptable for credit: University of California, California State University

The identification of ornamental trees, shrubs, vines and groundcovers. Emphasis placed on growth habits, cultural requirements, plant care and maintenance, suitability for landscape uses and ecology of plant communities. Credit/No Credit Option

Languages

(See specific language)
Latin

DIVISION Language Arts
DIVISION CHAIR Julie Maia
DEPARTMENT CHAIR Ana Maria de Barling
PHONE 408-741-2499
E-MAIL ana_maria_de_barling@westvalley.edu
COUNSELING 408-741-2009

LATIN 050A GRAMMAR, STRUCTURE AND ROMAN CULTURE
3 units
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 is West Valley College Certificate applicable and A.A./A.S. Degree applicable and is transferable to CSU. It is also approved for West Valley College General Education under C. Humanities. This course may be repeated once. Credit/No Credit Option

Leadership

THE FACULTY
Kim Aufhauser

DIVISION Applied Arts and Sciences
DIVISION CHAIR Kris Gaiero
DEPARTMENT CHAIR Kim Aufhauser
PHONE 408-741-2403
E-MAIL kim_aufhauser@westvalley.edu
COUNSELING 408-741-2009

LEAD 020A INTRODUCTION TO DEVELOPING LEADERSHIP SKILLS-A WILDERNESS FIELD COURSE
2 units
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. This course is approved for West Valley College General Education pattern under Lifelong Understanding and Development. Credit/No Credit Only

LEAD 020B INTRODUCTION TO DEVELOPING LEADERSHIP SKILLS: FOLLOW-UP TO THE WILDERNESS FIELD COURSE
1 unit
Prerequisite: Lead 020A
This course is a follow-up to the Wilderness Field Course (Leadership 020A). It will reunite the participants in a seminar setting to review, reflect on, refine, and reinforce the skills and techniques introduced in the field. Credit/No Credit Option

LEAD 030A TRANSITION TO LEADERSHIP
3 units
Acceptable for credit: California State University
The conventional view of leadership emphasizes positional power and conspicuous accomplishment. Leadership 030A questions this concept and challenges students to determine what their leadership styles are and to arrive at a personally workable definition of leadership. It examines applying ethics to leadership, articulating a vision, initiating change, and leading by serving Learning Services
(See Disability Education Support Programs)

Liberal Arts

LIBERAL ARTS: Transfer:
See Transfer Planning Guide available at the Counseling Center.

LIBERAL ARTS (A.A. Degree)
In some cases the student's career goals and transfer program are such that there is little opportunity for a specialized major at the lower division level. The Liberal Arts major can be a creative and flexible method of meeting West Valley College graduation requirements. Students may earn an A.A. degree in Liberal Arts by completing the following:
1. Demonstrated breadth of knowledge by completion of twenty units of course work from West Valley College General Education Pattern for Bachelor Degrees at California State Universities and Colleges.
2. Meeting West Valley College graduation requirements. (Courses completed from paragraph 1 may be used to fulfill the requirements for paragraph 2).

• PREREQUISITES AND COREQUISITES are MANDATORY. See page 17 for specific information.
• Courses used to meet prerequisite requirements must have been completed with a grade of C or credit or better.
• RECOMMENDED preparations are ADVISORY.
Library Skills

THE FACULTY
Yanghee Kim
Maryanne Mills
Bill Proudfoot
Betsy Sandford
Rachel Sandoval

LIBRARY
DIVISION Library
DIVISION CHAIR Celine Pinet
DEPARTMENT CHAIR Betsy Sandford
PHONE 408-741-2478
E-MAIL betsy_sandford@westvalley.edu
COUNSELING 408-741-2009

LIBR 004 INFORMATION COMPETENCY
1 unit
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 the information competency requirement for Associate Degree.

LIBR 006 STOP SURFING - START RESEARCHING
1 unit
Recommended Preparation: CA 020 or CA 070
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. Credit/No Credit Only

Literature
(See English)

Management and Supervision
(See Business)

Marketing and Sales
(Also see BUSINESS ADMINISTRATION/REAL ESTATE)

THE FACULTY
Dr. Kenneth R. Schack

DIVISION Business
DIVISION CHAIR Jim Henderson
DEPARTMENT CHAIR Dr. Kenneth Schack
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BUS 040 SALES STRATEGIES
3 units
(Also offered as a television course.)
Acceptable for credit: California State University
This course includes the nature and concept of sales principles and strategies; careers in selling including manufacturer’s representatives, wholesale salespersons, retail salespersons, specialty 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. Computer simulations and sales compensation methods using the computer will be explored. Students will be expected to explore various software packages that are used in today’s world of selling. There will be a two track system—one system will help the beginning student with little or no knowledge of computers and the second system will help the advanced student who has a working knowledge of computers. Credit/No Credit Option

BUS 056 MARKETING PRINCIPLES
3 units
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. Microcomputer applications of these topics will be covered in the lab. Credit/No Credit Option

BUS 081 ADVERTISING PRINCIPLES
3 units
Acceptable for credit: California State University
This 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. Credit/No Credit Option

Mathematics

THE FACULTY
Greg Allen
Stan Benkoski
Steve Blasberg
Denny Burzynski
Alyson Butcher
Brad Chin
Gretchen Ehlers
Wade Ellis, Jr.
Larry Handa
Joe Kenstowicz
Kim Pham
Cathy Van Hook
Amy Vu
Betty Weiss
Jim Wilczak
Rebecca Wong

DIVISION Science & Mathematics
DIVISION CHAIR Denny Burzynski
DEPARTMENT CHAIR Alyson Butcher
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E-MAIL alyson_butcher@westvalley.edu
COUNSELING 408-741-2009

Mathematics is a multifaceted subject of great beauty and application. The study of math explores some of the deepest questions and puzzles that have ever been encountered and equips the student with a universal language used to study quantities and relationships in all fields. Through the study of mathematics, the student develops both the ability to think logically and abstractly as well as the problem-solving and computational skills necessary for success in any field of study.

Highlights
• A professional and innovative staff committed to providing the best possible mathematics education, including the use of computers and multimedia presentations in the teaching of mathematics.
• A comprehensive mathematics curriculum addressing the needs of both the transfer student and the non-transfer student.
• A math resource center providing free tutoring and alternative modes of instruction and support for students
• A technology-mediated alternative for students in arithmetic and algebra.

Learning Outcomes
After taking the appropriate level of mathematics class, students should have the enhanced skills necessary to successfully live and work in the high technology environment of Silicon Valley. These skills may include specific math techniques for use on the job or in other courses, as well as more general critical thinking skills that enhance students’ ability to analyze and solve practical problem situations.

Career Options
• Actuary
• Appraiser
• Analyst
• Auditor
• Biometrician
• Budget Analyst
• Casualty Rater

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.
MATH 000G MATHEMATICS FOR THE LIBERAL ARTS STUDENT
4 units
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.
This course is West Valley College AA/AS degree applicable.

MATH 001 PRE-CALCULUS ALGEBRA
3 units
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 equations, sequences and series, induction and binomial theorem. This course is West Valley College AA/AS degree and GE applicable. (CAN MATH 016)

MATH 002 PRE-CALCULUS ALGEBRA AND TRIGONOMETRY
5 units
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 (4 units only), California State University
This course is designed for the honors student in mathematics who desires to fulfill the requirements of Math D and Math 1 in one semester. 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 003A CALCULUS AND ANALYTICAL GEOMETRY
5 units
Prerequisite: Math 001 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, maximization and minimization, and the beginnings of integration. The graphical and numerical capabilities of computers and calculators will be used to enhance learning. This course is West Valley College AA/AS Degree and GE applicable. (CAN MATH 018)

MATH 003B CALCULUS AND ANALYTICAL GEOMETRY
5 units
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, hyperbolic functions and their applications, conic sections, and infinite series. (CAN MATH 020) (MATH 003A+003B = CAN MATH SEQ B)

MATH 004A INTERMEDIATE CALCULUS
4 units
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. (CAN MATH 22) (MATH 003A+003B+004A=CAN MATH SEQ C)

MATH 004B DIFFERENTIAL EQUATIONS
4 units
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. (CAN MATH 024)

MATH 004C LINEAR ALGEBRA
4 units
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. (CAN MATH 026)

MATH 008 FINITE MATHEMATICS
3 units
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. (CAN MATH 026)

• PREREQUISITES and COREQUISITES are MANDATORY. See page 17 for specific information.
• Courses used to meet prerequisite requirements must have been completed with a grade of C or credit or better.
• RECOMMENDED preparations are ADVISORY.
MATH 010 ELEMENTARY STATISTICS
3 units
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. (CAN STAT: MATH 010 = CAN STAT 2)

MATH 012 APPLIED CALCULUS
4 units
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. (CAN MATH 034)

MATH 014 MATH FOR ELEMENTARY SCHOOL TEACHERS
3 units
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, numeral systems, elementary number theory, and problem solving. Technology and hands-on experiences will be integrated throughout the course.

MATH 018 MATHEMATICAL PROBLEM SOLVING (ALGEBRA II)
3 units
Prerequisite: Math 106 (or 106R); or qualifying score on Placement Test and proof of Algebra II.
Acceptable for credit: California State University
No credit will be given at the University of California after summer, 1997.
This course introduces students to a variety of mathematical problem-solving strategies used in both theoretical and practical applications. The course uses microcomputers to reinforce concepts, and applications may be drawn from mathematics, computer science, the physical sciences, the life sciences, and/or behavioral sciences. No computer background is assumed or required.

MATH 019 DISCRETE MATHEMATICS
4 units
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 graph theory, sets, logic, mathematical induction, functions and relations, recursion, sequences and series, matrices, combinatorics, probability theory and Boolean algebra.

MATH 103 ELEMENTARY ALGEBRA
5 units
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 103L APPLICATIONS IN ELEMENTARY ALGEBRA
0 units
In this course, students enhance their understanding of elementary algebra through the use of instructor-supervised computer assisted instruction, individual learning activities, and collaborative learning. This course is designed for several groups of students: 1) students concurrently enrolled in Math 103 who would like additional academic support to understand topics covered in their elementary algebra course, 2) students who have previously successfully taken Math 103 who would like to review specific elementary algebra topics before continuing on to the next level mathematics course, and 3) students who have not completed Math 103 who would like to review specific elementary algebra topics before enrolling or reenrolling in Math 103. This course is non-degree applicable. Credit/No Credit Only

MATH 103R ELEMENTARY ALGEBRA
3 units
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
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, perpendicularity, lengths, areas and volumes.

MATH 105 STATISTICS FOR EVERYDAY LIFE
3 units
Prerequisite: Math 103 (or 103R); or qualifying score on Placement Test.
This is a hands-on course to introduce probability and statistics to students who have low confidence in their mathematical ability. Instruction will be given in theoretical and estimated probability, simulation, descriptive statistics, and sampling. The Macintosh computer will be used as a tool in studying hypothesis-testing: t-tests, Chi-square, ANOVA, correlation and regression analysis.

MATH 106 INTERMEDIATE ALGEBRA
5 units
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 106L APPLICATIONS IN INTERMEDIATE ALGEBRA
0 units
In this course, students enhance their understanding of topics covered in intermediate algebra through the use of instructor-supervised computer assisted instruction, individual learning activities, and collaborative learning. This course is designed for several groups of students: 1) students concurrently enrolled in Math 106 who would like additional academic support to understand topics covered in their elementary algebra course, 2) students who have previously successfully taken Math 106 who would like to review specific elementary algebra topics before continuing on to the next level mathematics course, and 3) students who have not completed Math 106 who would like to review specific elementary algebra topics before enrolling or reenrolling in Math 106. This course is non-degree applicable. Credit/No Credit Only

MATH 106P PREPARATION FOR INTERMEDIATE ALGEBRA
.5 unit
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 ALEKS, a web-based computer algebra system. This course may be taken four times. This course is non-A.A./A.S. degree applicable. Credit/No Credit Only

MATH 106R INTERMEDIATE ALGEBRA
4 units
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 107 ALGEBRA AND GEOMETRY FOR EVERYDAY LIFE
5 units
Prerequisite: Math 103 (or 103R); or qualifying score on Placement Test.
This is a practical course which includes topics from intermediate algebra, geometry, and trigonometry using the Macintosh computer and hands-on constructions. This course may be substituted for Math 106/106R by students who want an Associate degree and transfer students who require Math G.

MATH 110 PREPARATION FOR THE ENTRY LEVEL MATHEMATICS EXAMINATION
1 unit
This course will prepare students to successfully take the Entry Level Mathematics Examination (ELM). It involves analysis and review of geometry and algebra, including expanding and factoring rational expressions and solving word problems. Credit earned in this course does not apply to the associate degree. This course may be repeated once. Credit/No Credit Only

MATH 902 ARITHMETIC FUNCTIONS
3 units (Formerly Math 102)
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. Credit earned in this course does not apply to the Associate Degree. Credit/No Credit Option

MATH 902L APPLICATIONS IN ARITHMETIC ALGEBRA
0 units
This course helps students enhance their basic arithmetic skills through the use of computer-assisted instruction, individual learning activities, and collaborative learning assignments. The course is designed for two groups of students: 1) students concurrently enrolled in Math 902 who want additional academic support in mastering topics covered in the course and 2) students who want to review specific basic arithmetic skills (based on diagnostic testing) before enrolling in elementary algebra or for job needs. This course is non-degree applicable. Credit/No Credit Only

MATH 902P PRE-ALGEBRA
3 units (Formerly Math 102P)
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. Credit earned in this course does not apply to the Associate Degree. Credit/No Credit Option

MATH 903P PREPARATION FOR ELEMENTARY ALGEBRA
.5 unit
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 ALEKS, a web-based computer algebra system. This course may be taken four times. This course is non-A.A./A.S. degree applicable. Credit/No Credit Only.

MATH 091, 092, 093 DIRECTED STUDIES
1-3 units
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.

Medical Assisting
(See Health Care Technologies)

Microbiology
(See Biology 045)

Military Science

(R.O.T.C. and A.F.R.O.T.C.)

THE FACULTY
Professor: Lt Col Shawn Cowley, US Army

West Valley College students can enroll in lower division Army ROTC classes taught by the Department of Military Science, Santa Clara University. The courses acquaint students with the fundamentals of national security and military history, introduce the principles and techniques of modern warfare, and develop leadership and management skills. Taking Army ROTC can ultimately result in becoming an Army officer in the active Army, Army Reserve or National Guard. Students register for classes at West Valley College and attend them at Santa Clara University. For information about scholarships or classes, contact the Professor of Military Science at (408) 554-4034.

Army ROTC

MILSC 001A. LEADERSHIP AND PERSONAL DEVELOPMENT
3 units
Acceptable for credit: California State University
Introduces students to the personal challenges and competencies that are critical for effective leadership. Students learn how the personal development of life skills such as goal setting, time management, physical fitness, and stress management relate to leadership and officership. Develop their own personal fitness program under the guidance of an Army Master Fitness Trainer. Two 60-minute classes per week; Weekly 3-hour leadership labs required. One four-day weekend field exercise away from the University.

MILSC 001B. FOUNDATIONS IN LEADERSHIP I AND II
3 units
Acceptable for credit: California State University
Introduces leadership fundamentals such as setting direction, problem solving, listening, presenting briefs, providing feedback and using effective writing skills. Students explore dimensions of leadership, values, attributes, skills, and actions in the context of practical, hands on, and interactive exercises. Two 60-minute classes per week; Weekly 3-hour leadership labs required. One four-day weekend field training exercise away from the University. One evening military formal dinner. For more information, call the Military Science Department at Santa Clara University, (408) 554-4035/4034.
Music

THE FACULTY
Robert Cornejo
Louis De La Rosa
Jeff Forehan
Gus Kambeltz

DIVISION
Fine Arts

DIVISION CHAIR
Sandra LaFaye

DEPARTMENT CHAIR
Gus Kambeltz

PHONE
408-741-2460

E-MAIL
gus_kambeltz@westvalley.edu

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 voice. The Music Department 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.

Highlights
- All Steinway pianos
- Performance opportunities in choral, and instrumental ensemble
- Fine Art Computer lab
- Integrated learning opportunities in Fine Arts – Music, Art, Theater Arts, Film.
- Professional teaching faculty
- A variety of music courses available online
- Opportunities to explore artistic expression
- Focused workshops with music professionals

Learning Outcomes
Music students are given the opportunity to:

- Learn in a supportive, creative environment;
- Learn and think critically when analyzing and making music;
- Learn to identify many types, styles, and historical periods of music;
- Work independently and collaboratively;
- Learn to read and write music notations and apply them to a specific instrument, e.g., piano, guitar, voice;
- Learn to apply the fundamental principles of music;
- Learn appropriate performance techniques; and
- Learn to understand and appreciate diversity in music.

Career Options
- Accompanist
- Arranger
- Choir Director
- Composer
- Conductor
- Copyist
- Guitar Performance
- Instrumental Instructor

- Music Criticism
- Music Director
- Music Instructor
- Music Librarian
- Music Publishing
- Music Therapy
- Opera
- Piano Performance
- Private Teaching
-Producer
- Public Teaching
- Soloist
- Studio Performer
- Vocal Instructor
- Vocal Performance

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

Degree
A.A. degree, Music

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>
</tr>
</thead>
<tbody>
<tr>
<td>Music 003A</td>
<td>Music Theory Level 1</td>
</tr>
<tr>
<td>Music 003B</td>
<td>Music Theory Level 2</td>
</tr>
<tr>
<td>Music 004A</td>
<td>Music Theory Level 3</td>
</tr>
<tr>
<td>Music 004B</td>
<td>Music Theory Level 4</td>
</tr>
<tr>
<td>Music 030AB</td>
<td>Beginning Piano</td>
</tr>
<tr>
<td>Music 031AB</td>
<td>Intermediate Piano</td>
</tr>
<tr>
<td>Music 039</td>
<td>Applied Music (4 sem.)</td>
</tr>
</tbody>
</table>

Ensemble Courses (4 semesters required)

Music 040 | College Singers | 2 |
Music 049 | Symphonic Band | 2 |
Music 051 | Jazz Ensemble | 2 |
Music 060 | Masterworks Chorale | 1 |
Music 061 | Vocal Jazz Ensemble | 2 |

Electives (5 units required)

Music 001 | Music History | 3 |
Music 002 | Music History | 3 |
Music 009 | Jazz-Past and Present | 3 |
Music 010 | Music Appreciation | 3 |
Music 027 | Introduction to Jazz Piano | 1 |
Music 032A | Beginning Voice | 1 |
Music 032B | Beginning Voice | 1 |
Music 033A | Intermediate Voice | 1 |
Music 036 | Guitar | 1 |
Music 041 | College Chorus | 1 |
Music 043A | Tech. of Jazz Improvisation | 1 |
Music 043B | Tech. of Jazz Improvisation | 1 |
Music 053 | Chamber Ensemble | 1 |

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

1. All the major requirements
2. Minimum four ensemble courses distributed over four semesters
3. Minimum five units from electives
4. Additional units to meet the college graduation 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.
NOTES:
1. Piano majors may meet the Music 030A,B and 031A,B requirement via credit by examination.
2. Music majors considering a career in music education should enroll in music electives Music 027,032A,B, 036, and 041.

MUSIC 001 MUSIC HISTORY
3 units
Acceptable for credit: University of California, California State University
This course is a chronological study of music from early origins to 1750, with emphasis on stylistic considerations as demonstrated by significant composers and their representative works.

MUSIC 002 MUSIC HISTORY
3 units
Acceptable for credit: University of California, California State University
This course is a chronological study of music from early origins to 1750, with emphasis on stylistic considerations as demonstrated by significant composers and their representative works. This course is a chronological study of music from early origins to 1750, with emphasis on stylistic considerations as demonstrated by significant composers and their representative works.

MUSIC 003A MUSIC THEORY LEVEL 1
4 units
Acceptable for credit: University of California, California State University
This is a course for music majors/minors in the technical aspects of music: scales, intervals, triads and their inversions, harmonization of melodies and basses, sight singing with syllables and numbers, rhythm, and beginning analysis; melodic, harmonic, and rhythmic dictation (ear training); harmonization, using principal and secondary triads in root position and 1st and 2nd inversions; elementary keyboard harmony. Credit/No Credit Option

MUSIC 003B MUSIC THEORY LEVEL 2
4 units
Acceptable for credit: University of California, California State University
This is a course for music majors/minors in the technical aspects of music: scales, intervals, triads and their inversions, harmonization of melodies and basses, sight singing with syllables and numbers, rhythm, and beginning analysis; melodic, harmonic, and rhythmic dictation (ear training); harmonization, using principal and secondary triads in root position and 1st and 2nd inversions; elementary keyboard harmony. Credit/No Credit Option

MUSIC 004A MUSIC THEORY LEVEL 3
4 units
Recommended Preparation: MUSIC 003A or 003B for 004A; 003A or 003B or 004A for 004B
Acceptable for credit: University of California, California State University
This is the study of more advanced harmonic, rhythmic and melodic material, with emphasis on chromatic harmony, modulation, survey and analysis of musical styles and period techniques, including those of the 20th century. There is instruction on four-part writing using secondary dominants, the Neapolitan, French, German and Italian sixths. Also included is advanced sight singing in one and two parts along with melodic and harmonic dictation in the treble, alto and bass clefs, using more chromatic materials. There is laboratory work in keyboard harmony. Credit/No Credit Option

MUSIC 004B MUSIC THEORY LEVEL 4
4 units
Recommended Preparation: MUSIC 003A or 003B for 004A; 003A or 003B or 004A for 004B
Acceptable for credit: University of California, California State University
This is the study of more advanced harmonic, rhythmic and melodic material, with emphasis on chromatic harmony, modulation, survey and analysis of musical styles and period techniques, including those of the 20th century. There is instruction on four-part writing using secondary dominants, the Neapolitan, French, German and Italian sixths. Also included is advanced sight singing in one and two parts along with melodic and harmonic dictation in the treble, alto and bass clefs, using more chromatic materials. Laboratory work in keyboard harmony. Credit/No Credit Option

MUSIC 005 FUNDAMENTALS OF MUSIC
3 units
Acceptable for credit: University of California, California State University
This course is designed for the student who wants a beginning background in the theory of music. The course includes: basic musical notation, rhythm and meter, major and minor scales, major and minor key signatures, intervals and inversions, triads (major, minor, diminished and augmented), some seventh chords, inversions of triads and seventh chords, elementary formal and harmonic analysis, and ear training for all of the above, plus some sight singing and melodic dictation. This is NOT a music major course. Credit/No Credit Option

MUSIC 007 COUNTERPOINT
3 units
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 16th 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
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). The added hour by arrangement is for the real number of extra performances given.

MUSIC 010 MUSIC APPRECIATION
3 units
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
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. Credit/No Credit Option

MUSIC 012 FORM AND ANALYSIS
3 units
Recommended Preparation: Music 003A or 003B
Acceptable for credit: University of California, California State University
A course for the music student providing an examination of traditional techniques of musical structure and their application in historical and contemporary styles.

MUSIC 014 ORCHESTRATION
2 units
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
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. Corresponded 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. Credit/No Credit Option

MUSIC 022 COLLEGE CHAMBER ENSEMBLE
1.5 units
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. Credit/No Credit Option

MUSIC 026 TECHNIQUES OF JAZZ-ROCK GUITAR
1 unit
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. Credit/No Credit Option

MUSIC 027 INTRODUCTION TO JAZZ PIANO
1 unit
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. Credit/No Credit Option

MUSIC 030A BEGINNING PIANO
1 unit
Recommended Preparation: Music 030A before 030A
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. Credit/No Credit Option

MUSIC 030B BEGINNING PIANO
1 unit
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. Credit/No Credit Option

MUSIC 031A, B INTERMEDIATE PIANO
1 unit each
Recommended Preparation: Music 030B before 031A; 031A or 031B 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
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. Credit/No Credit Option

MUSIC 032B - BEGINNING VOICE: FOLK MUSIC
1 unit
Prerequisite: Music 032A
Acceptable for credit: University of California, California State University
This course offers group instruction in vocal technique using folk literature from around the world. Topics covered include posture, breath support, articulation, and common vocal problems. This course may be repeated three times. Credit/No Credit Option

MUSIC 032C BEGINNING VOICE: MUSICAL THEATER
1 unit
Acceptable for credit: California State University
This course offers group instruction in vocal technique using Musical Theater solo literature. Topics covered include posture, breath support, articulation, and common vocal problems. This course may be repeated three times. Credit/No Credit Option

MUSIC 033A, B INTERMEDIATE VOICE
1 unit each
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 034 FUNDAMENTALS OF SINGING
1 unit
Acceptable for credit: University of California, California State University
To provide vocal students, with little or no previous musical training, with a chance to explore and improve their singing voices; to help them to refine their singing competence in performing by emphasizing basic music theory as it relates to singing and learning songs, and to give them a chance to enjoy and to learn to perform simple songs of several different styles.

MUSIC 036 GUITAR
1 unit
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. 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. This course may be repeated three times.

MUSIC 039 APPLIED MUSIC
1 unit
Prerequisite: Permission to register for credit and placement examination by the college music staff to determine level of competent in performing a musical instrument or voice. One private per week; periodic examination given by music staff
Acceptable for credit: 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
Recommended Preparation: A reasonably developed singing voice, the ability to read music and to sing an assigned part in an ensemble
Acceptable for credit: 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, Baroque), encompassing cultures of Eurasia and the Americas though literature of other eras may also be programmed. This course may be repeated three times. Credit/No Credit 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.
MUSIC 040B CHAMBER SINGERS - CLASSICAL MUSIC
2 units
Recommended Preparation: A reasonably developed singing voice, the ability to read music and to sing an assigned part in an ensemble
Acceptable for credit: 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 will be primarily from the classical eras of music history (Classical, Romantic), though other literature may also be programmed. This course may be repeated three times. Credit/No Credit Option

MUSIC 040C CHAMBER SINGERS - MODERN MUSIC
2 units
Recommended Preparation: A reasonably developed singing voice, the ability to read music and to sing an assigned part in an ensemble
Acceptable for credit: 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. This course may be repeated three times. Credit/No Credit Option

MUSIC 041 COLLEGE CHORUS
1 unit
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. Credit/No Credit Option

MUSIC 042 COLLEGE CHORALE
1 unit
Recommended Preparation: The ability to be a self-sufficient singer in a small ensemble
Acceptable for credit: University of California, California State University
College Chorus 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
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. Credit/No Credit Option

MUSIC 048 SYMPHONY ORCHESTRA
1 unit
Recommended Preparation: Ability to play a standard symphonic instrument
Acceptable for credit: University of California, California State University
This course covers the developments in 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 may be repeated four times. Credit/No Credit Option

MUSIC 049 SYMPHONIC BAND
1 unit
Recommended Preparation: Ability to play a standard band instrument
Acceptable for credit: University of California, California State University
This course focuses on the study and performance of symphonic band repertoire of all styles and periods. Emphasis is on group participation and public performance. Attendance at all scheduled performances required. This course may be repeated three times.

MUSIC 051 JAZZ ENSEMBLE
2 units
Recommended Preparation: Ability to play a jazz band instrument; e.g., drums, bass, guitar, piano, saxophone, trumpet, or trombone
Acceptable for credit: University of California, California State University
Performance of music for large jazz ensemble with attention to stylistic differences utilized in modern jazz composition. It is open by audition to all qualified students. This ensemble continues the exploration of jazz as a unique cultural art-form within an accurate historical and contemporary framework. Credit/No Credit Option

MUSIC 052A ENSEMBLE PERFORMANCE - JAZZ & POPULAR MUSIC
2 units
Recommended Preparation: Ability to play a traditional band instrument
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. This course may be repeated three times. Credit/No Credit Option

MUSIC 053 CHAMBER ENSEMBLE
1 unit
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. Credit/No Credit Option

MUSIC 054 HISTORY OF ROCK AND ROLL MUSIC
3 units
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. Credit/No Credit Option

MUSIC 055 WORLD MUSIC
3 units
Acceptable for credit: 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. Credit/No Credit Option

MUSIC 056 AFRO-LATIN PERCUSSION
1 unit
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
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: 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. Credit/No Credit Option

MUSIC 060B MASTERWORKS CHORALE - CLASSICAL MUSIC
1 unit
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: 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. Credit/No Credit Option

- PREREQUISITES AND COREQUISITES are MANDATORY. See page 17 for specific information.
- Courses used to meet prerequisite requirements must have been completed with a grade of C or credit or better.
- RECOMMENDED preparations are ADVISORY.
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 907, or Reading 053. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.
OCEAN 001 GENERAL OCEANOGRAPHY
3 units
Acceptable for credit: University of California, California State University
This course is a general study of the physical, chemical, biological and geological properties of the oceans with emphasis on the impact between humans and the seas.

OCEAN 010 INTRODUCTION TO OCEANOGRAPHY
4 units
Recommended Preparation: MATH 902
Acceptable for credit: University of California, California State University
This course presents some of the more important phenomena of oceanography with emphasis on seafloor plate tectonics, marine geology, ocean chemistry, ocean physics, and marine ecology. The laboratory section complements the lecture with hands-on experience through lab exercises, demonstrations, and field trips.

OCEAN 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 Option

Office Administration
(See Business)

Paralegal
THE FACULTY
Peggy Mathieson
Stacy Hopkins
DIVISION Applied Arts and Sciences
DIVISION CHAIR Kris Gaiero
DEPARTMENT CHAIR Peggy Mathieson
PHONE 408-741-4635
E-MAIL peggy.mathieson@westvalley.edu
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 have:
• an overview of the American legal system;
• an overview of the practice of law;
• skills and knowledge to work in civil litigation;
• an understanding of the ethical rules and regulations applicable to paralegals and other legal professionals;
• a balanced education founded on the integration of general education, legal theory and practical legal course work;
• strong written and oral communication skills; and
• the opportunity to acquire the skills needed to function in areas of practice other than litigation.

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.

Major Requirements:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>PARA 018</td>
<td>Legal Analysis</td>
</tr>
<tr>
<td>PARA 019</td>
<td>Introduction to Paralegal Studies 3</td>
</tr>
<tr>
<td>PARA 021</td>
<td>Introduction to American Law 3</td>
</tr>
<tr>
<td>PARA 022</td>
<td>Civil Litigation Procedures 3</td>
</tr>
</tbody>
</table>

• PREREQUISITES AND COREQUISITES are MANDATORY. See page 17 for specific information.
• Courses used to meet prerequisite requirements must have been completed with a grade of C or credit or better.
• RECOMMENDED preparations are ADVISORY.
PARA 023 Legal Research and Writing 3
PARA 024 Advanced Legal Research and Writing 3
PARA 025 Legal Ethics and Professional 1.5
PARA 029 Internship 3
PARA 040 Advanced Civil Litigation 3
PARA 065B Microsoft Word for the Law Office 3

Electives from Recommended List
Select a minimum of 12 units from the following courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PARA 026 Computers in the Law Office</td>
<td>3</td>
</tr>
<tr>
<td>PARA 027 Corporate Law</td>
<td>3</td>
</tr>
<tr>
<td>PARA 028 Administrative Law</td>
<td>3</td>
</tr>
<tr>
<td>PARA 030 Business Contract Law</td>
<td>3</td>
</tr>
<tr>
<td>PARA 032 Family Law</td>
<td>3</td>
</tr>
<tr>
<td>PARA 033 Paralegal Procedures in Real Estate Law</td>
<td>3</td>
</tr>
<tr>
<td>PARA 34 Bankruptcy Law and Procedures</td>
<td>3</td>
</tr>
<tr>
<td>PARA 035 Introduction to Probate</td>
<td>3</td>
</tr>
<tr>
<td>PARA 036 Will Drafting and Basic Estate Planning</td>
<td>3</td>
</tr>
<tr>
<td>PARA 037 Intellectual Property Law</td>
<td>3</td>
</tr>
<tr>
<td>PARA 038 Constitutional Law</td>
<td>3</td>
</tr>
<tr>
<td>PARA 039 Paralegal Interviewing and Investigating</td>
<td>3</td>
</tr>
<tr>
<td>PARA 041 Torts</td>
<td>3</td>
</tr>
<tr>
<td>PARA 042 Criminal Trial Techniques for the</td>
<td>3</td>
</tr>
<tr>
<td>PARA 043 Law Office Management</td>
<td>3</td>
</tr>
<tr>
<td>PARA 044 Computerized Legal Research</td>
<td>3</td>
</tr>
<tr>
<td>PARA 047 Trademark Law</td>
<td>3</td>
</tr>
<tr>
<td>PARA 048 Copyright</td>
<td>3</td>
</tr>
<tr>
<td>PARA 049 Securities Regulations</td>
<td>3</td>
</tr>
<tr>
<td>PARA 050 Paralegal Field Experience</td>
<td>3</td>
</tr>
<tr>
<td>PARA 066 Legal Research on the Internet 0.5</td>
<td>3</td>
</tr>
<tr>
<td>PARA 070 Employment Law</td>
<td>3</td>
</tr>
<tr>
<td>PARA 076 Immigration and Naturalization Law For Paralegals</td>
<td>3</td>
</tr>
<tr>
<td>PARA 081A CLT: Legal Drafting/Correspondence</td>
<td>1</td>
</tr>
<tr>
<td>PARA 081D CLT: Legal Drafting/Plain Language Pleadings</td>
<td>1</td>
</tr>
<tr>
<td>PARA 081E CLT: Legal Drafting/Persuasive Writing</td>
<td>1</td>
</tr>
<tr>
<td>PARA 083A CLT: Evidence and Trial Prep</td>
<td>3</td>
</tr>
<tr>
<td>PARA 083B Electronic Evidence Discovery</td>
<td>1</td>
</tr>
<tr>
<td>PARA 083C CLT: Patent</td>
<td>3</td>
</tr>
<tr>
<td>PARA 091 Directed Studies</td>
<td>1</td>
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<tr>
<td>PARA 092 Directed Studies</td>
<td>1</td>
</tr>
<tr>
<td>PARA 093 Directed Studies</td>
<td>3</td>
</tr>
<tr>
<td>CA 046B Presentation, Powerpoint</td>
<td>1</td>
</tr>
<tr>
<td>CA 062B Beg Spreadsheets: Microsoft Excel</td>
<td>1</td>
</tr>
<tr>
<td>CA081B Beg Database: Microsoft Access</td>
<td>1</td>
</tr>
</tbody>
</table>

Total units of major requirements 40.5

PARALEGAL (Certificate)
To receive a Certificate, a student must have a minimum of an Associate Degree in another area 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.

Major Requirements

<table>
<thead>
<tr>
<th>Course</th>
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</tr>
</thead>
<tbody>
<tr>
<td>PARA 018 Legal Analysis</td>
<td>3</td>
</tr>
</tbody>
</table>

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 recommend a math course prior to enrollment. See individual course descriptions for math recommendations.

Electives from Recommended List
Select a minimum of 12 units from the following courses:

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<td>PARA 033 Real Estate Law</td>
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</tr>
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<td>PARA 035 Probate</td>
<td>3</td>
</tr>
<tr>
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<td>3</td>
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</tbody>
</table>

Total units of major requirements 40.5

PARA 018 LEGAL ANALYSIS
3 units
Acceptable for credit: California State University
This course is dedicated to the art of legal analysis. It is designed to take students systematically through cases to identify: procedural history, critical facts, issues, holdings, rationale, and dicta and to assimilate these components into a brief. The course explores some basic principles of logic and implements these principles by comparing cases and statutes. It enables students to understand how lawyers and courts receive and present legal arguments.

PARA 019 INTRODUCTION TO PARALEGAL STUDIES
3 units
Acceptable for credit: California State University
This course provides a basic 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
Acceptable for credit: California State University
This course provides an overview of the major substantive areas of American law. It includes a history of the legal system plus an introduction to the United States Constitution, Federal statutes and procedures, Federal Agency Representation, law of corporations, civil rights procedures, criminal law and procedures, and patent and trademark law. Credit/No Credit Option

PARA 022 CIVIL LITIGATION PROCEDURES
3 units
Prerequisite: PARA 019
Acceptable for credit: California State University
An introduction to law office procedures, investigative procedures and preparation of civil litigation cases. Practical exercises to learn to assist an attorney as a litigation paralegal.

PARA 023 LEGAL RESEARCH AND WRITING
3 units
Prerequisite: PARA 019
Acceptable for credit: California State University
Study of various skills needed by the paralegal in the general practice law office, including how to do research and legal writing under the supervision of an attorney with primary emphasis on finding applicable code and case law. Drafting of legal documents, including memos, letters and pleadings.

PARA 024 ADVANCED LEGAL RESEARCH AND WRITING
3 units
Prerequisite: PARA 023
Acceptable for credit: California State University
This course involves advanced use of the law library and familiarization with sophisticated legal research tools.
PARA 025 LEGAL ETHICS AND PROFESSIONAL RESPONSIBILITY
1.5 units
Acceptable for credit: California State University
This course provides the student with the ethical rules and regulations of the legal profession and provides a basis for an ethical way of thinking and acting based on the student's active participation in the learning process.

PARA 026 COMPUTERS IN THE LAW OFFICE
3 units
Acceptable for credit: California State University
This course introduces the paralegal student to the technology used in a law office.

PARA 027 CORPORATE LAW
3 units
Acceptable for credit: California State University
This course offers an in-depth study of the relevant legal considerations involved in corporate transactions. It provides step-by-step guidance through corporate practice dealing systemically with issues that integrate corporate law, securities law and tax considerations at each stage of the transaction.

PARA 028 ADMINISTRATIVE LAW
3 units
Acceptable for credit: California State University
This course presents basic concepts of administrative law and procedure in federal and state agencies, with emphasis on the paralegal's role in the administrative process. Paralegal students learn both formal and informal advocacy techniques, including representing clients before administrative bodies. Substantive topics include administrative delegation of power, rule making, agency discretionary powers, remedies, and judicial review. Procedural topics include agency operation, adjudication, hearing preparation, and administrative and judicial appeals.

PARA 029 INTERNSHIP
3 units
Prerequisite: PARA 022 and PARA023; 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 shares practical experience. Credit/No Credit Only.

PARA 030 PARALEGAL PROCEDURES IN BUSINESS/CONTRACT LAW
3 units
Acceptable for credit: California State University
This course is designed to introduce and instruct the student in the procedures commonly performed by the paralegal including a study of the nature of sole proprietorship and partnership formation, operation and dissolution of partnerships including limited partnerships. The nature and formation of corporations, types of corporations, operation, reorganization and dissolution of corporations including statutory aspects of corporations are covered. Securities regulations, contracts, remedies, contracts for sale of goods and standard clauses, and common business transactions are introduced.

PARA 032 FAMILY LAW
3 units
Acceptable for credit: California State University
A study of dissolution, annulment and legal separation including jurisdiction and grounds, initial interview, and outline of procedure. Preparation of petitions and other documents: T.R.O., O.S.C., notice of motion, declarations, and use of schedules. Study includes discovery and dissolution procedures. Laws governing community versus separate property, mediation, adoptions, and guardianship of minors are reviewed and parent-child legal relationships are examined.

PARA 033 PARALEGAL PROCEDURES IN REAL ESTATE LAW
3 units
Acceptable for credit: California State University
This course introduces and instructs the student in the procedures commonly performed by the paralegal including a study of the area of substantive law of real property and leasehold interests and the rights and duties of landlords and tenants. The course includes instruction 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
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 035 INTRODUCTION TO PROBATE
3 units
Acceptable for credit: California State University
A study of basic legal concepts of after death procedures and probate and non-probate procedures. The student studies the statutory requirements and reasons for the requirements; preparation of forms and documents relating to probate matters. Credit/No Credit Option

PARA 036 WILL DRAFTING AND BASIC ESTATE PLANNING
3 units
Acceptable for credit: California State University
A study of basic will drafting and estate planning. Study of terminology and fact situations, as well as applicable statutes and case law. Practical study through drafting wills and other relevant basic estate planning documents. Credit/No Credit Option

PARA 037 INTELLECTUAL PROPERTY LAW
3 units
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
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
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
Prerequisite: PARA 022
Acceptable for credit: California State University
Study of complex litigation, focusing on document organization, deposition summaries, trial preparation, case management, preparation of discovery documents, drafting of motions, and implementation of procedures from pretrial to resolution.

PARA 041 TORTS
3 units
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
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
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 044 COMPUTERIZED LEGAL RESEARCH
3 units
Prerequisite: PARA 023
Acceptable for credit: California State University
This course provides the students with the opportunity of an advanced study of legal research using the on-line LEXIS service, the material contained therein, and the utilization of this service to facilitate legal research. Credit/No Credit Only.

• PREREQUISITES AND COREQUISITES are MANDATORY. See page 17 for specific information.
• Courses used to meet prerequisite requirements must have been completed with a grade of C or credit or better.
• RECOMMENDED preparations are ADVISORY.
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.
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 Recommended Preparations in Basic Skills:

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

2. Required courses: (27 units)

   Course                  Units
   PKMGT 016A Introduction to GIS and GPS 3
   PKMGT 016B Introduction 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
   PKMGT 016H Introduction to Computer-Aided Design 3
   GEG 001 Introduction to Physical Geography 3
   GEG 002 Introduction to Cultural Geography 3

   Recommended Electives:

   GEOGRAPHIC INFORMATION SCIENCE (Certificate)
   Required courses: (27 units)

   Course                  Units
   PKMGT 010A Introduction to Park Management 3
   PKMGT 011A Park Communications 2
   PKMGT 012A Basic Outdoor Skills OR 3
   PKMGT 012B Intermediate Outdoor Skills for the Park Ranger 3
   PKMGT 013A Fire Suppression and Use 2
   PKMGT 014A Conservation of Natural Resources 3
   PKMGT 015A Duties of the Ranger 3
   PKMGT 015B Natural and Cultural Resource Interpretation 3
   PKMGT 015C Introduction to Park Maintenance 3
   PKMGT 016A Intro to GIS & GPS 3
   PKMGT 017A Basic Horticulture for Parks 3
   PKMGT 018A Park Planning and Design 2
   PKMGT 019A Wilderness First Responder 5
   PKMGT 020A/B Park Internship Seminar 3-3
   PKMGT 021A Park Operations Lab 1
   BIO 014 Environmental Science 3
   GEOG 001 Physical Geography OR 4
   GEOG 015 Geology of California 3
   BIO 160F-PC 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

   NOTE: Park Management students cannot take LEAD 220A/B or PKMGT 16A for G.E. Credit. See your counselor.

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

   RECOMMENDED preparations are ADVISORY.

   - PREREQUISITES AND COREQUISITES are MANDATORY. See page 17 for specific information.
   - Courses used to meet prerequisite requirements must have been completed with a grade of C or credit or better.
   - RECOMMENDED preparations are ADVISORY.
PKMGT 015A DUTIES OF THE RANGER  
3 units  
Prerequisites: PKMGT 010, PKMGT 014  
Acceptable for credit: California State University  
This course will introduce 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  
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  
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 AND GPS  
3 units  
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 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. Upon completion, students will receive ESRI ARCGIS I Certificate. Credit/No Credit Option

PKMGT 016B INTERMEDIATE DESKTOP GEOGRAPHIC INFORMATION SYSTEMS (GIS)  
3 units  
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 is West Valley College AA/AS certificate applicable. This course may be repeated once. Credit/No Credit Option

PKMGT 016C SPATIAL ANALYSIS FOR GEOGRAPHIC INFORMATION SYSTEMS (GIS)  
3 units  
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  
Prerequisite: PKMGT 016A  
Applicable 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 hands-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. Credit/No Credit Option

PKMGT 016E DATABASE DESIGN AND MANAGEMENT IN GIS  
3 units  
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 includes hands-on practical exercises in database management skills. This course may be repeated once. Credit/No Credit Option

PKMGT 016F GIS INTERNSHIP  
3 units  
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. Credit/No Credit Option

PKMGT 016H AUTOCAD: INTRODUCTION TO COMPUTER AIDED DESIGN  
3 units  
Recommended Preparation: Math 902 or concurrently  
Acceptable for credit: California State University  
This course is an introduction to computer-aided drafting using AutoCAD on the PC. The course emphasis will be in the construction of both 2D and 3D drawings. In addition to basic AutoCAD techniques, topics will include problems using the Advanced Modeling Extension (AME). This course is designed for students with NO prior computer experience. This course is AA/AS degree and certificate applicable. This course is dual listed with DRAFT 073, and ID 065. Credit/No Credit Option

PKMGT 017 BASIC HORTICULTURE FOR PARKS  
3 units  
Prerequisite: PKMGT 010, PKMGT 013, PKMGT 014  
Acceptable for credit: California State University  
This course is 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  
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  
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 wilderness and 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. Credit/No Credit Option

PKMGT 019B WILDERNESS FIRST RESPONDER REFRESHER  
2 units  
This refresher course is intended to give students an update on changes and improvements on techniques and methodologies for the Wilderness First Responder. This course with updated standards and protocols offers students an opportunity to work and practice the most current diagnostic and treatment skills. The student must possess a valid Professional Rescuer CPR with AED certificate prior to the start of class. This course may be taken four times. Credit/No Credit Option

PKMGT 020A/B PARK INTERNSHIP SEMINAR  
3 units each  
Prerequisites: PKMGT 010, PKMGT 012, PKMGT 014, PKMGT 016  
Recommended Preparations: PKMGT 020A, PKMGT 020B  
Prerequisites: Concurrent enrollment in work experience

PKMGT 150G BASIC RESPONSE TO A MAJOR INCIDENT-SEMS  
.5 units  
Prerequisite: Must have a current WVC-PM Basic Response to a Major Incident (ICS) certificate. This course is designed to train park agency personnel in the skills and procedures required to respond effectively to a large-scale emergency. The focus is on preparing participants to respond in an informed and professional manner to large emergencies in the park environment. The course includes discussion of common emergency management strategies, fire behavior, and incident command system (ICS) procedures. This course may be taken two times. Credit/No Credit Option

PKMGT 024 WILDERNESS NAVIGATION  
1 unit  
This course is designed to teach navigation skills to wilderness travelers. The course covers map reading, compass skills, and traditional navigation techniques. This course may be repeated once. Credit/No Credit 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. Credit/No Credit Option

PKMGT 113 FIRE TRAINING  
1 unit  
This course is designed to provide local park agencies with a short fire training course in wild land firefighting. Topics in this course will be fire behavior, weather, size-up, fireline construction, use of agency equipment and calling up local fire suppression resources. This course can be repeated three times. Credit/No Credit Only

PKMGT 116 UNIVERSAL TRAIL ASSESSMENT PROCESS  
1 unit  
This course is designed to teach land management employees the techniques used to produce objective classification of trails. The universal trail assessment process is used as a tool by land management agencies to inventory, maintain, and evaluate accessibility of trails. This course may be repeated once. Credit/No Credit Only

PKMGT 150F MOUNTAIN MEDICINE  
1 unit  
Prerequisite: PKMGT 150E or PKMGT 150G  
This course is designed to teach the skills necessary to provide medical care to wilderness travelers with a thorough understanding of the medical needs of wilderness travelers. This course includes discussion of common maladies, emergency evacuation, and first aid. This course may be repeated once. Credit/No Credit Option

PKMGT 150M BASIC RESPONSE TO A MAJOR INCIDENT-SEMS  
.5 units  
This course is designed to teach the skills necessary to provide medical care to wilderness travelers with a thorough understanding of the medical needs of wilderness travelers. This course includes discussion of common maladies, emergency evacuation, and first aid. This course may be repeated once. Credit/No Credit Option

PKMGT 021 PARK OPERATIONS LAB  
1 unit  
Prerequisites: PKMGT 010, 014  
Recommended Preparation: PKMGT 013  
Acceptable for credit: California State University

PKMTG 150G MOUNTAIN MEDICINE  
1 unit  
Prerequisite: Must have a current WVC-PM Basic Response to a Major Incident (ICS) certificate. This course is designed to train park agency personnel in the skills and procedures required to respond effectively to a large-scale emergency. The focus is on preparing participants to respond in an informed and professional manner to large emergencies in the park environment. The course includes discussion of common emergency management strategies, fire behavior, and incident command system (ICS) procedures. This course may be taken two times. Credit/No Credit Option

PKMTG 150G BASIC RESPONSE TO A MAJOR INCIDENT-SEMS  
.5 units  
This course is designed to teach the skills necessary to provide medical care to wilderness travelers with a thorough understanding of the medical needs of wilderness travelers. This course includes discussion of common maladies, emergency evacuation, and first aid. This course may be repeated once. Credit/No Credit Option

---

**Philosophy**

**THE FACULTY**

Don Ciraulo  
Sandra A. LaFave  
Barbara Upton

**DIVISION**  
Fine Arts

**DIVISION CHAIR**  
Sandra LaFave

**DEPARTMENT CHAIR**  
Don Ciraulo

**PHONE**  
408-741-2837

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don_ciraulo@westvalley.edu

**COUNSELING**  
408-741-2009

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:

- develop more clarity and rigor of thought and expression;
- learn to evaluate reasoning, so the student’s own arguments become more precise and persuasive, and the student develops greater resistance to incorrect arguments;
- learn to apply philosophy’s analytical approach to people’s most basic assumptions about the world and human experience. For example, many people think they can tell reality from unreality, knowledge from ignorance, sense from nonsense, mind from matter, and persons from things. Philosophy scrutinizes basic assumptions such as these and tries to arrive at the conclusions best supported by reason;
- learn to appreciate the vitality and relevance of classical philosophical debates to contemporary life; and
- broaden their multicultural understanding, particularly through the study of world religions and religious traditions within America. The comparative study of the great religions of the world invites students to share world-views almost unimaginably different from ordinary Western habits of mind.

**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.
accredited 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)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHIL 001 Introduction to Philosophy</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 002 Introduction to Logic and *</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 003 Introduction to Ethics *</td>
<td>3</td>
</tr>
<tr>
<td>Philosophy-based Comparative Culture/Religion Courses (three courses, student chooses one of three -- 3 units)</td>
<td></td>
</tr>
<tr>
<td>PHIL 004 Patterns in Comparative Religions or</td>
<td></td>
</tr>
<tr>
<td>PHIL 016 Religious Pluralism in the United States or</td>
<td></td>
</tr>
<tr>
<td>PHIL 021 World Philosophers on Death Philosophy Electives (Select 9 units) Units</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 005 Introduction to Social and Political</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 006 Introduction to the Philosophy of the</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 008 Introduction to Asian Philosophy</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 009 Introduction to Symbolic Logic</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 012 Introduction to Environmental Ethics</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 017 Logic &amp; Critical Reasoning</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 022 Philosophy of Religion</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Units</strong></td>
<td><strong>21</strong></td>
</tr>
</tbody>
</table>

**PHIL 001 INTRODUCTION TO PHILOSOPHY**

3 units
Acceptable for credit: University of California, California State University.
This course is an introduction to the problems and techniques of traditional and modern logic, including deductive and inductive inference. The student will learn how to distinguish argument from non-argument, to identify and avoid common fallacies in reasoning, for test validity both truth functional arguments and categorical syllogisms, to construct simple formal proofs of validity in truth-functional logic, and to understand the nature of inductive reasoning and its relationship to the sciences. This course fulfills the California State University requirement for Critical Thinking. Credit/No Credit Option (CAN PHIL 002)

**PHIL 002 INTRODUCTION TO LOGIC**

3 units
Acceptable for credit: University of California, California State University.
This course is an introduction to the problems and techniques of traditional and modern logic, including deductive and inductive inference. The student will learn how to distinguish arguments from non-arguments, to identify and avoid common fallacies in reasoning, to test validity both truth functional arguments and categorical syllogisms, to construct simple formal proofs of validity in truth-functional logic, and to understand the nature of inductive reasoning and its relationship to the sciences. This course fulfills the California State University requirement for Critical Thinking. Credit/No Credit Option (CAN PHIL 002)

**PHIL 003 INTRODUCTION TO ETHICS**

3 units
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 IGETC requirement for Critical Thinking/English composition. (CAN PHIL 4)

**PHIL 004 PATTERNS IN COMPARATIVE RELIGIONS**

3 units
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 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; and how different religious beliefs affect the culture and history of European, Arabic, and Asian peoples. Credit/No Credit Option

**PHIL 005 INTRODUCTION TO SOCIAL AND POLITICAL PHILOSOPHY**

3 units
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. Credit/No Credit Option

**PHIL 006 INTRODUCTION TO THE PHILOSOPHY OF THE PERSON**

3 units
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. Credit/No Credit Option

**PHIL 008 INTRODUCTION TO ASIAN PHILOSOPHY**

3 units
Acceptable for credit: University of California, California State University.
This course is an introductory survey of the main philosophical currents of the thought of India, China, and Japan. The student will be encouraged to explore the answers offered by Asian philosophers to such questions as: What is ultimate reality? What is the self? How is personal freedom to be achieved? This course will be of particular interest to students who encounter elements of Asian thought in business, art, music, history and other disciplines and who are interested in understanding the intellectual forces which have shaped the cultures of Asia. Credit/No Credit Option

**PHIL 009 INTRODUCTION TO SYMBOLIC LOGIC**

3 units
Acceptable for credit: University of California, California State University.
This course is an introduction to the concepts and methods of modern symbolic logic, both sentential and quantificational. The student will learn to do truth value analysis of statements, translate complex natural-language arguments into both truth sentential and quantificational logic, and explore the meta-logical issues of consistency and completeness of formal systems. The relevance of symbolic logic to areas such as set theory and computer science will also be explored. Credit/No Credit Option
PHIL 012 INTRODUCTION TO ENVIRONMENTAL ETHICS
3 units
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 it 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. Credit/No Credit Option

PHIL 016 RELIGIOUS PLURALISM IN THE UNITED STATES
3 units
Acceptable for credit: University of California, California State University

This course examines religious pluralism in the United States, including such topics as: the philosophic 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 religious traditions and the impact of foreign religions on American philosophers. By means of this survey, 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. Credit/No Credit Option

PHIL 017 LOGIC AND CRITICAL REASONING
3 units
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
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, aboriginal, and native American sources. This course satisfies the 3-unit Cultural Diversity requirement for an Associate degree. Credit/No Credit Option

PHIL 022 PHILOSOPHY OF RELIGION
3 units
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 view-point. Credit/No Credit Option

PHIL 091, 092, 093 DIRECTED STUDIES
1-3 units
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 philosophy by arrangement.

PHIL 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 Option

Photography

THE FACULTY
Brian Tramontana

DIVISION Social Science
DIVISION CHAIR Janis Kea
DEPARTMENT CHAIR Brian Tramontana
PHONE 408-741-2547
E-MAIL brian_tramontana@westvalley.edu
COUNSELING 408-741-2009

ELECTRONIC IMAGING
(A.S. Degree and Certificate)

Major Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Photo 001 Basic Photography (Lecture)</td>
<td>3</td>
</tr>
<tr>
<td>Photo 001L Basic Photography (Laboratory)</td>
<td>0</td>
</tr>
<tr>
<td>Photo 021A Studio Photography/Product Lighting</td>
<td>2</td>
</tr>
<tr>
<td>Photo 030 Basic Color Photography</td>
<td>4</td>
</tr>
<tr>
<td>Photo 045A Field Studies</td>
<td>1</td>
</tr>
<tr>
<td>Photo 049A Darkroom Apparatus and Techniques</td>
<td>1</td>
</tr>
<tr>
<td>Photo 060 Introduction to Electronic Imaging</td>
<td>3</td>
</tr>
<tr>
<td>Photo 061 Intermediate Electronic Imaging</td>
<td>2</td>
</tr>
<tr>
<td>Photo 062 Advanced Electronic Imaging</td>
<td>2</td>
</tr>
</tbody>
</table>

Recommended Electives

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>Photo 002 Intermediate Photography (Lecture)</td>
<td>3</td>
</tr>
<tr>
<td>Photo 002L Intermediate Photography (Laboratory)</td>
<td>0</td>
</tr>
<tr>
<td>Photo 020A Studio Photography/Portraiture</td>
<td>2</td>
</tr>
<tr>
<td>Photo 021B Intermediate Studio Photo/ Product Lighting</td>
<td>2</td>
</tr>
<tr>
<td>Photo 045B Field Studies</td>
<td>1</td>
</tr>
<tr>
<td>Photo 045C Field Studies</td>
<td>1</td>
</tr>
<tr>
<td>Photo 049B Darkroom apparatus and Techniques</td>
<td>1</td>
</tr>
<tr>
<td>Photo 050 Photographic Expression (TV)</td>
<td>2</td>
</tr>
<tr>
<td>Photo 070 Kodakith Techniques</td>
<td>1</td>
</tr>
<tr>
<td>Photo 071 Slide Duplication</td>
<td>1</td>
</tr>
<tr>
<td>Photo 072 Environmental Portraits</td>
<td>1</td>
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<tr>
<td>Photo 073 Photographing Your Art</td>
<td>1</td>
</tr>
<tr>
<td>Photo 074 Close-up Photography</td>
<td>1</td>
</tr>
<tr>
<td>Photo 075 Photo Projects for the Instructor</td>
<td>1</td>
</tr>
<tr>
<td>Photo 091-093 Directed Studies (total Maximum of)</td>
<td>3</td>
</tr>
<tr>
<td>Art 001A Survey of Western Art 1</td>
<td>3</td>
</tr>
<tr>
<td>Art 001B Survey of Western Art 2</td>
<td>3</td>
</tr>
<tr>
<td>Art 001D Art of the 20th Century</td>
<td>3</td>
</tr>
<tr>
<td>Art 004 Art Appreciation</td>
<td>3</td>
</tr>
<tr>
<td>Journ 003 Introduction to Photo Communication</td>
<td>3</td>
</tr>
<tr>
<td>Journ 057 Newspaper Photography</td>
<td>2</td>
</tr>
</tbody>
</table>

To be awarded a certificate, a student must complete all of the major courses plus a minimum of 7 units from the recommended elective list. At least 6 of the 7 elective units to be selected from photography electives.

To be awarded an A.A. degree, a student must complete

1. All the major courses plus a minimum of 7 units from the recommended elective list. At least 6 of the 7 elective units to be selected from photography electives.
2. Additional units to meet the college graduation requirements.

**PHOTOGRAPHY (A.S. Degree and/or Certificate)**

**Major Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Photo 001</td>
<td>3</td>
</tr>
<tr>
<td>Photo 001L</td>
<td>3</td>
</tr>
<tr>
<td>Photo 002</td>
<td>3</td>
</tr>
<tr>
<td>Photo 002L</td>
<td>3</td>
</tr>
<tr>
<td>Photo 020A</td>
<td>2</td>
</tr>
<tr>
<td>Photo 030</td>
<td>4</td>
</tr>
<tr>
<td>Photo 045A</td>
<td>4</td>
</tr>
<tr>
<td>Photo 049A</td>
<td>1</td>
</tr>
<tr>
<td>Photo 049B</td>
<td>1</td>
</tr>
</tbody>
</table>

**Recommended Electives:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Photo 020B</td>
<td>3</td>
</tr>
<tr>
<td>Photo 021A</td>
<td>2</td>
</tr>
<tr>
<td>Photo 021B</td>
<td>2</td>
</tr>
<tr>
<td>Photo 045B</td>
<td>1</td>
</tr>
<tr>
<td>Photo 045C</td>
<td>1</td>
</tr>
<tr>
<td>Photo 060</td>
<td>1</td>
</tr>
<tr>
<td>Photo 061</td>
<td>1</td>
</tr>
<tr>
<td>Photo 062</td>
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<td>Photo 071</td>
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<td>Photo 072</td>
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<td>Photo 073</td>
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<td>Photo 074</td>
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<td>Photo 075</td>
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<tr>
<td>Photo 091-093</td>
<td>3</td>
</tr>
<tr>
<td>Art 001A</td>
<td>3</td>
</tr>
<tr>
<td>Art 001B</td>
<td>3</td>
</tr>
<tr>
<td>Art 001D</td>
<td>3</td>
</tr>
<tr>
<td>Art 004</td>
<td>3</td>
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<tr>
<td>Journ 003</td>
<td>3</td>
</tr>
<tr>
<td>Journ 057</td>
<td>2</td>
</tr>
</tbody>
</table>

To be awarded a certificate, a student must complete all the major courses plus a minimum of 9 units from the recommended elective list. Six units to be selected from photography electives.

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 (LECTURE)**

- Corequisites: Photo 001L and Photo 049A
- Acceptable for credit: University of California, California State University

3 units

**PHOTO 001L BASIC PHOTOGRAPHY (LABORATORY)**

- Corequisites: Photo 001L and Photo 049A
- Acceptable for credit: University of California, California State University

3 units

**PHOTO 020A STUDIO PHOTOGRAPHY (PORTRAITURE)**

- Prerequisite: Photo 001 and Photo 001L (day or night)
- Acceptable for credit: California State University

2 units

**PHOTO 020B INTERMEDIATE STUDIO PHOTOGRAPHY (PORTRAITURE)**

- Prerequisite: Photo 001 and Photo 001L (day or night)
- Acceptable for credit: California State University

2 units

**PHOTO 021A STUDIO PHOTOGRAPHY - PRODUCT LIGHTING**

- Prerequisite: Photo 001 and Photo 001L (day or night)
- Acceptable for credit: California State University

2 units

**PHOTO 021B INTERMEDIATE STUDIO PHOTOGRAPHY PRODUCT LIGHTING**

- Prerequisite: Photo 021A
- Acceptable for credit: California State University

2 units

See page 17 for specific information.

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.
PHOTO 030 COLOR PHOTOGRAPHY
4 units
Prerequisite: Photo 001
Acceptable for credit: California State University
Basic color theory and processing of prints from negatives will be presented. Color slides will also be processed. Students not attending the first meeting of class will be dropped from the course. Students must supply their own adjustable focus and exposure camera and all expendable photographic supplies used in the course.

PHOTO 030D COLOR DIGITAL PHOTOGRAPHY
4 units
Prerequisite: Photo 001
Corequisite: Photo 001L
Acceptable for credit: California State University
This course focuses on the processing, printing and color correcting of digital files. Digital printing is also presented. In addition, a printing digital workflow is also covered in this course. This course offers some of the skills necessary for entry into commercial photography. This course may be repeated one time.

PHOTO 045A, B, C FIELD STUDIES
1 unit each
Photo 045A is a prerequisite for Photo 045B, and Photo 045B is a prerequisite for Photo 045C
Acceptable for credit: California State University
A field trip format course with content varying depending on the destination of the field trip. A preliminary on-campus meeting will be held by an off-campus field trip. A critique of work from the field trip will complete the course. Students must supply their own photographic equipment and supplies, transportation, and lodging while on the trip. Subjects to be included are camera techniques, exposure, composition, filter use, macro and micro photography, use of artificial light, special equipment, and special film to fit the need of the field trip. Students must supply their own adjustable focus and exposure camera and all expendable photographic supplies used in the course. Credit/No Credit Option

PHOTO 045A, B DARKROOM APPARATUS AND TECHNIQUE
1 unit each
Photo 045A corequisite: Photo 001, Photo 001L (day or night)
Photo 045B prerequisite: Photo 001, Photo 001L (day or night)
This course is the introductory course in a series of three to develop the electronic imaging branch in a degree or certificate in photography. Using advanced techniques from Photo 060, Photoshop software will be utilized to manipulate scanned images, stock images and output of digital imagery to digital end-products. Image manipulation will use advanced portions of Photoshop, including masking, color correction and sharpening and diffusing filters including textural effects. The theory of the photo CD and other input materials will be covered in lecture.

PHOTO 050 PHOTOGRAPHIC EXPRESSION
2 units
Recommended Preparation: Photo 001
Acceptable for credit: California State University
This course includes twenty 30-minute video tapes which will be broadcast by West Valley College. The tapes contain material on the art and composition of great photographers. The supplemental text will present material on the technical aspects of photography and both of these elements will be covered in workbook assignments and tests. Credit/No Credit Option

PHOTO 060 – INTRODUCTION TO PHOTOSHOP FOR DIGITAL PHOTOGRAPHY
3 units
Prerequisite: Photo 001
Acceptable for credit: California State University
This course is the introductory course in a series of three to develop the electronic imaging branch in a degree or certificate in photography. A three unit introduction to the theory and practical application of Adobe Photoshop in the field of electronic imaging. Photoshop in a box will be used as the working software and text. Lecture will include the theory of the digital (both original and scanned) image.

PHOTO 061 – INTERMEDIATE PHOTOSHOP FOR DIGITAL PHOTOGRAPHY
2 units
Prerequisite: Photo 060
Acceptable for credit: California State University
This course is the second course in a series of three to develop the electronic imaging branch in a degree or certificate in photography. Using advanced techniques from Photo 060, Photoshop software will be utilized to manipulate scanned images, stock images and output of digital imagery to digital end-products. Image manipulation will use advanced portions of Photoshop, including masking, color correction and sharpening and diffusing filters including textural effects. The theory of the photo CD and other input materials will be covered in lecture.

PHOTO 062 – ADVANCED PHOTOSHOP FOR DIGITAL PHOTOGRAPHY
2 units
Prerequisite: Photo 061
Acceptable for credit: California State University
This course is the third course in a series of three to develop the electronic imaging branch in a degree or certificate in photography. Theory of the different types of electronic cameras and other input devices will be discussed in lecture. Laboratory assignments will create digital images, manipulate and output these images to either digital or silver end-products. Photo CDs will be produced and will be manipulated along with pre-manufactured CDs.

PHOTO 070 KODALITH TECHNIQUES
1 unit
Prerequisite: Photo 001 and Photo 001L (day or night)
Acceptable for credit: California State University
This course provides an introduction to the use of high-contrast film as a means for image manipulation, making of title slides, ton-line images, in-camera masking and sabattier images. It is a creative technique applicable to photographers with limited darkroom facilities. It is and deal project for school art and photography classes. Students must supply their own adjustable focus and exposure camera and all expendable photographic supplies used in the course. Credit/No Credit Option

PHOTO 071 SLIDE DUPLICATION
1 unit
Prerequisite: Photo 001 and Photo 001L (day or night)
Acceptable for credit: California State University
This course is an introduction to temple techniques of making duplicate slides from original 35mm transparencies utilizing a minimum of special equipment. It is a course designed to make special application to the classroom instructor's needs for visuals for instructional application. Students must supply their own adjustable focus and exposure camera and all expendable photographic supplies used in the course. Credit/No Credit Option

PHOTO 072 ENVIRONMENTAL PORTRAITS
1 unit
Prerequisite: Photo 001 and Photo 001L (day or night)
Acceptable for credit: California State University
This course is the third course in a series of three to develop the electronic imaging branch in a degree or certificate in photography. Acceptable for credit: California State University
This course is the introductory course in a series of three to develop the electronic imaging branch in a degree or certificate in photography. Using advanced techniques from Photo 060, Photoshop software will be utilized to manipulate scanned images, stock images and output of digital imagery to digital end-products. Image manipulation will use advanced portions of Photoshop, including masking, color correction and sharpening and diffusing filters including textural effects. The theory of the photo CD and other input materials will be covered in lecture.

PHOTO 073 PHOTOGRAPHING YOUR ART
1 unit
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. Credit/No Credit Option

• PREREQUISITES AND COREQUISITES are MANDATORY. See page 17 for specific information.
• Courses used to meet prerequisite requirements must have been completed with a grade of C or credit or better.
• RECOMMENDED preparations are ADVISORY.
PHOTO 074 CLOSE-UP PHOTOGRAPHY
1 unit
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 photoraphic medium. Students must supply their own adjustable focus and exposure camera and all expendable photographic supplies used in the course. Credit/No Credit Option

PHOTO 075 PHOTO PROJECTS FOR THE INSTRUCTOR
1 unit
Prerequisite: Photo 001 and Photo 001L (day or night)
Acceptable for credit: California State University
This course will provide teacher of 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. Credit/No Credit Option

PHOTO 091, 92, 93 DIRECTED STUDIES
1-3 units
Prerequisite: Interview with instructor to determine objectives and write a contract for the course.
Acceptable for credit: California State University
Advanced work in a specialized field of Photography as selected by the student and approved by the instructor. Students must supply their own adjustable focus and exposure camera and all expendable photographic supplies used in the course. Credit/No Credit Option

PHOTO 100 SPECIAL TOPICS
1.5-3 units
This course will explore topics related to this discipline and will be offered as needed. See the class schedule for current offerings. Credit/No Credit Option

PHOTO 110 INTRODUCTION TO PHOTOGRAPHY
2 units
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. Credit/No Credit Option

Physical Education

THE FACULTY
Wendy Bowers-Gachesa
Heidi Davis
Lindsay Gaylord-Auto
Jennifer Kerwin
Carol Knight
Patricia Louderback
Julie Lowry
Steven McCann
Ann Malmuth-Orn
Mike Perez
Diane Rudy
Gaspar Silveira
Paul Starks
John Volosh
Bruce Watson
James Winkler
Joan Worley
(Also see Health Education and Nutrition Studies)
DIVISION
Physical Education
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DEPARTMENT CHAIR
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COUNSELING
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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 from 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 except 4.18. All are acceptable for credit at California State University, and all carry the Credit/No Credit Option

Learning Outcomes
Upon completion of a physical education activity course, the student should be able to

- perform the specific activity with an adequate degree of proficiency;
- achieve a health-enhancing level of physical fitness;
- understand the concepts and principles of physical fitness and specific sport skills; and
- 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
- Martial Arts Instructor
- Personal Trainer/fitness Specialist
- Physical Education Instructor
- SCUBA Instructor/Divemaster
- Sports Management Specialist
- Sports Medicine

Degrees
A.A., Physical Education
A.A., Physical Education-Sports Medicine Emphasis

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
Course
Bio 047* Human Anatomy
Bio 048* Human Physiology
Chem 030A Fundamentals of Chemistry
H-Ed 005 First Aid/Adult CPR/AED or 1.5
H-Ed 011 CPR/AED
PE 030 Intro to Physical Education
PE Activity Courses** 6
*At San Jose State University students are required to take Human Anatomy and Human Physiology. See a counselor for further information.
**At least at beginning level in a minimum of 6 activities selected from at least 4 of the following categories: Aquatics, Team Sports, Individual Sports, Dance, Combative/Conditioning, Racquet Sports. See a counselor for specific sports and requirements.

Aquatic Sports
2.02 Concepts of Coaching
2.03 Springboard Diving
2.04 Swimming Beg
2.05 Swimming Int
2.06 Swimming Adv
2.07 Master’s Swimming

Dance
3.01 Afro-Jazz Dance
3.02 Ballet Beg
3.04 Ballet Int
3.05 Choreography for Modern & Jazz Dance
3.06 Country Western Dance Beg
3.07 Country Western Dance Int
3.08 Flamenco Dance of Spain
3.09 Balkan/Israeli folk Dance
3.10 International folk Dance Beg
3.11 International folk Dance Int
3.12 Jazz Dance Beg
3.14 Jazz Dance Int
3.15 Modern Dance Beg
3.17 Modern Dance Int
3.18 Dance Workshop
3.19 Rehearsal & Performance in Dance
3.20 Social Dance Beg
3.22 Social Dance Int
3.23 Tap Dance Beg
3.24 Tap Dance Beg 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 OSS. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.
<table>
<thead>
<tr>
<th>PE Activity Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PE 4.12 Fitness, Stretching and Flexibility</td>
<td>1</td>
</tr>
<tr>
<td>PE 4.18 Personal Fitness Appraisal</td>
<td>.5</td>
</tr>
<tr>
<td>PE-TH 038A Introduction to Sports Medicine</td>
<td>1</td>
</tr>
<tr>
<td>PE-TH 042 Principles of Strength Training/ Conditioning</td>
<td>1</td>
</tr>
<tr>
<td>NS 022 Sports Nutrition</td>
<td>1</td>
</tr>
<tr>
<td>H-ED 005 First Aid/Adult CPR/AED</td>
<td>1.5</td>
</tr>
<tr>
<td>Electives Complete 5 units from the following:</td>
<td></td>
</tr>
<tr>
<td>HTECH 070 Introduction to Holistic Medicine</td>
<td>1</td>
</tr>
<tr>
<td>HTECH 071A Basic Massage Therapy</td>
<td>2</td>
</tr>
<tr>
<td>PE 4.31 Core Training</td>
<td>1</td>
</tr>
<tr>
<td>PE-TH 039A Sports Injury Management and Rehabilitation</td>
<td>2</td>
</tr>
<tr>
<td>PE-TH 041 Skill Competencies in Athletic Training</td>
<td>1</td>
</tr>
<tr>
<td>PE-TH 044 Lifetime Fitness-Wellness Center</td>
<td>2</td>
</tr>
<tr>
<td>PE Activity Courses</td>
<td>2</td>
</tr>
</tbody>
</table>

Select the two PE Activity course units from the following:

- 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     |

A certificate will be awarded upon completion of the 17 units with C grade or better in each course.
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.

PE 1.02 ADAPTED PHYSICAL EDUCATION
1 unit
Acceptable for credit: University of California, California State University
Emphasis is for those with a temporary or permanent disability.

PE 1.03 ADAPTED PHYSICAL EDUCATION
.5 unit
Acceptable for credit: University of California, California State University
Emphasis is for those with a temporary or permanent disability.

PE 1.08 ADAPTED PHYSICAL EDUCATION-GENERAL FITNESS
1 unit
Acceptable for credit: University of California, California State University
Emphasis is for those with a temporary or permanent disability.

PE 1.09 ADAPTED PHYSICAL EDUCATION-GENERAL FITNESS
.5 unit
Acceptable for credit: University of California, California State University
Emphasis is for those with a temporary or permanent disability.

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.
### Physical Education

**PE 1.18 ADAPTED STRETCH AND FLEX**  
1 unit  
Acceptable for credit: University of California, California State University  
Emphasis is for those with a temporary or permanent disability.  
This course will explore 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  
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 1.24 ADAPTED PHYSICAL EDUCATION WATER EXERCISE AND SWIM**  
1 unit  
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 1.25 ADAPTED PHYSICAL EDUCATION WATER EXERCISE AND SWIM**  
.5 unit  
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  
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 1.27 ADAPTED PHYSICAL EDUCATION-WEIGHT TRAINING**  
.5 unit  
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 1.28 ADAPTED PHYSICAL EDUCATION - BOWLING**  
1 unit  
Acceptable for credit: University of California, California State University  
This course will make adaptations to allow students with disabilities to learn bowling. The instructor will use lecture, demonstration, and skill development to teach bowling rules, regulations, techniques, scoring, evaluation and improvement. This class will be held off campus.

**PE 1.29 ADAPTED PHYSICAL EDUCATION-CHAIR YOGA FOR HEALTH**  
1 unit  
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 relation techniques are taught. Credit/No Credit Option.

### Aquatic Sports

**PE 2.01 WATER POLO**  
1 unit  
Acceptable for credit: University of California, California State University  
This course is designed to provide the student with a 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 LIFEGUARDING**  
1 unit  
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 and the life of another in the event of an emergency. Certification is through the American Red Cross.

**PE 2.03 SPRINGBOARD DIVING**  
1 unit  
Acceptable for credit: University of California, California State University  
This course is designed for students in beginning, intermediate, and advanced springboard diving. The basic dives in all five categories, single and multiple somersaults in each group, and twisting dives will be presented. The principles of gravity, momentum, rotation, and kinetic energy will be studied. Techniques of judging competitive diving also will be presented.

**PE 2.04 SWIMMING-BEGINNING**  
1 unit  
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  
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  
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  
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 3.01 AFRO-JAZZ DANCE**  
1 unit  
Acceptable for credit: University of California, California State University  
African dance will include dance forms of black peoples of West Africa, the Caribbean Islands of Haiti, Trinidad and Carriacou, and Brazil. Techni cal and creative dance skills will be developed, and dance will be learned in the context of its African heritage.

**PE 3.02 BALLET-BEGINNING**  
1 unit  
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  
Recommended: 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.

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**Notes:**  
- **PREREQUISITES AND COREQUISITES** are MANDATORY. See page 17 for specific information.  
- Courses used to meet prerequisite requirements must have been completed with a grade of C or credit or better.  
- **RECOMMENDED** preparations are ADVISORY.
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 OSS. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.

PE 3.05 CHOREOGRAPHY FOR MODERN AND JAZZ DANCE
2 units
Acceptable for credit: University of California, California State University
This course is designed to acquaint the student with the basic forms of folk and modern dance, and social practice, as related to the dance form and to help students become proficient in the steps and style of Country Western Dance.

PE 3.06 BEGINNING COUNTRY WESTERN DANCE
1 unit
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
Recommended: 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
1 unit
Acceptable for credit: University of California, California State University
The flamenco dance is the most popular of Spanish theatrical dance forms. Its folkoric 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.

PE 3.09 BALKAN/ISRAELI FOLK DANCE
1 unit
Acceptable for credit: University of California, California State University
This course is designed to teach the folk dances and styles unique to modern-day Israel and the Balkan states/countries. The study of these dances will help the student develop an appreciation of the culture and folk arts of these areas. Israeli dance will include dances influenced by Yemenite, Chassidic and Arabic styles. Balkan dances will be taught from the following areas: Serbia, Macedonia, Croatia and other Yugoslav areas, Greece, Romania, and Bulgaria.

PE 3.10 INTERNATIONAL FOLK DANCE-BEGINNING
1 unit
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.

PE 3.11 INTERNATIONAL FOLK DANCE-INTERMEDIATE
1 unit
Recommended: 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
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, improvisations, and composition.

PE 3.13 JAZZ DANCE-INTERMEDIATE
1 unit
Recommended: 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 3.14 MODERN DANCE-BEGINNING 1
1 unit
Acceptable for credit: University of California, California State University
This course is designed to introduce 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 3.15 MODERN DANCE-BEGINNING 2
1 unit
Recommended: PE 3.14
Acceptable for credit: University of California, California State University
This course is designed to increase the student’s skill and understanding 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 3.16 DANCE WORKSHOP
1 unit
Acceptable for credit: University of California, California State University
Recommended: 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.
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 3.17 MODERN DANCE-INTERMEDIATE
1 unit
Recommended: 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 TAP DANCE-BEGINNING 1
1 unit
Recommended: PE 3.06
Acceptable for credit: University of California, California State University
This course is designed to increase the student’s skill, technique and composition. Students will gain increased insight into the creative process and further develop the body as an instrument for communication.

PE 3.19 TAP DANCE-BEGINNING 2
1 unit
Recommended: PE 3.18
Acceptable for credit: University of California, California State University
This course is designed to increase the student’s skill, technique and composition. Students will gain increased insight into the creative process and further develop the body as an instrument for communication.

PE 3.20 SOCIAL DANCE-BEGINNING 1
1 unit
Acceptable for credit: University of California, California State University
This course is designed to acquaint the student with the basic forms of social dance and social practice as related to dance experiences, and to help students become proficient in their basic dance forms.

PE 3.21 SOCIAL DANCE-INTERMEDIATE 1
1 unit
Recommended: PE 3.20
Acceptable for credit: University of California, California State University
This intermediate level social dance course is designed to increase the student’s skill in intermediate dance steps in the following: waltz, tango, rhumba, swing and cha-cha. Additional dance steps may include samba, Viennese waltz or present popular dances.

PE 3.22 SOCIAL DANCE-INTERMEDIATE 2
1 unit
Recommended: PE 3.21
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 3.23 TAP DANCE-BEGINNING 1
1 unit
Recommended: PE 3.22
Acceptable for credit: University of California, California State University
This course is designed to teach the beginner tap dance technique as well as tap dance technique, style, structure, improvisation and composition.

PE 3.24 TAP DANCE-BEGINNING 2
1 unit
Recommended: 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
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. Credit/No Credit Option
PE 3.26 BEGINNING COUNTRY WESTERN LINE DANCE
1 unit
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
Recommended Preparations: 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 REPERTORY (A-F)
1 unit
Recommended Preparations:
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, Social Dance-Beginning I, 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
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
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
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
Acceptable for credit: University of California, California State University
This course will focus on steps, patterns, and style. Credit/No Credit Option

PE 3.33 DANCE INTENSIVE
1 unit
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.

PE 3.34 STUDIO DANCE PRODUCTION
1 unit
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. Credit/No Credit Option

PE 3.35 SWING, SALSA, AND MERENGUE
1 unit
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. Credit/No Credit 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
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
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
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
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
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
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
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.

PE 4.16 FITNESS, WEIGHT TRAINING
1 unit
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.

• PREREQUISITES AND COREQUISITES are MANDATORY. See page 17 for specific information.
• Courses used to meet prerequisite requirements must have been completed with a grade of C or credit or better.
• RECOMMENDED preparations are ADVISORY.
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 053. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.
PE 6.07 KICK BOXING
1 unit
Acceptable for credit: University of California, California State University
This course will present the skills (kicks, punches, blocks, and stances) used in competitive kickboxing. 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
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
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 classes are designed to teach skills in sports activities in which the student can experience lifelong participation.

PE 7.02 BADMINTON-BEGINNING
1 unit
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
Acceptable for credit: University of California, California State University
This course will provide 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
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
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
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
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 boutning.

PE 7.08 FENCING-INTERMEDIATE
1 unit
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
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
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
Acceptable for credit: University of California, California State University
Recommended Preparations: PE 7.10
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
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. Credit/No Credit Option

PE 7.15 ALPINE SKIING
1 unit
Acceptable for credit: University of California, California State University
This course introduces the basic beginning skills of snow skiing. Instructions and practice are conducted at a local ski resort. Instruction in equipment care and selection, conditioning exercises, rules and courtesy, and trip preparation are conducted on campus.

PE 7.16 CROSS COUNTRY SKIING
1 unit
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 off-snow practice are provided through scheduled field trips.

PE 7.18 BEGINNING TENNIS
1 unit
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
Recommended Preparations: 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
Acceptable for credit: University of California, California State University
Recommended Preparations: PE 7.19
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.

• PREREQUISITES AND COREQUISITES are MANDATORY. See page 17 for specific information.
• Courses used to meet prerequisite requirements must have been completed with a grade of C or credit or better.
• RECOMMENDED preparations are ADVISORY.
PE 7.21 ADVANCED TENNIS  
1 unit  
Recommended Preparations: 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  
Recommended Preparations: 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 principles and strategy will be reviewed and practiced to further enhance the student’s tennis knowledge and techniques.

PE 7.23 SCUBA DIVING  
2 units  
Acceptable for credit: University of California, California State University  
Students will learn the skills associated with becoming a safe, competent skin and scuba diver (PADI/YMCA certification). All students completing the field trip will qualify for certification. Advanced and rescue certification will be available.

PE 7.24 SCUBA DIVING-ADVANCED  
2 units  
Recommended Preparation: “Open water or higher SCUBA certification from any nationally recognized SCUBA agency or instructor’s course”.  
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. Students completing the field trip will qualify for Advanced and Rescue SCUBA certification.

PE 7.25 TRIATHLON TRAINING  
1 unit  
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  
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. Credit/No Credit Option

Team Sports

PE 8.01 ARENA FOOTBALL  
1 unit  
Acceptable for credit: University of California, California State University  
This course is designed to teach basic skills and techniques of football. The game is modified by using an indoor area for play.

PE 8.03 BASEBALL-ADVANCED  
1 unit  
Recommended Preparations: 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  
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  
Recommended Preparations: 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  
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  
Recommended Preparations: 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  
Acceptable for credit: University of California, California State University  
This course emphasizes the development of a practical and working knowledge of the skills, strategy, and knowledge associated with the game of women’s soccer.

PE 8.12 SOFTBALL-BEGINNING  
1 unit  
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  
Recommended Preparations: 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 AND FIELD FUNDAMENTALS-ADVANCED  
1 unit  
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  
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  
Recommended Preparations: 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  
Recommended Preparations: 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 AND GRASS DOUBLES  
1 unit  
Recommended Preparations: 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.

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 GSS. Some courses may also require a math course prior to enrollment. See individual course descriptions for math requirements.
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 Recommended Preparations in Basic Skills:

**Physical Education**

- **PE 8.19 VOLLEYBALL-ADULT CAMP**
  1 unit
  Recommended Preparations: 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 9.01 INTERCOLLEGiate BASEBALL-MEN**
  2 units
  Recommended Preparations: PE 8.03 or interscholastic h.s. or club participation
  Acceptable for credit: University of California, California State University
  This course provides intercollegiate competition to meet needs and skills of men.

- **PE 9.02 INTERCOLLEGiate BASKETBALL-MEN**
  1 unit
  Recommended Preparations: Interscholastic h.s. or club participation
  Acceptable for credit: University of California, California State University
  This course provides intercollegiate competition to meet needs and skills of men.

- **PE 9.03 INTERCOLLEGiate BASKETBALL-WOMEN**
  1 unit
  Recommended Preparations: Interscholastic h.s. or club participation
  Acceptable for credit: University of California, California State University
  This course provides intercollegiate competition to meet needs and skills of women.

- **PE 9.04 INTERCOLLEGiate CROSS COUNTRY-MEN**
  2 units
  Recommended Preparations: Interscholastic h.s. or club participation
  Acceptable for credit: University of California, California State University
  This course provides intercollegiate competition in basketball designed to meet needs and skills of men.

- **PE 9.05 INTERCOLLEGiate CROSS COUNTRY-WOMEN**
  2 units
  Recommended Preparations: Interscholastic h.s. or club participation
  Acceptable for credit: University of California, California State University
  This course provides intercollegiate competition in cross country.

- **PE 9.06 INTERCOLLEGiate FOOTBALL-MEN**
  2 units
  Recommended Preparations: PE 8.07 or interscholastic h.s. or club participation
  Acceptable for credit: University of California, California State University
  This course provides intercollegiate competition for men in football.

- **PE 9.07 INTERCOLLEGiate SOCCER-MEN**
  2 units
  Recommended Preparations: PE 8.09 or interscholastic h.s. or club participation
  Acceptable for credit: University of California, California State University
  This course provides intercollegiate competition in soccer designed to meet needs and skills of men.

- **PE 9.08 INTERCOLLEGiate SOCCER-WOMEN**
  2 units
  Recommended Preparations: 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
  Corequisite: PE 4.07
  Recommended Preparations: 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 men.

- **PE 9.10 INTERCOLLEGiate SWIMMING-MEN**
  2 units
  Recommended Preparations: PE 2.08 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
  Recommended Preparations: PE 2.08 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 9.12 INTERCOLLEGiate WATER POLO-MEN**
  2 units
  Recommended Preparations: PE 2.14 or interscholastic h.s. or club participation
  Acceptable for credit: University of California, California State University
  This course provides intercollegiate competition in men's water polo.

- **PE 9.13 INTERCOLLEGiate WATER POLO-WOMEN**
  2 units
  Recommended Preparations: PE 2.15 or interscholastic h.s. or club participation
  Acceptable for credit: University of California, California State University
  This course provides intercollegiate competition in women's water polo.

- **PE 9.14 INTERCOLLEGiate TRACK-MEN**
  2 units
  Recommended Preparations: 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
  Recommended Preparations: PE 8.16 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 9.16 INTERCOLLEGiate WRESTLING-MEN**
  2 units
  Recommended Preparations: PE 6.05 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 9.17 INTERCOLLEGiate WRESTLING-WOMEN**
  2 units
  Recommended Preparations: PE 6.06 or interscholastic h.s. or club participation
  Acceptable for credit: University of California, California State University
  This course provides intercollegiate wrestling competition for women.

- **PE 9.18 INTERCOLLEGiate VOLLEYBALL-MEN**
  2 units
  Recommended Preparations: PE 8.19 or interscholastic h.s. or club participation
  Acceptable for credit: University of California, California State University
  This course provides intercollegiate competition in men's volleyball.

- **PE 9.19 INTERCOLLEGiate VOLLEYBALL-WOMEN**
  2 units
  Recommended Preparations: PE 8.20 or interscholastic h.s. or club participation
  Acceptable for credit: University of California, California State University
  This course provides intercollegiate competition in women's volleyball.

- **PE 9.20 INTERCOLLEGiate PE-SEASON CONDITIONING**
  1 unit
  Acceptable for credit: University of California, California State University
  This course is for students competing in Intercollegiate 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.

- **PREREQUISITES AND COREQUISITES are MANDATORY**. See page 17 for specific information.
- **Courses used to meet prerequisite requirements must have been completed with a grade of C or credit or better.**
- **RECOMMENDED preparations are ADVISORY.**
Intramurals

**PE 10.01 INTRAMURALS-BADMINTON**
1 unit
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
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
Acceptable for credit: University of California, California State University
This class provides recreational participation in low-key swimming competition.

**PE 10.04 INTRAMURALS-TENNIS**
1 unit
Acceptable for credit: University of California, California State University
This class provides recreational participation in low-key tennis competition.

**PE 10.05 INTRAMURALS-VOLLEYBALL**
1 unit
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
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
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
Acceptable for credit: University of California, California State University
This class provides recreational participation in low-key golf competition.

**PE 10.10 INTRAMURALS-TEAM TENNIS**
1 unit
Recommended: 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
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
Acceptable for credit: University of California, 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
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. Credit/No Credit Option

**PE 11.02 INTERMEDIATE ASANA-MOVING DEEPER INTO HATHA YOGA**
1 unit
Acceptable for credit: University of California, California State University
This course includes instruction in all classifications of yoga postures: neutral, standing, bending, 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 Credit/No Credit Option

**PE 11.03 - GENTLE RESTORATIVE EXERCISE**
1 unit
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 relation techniques for stress reduction. Credit/No Credit Option

**PE 11.04 POWER POSTURES**
1 unit
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, 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
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
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. Credit/No Credit Option

**PE 11.09 INTERMEDIATE PILATES MAT WORKOUT**
1 unit
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 WEIGHT DOWN**
4 Units
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.

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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 OSS. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.
Marine Diving Education

PE 12.03 DIVE MASTER
2 units
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.

PE 12.04 ASSISTANT SCUBA INSTRUCTOR
2 units
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 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
Recommended Preparation: Dive master or Assistant Instructor of SCUBA certification from any nationally 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
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. Credit/No Credit Option

Physical Education—Theory

PE. TH 30 INTRODUCTION TO PHYSICAL EDUCATION
3 units
(Offered Spring Semester only)
Acceptable for credit: University of California, California State University
This course surveys the basic principles of physical education and its place and contribution to the total education program, including leadership, aims, objectives, historical perspective, scientific foundations, perceptual-motor learning, competitive athletics, and current issues in the field.

PE.TH 034 WATER SAFETY INSTRUCTOR
3 units
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. Credit/No Credit Option

PE.TH 037 CONCEPTS OF COACHING
1 unit
This course is designed to assist high school coaches meet State Certification requirements, as well as enhance coaching backgrounds at the youth level. Credit/No Credit Option

PE.TH 038A INTRODUCTION TO SPORTS MEDICINE
3 units
(Offered Fall Semester only)
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. Credit/No Credit Option

PE.TH 039A SPORTS INJURY MANAGEMENT AND REHABILITATION
2 units
Recommended Preparations: First Aid/CPR certificate 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, athletic training room operation, immediate recognition and treatment of injuries unique to fall sports, particularly the "non-contact" sports such as cross country, volleyball, water polo and soccer. Credit/No Credit Option

PE.TH 039B SPORTS INJURY MANAGEMENT AND REHABILITATION
2 units
Recommended Preparations: First Aid/CPR certificate 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 technique and injury prevention through conditioning. Mechanism, characteristics and classification of sports injuries will also be introduced. Credit/No Credit Option

PE.TH 040 INTRODUCTION TO ADAPTED PHYSICAL EDUCATION
3 units
Acceptable for credit: University of California, California State University
This course is designed for students interested in fields relating to physically limited individuals. Competencies are developed in identification, and individualized exercise development. Credit/No Credit Option

PE.TH 041 SKILL COMPETENCIES IN ATHLETIC TRAINING
1 unit
Acceptable for credit: University of California, California State University
This course provides the student with the opportunity to practice and become proficient in skills that are required to be a certified athletic trainer or allied health care professional. The competencies 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. Credit/No Credit Only.

PE.TH 042 PRINCIPLES OF STRENGTH TRAINING AND CONDITIONING
3 units
(Spring semester only)
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.

PE.TH 043 SPORTS INJURIES
1 unit
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.
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.
### Physics

#### THE FACULTY
- Doug Epperson
- Lungyee Lin
- Benjamin Mendelsohn
- Mel Vaughn

#### DIVISION
- Science and Mathematics

#### DIVISION CHAIR
- Denny Burzynski

#### DEPARTMENT CHAIR
- Robert Lopez

#### PHONE
- 408-741-2437

#### E-MAIL
- robert_lopez@westvalley.edu

#### COUNSELING
- 408-741-2000

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**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>
</tr>
</thead>
<tbody>
<tr>
<td>ENGR 021 Computer Science</td>
<td>3</td>
</tr>
<tr>
<td>MATH 003AB Analytical Geometry &amp; 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>

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).

### PHYSICS

#### PHYSICS 001 INTRODUCTION TO PHYSICS
3 units
- Corequisite: MATH 000D
- Acceptable for credit: University of California, California State University

A course designed specifically to prepare students for Physics 002A and 002B or Physics 004A, 004B, and 04C. Emphasis on problem solving in kinematics, forces, energy, momentum, fluids, and optics.

#### PHYSICS 002A GENERAL PHYSICS
5 units
- Prerequisites: MATH 000D or high school Trigonometry
- Recommended Preparation: PHYS 001 or one year of high school Physics
- Acceptable for credit: University of California, California State University

A first course in physics for majors in subjects other than engineering or the physical sciences. Discussion of force equilibrium, dynamics of rigid bodies, concepts of potential and kinetic energy, momentum, the thermodynamics, hydrodynamics, hydrostatics, and wave motion in sound. Special relativity and black holes. Concepts and problem solution are emphasized. (CAN PHYS 002)

#### PHYSICS 002B GENERAL PHYSICS
5 units
- Prerequisite: PHYS 002A
- Acceptable for credit: University of California, California State University

A continuation of 002A with the study of electricity and magnetism, optics, atomic, and nuclear physics. (CAN PHYS 004; PHYS 002A+002B=CAN PHYS SEQ A)

#### PHYSICS 004A ENGINEERING PHYSICS MECHANICS
5 units
- Corequisite: MATH 003B
- Acceptable for credit: University of California, California State University

Mechanics is the first of the series of engineering physics. It provides the student with an understanding of vectors. Vectors are utilized in the application of forces in both static and dynamic conditions. The vector nature of velocity and acceleration are applied in the study of kinematics. The principles of conservation of energy and momentum are studied in moving and interacting systems. Additional topics that will be studied will include: rotational mechanics; simple harmonic motion, gravitation, special relativity, mechanical properties of matter, and fluid statics and dynamics. Problem solutions are emphasized using calculus. (CAN PHYS 008)

#### PHYSICS 004B ENGINEERING PHYSICS ELECTRICITY AND MAGNETISM
5 units
- 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 matter, the electric field, Gauss's Law, electric potential, capacitors and dielectrics, current and resistance, electromotive force and circuits, magnetic fields, applications of Ampere's Law, inductance and Faraday's Law of Induction, magnetic properties of matter, and alternating currents. Problem solutions are emphasized using calculus. (PHYS 004B = CAN PHYS 012)

#### PHYSICS 004C ENGINEERING PHYSICS LIGHT AND HEAT
5 units
- 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 heat and thermodynamics utilizing the first and second laws of thermodynamics and the concept of entropy, the nature and propagation of light including the laws of reflection and refraction for plane and spherical waves, interference and diffraction, and the study of light and quantum physics including waves and particles. Other topics in modern physics may also be included. Problem solutions using the calculus is emphasized.

#### PHYSICS 004D MODERN PHYSICS
2 units
- Prerequisite: PHYS 004B
- Acceptable for credit: University of California, 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 is West Valley College AA/AS degree applicable and may be repeated twice. Credit/No Credit Option

#### PHYSICS 091, 092, 093 DIRECTED STUDIES IN PHYSICS
1-3 units
- Acceptable for credit: "University of California, 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. Credit/No Credit Option

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- **PREREQUISITES AND COREQUISITES** are MANDATORY. See page 17 for specific information.
- **Courses used to meet prerequisite requirements must have been completed with a grade of C or credit or better.**
- **RECOMMENDED** preparations are ADVISORY.
Political Science

THE FACULTY
Patricia Andrews
Nichola Gutierrez
Tim Kelly

DIVISION Social Science
DIVISION CHAIR Janis Kea
DEPARTMENT CHAIR Pat Andrews
PHONE 408-741-2134
E-MAIL pat_andrews@westvalley.edu
COUNSELING 408-741-2009

The study of political theory and practice in the United States and the rest of the world. This includes international relations, comparative governments, political philosophy and theory, with emphasis on the institutions requirement of American Government.

Learning Outcomes:
1. Strong citizenship skills for active participation in our democracy;
2. Understanding of the structure and functions of government;
3. Explain the ideas of the great political thinkers and how those ideas apply in our world today;
4. Ability to compare and contrast our form of government with those around the world.

Career Options:
• Researcher/Analyst
• Political Economist
• Foreign Service Officer
• Attorney
• Lobbyist
• City Planner
• Teacher
• Administrator
• Elected Official
• Journalist
• Legislative Aide
• Political Scientist
• City Manager
• Business person
• Campaigner
• Advocate
• Community Relations Director
• Congressional Aide
• Consumer Advocate

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
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. This course may be used to meet the Social Science I or II requirement in the General Education Pattern for transfer to the California State University system. (CAN GOVT 002)

POLIT 002 COMPARATIVE GOVERNMENTS
3 units
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. Political Science 2 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. Credit/No Credit Option

POLIT 003 INTRODUCTION TO POLITICAL SCIENCE
3 units
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. Credit/No Credit Option

POLIT 004 INTERNATIONAL RELATIONS
3 units
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. Political Science 4 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. Credit/No Credit Option

POLIT 005 AMERICAN IDEALS AND INSTITUTIONS, A MULTICULTURAL APPROACH
3 units
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. Credit/No Credit 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. Credit/No Credit Option

PRE-DENTAL, FORESTRY, LEGAL, MEDICAL, NURSING, OCCUPATIONAL THERAPY, OPTOMETRY, PHARMACY, PHYSICAL THERAPY, VETERINARY: Transfer:
See Transfer Planning Guide available at the Counseling Center.

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.
Portuguese

DIVISION Language Arts
DIVISION CHAIR Julie Maia
DEPARTMENT CHAIR Ana Maria de Barling
PHONE 408-741-2489
E-MAIL ana_maria_de_barling@westvalley.edu
COUNSELING 408-741-2009

PORTG 001A BEGINNING BRAZILIAN PORTUGUESE
5 units
Corequisite: PORTG 011A
Acceptable for credit: 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. Credit/No Credit Option

PORTG 011A BRAZILIAN PORTUGUESE LAB
.5 unit
Acceptable for credit: California State University

This is a separate laboratory course, offered by arrangement at the student's convenience. It aims to present the cultures of the Spanish-speaking world through a variety of media. The student uses a variety of technology to learn and review the customs and cultures of the Hispanic world, and also uses the technology to practice/dial listening and speaking skills of the language his/she is learning. Credit/No Credit Option

Psychology

THE FACULTY
Jose Bautista
Michael D. Hughmanick
Sandra L. Ladd
Michelle D. Reed

DIVISION Social Sciences
DIVISION CHAIR Janis Kea
DEPARTMENT CHAIR Jose Bautista
PHONE 408-741-2492
E-MAIL jose_bautista@westvalley.edu 408-741-2009

Psychology is the scientific study of human and non-human behavior as well as the neuro-physiologic mechanisms that underlie sensations, perceptions, emotions, motivation, memory, cognitive, and motor functions constituting our mental processes and higher states of consciousness. Psychologists are concerned with the human experience relative to culture, ethnicity, work, health, development, and psychopathology. The field involves both pure science and practical application to matters of everyday life. Those who pursue one of psychology's 55 sub-fields, as identified by the American Psychological Association, will find a wonderful variety of career options with the common goal of improving human life and understanding as well as the world in which we live.

Highlights
- Exemplary instructional staff, with many years of experience, representing different specializations and areas of interest
- A wide range of course offerings: Psychology of Addiction and Substance Abuse, Life-Span Developmental Psychology, Physiological Psychology, Psychology of Women, Experimental Psychophysiology, and Abnormal Psychology
- Transferable courses to the CSU and UC systems, as well as numerous private universities

Learning Outcomes
The Psychology program will provide students with the opportunity; through classroom and laboratory instruction, to:
- learn, apply, and critically analyze the scientific method of inquiry;
- examine the relationship among biological cognitive and behavioral processes;
- study the principles of psychopathology and health from both an environmental and biological perspective;
- examine human growth and the factors that shape behavior from conception to old age;
- study the influence of social interactions on attitudes and behaviors;
- study the theories of applied psychology for business and industry;
- acquire practical skills in the area of stress reduction;
- acquire practical skills in child rearing;
- study the principles of drug addiction;
- study psychology as related to culture and ethnicity;
- enhance critical thinking skills, as well as verbal and written communication skills; and
- enhance personal and interpersonal awareness and growth.

Active participation in the Psychology Program at West Valley College will enable students to:
- enter the job market with an understanding of the psychological dynamics and behavioral patterns of themselves and others;
- transfer to a four-year institution prepared to enroll in upper division psychology courses; and
- “continue throughout their lives the process of actualizing their human potentials and enhancing their sense of self-esteem,” which is one of the primary purposes of our institution as stated by the Governing Board of the West Valley-Mission Community College District.

Career Options
- Research Psychologist
- Forensic Psychologist
- Neuropsychologist
- Child Psychologist
- School Psychologist
- Clinical Psychologist (Ph. D.; Psy. Doc.)
- College Professor
- Counseling Psychologist
- Developmental Psychologist
- Educational Psychologist
- Health Psychologist
- Industrial-Organizational Psychologist
- Psychometrist
- Research Psychologist
- Sports 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

• PREREQUISITES AND COREQUISITES are MANDATORY. See page 17 for specific information.
• Courses used to meet prerequisite requirements must have been completed with a grade of C or credit or better.
• RECOMMENDED preparations are ADVISORY.
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 Psychophysiology | 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 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.
2. Additional units to meet the college graduation requirements.

PSYCH 001 GENERAL PSYCHOLOGY
3 units
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. (CAN PSYCH 002)

PSYCH 002 EXPERIMENTAL PSYCHOPHYSIOLOGY
4 units
Prerequisite: Psych 001
Prerequisite or corequisite: Math 010
Recommended Preparation: Math 106/108R
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.

PSYCH 007 PHYSIOLOGICAL PSYCHOLOGY
3 units
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 systems, the senses, emotion, motivation and learning. The course has value for behavioral science, paramedical, and premedical majors.

PSYCH 009 PSYCHOLOGY OF WOMEN: A MULTICULTURAL PERSPECTIVE
3 units
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 biocultural 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 California Diversity requirement for the Associate Degree. Credit/No Credit Option

PSYCH 012 HUMAN GROWTH AND DEVELOPMENT/LIFESPAN DEVELOPMENTAL PSYCHOLOGY
3 units
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
Acceptable for credit: 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
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. Credit/No Credit Option

PSYCH 030 PSYCHOLOGY OF ADDICTION AND SUBSTANCE ABUSE
3 units
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. Credit/No Credit Option

PSYCH 093 DIRECTED STUDIES
3 units
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. Credit/No Credit Option

Public Relations
PUBLIC RELATIONS: Transfer:
See Transfer Planning Guide available at the Counseling Center.

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.
Reading

The Faculty
Susan Smith
Whitney Clay

Division: Language Arts
Division Chair: Julie Maia
Department Chair: Whitney Clay
Phone: 408-741-2619
E-mail: whitney_clay@westvalley.edu
Counseling: 408-741-2009

READ 053 Speed and Critical Reading
3 units
Recommended Preparation: Read 961 or assessment
Acceptable for credit: California State University
This course will enable students to reach optimal reading speeds and to improve comprehension of collegiate and technical materials, as well as to increase their enjoyment of recreational reading.

READ 063 Vocabulary Development
3 units
Recommended Preparation: Read 961 or 970 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. Credit/No Credit Option

READ 910 Speed Reading Strategies
(Formerly Read 110)
1 unit
This course will enable students to reach optimum reading speeds in collegiate, professional and recreational reading. Credit earned in this course does not apply to an associate degree. Credit/No Credit Option

READ 915 Reading Support: Special Topics
.5 unit
Co-requisite: Concurrent enrollment in course being supported
This course offers reading support to students simultaneously enrolled in a designated collegiate 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. Credit/No Credit Only

READ 920 Individual Reading Support
0 unit
Individual Reading Support offers individualized instruction on a drop-in basis to students, either self-referred or instructor-referred, in the following basic skills: word-attack skills, vocabulary, literal and critical comprehension, reading rate, and study skills. This is a stand-alone course. This course is non AA/AS degree applicable – basic skills and may be taken for a total of four times.

READ 960 Reading Fundamentals
(Formerly Read 160)
3 units
This course is designed to improve spelling, vocabulary and reading comprehension through the use of phonics, perceptual training, a study of word and phrase formation patterns and pronunciation practice. Credit earned in this course does not apply to an associate degree. Credit/No Credit Option

READ 961 Effective Reading
3 units
Recommended Preparation: Read 960 or assessment
This course is designed for the student who wishes to correct or improve basic reading skills. The content and objectives of the course will vary somewhat to meet the student's individual needs. Study skills are included. The student can expect improvement of reading comprehension, vocabulary, and the attainment of an efficient reading rate. Credit earned in this course does not apply to an associate degree. Credit/No Credit Option

READ 962 Career Spelling
(Formerly Read 162)
3 units
This course is designed to assist students with spelling improvement. Common spelling generalizations and patterns are studied as well as their common exceptions. Students with extreme difficulties in hearing vowel and consonant differences should enroll in Reading 960. Credit earned in this course does not apply to an associate degree. Credit/No Credit Option

READ 970 Power Reading
(Formerly Read 170)
3 units
Prerequisite: Read 961
By focusing on critical comprehension, this course will enable students to improve their comprehension of collegiate materials and increase speed of reading. Emphasis is placed on comprehension of essays and other literary forms in preparation for English 001A. Credit earned in this course does not apply to an associate degree. Credit/No Credit Option

READ 0975A, B, C, D Reading Skills
(Formerly Read 175 A,B,C,D)
.5 unit each
The Reading Skills Lab will provide individualized instruction for any student, either instructor-referred or self-referred, in the following basic skills: comprehension; word-structure analysis; vocabulary development; auditory and visual discrimination; study skills; reading rate improvement. Auto-instructional materials, written as well as audiovisual, will be individually assigned, based on careful diagnostic testing and a conference with the lab instructor. Credit earned in this course does not apply to an associate degree. Credit/No Credit Only.

• PREREQUISITES AND COREQUISITES are MANDATORY. See page 17 for specific information.
• Courses used to meet prerequisite requirements must have been completed with a grade of C or credit or better.
• RECOMMENDED preparations are ADVISORY.
**Russian**

**DIVISION** Language Arts  
**DIVISION CHAIR** Julie Maia  
**DEPARTMENT CHAIR** Ana Maria de Barling  
**PHONE** 408-741-2489  
**E-MAIL** ana_maria_de_barling@westvalley.edu  
**COUNSELING** 408-741-2009

**RUSS 001A BEGINNING RUSSIAN**  
5 units  
Corequisite: Russ 011A  
Acceptable for credit: University of California, California State University  
Oral and written practice in the essentials of pronunciation, grammar and syntax. Readings from prose will be required. Credit/No Credit Option

**RUSS 001B BEGINNING RUSSIAN**  
5 units  
Corequisite: Russ 011B  
Acceptable for credit: University of California, California State University  
Continued oral and written practice in the essentials of pronunciation, grammar and syntax as presented in RUSS 001A. Readings from prose will be required. Credit/No Credit Option

**RUSS 011A RUSSIAN LABORATORY**  
.5 unit  
Corequisite: Russ 001A  
Acceptable for credit: California State University  
RUSS 011A is a separate course offered by arrangement for the student’s convenience. It aims to present the culture of the Russian speaking people through a variety of media. The student will review the Russian culture through slides, filmstrips, film, cassettes, and current publications. The course provides an excellent supplement to Russian language classes and is usually taken in conjunction with RUSS 001A. This course may be repeated once. It will be AA/AS degree and certificate applicable. Credit/No Credit Option

**RUSS 011B RUSSIAN LABORATORY**  
.5 unit  
Corequisite: Russ 001B  
Acceptable for credit: California State University  
RUSS 011B is a continuation of RUSS 011A, although 011A is not a prerequisite. The student will expand his/her knowledge of the Russian speaking people and their culture through further use of tapes, slides, filmstrips, and current publications. The course provides an excellent supplement to Russian language classes and is usually taken in conjunction with RUSS 001B. This course may be repeated once. It will be AA/AS degree and certificate applicable. Credit/No Credit Option

**RUSS 050A BASIC RUSSIAN CONVERSATION AND CULTURE**  
3 units  
Acceptable for credit: California State University  
Oral and written practice in the minimum essentials of pronunciation, grammar and syntax. Readings from simple prose will be required. Credit/No Credit Option

**RUSS 050B BASIC RUSSIAN CONVERSATION AND CULTURE**  
3 units  
Prerequisite: Russian 050A  
Acceptable for credit: California State University  
A continuation of the oral and written practice in the minimum essentials of pronunciation, grammar and syntax presented in Russian 050A. Readings from simple prose will be required. Credit/No Credit Option

**051A INTERMEDIATE RUSSIAN CONVERSATION AND CULTURE**  
3 units  
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. Credit/No Credit Option

**051B RUSSIAN CONVERSATION & CULTURE**  
3 units  
Prerequisite: Russ 051A  
Acceptable for credit: California State University  
Conversation will be emphasized, along with vocabulary acquisition and idiomatic expression. This course will include cultural topics and a review of basic grammar principles, as well as the finer points of Russian grammar. This course is West Valley College Degree applicable, West Valley College GE applicable under Area C, Humanities; and can be repeated twice. Credit/No Credit Option

**058A RUSSIAN IMMERSION**  
3 units  
This course is designed to give students the opportunity to be in a Russian speaking environment for a three day period of time. Prior to the immersion retreat, students will attend a preparatory one-day orientation workshop where contracts will be issued and learning materials will be provided. Students will have special projects to complete prior to the retreat where the students will be in their own level group and will be required to speak only Russian. This course is West Valley College Certificate applicable and is transferable to CSU. This course may be repeated once. Credit/No Credit Option

**RUSS 091, 092, 093 RUSSIAN DIRECTED STUDIES**  
1, 2 or 3 units  
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.*  
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. Credit/No Credit 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.

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**Sign Language**

**DIVISION** Language Arts  
**DIVISION CHAIR** Julie Maia  
**DEPARTMENT CHAIR** Ana Maria de Barling  
**PHONE** 408-741-2489  
**E-MAIL** ana_maria_de_barling@westvalley.edu  
**COUNSELING** 408-741-2009

**SL 060A, B AMERICAN SIGN LANGUAGE (AMESLANT)**  
3 units each  
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 (AMESLANT) 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. Credit/No Credit 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. Credit/No Credit Option
### Social Science

#### THE FACULTY
Pat Andrews

**DIVISION** Social Science
**DIVISION CHAIR** Janis Kee
**DEPARTMENT CHAIR** Pat Andrews
**PHONE** 408-741-2534
**E-MAIL** pat_andrews@westvalley.edu
**COUNSELING** 408-741-2009

#### SOCIAL SCIENCE: Transfer:
See Transfer Planning Guide available at the Counseling Center.

#### SOCIAL SCIENCE • sociology (A.A. Degree)

20 units from at least 5 of the following fields:

<table>
<thead>
<tr>
<th>Major Requirements</th>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Anthr. 001</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Anthr. 002</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Anthr. 003</td>
<td>3</td>
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<tr>
<td></td>
<td>Econ 001A</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Econ 001B</td>
<td>3</td>
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<td></td>
<td>Econ 003</td>
<td>3</td>
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<tr>
<td></td>
<td>Geog 001</td>
<td>3</td>
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<tr>
<td></td>
<td>Geog 002</td>
<td>3</td>
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<td>Hist</td>
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<td>Polit. 001</td>
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<td>Polit. 002</td>
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<td>Polit. 003</td>
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<td>Polit. 004</td>
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<td></td>
<td>Psych. 001</td>
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<td>Soc. 004</td>
<td>3</td>
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<td>Soc. 005</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Soc. 006</td>
<td>3</td>
</tr>
</tbody>
</table>

Courses used to satisfy general education requirements cannot be used to satisfy major requirements.

For an A.A. Degree in Social Science with an option in one of the following specific areas, the 20-unit requirement must include:

- Anthropology/Anthr. 001, 002, 003
- Economic/Econ. 001A, 001B
- Geography/Geog. 001, 002
- Political Science/Polt. 001, 002, 003, 004

#### Sociology

#### THE FACULTY
Tom DeDen
Donn Murphy

**DIVISION** Social Science
**DIVISION CHAIR** Janis Kee
**DEPARTMENT CHAIR** Pat Andrews
**PHONE** 408-741-2534
**E-MAIL** donn.murphy@westvalley.edu
**COUNSELING** 408-741-2009

#### SOCIOLOGY: Transfer:
See Transfer Planning Guide available at the Counseling Center.

#### SOCIOLOGY: Transfer (A.A. Degree)

Mandatory Requirements:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOC 001</td>
<td>Introduction to Sociology</td>
</tr>
</tbody>
</table>

The course listed above is the only course recommended in the major for transfer. To be awarded an A.A. Degree, a student must also complete:

1. All the major requirements and
2. The following courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOC 002</td>
<td>Social Problems</td>
</tr>
<tr>
<td>SOC 003</td>
<td>Social Psychology: A Sociological Perspective</td>
</tr>
<tr>
<td>SOC 020</td>
<td>American Race Relations</td>
</tr>
<tr>
<td>SOC 040</td>
<td>Marriage and Family</td>
</tr>
<tr>
<td>SOC 043</td>
<td>Sociology of Religion</td>
</tr>
</tbody>
</table>

OR

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOC 045</td>
<td>Sociology of Human Sexuality Electives from recommended list</td>
</tr>
</tbody>
</table>

3. Additional units to meet the college graduation requirements.

**Recommended Electives:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTHR 003</td>
<td>Introduction to Cultural Anthropology</td>
</tr>
<tr>
<td>ECON 001A</td>
<td>Principles of Macroeconomics</td>
</tr>
<tr>
<td>GEOG 002</td>
<td>Cultural Geography</td>
</tr>
<tr>
<td>HIST 017A</td>
<td>United States History</td>
</tr>
<tr>
<td>PSYCH 001</td>
<td>General Psychology</td>
</tr>
</tbody>
</table>

#### SOC 001 INTRODUCTION TO SOCIOLOGY

3 units

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. Credit/No Credit Option (CAN SOC 002)

#### SOC 002 SOCIAL PROBLEMS

3 units

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. Credit/No Credit Option (CAN SOC 004)

#### SOC 003 SOCIAL PSYCHOLOGY: A SOCIOLOGICAL PERSPECTIVE

3 units

Acceptable for Credit: University of California, California State University.

Social psychology examines how individuals can resist and 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. This course is approved under the West Valley College GE pattern, Area D. Social and Behavioral Sciences, Series III. Credit/No Credit Option.

#### SOC 020 AMERICAN RACE RELATIONS

3 units

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. Credit/No Credit Option.

#### SOC 040 MARRIAGE AND THE FAMILY

3 units

Acceptable for credit: 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. Credit/No Credit Option.

#### SOC 045 SOCIOLOGY OF HUMAN SEXUALITY

3 units

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

This course examines the sexual attitudes and behavior in our society; research findings concerning the range of normality of human sexual functioning; sexual myths, some origins, who believes them and why. The course will include discussions relating to the institutionalization of sex in American society; the symbolic nature of sexual expression; teaching children regarding sexuality; the complexities of social orientation; and the impact of sexually transmitted diseases upon society. Credit/No Credit Option.

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**NOTES:**
- **PREREQUISITES AND COREQUISITES** are MANDATORY. See page 17 for specific information.
- Courses used to meet prerequisite requirements must have been completed with a grade of C or better or better.
- **RECOMMENDED** preparations are ADVISORY.
SPAN 001A BEGINNING SPANISH
5 units
Corequisite: Span 011A
Acceptable for credit: University of California, 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, tapes, 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 Spanish 001B.

SPAN 001B SPANISH LABORATORY
.5 unit
Corequisite: Span 001B
Acceptable for credit: California State University

SPAN 002A INTERMEDIATE SPANISH
5 units
Prerequisite: Span 001A or two years of high school Spanish
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 Spanish 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 the Spanish-speaking world. Credit/No Credit Option

SPAN 002B INTERMEDIATE SPANISH
5 units
Prerequisite: Span 001B or three years of high school Spanish
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 Spanish and Latin American writers. Credit/No Credit Option

SPAN 003A, B ADVANCED SPANISH ORAL AND WRITTEN COMPOSITION
5 units each
Prerequisite: Span 002B; Span 003A is prerequisite to Span 003B
Acceptable for credit: University of California, California State University
Review of grammar, discussion of grammatical features beyond the intermediate level. Intensive oral and written drills in idiomatic constructions. Composition, conversation and readings from prose and poetry. Credit/No Credit Option

SPAN 011A SPANISH LABORATORY
.5 unit
Corequisite: 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 Spanish 001A. Credit/No Credit 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.
SPAN 050B BASIC SPANISH CONVERSATION AND CULTURE
3 units
Prerequisite: Span 050A
Acceptable for credit: California State University
This course is a continuation of Span 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. Credit/No Credit Option

SPAN 051A INTERMEDIATE SPANISH CONVERSATION AND CULTURE
3 units
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. Credit/No Credit Option

SPAN 051B INTERMEDIATE CONVERSATIONAL SPANISH AND CULTURE
3 units
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. Credit/No Credit Option

SPAN 052A, B BASIC MEDICAL SPANISH
3 units
Prerequisite for Span 052A: None
Prerequisite for Span 052B: Span 052.
Acceptable for credit: California State University
This 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. Credit/No Credit Option

SPAN 052A1 SPECIAL STUDIES IN MEDICAL SPANISH, MODULE 1
1 unit
Acceptable for credit: California State University
This course is directed to the needs of medical and hospital personnel. Emphasis will be placed on acquiring basic communication skills and a specialized vocabulary through intensive oral use and drilling exercises. Upon completion, students will be able to communicate with Spanish-speakers on a basic level in her/his specific area of medical service. Credit/No Credit Option

SPAN 052A2 SPECIAL STUDIES IN MEDICAL SPANISH, MODULE 2
1 unit
Acceptable for credit: California State University
This course is directed to the needs of medical and hospital personnel. Emphasis will be placed on acquiring basic communication skills and a specialized vocabulary through intensive oral use and drilling exercises. Upon completion, students will be able to communicate with Spanish-speakers on a basic level in her/his specific area of medical service. Credit/No Credit Option

SPAN 052A3 SPECIAL STUDIES IN MEDICAL SPANISH, MODULE 3
1 unit
Acceptable for credit: California State University
This course is directed to the needs of medical and hospital personnel. Emphasis will be placed on acquiring basic communication skills and a specialized vocabulary through intensive oral use and drilling exercises. Upon completion, students will be able to communicate with Spanish-speakers on a basic level in her/his specific area of medical service. Credit/No Credit Option

SPAN 052A4 SPECIAL STUDIES IN MEDICAL SPANISH, MODULE 4
1 unit
Acceptable for credit: California State University
This course is directed to the needs of medical and hospital personnel. Emphasis will be placed on acquiring basic communication skills and a specialized vocabulary through intensive oral use and drilling exercises. Upon completion, students will be able to communicate with Spanish-speakers on a basic level in her/his specific area of medical service. Credit/No Credit Option

SPAN 052A5 SPECIAL STUDIES IN MEDICAL SPANISH, MODULE 5
1 unit
Acceptable for credit: California State University
This course is directed to the needs of medical and hospital personnel. Emphasis will be placed on acquiring basic communication skills and a specialized vocabulary through intensive oral use and drilling exercises. Upon completion, students will be able to communicate with Spanish-speakers on a basic level in her/his specific area of medical service. Credit/No Credit Option

SPAN 057A SPANISH FOR INTERNATIONAL BUSINESS
3 units
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. Credit/No Credit Option

SPAN 052A6 SPECIAL STUDIES IN MEDICAL SPANISH, MODULE 6
1 unit
Acceptable for credit: California State University
This course is directed to the needs of medical and hospital personnel. Emphasis will be placed on acquiring basic communication skills and a specialized vocabulary through intensive oral use and drilling exercises. Upon completion, students will be able to communicate with Spanish-speakers on a basic level in her/his specific area of medical service. Credit/No Credit Option

SPAN 052A7 SPECIAL STUDIES IN MEDICAL SPANISH, MODULE 7
1 unit
Acceptable for credit: California State University
This course is directed to the needs of medical and hospital personnel. Emphasis will be placed on acquiring basic communication skills and a specialized vocabulary through intensive oral use and drilling exercises. Upon completion, students will be able to communicate with Spanish-speakers on a basic level in her/his specific area of medical service. Credit/No Credit Option

SPAN 058A IMMERSION SPANISH
3 units
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. 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. Credit/No Credit Option

SPAN 091, 092, 093 DIRECTED STUDIES
1-3 units
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
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. Credit/No Credit Option

• PREREQUISITES AND COREQUISITES are MANDATORY. See page 17 for specific information.
• Courses used to meet prerequisite requirements must have been completed with a grade of C or credit or better.
• RECOMMENDED preparations are ADVISORY.
Theatre Arts

THE FACULTY
James Callner
William Clay
Virginia Drake
Brad Weisberg

DIVISION Fine Arts
DIVISION CHAIR Sandra LaFevre
DEPARTMENT CHAIR Virginia Drake
PHONE 408-741-2462
E-MAIL ginger_drake@westvalley.edu
COUNSELING 408-741-2009

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 have the opportunity to perform regularly in the college’s two performance facilities. Students have the opportunity to perform regularly in the college’s two performance facilities. Students have the opportunity to perform regularly in the college’s two performance facilities. Students have the opportunity to perform regularly in the college’s two performance facilities.

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
Theatre Arts students are given the opportunity to:
• learn film and theatre terminology and language;
• analyze literature;
• identify production components;
• distinguish film and theatre styles and historical periods;
• develop mechanical skills;
• develop skills of collaboration and team-building;
• creatively solve problems; and
• build powerful communication skills.

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
Costume/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
Course Units
THearing 002A Technical Production 3
THearing 007A Acting for Film and Television 3
THearing 010A Introduction to Theatre 3
THearing 035A Voice Production/Articulation 3
THearing 040AAB Beginning Acting 6
THearing 041A Int. Acting 3

THearing 017A Intro into Scene Design 3
THearing 018A Intro into Stage Lighting 3
THearing 047A Costumes: Stage/Screen 3

1 and 3 units from the following:
THearing 021A Reh/Perf. Technical 1
THearing 022A Reh/Perf. Costumes 1

2 and 3 units from the following:
THearing 001 Intro to Media Arts 3
THearing 006A Writing for Film/Television 3
THearing 007B TV/Film Acting 3
THearing 015 Intro to Film 3
THearing 020 Studio Perf 3
THearing 021BC Reh/Perf. Technical 1-1
THearing 022BC Reh/Perf. Costumes and Makeup 3

THearing 026AB Improvisation 2-2
THearing 027 Special Subjects for the Actor 3
THearing 030 Playwriting 2
THearing 033A Stage Movement 2
THearing 041B Int. Acting, sem. #2 3
THearing 044A Makeup: Stage/Screen 3
THearing 060-073 Mainstage Perf 3
THearing 032AB Beginning Voice 1-1
THearing 3.01 Afro-Jazz Dance 1
THearing 3.02 Ballet 1
THearing 3.12 Jazz Dance 1
THearing 3.15 Modern Dance 1
THearing 3.23 Tap Dance 1
THearing 3.47 Yoga 1
THearing 7.07 Fencing 1

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.
**Other Recommended Courses:**

THEAR 003 Confidence/Self Esteem Building 3  
THEAR 004 Digital Editing-Narrative Film 3  
THEAR 005AB Intro to Film Making 3  
THEAR 017B Intro to Scene Design 3  
THEAR 018B Lighting Design 3  
THEAR 019A Movie Special Effects 3  
Art 004 Art Appreciation 3  
English 048 Intro to Shakespeare 3  
Music 032AB Intermediate Voice 1-1  
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.

**COSTUME/MAKEUP EMPHASIS**  
*(A.A. Degree)*

**Major Requirements:**

**Course** | **Units**
---|---
THEAR 002A Technical Production | 3  
THEAR 010 Introduction to Theatre | 3  
THEAR 018A Stage Lighting | 3  
*THEAR 022ABC Reh/Perf: Costumes | 1-3  
THEAR 040A Beginning Stage Acting | 3  
THEAR 044A Makeup: Stage/Screen | 3  
THEAR 047A Costumes: Stage/Screen | 3  
and 6 additional units from the following:  
THEAR 006A Writing for Film/Television | 3  
THEAR 007ABC TV/Film Acting | 3-3-3  
THEAR 017AB Intro to Scene Design | 3  
THEAR 019B Light Design | 3  
THEAR 020 Studio Performance | 3  
*THEAR 021ABC Reh/Perf: Technical | 1-3  
THEAR 030 Playwriting | 3  
THEAR 040B Stage Acting | 3  
THEAR 044B Makeup: Stage/Screen | 3  
THEAR 047B Costumes: Stage/Screen | 3  
*THEAR 060-073 Maststage Perf | 3  
FD 032 History of Fashion | 3  
FD 040B Fashion Sketching | 3  
FD 060 Professional Patternmaking | 1  
Other recommended courses:  
THEAR 001 Intro to Media Arts | 3  
THEAR 015 Intro to Film | 3  
THEAR 043B Intermediate Stagecraft | 3  
Art 004 Art Appreciation | 3  
FD 063 Fitting and Pattern-Making | 3  
FD 064 Professional Draping | 3  
FD 067 Manual Pattern Grading | 3  
FD 070 Elements and Principles of Design | 3  

Additional units to meet the college graduation requirements.

*A repeatable course taken to fulfill a category may be taken again to fulfill another category.

**FILM STUDIES** *(A.A. Degree)*

**Major Requirements:**

**Course** | **Units**
---|---
THEAR 001 Introduction to Media Arts | 3  
THEAR 005A Intro to Film Making | 3  
THEAR 006A Writing for Film and Television | 3  
THEAR 007A TV/Film Acting | 3  
THEAR 010 Introduction to Theatre | 3  
THEAR 015 Intro to Film | 3  
THEAR 021A or THEAR 022A Reh/Perf: Technical or Costumes | 1  
and 3 units from the following:  
THEAR 014AB Survey of Film | 3  
THEAR 019A Movie Special Effects | 3  
and 3 additional units from the following:  
THEAR 002A Technical Production | 3  
*THEAR 004 Editing the Narrative Film | 3  
THEAR 005B Writing for Film/Television | 3  
THEAR 006B Intro to Film Making | 3  
THEAR 007BC TV/Film Acting | 3  
THEAR 008AB Television Production | 3  
THEAR 017A Intro to Scene Design | 3  
THEAR 018A Lighting Design | 3  
THEAR 020 Studio Performance | 3  
*THEAR 021BC Reh/Perf: Technical | 1-2  
*THEAR 022BC Reh/Perf: Costumes and Makeup | 1-2  
THEAR 030 Playwriting | 3  
THEAR 040A Beginning Acting | 3  
THEAR 047A Costumes: Stage/Screen | 3  
*THEAR 060-73 Maststage Perf | 3  
Additional units to meet the college graduation requirements.

*A repeatable course taken to fulfill a category may be taken again to fulfill another category.

**COURTROOM VIDEOGRAPHY** *(Certificate)*

**Course** | **Units**
---|---
CTR 038 Court and Deposition Procedures | 3  
THEAR 080 TV Equipment Operations | .5  
THEAR 080A Intro to TV Production | 3  
THEAR 006B Production | 2  
(including apprenticeship) | 3  
**STAGE TECHNOLOGY** *(A.A. Degree)*

**Major Requirements:**

**Course** | **Units**
---|---
THEAR 002A Technical Production | 3  
THEAR 010 Introduction to Theatre | 3  
THEAR 017A Intro to Scene Design | 3  
THEAR 018A Stage Lighting | 3  
*THEAR 021ABC Reh/Perf: Technical | 3 (total units)  
THEAR 040A Stage Acting | 3  
THEAR 045A/B Intermediate Stagecraft | 3  
THEAR 047A Costumes: Stage/Screen | 3  
and 3 additional units from the following:  
THEAR 006A Writing for Film/Television | 3  
THEAR 007A TV/Film Acting | 3  
THEAR 008A Television Production | 3  
THEAR 017B Intro to Scene Design | 3  
THEAR 018B Stage Lighting | 3  
*THEAR 020 Studio Performance | 3  
*THEAR 022ABC Reh/Perf: Costumes and Makeup | 1-3  
THEAR 030 Playwriting | 3  
THEAR 040B Stage Acting | 3  
THEAR 047B Costumes: Stage/Screen | 3  
*THEAR 060-073 Maststage Perf | 3  
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:**

**Course** | **Units**
---|---
THEAR 001 Intro to Media Arts | 3  
THEAR 002A Technical Production | 3  
THEAR 010 Intro to Theatre | 3  
THEAR 015 Intro to Film | 3  
*THEAR 021A or THEAR 022A Reh/Perf: Technical | 1-2  
and 6 units from the following:  
THEAR 017A Intro to Scene Design | 3  
THEAR 018A Stage Lighting | 3  
THEAR 040A Beginning Acting | 3  
THEAR 047A Costumes: Stage/Screen | 3  
and 6 units from the following:  
THEAR 003A Confidence/Self Esteem Building | 3  
THEAR 005A Writing for Film/Television | 3  
THEAR 006A Intro to Film Making | 3  
THEAR 007A TV/Film Acting | 3  
THEAR 017B Intro to Scene Design | 3  
THEAR 018B Lighting Design | 3  
THEAR 020 Studio Performance | 3  
*THEAR 021BC Reh/Perf: Technical | 1-2  
*THEAR 022BC Reh/Perf: Costumes and Makeup | 1-2  
THEAR 026A Improvisation | 3  
THEAR 027 Special Subjects for the Actor | 3  
THEAR 030 Playwriting | 3  
THEAR 040B Stage Acting | 3  
THEAR 044A Makeup: Stage/Screen | 2  
THEAR 045B Intermediate Stagecraft | 3  
THEAR 047A Costumes: Stage/Screen | 3  
THEAR 060-073 MastStage Perf | 3  
Art 004 Art Appreciation | 3  
Engl 048 Introduction to Shakespeare | 3  
**VIDEO/FILM** *(A.A Degree)*

**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  

*PREREQUISITES AND COREQUISITES are MANDATORY. See page 17 for specific information.

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

*RECOMMENDED preparations are ADVISORY.*
THEAR 006A Writing for Film/Television 3
THEAR 007A TV/Film Acting 3
THEAR 008A Television Production 3
THEAR 010 Intro to Theatre 3
THEAR 015 Intro to Film 3
*THEAR 021A or 022A
    Reh/Perf: Technical or Costume 1
and 3 additional units from the following:
*THEAR 004 Editing the Narrative Film 3
THEAR 005B Intro to Film Making 3
THEAR 006B Writing for Film/Television 3
and 3 additional units from the following:
THEAR 003AB Confidence/Self Esteem Building 3
*THEAR 004 Editing the Narrative Film 3
THEAR 007B TV/Film Acting 3
THEAR 008B Television Production 3
THEAR 014AB Survey of Film 3
THEAR 015A 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
DM/IS 057B Advanced Video Editing: Premiere Pro 3
Engl 041 Literature and Film 3
French 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
THEAR 004B 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 3
THEAR 014AB Survey of Film 3
THEAR 015 Intro to Film 3
THEAR 015A Intro to Scene Design 3
THEAR 019A Movie Special Effects 3
*THEAR 021AB Reh/Perf: Technical 1-2
THEAR 022AB Reh/Perf: Costumes 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 017A Intro to Scene Design 3
THEAR 018B Lighting Design 3
THEAR 020 Studio Performance 3
THEAR 030 Playwriting 3
THEAR 040A Beginning Acting 3
THEAR 060-073 Mainstage Performance 3

THEAR 004 Art Appreciation 3
Art 055 Introduction to Computer Arts 3
DM/IS 057A Digital Video Editing: Premiere Pro 3
DM/IS 057B Advanced 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
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. Credit/No Credit Option

THEAR 002A TECHNICAL PRODUCTION
3 units
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. Credit/No Credit Option

THEAR 003A CONFIDENCE AND SELF-ESTEEM BUILDING
3 units
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. Credit/No Credit Option

THEAR 003B CONFIDENCE AND SELF-ESTEEM BUILDING
3 units
Recommended Preparation: THEAR 003A
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. Both theory and it's application are covered in this course. Credit/No Credit Option

THEAR 004 POST-PRODUCTION: DIGITAL EDITING OF THE NARRATIVE FILM
3 units
Recommended Preparations: THEAR 006A/B, DM/IS 056A/B, MATH 202
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
Acceptable for credit: University of California, 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. Credit/No Credit Option

THEAR 005B INTRODUCTION TO FILM MAKING
3 units
Acceptable for credit: University of California, California State University
This course is for the student who has completed THEAR 005A. Students will 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. Credit/No Credit Option

THEAR 006A WRITING FOR FILM AND TELEVISION
3 units
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. Credit/No Credit Option

THEAR 006B WRITING FOR FILM AND TELEVISION
3 units
Acceptable for credit: California State University
A continuation of 006A, concentrating on screen writing techniques, forms and concepts. Development of screenplays and teleplays for various media markets will be examined. Credit/No Credit Option

THEAR 007A ACTING FOR FILM AND TELEVISION
3 units
Recommended Preparation: THEAR 040A
Acceptable for credit: California State University
University of California
This course is an introduction to the technique of acting in front of a camera. It includes participation in film acting projects and television production. Students will also learn the terminology of the TV/Film Studio. Credit/No Credit Option

THEAR 007B ACTING FOR FILM AND TELEVISION
3 units
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-scene activities. Credit/No Credit 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.
### THEAR 007C ADVANCED ACTING FOR FILM AND TELEVISION
3 units
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. Credit/No Credit Option

### THEAR 008A INTRODUCTION TO TV PRODUCTION
3 units
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. Credit/No Credit Option

### THEAR 008B TELEVISION PRODUCTION II
3 units
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. Credit/No Credit Option

### THEAR 010 THEATRE APPRECIATION
3 units
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. Credit/No Credit Option (CAN DRAM 018).

### THEAR 014A SURVEY OF FILM
3 units
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. Credit/No Credit Option

### THEAR 014B SURVEY OF FILM
3 units
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. Credit/No Credit Option

### THEAR 014C SURVEY OF FILM
3 units
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 gangster and detective films. Critical analysis from an audience perspective includes readings, lectures, and discussions covering genre conventions, history, evolution, terminology, and technique. Credit/No Credit Option

### THEAR 015 INTRODUCTION TO FILM
3 units
Acceptable for credit: University of California, California State University
This course is intended as a critical analysis of film media from an audience 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. Credit/No Credit Option

### THEAR 016A B SUMMER STOCK (PLAY PRODUCTION WORKSHOP)
5 units each
Acceptable for credit: University of California, California State University
This course provides students with study and laboratory exploration in all aspects of play production involving the student actor or student designer/technician in order to develop acting/design/technical capabilities, skills and disciplines in a "summer stock" environment. The audition, preparation and presentational phases of the production process will be explored under the supervision, guidance and direction of faculty directors and designers. Productions will be presented for public performance. Enrollment is for the duration of the "summer stock" season. Credit/No Credit Option

### THEAR 017A INTRODUCTION TO SCENE DESIGN
3 units
Acceptable for credit: University of California, California State University
An introductory course in theory, methods, and application of scene design. Involves study of differing styles of design, design for differing staging methods (i.e., proscenium, arena, thrust staging), set model construction, working drawings. Credit/No Credit Option

### THEAR 017B INTERMEDIATE SCENE DESIGN
3 units
Recommended Preparation: THEAR 017A
Acceptable for credit: University of California, California State University
Lecture and laboratory practices in advanced scene design. Credit/No Credit Option

### THEAR 018A INTRODUCTION TO STAGE LIGHTING
3 units
Acceptable for credit: University of California, California State University
An introductory course in theory, methods and application of stage lighting. Involves study of different approaches to light design, study of the physics of stage lighting, color in light, lighting instruments themselves, and practical work in the lighting of staged production. Credit/No Credit Option

### THEAR 018B INTERMEDIATE STAGE LIGHTING
3 units
Recommended Preparation: THEAR 018A
Acceptable for credit: University of California, California State University
Lecture and lab practices in advanced techniques for lighting the stage. Credit/No Credit Option

### THEAR 019A MOVIE MAGIC: CONTEMPORARY SPECIAL EFFECTS
3 units
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. It 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. Credit/No Credit Option

### THEAR 020 STUDIO THEATRE WORKSHOP
3 units
Acceptable for credit: University of California, California State University
This course provides opportunity for rehearsal and public performance in a limited space. Included will be the study of acting techniques which are required by plays in intimate environments. This course may be repeated three times.

### THEAR 021A, B, C REHEARSAL AND PERFORMANCE (TECHNICAL)
1-3 units
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
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.

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- **PREREQUISITES AND COREQUISITES** are MANDATORY. See page 17 for specific information.
- Courses used to meet prerequisite requirements must have been completed with a grade of C or credit or better.
- **RECOMMENDED** preparations are ADVISORY.
THEAR 026A IMPROVISATIONAL THEATRE WORKSHOP
2 units
Acceptable for credit: University of California, California State University
Exploration of methods and techniques used to develop spontaneous performance skills in the actor. Credit/No Credit Option

THEAR 026B IMPROVISATIONAL THEATRE WORKSHOP
2 units
Acceptable for credit: University of California, California State University
Verbal and nonverbal exploration of methods and techniques used to develop spontaneous performance skills in the actor. Includes study of improvisational tools that aid in understanding and building text. Credit/No Credit Option

THEAR 027 SELECTED TOPICS FOR THE ACTOR
3 units
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. Credit/No Credit Option

THEAR 030 INTRODUCTION TO PLAYWRITING
3 units
Acceptable for credit: California State University Principles and practice of writing in dramatic form: plot structure, characterization, content and theme, analyses of plays and exercises in writing.

THEAR 033A STAGE MOVEMENT
2 units
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
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. Credit/No Credit Option

THEAR 035A VOICE PRODUCTION AND ARTICULATION
3 units
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. Credit/No Credit Option (CAN DRAM 006)

THEAR 040A BEGINNING ACTING
3 units
Acceptable for credit: University of California, California State University
This course provides an introduction to acting with emphasis on one’s personal connection to character and scene. Students will learn how to become comfortable in front of an audience. They will have the opportunity to learn movement and vocal exercises that prepare them for performance and will also study techniques of scene study and improvisation. Credit/No Credit Option (CAN DRAM 008).

THEAR 040B BEGINNING ACTING
3 units
Recommended Preparation: THEAR 040A
Acceptable for credit: University of California, California State University
This course provides the study of the externals an actor uses to create a role. There is continued training in acting skills with detailed script and character analysis. There will also be work on auditioning and improvisational skills. Credit/No Credit Option (CAN DRAM 022)

THEAR 041A INTERMEDIATE ACTING
3 units
Recommended Preparation: THEAR 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 will be introduced to Shakespearean literature. They will also learn how to prepare a formal audition and actor’s resume. Credit/No Credit Option

THEAR 041B INTERMEDIATE ACTING
3 units
Recommended Preparation: THEAR 040B
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 will be introduced to Shakespearean literature. They will be introduced to another period style. They will begin work with directorial technique, and they will continue work on both formal and informal auditions. Credit/No Credit Option

THEAR 044A MAKEUP FOR STAGE AND SCREEN
2 units
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. Credit/No Credit Option

THEAR 044B MAKEUP FOR STAGE AND SCREEN
2 units
Recommended Preparation: THEAR 044A
Acceptable for credit: University of California, California State University
Lecture and laboratory practice in advanced techniques of theatrical makeup. Credit/No Credit Option

THEAR 045B INTERMEDIATE STAGECRAFT
3 units
Acceptable for credit: University of California, California State University
Emphasis on theory and practical application of construction and rigging of theatrical scenery. Credit/No Credit Option

THEAR 047A COSTUMES FOR STAGE AND SCREEN
3 units
Acceptable for credit: University of California, California State University
This course is designed as an introduction to the function of theatrical costume and the contribution to 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. Credit/No Credit Option

THEAR 047B INTERMEDIATE COSTUMES FOR STAGE AND SCREEN
3 units
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. Credit/No Credit Option

THEAR 059 THEATRE ARTS PRACTICE LAB
1 unit
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 060 CLASSICAL THEATRE: GREEK/ASIAN
3 units
Acceptable for credit: University of California, California State University
This course provides the analysis and dramatization of acting techniques necessary for performance of the Classical Greek, Roman or Asian Theatre. Students participate in rehearsal and regularly scheduled performances. This course may be repeated three times.

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.
THEAR 061 REPRESENTATIONAL EUROPEAN THEATRE: 14-19TH CENTURY
3 units
Acceptable for credit: University of California, California State University
This course provides the analysis and dramatization of acting techniques necessary for performance of the European Theatre (14-19th century). Students participate in rehearsal and regularly scheduled performances. This course may be repeated three times.

THEAR 062 REPRESENTATIONAL EUROPEAN THEATRE: 14-19TH CENTURY
3 units
Acceptable for credit: University of California, California State University
Analysis and dramatization of acting techniques necessary for performance of a specific piece of representational European Theatre, 14-19th Centuries. Participation in rehearsal and regularly scheduled public performances. This course may be repeated three times.

THEAR 063 REPRESENTATIONAL EUROPEAN THEATRE: 20TH CENTURY
3 units
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 European Theatre (20th century). Students participate in rehearsal and regularly scheduled performances. This course may be repeated three times.

THEAR 064 REPRESENTATIONAL EUROPEAN THEATRE: 20TH CENTURY
3 units
Acceptable for credit: University of California, California State University
This course provides the analysis and dramatization of acting techniques necessary for performance of the Represenational American Theatre (20th century). Students participate in rehearsal and regularly scheduled performances. This course may be repeated three times.

THEAR 065 REPRESENTATIONAL AMERICAN THEATRE: 1800-1959
3 units
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 (1800-1959). Students participate in rehearsal and regularly scheduled performances. This course may be repeated three times.

THEAR 066 REPRESENTATIONAL AMERICAN THEATRE: 1800-1959
3 units
Acceptable for credit: University of California, California State University
This course provides the analysis and dramatization of acting techniques necessary for performance of the Represenational American Theatre (1800-1959). Students participate in rehearsal and regularly scheduled performances. This course may be repeated three times.

THEAR 067 REPRESENTATIONAL AMERICAN THEATRE: 1960-1979
3 units
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 (1960-1979). Students participate in rehearsal and regularly scheduled performances. This course may be repeated three times.

THEAR 068 REPRESENTATIONAL AMERICAN THEATRE: 1960-1979
3 units
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 (1960-1979). Students participate in rehearsal and regularly scheduled performances. This course may be repeated three times.

THEAR 069 REPRESENTATIONAL AMERICAN THEATRE 1980-PRESENT
3 units
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
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 rehearsal and regularly scheduled performances. This course may be repeated three times.

THEAR 071 MUSICAL THEATRE
3 units
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
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 073 THEATRE ROAD SHOW
3 units
Acceptable for credit: California State University
Students in this course rehearse and perform a production which will tour throughout venues in Santa Clara County. The course includes a study of the acting techniques and improvisational skills which are applied to a variety of performance spaces and audience temperaments and styles. This course may be repeated three times.

THEAR 080 TELEVISION EQUIPMENT OPERATION
.5 unit
Skills and practical experience required to operate the video equipment for television productions. Credit/No Credit Option

THEAR 091, 92, 93 DIRECTED STUDIES
1-3 units
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
Indivdual 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. Credit/No Credit Option
Tutoring

THE FACULTY
Martin Jue

DIVISION Student Services
DIVISION CHAIR Pablo Ortega
DEPARTMENT CHAIR Martin Jue
PHONE 408-741-2311
E-MAIL martin_jue@westvalley.edu
COUNSELING 408-741-2009

IS 040 TUTOR TRAINING
1.5 units
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. Credit/No Credit Only.

LS 110 SUPERVISED TUTORING
0 unit
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 develop their ability to learn independently and become a more successful student.

LS 115 SUCCESS ON THE SAT
1 unit
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. Credit/No Credit Only.

Typing (See Computer Applications)

Women’s Studies

THE FACULTY
Carol Abate, Humanities
Leigh Burrill, English
Rebecca Cisneros, English
Pauline Clark, Counseling
Diana Conroy, CalWorks Program
Marge Faulstich, Administration of Justice
Janine Gerzanski, Journalism
Dulce Gray, English
Susan Horton, Educational Transition
Linda King, Anthropology (Emerita)
Sandra Ladd, Psychology
Julie Maia, English
Ann Malmuth-Onn, Dance
Joe McDavitt, Student Recruitment
Maryanne Mills, Library Services
Becky Perelli, Student Health Services
Susan Schulter, English
Shawn Stuart, Art History
Naomi Wagner, Psychology
Karen Wallace, English
Siv Wheeler, History (Emerita)

DIVISION Language Arts
DIVISION CHAIR Julia Maia
DEPARTMENT CHAIR Julie Maia
PHONE 408-741-2507
E-MAIL julie_maia@westvalley.edu
COUNSELING 408-741-2009

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 places 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.

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.

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. In addition, students must complete at least 8 units which may include courses from either Group 2 or 3.

Group 1. Core Course (8 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—issues that are often ignored in traditional courses. This approach encourages students to develop an interdisciplinary understanding of gender and diversity issues.
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
Frch 040A Women of France 1
Frch 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
*Each semester, only certain sections of these courses are taught with a Women’s Studies emphasis. Students should check the Schedule of Classes to determine which sections will be offered with this focus.
Courses in this group are drawn from the Cultural Diversity program at West Valley College. While gender issues form a substantial portion of the content in these courses, their major focus is on race, culture, and ethnicity. Courses in this group can add breadth and depth to students’ understanding of the ways that gender, race, and class issues are intertwined.

**Core Courses**

**WS 001 INTRODUCTION TO WOMEN'S STUDIES: KNOWLEDGE, GENDER, AND POWER**

4 units

Acceptable for credit: University of California, California State University

This course introduces students to the study of women and gender. Each semester, a faculty team will design the course around an interdisciplinary theme. Students will use this theme to examine how new scholarship is changing fundamental assumptions about women’s roles, both globally and locally. Men and women are equally welcome in this course, as all students can benefit from investigating the influence of gender in their lives and world. Students should consult the Schedule of Classes for a description of the theme for the current semester. Credit/No Credit Option

**FRNCH 040A WOMEN OF FRANCE**

1 unit

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. Credit/No Credit Option

**FRNCH 040B WOMEN OF FRANCE**

1 unit

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. Credit/No Credit Option

**PSYCH 009 INTRODUCTION TO PSYCHOLOGY OF WOMEN**

3 units

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 biological 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. Credit/No Credit 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 2005-2006, 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

For general descriptions of these courses, see the specific department listings in this catalog. For an overview of how these special emphasis courses differ from the traditional ones, students may examine the file of course syllabi maintained by the Women's Studies Program coordinator.
Work Experience

THE FACULTY

DIVISION Career Programs
FACULTY ADVISOR Heide Hughes
PHONE 408-741-2438
E-MAIL heide_hughes@westvalley.edu
CAREER PROGRAM CENTER 408-741-2098

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 may be counted toward the associate degree.

Work Experience Education offers qualified students working and learning in jobs relating to their career and educational goals, the opportunity to earn college credit. One of the benefits of this program is the community and college interaction which involves employers, students, and faculty in a positive educational effort. Each student participating in Work Experience Education is assigned to a faculty-advisor who meets with the student and his/her employer to discuss, define, develop and write measurable learning objectives in developing short- and long-range career goals. Work Experience Education units satisfy a portion of the requirements for a 2-year degree and are transferable to most of the state colleges and universities.

Determination of the units is based on the following schedule of hours.

<table>
<thead>
<tr>
<th>UNITS</th>
<th>TOTAL HOURS OF CREDIT</th>
<th>AVERAGE HOURS WORK PER WEEK REQUIRED</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>75</td>
<td>5 - 9</td>
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<tr>
<td>2</td>
<td>150</td>
<td>10 - 14</td>
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<tr>
<td>3</td>
<td>225</td>
<td>15 - 19</td>
</tr>
<tr>
<td>4</td>
<td>300</td>
<td>20</td>
</tr>
</tbody>
</table>

Students working in non-paid positions need to work 60 hours per unit of credit per semester.

To register for Work Experience, students must attend an orientation session as listed in the class schedule.

WRKEX 301-304 OCCUPATIONAL WORK EXPERIENCE EDUCATION
1 - 4 units
Acceptable for credit: California State University

These courses involve the supervised employment of students in positions which are related to 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
1 - 3 units
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

THE FACULTY
Len Schreibstein

DIVISION Student Services
DIVISION CHAIR Pablo Ortega
DEPARTMENT CHAIR Len Schreibstein
PHONE 408-741-2422
E-MAIL len_schreibstein@westvalley.edu
COUNSELING 408-741-2009

(Certificate)
The Workplace Success Skills Certificate is based on “SCANS” skills, essential in today’s workplace

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Couns 026</td>
<td>Workplace Success Skills</td>
</tr>
<tr>
<td>CA 015</td>
<td>Document Formatting</td>
</tr>
<tr>
<td>CA 010</td>
<td>Computer Keyboarding</td>
</tr>
<tr>
<td>CA 070</td>
<td>Using Microsoft Windows</td>
</tr>
<tr>
<td>CA 020</td>
<td>Introduction to Macintosh</td>
</tr>
<tr>
<td>CA 031B</td>
<td>Beginning Word Processing</td>
</tr>
<tr>
<td>CA 062B</td>
<td>Beginning Spreadsheets, Microsoft Excel</td>
</tr>
<tr>
<td>Libr 006/CA 074 Using the Internet for Research</td>
<td>1</td>
</tr>
<tr>
<td>Libr 073</td>
<td>Internship, Hands-On</td>
</tr>
<tr>
<td>Couns 045</td>
<td>Study Skills</td>
</tr>
</tbody>
</table>

Zoology

PRINCIPLES OF ZOOLOGY
(See Biology 041)
West Valley-Mission Community College District

Board Policies

The following sections give pertinent Board policies related to student services, student eligibility and admissions, enrollment and registration, fees, student records, academic standards, student equity, matriculation, counseling and advising, health services, assessment, counseling and advising, 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 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 following three 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 directed petitioned the College President and has been 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 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 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 high school pupils shall satisfy the criteria established by statute and on the student’s academic record until the cumulative grade point average reaches overall progress of 2.00 or more.

2. The Chancellor shall establish procedures regarding compliance with statutory and regulatory criteria for concurrent enrollment.

5.2.3 Colleges of the District shall admit transferees 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 be admitted on academic probation, which shall continue 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 not 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 s/he 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 rules.

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, 5.21. (Student Grievances and Appeals)

5. Residence 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 continuously resided in California for at least one year immediately preceding the residence determination date for the semester or session and has manifested clear 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.

In determining the place of residence, the following rules apply:
ADMISSION TO THE COLLEGE

SUBMISSION OF APPLICATIONS

Students who have passed the High School Pro-

ficiency Exam or the test of General Educational

Development (GED) must submit verification of
eligibility with the application.

Students who have been disqualified from

West Valley College or any other college must

remain out for one full semester following that
disqualification unless they have been approved

for re-admission by the Academic Appeals

Committee. Students reinstated will enter on

probation. Application for re-admission is made in

the Admissions Office.

When students file their applications with the

Admissions Office, or complete the online

application, they will be given or sent via email

information about assessment and orientation

and a priority date to register.

STUDENT CLASSIFICATIONS

Continuing Student - A student who was

enrolled at West Valley College the preceding

semester (excluding summer session).

New Student - A student who has never enrolled

at any college.

Returning (Former) Student - A student who

has attended West Valley College, but was not

enrolled during the previous semester (excluding

summer and winter sessions). A student returning

after an absence of one semester or longer must

reapply.

New Transfer Student - A student who has

attended a college other than West Valley Col-

lege.

International Student - A student from a foreign

country who has applied to West Valley College

and has been accepted by the West Valley Col-

lege International Student Committee.

Nonresident Student - A student who has not

met California residency requirements and must

pay nonresident tuition.

Special High School Student Concurrent

Enrollment - a student who is at least 16 years

old and has completed the 10th grade who is

admitted while still enrolled in high school.

TRANSFER STUDENTS-TRANSCRIPTS

Students with prior college work are not required to

file transcripts from other institutions, except as

noted. Official transcripts (sent directly to the

Records Office from the former college) are

required for all participants in intercollegiate

sports, foreign students, veterans, or if credit

required for all participants in intercollegiate

sports, foreign students, veterans, or if credit

toward graduation is desired. Official transcripts

may also be required by other offices for various

purposes. Such transcripts will be evaluated and

made part of the student’s academic record if

submitted for credit toward a degree.

It is the student’s responsibility to request that

such transcripts be sent to West Valley College

as well as to notify the Records Office that an

evaluation of such a transcript is desired.

For purposes of satisfying graduation require-
ments, transcripts of prior college work must be

on file by the second week of the semester in

which such degree requirements will be satis-

fied. Students are cautioned that even if prior

transcripts are not required by the College, other

colleges and universities may demand these

documents and determine the student’s cumula-
tive grade point average for admission on the

basis of all transcripts.

Fee: There is a one-time $5.00-$10.00 charge

to evaluate transcripts from other institutions.

Transcripts from a foreign country must be evalu-

ated through an outside agency. Cost will very

depending on the agency. See counseling for the

evaluation forms. Financial Aid students & Veter-

ans are not charged this fee. See the Counseling

Office for procedures.

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.

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 aca-
demic 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.
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. (A fee will be charged for lost cards.) 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 16 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.

REGISTRATION OPTIONS
Students can use both web and phone registration systems.

DUPLICATE REGISTRATION/COURSE OVERLAP
A student may not register for more than one class during the same time period. A student may not register for more than one section of 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 not repeat a course. (See catalog for listing of repeatable courses.)

PREREQUISITES AND CO-REQUISITES:
Note: (See Matriculation information on page 5, 14.

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/excursions. 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, and 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 telephone/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 Schedule of Classes. (For financial aid information, see the "Student Financial Assistance" section of this catalog.)

CAMPUS CENTER FEE*
A Campus Center Fee is required of all students taking classes that meet on the West Valley College campus.

$12.00 6 or more units
$6.00 .5 to 5.5 units

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 $15.00
Summer Session $12.00

COMMUNITY COLLEGE ENROLLMENT FEE
Fees shown are those in effect at the time of publication and are subject to change. Effective Fall Semester, 1994, all community colleges in California are required to charge fees based upon enrolled units each semester. The current enrollment fee is $20.00 per semester unit.

Exemption from the enrollment fee will be allowed for low-income students through the Financial Aid Office using the BOG Waiver.

PARKING FEE
A semester-length student parking permit may be purchased at the Admissions and Records Office.

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.

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 Fruitvale 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
Policies and procedures for refunds of fees are specified in the published Schedule of Classes.

DELINQUENCY POSTINGS FOR NON-PAYMENT
Delinquent fees will be placed on students' records by the Admissions and Records Office for fees and any other financial obligations owed to the College. West Valley College will not allow a student to register in the College nor will the College forward transcripts or any other records to other institutions if students have delinquencies on their records. Degrees and certificates will be held until all outstanding fees have been paid or cleared. Delinquent accounts may be referred to a collection agency.

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 §66243.

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 §62210.

b. The District 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.
5.6.2 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 include the following:

a. student's name,
b. city of residence,
c. major field of study,
d. class schedule,
e. participation in officially recognized activities and sports,
f. weight and height of members of athletic teams,
g. dates of attendance,
h. degrees and awards received, and
i. the most recent previous public or private school attended by the student.

5.6.3 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.

5.6.4 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.

5.6.5 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.

5.6.6 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: (Additional Information to Policy) Release of Student Information

Students have the right and the responsibility to control the release of information about themselves. On the WVC application, students indicate whether they want certain information to be released to any person or agency who requests it. By answering "yes," students agree to allow items a-i (listed above) to be released without their written consent. Please be advised that answering "no" means that parents, family, friends, and employers cannot have access to the above-mentioned information. If no answer is provided by the applicant regarding the release of directory information, the College will assume that permission is granted for the release of any information. See also Family Educational Rights and Privacy Act and 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 fails 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," "I," or "NC" 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 "NC" 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 "NC" have been recorded reaches or exceeds 50 percent.

b. Students who believe that their placement on probation is the result of an error may petition the appropriate College appeals body for relief.

c. Notification of academic disqualification status will appear on the student's end of semester grade report and transcript.

d. An academically disqualified student may present a written appeal to the appropriate College appeals body requesting immediate reinstatement if a dismissal has resulted from unusual circumstances.

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 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):

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Definition</th>
<th>Grade Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Satisfactory</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>Passing, less than satisfactory</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>Failing</td>
<td>0</td>
</tr>
</tbody>
</table>

CR Credit (at least satisfactory, units awarded not counted in GPA)

NC No Credit (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 summed for all courses in which a grade of A, B, C, D, or F has been awarded. This total is then divided by the total number of units for all courses in which one of these five grades was awarded.

d. 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 either the student or the Admissions and Records Office. It is to be replaced by a permanent symbol as soon as possible.

(b) The "RD" grade shall not be used in the computation of the grade point average.
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."

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 Withdrawals shall not be counted in "satisfactory progress" probation and dismissal calculations. Further, the following courtesies 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) 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.

5.6.6 Inclusion/Exclusion of Units Attempted
a. The determination of the applicability of the policy on academic probation and dismissal will be based on the inclusion of:
   1. All units in which the student has been officially enrolled, except those in which the student has been assigned a grade or non-evaluative symbol of "W," "MW," "CR," "NC," "I," "RD," or "IP" when computing grade point average.
   2. All units in which the student has been officially enrolled, except those in which the student has been assigned a non-evaluative symbol of "MV," "RD," or "IP" when applying the satisfactory progress rule.
   3. All District units in which the student has been enrolled will be utilized in determining the applicability of the policy on academic probation and dismissal.

5.6.7 Course Repetition
a. Course Repetition: Grade Averigation
   1. A student who has earned a grade of "D," "F," or "NC" in a credit course at any College in the District may repeat the course for the purpose of grade averigation.
   2. A student may repeat a course for purposes of grade averigation only once.
   A student may petition the appropriate College appeals body for permission to repeat a course more than once, but the petition will be granted only based on finding that unusual circumstances exist which justify a second repetition.
(b) Upon satisfactory completion of the repeated course, the student may petition the Admissions and Records Office to have only the grade earned in the repeated course used in the computation of the grade point average.
(c) In no case will the unit value of the repeated course be counted more than once.
(d) The permanent academic record shall be annotated in such a way that all courses attempted will be indicated on the transcript in showing a true and complete academic history.

5.6.8 Academic Renewal
Pursuant to the California Code of Regulations, Title 5, §§55752, 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.

5.6.9 Credit/No Credit Options
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 "Credit/No Credit" basis.
   a. When a course is offered in which credit is awarded on the basis of a single satisfactory standard of performance, the "Credit/No Credit" grading standard must be utilized. Credit (CR) shall be awarded for meeting that standard and no credit 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 "credit/no credit" type may be applied toward the completion of the associate degree; units earned on a Credit/No Credit basis shall not be used to calculate grade point averages. Credit/No Credit units attempted for which No Credit (NC) is recorded, however, shall be considered in probation and 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 "Credit/No Credit" 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 "Credit/No Credit" 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 "Credit/No Credit" 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 such examination;
   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 permanent 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

Honor List - Students in good standing who complete at least 6 units in any semester and who earn a grade point average of 3.00 for the semester will qualify for the Honor 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.

Valedictorians whose grade point averages place them at the top of their class and who participate in commencement exercises will also be honored.

ACADEMIC APPEALS COMMITTEE

The College maintains an Academic Appeals Committee whose purpose is to provide an avenue of appeal for students seeking relief from the rules and regulations of the College pertaining to admission, readmission, residency, tuition or fees, degree or certificate standing, academic standing, grade extensions, and extensions of deadlines.

Prior to petitioning the Academic Appeals Committee, students must first attempt to resolve their problem or concern directly with the appropriate faculty member or Instructional Dean. Grade appeals are handled only by the instructor and then appealed first to the Department Chair; second, Division Chair; and finally, VP of Instruction.

Petitions for relief from academic rules and regulations must be submitted in writing on forms available in the Admissions Office. Appeals of the Committee’s decisions may be submitted to the Committee for reconsideration if a student has additional EXTENUATING CIRCUMSTANCES that were not included in the original petition.

Decisions of the Academic Appeals Committee are final and binding, but may be appealed to the College President in writing by the student within five (5) instructional days of reaffirmation of the Committee’s decision.

5.7 STUDENT EQUITY

5.7.1 The Chancellor or designee shall ensure that student equity plans are adopted and maintained and, thereafter, periodically reviewed at the discretion of the Board. The equity plans incorporate all elements required by regulations in the Education Code (§§55502, 55200, 55201, 55202, 58106, 58108).

Note: (Additional information to policy) Student Equity Plans are prepared by the college to address student success in 5 general areas: Access, Basic Skills/ESL, Course Completion, Degree/Certificate Completion and Transfer. It is the goal of the college that all students regardless of age, gender, ethnic background or disability experience success. Specific goals and activities are designed to assist students that appear to be having difficulty in any of the 5 success indicators.

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, §55500 and §55750.

5.8.2 Students may be exempted from the assessment and/or orientation components of matriculation pursuant to Title 5, Article 4, §5532.

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, 58106, 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 needs 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
• 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 also includes math assessment and 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)

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.

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 16 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.

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 or is being applied in an unlawful discriminatory manner. (Supporting documentation must be provided.)
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.

academic regulations

WEST VALLEY COLLEGE
2007 • 2008 CATALOG
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 substantial grade (“D,” “F” or “NC”). Students are held fully responsible for following College procedures for adding, dropping or withdrawal, and for filing appropriate forms in the Admissions Office.

District and/or college regulations shall not be applicable, without due process of law, to a student who has been convicted in a criminal proceeding for an act to which the District regulations might otherwise apply.

• 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 between the dates 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 plagiarism, 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 as 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 of the student admits the violation, the instructor may select one or more of the following options in order to prevent the student further acts of this type from resulting in additional disciplinary action.

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 NC or a failing grade (“F”) or “0” for the assignment in question.

c. Issue a NC or a failing grade for the course.

The student will not be permitted to drop the class and will receive an “F” or NC for the semester grade.

d. Drop the student from the class and assign a withdrawal (“W”) for the class up to the last day to withdraw from semester term courses.

Students dropped after stated date will be assigned a failing (“F”) for the class, pursuant to the uniform grading policy.

e. 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 to proof otherwise, free expression and 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 be 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
   f. a program of student government and organizations to encourage student participation in College activities and in the District and College governance process.

5.10 STUDENT HEALTH SERVICES
5.10.1 The College maintains a Student Health Services designed to facilitate emergency response and nursing assessment 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 pediatric 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 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 those 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 set forth in 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 the kinds of assistance 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 accountancy, 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 Board are 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 intercollegiate 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, 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 75060. Each such ASB 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.
   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, the ASB shall in all relevant respects, and as required by law, maintain the integrity of the ASB organization at each College as the representative body.
of the students to offer opinions 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 appropriate College 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 organization 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 College 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 attended 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 Education Code 76053, 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 not 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 hate violence 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 progress of passerby, nor shall they force passerby to take material.

- No person using areas generally available to students and the community shall touch, strike, or impede the progress of passerby, except for incidental or accidental contact, or contact initiated by a passerby.

- Persons using areas generally available to students and the community shall not use any means of amplification that creates a noise diversion that disturbs or tends to disturb the orderly conduct of the campus or classes taking place at that time.

- No persons using the 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 publications (other than the student newspaper) is limited to those student publications,血液循环，leaflets, newspapers, and other printed material. 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 with the name and address of the organization responsible for the material, and the name(s) and address(es) 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 payment in 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 environment.

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 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 there are not necessarily those of the College and/or 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, or other dangerous or illegal drugs. Students may be referred to various campus programs or outside agencies for support, information, and/or enrollment in a drug recovery program.

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 campus programs or outside agencies for support, information, and/or enrollment in a drug recovery program.

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 101-228).

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 educational institution (Education Code 76030).

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. Violation shall subject the student 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 vulgarity, 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 (either on campus or at any event sponsored or supervised by the College/District).

d. Theft of or damage to property (Including College/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/District documents, records, or identification.

h. Dishonesty (such as cheating, plagiarism, 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 College-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, distribution, or use of narcotics or other dangerous 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 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/District 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 condition, marital or parental status, or sexual orientation.

v. Violation of any 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 55901).

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 maintained and made known to all students by prominent inclusion in College publications 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 Committee, meet with the student directly in a discipline 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 documented 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 necessary, 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 students experience emotional problems to such an extent that they interfere with the educational progress of others and/or demonstrate behavior representing a danger to themselves or others. In such instances, the District is obligated to protect other students’ rights to pursue their education and to take appropriate 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 that they may obtain appropriate medical treatment for the student and/or withdrawal from college. Education Code Section 76021 states: “The Governing Board of the Community College may exclude from attendance in regular classes any student whose physical or mental disability is such to cause his/her attendance to be inimical to the welfare of other students.”

• Censure - the Vice President of Student Services or hearing board may verbally reprimand a student or may place on record a written statement which details how a student’s conduct violates a college/district regulation.

• Cancellation of registration - the Vice President of Student Services or hearing board or designee, may place a student on disciplinary 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 student to reimburse the district for damage to or misappropriation of property. Restitution must 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 student or college-sponsored privileges.
2.6.4 The Chancellor is charged with the responsibility of implementing this general policy and unlawful discrimination policy and procedures. All grade appeals are first made and maintained in the educational policy and unlawful discrimination policy and procedures. The District will consult with a faculty member or informational services should include an explanation of ideas that may cause some discomfort. It is further recognized that academic freedom ensures 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 aff’d, in part and rev’d. in part on other grounds, (1996) 92 F.3d 968; and California Code of Regulations, Title 5 § 59302.) When investigating unlawful discrimination complaints containing issues of academic freedom, the District will consult with a faculty member appointed by the Chancellor with respect to contemporary practices and standards for course content and delivery.

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, Rules 5, § 59300 et seq. And § 59326; Education Code, § 56281.5; 20 U.S.C. § 1681 et seq., and 34 C.F.R. § 106.8(b).

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 office 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 is to be provided to students, as part of any orientation program conducted for new students at the beginning of each semester or summer session, as applicable. (Education Code, § 56281.5; California Code of Regulations, Title 5, § 59300 et seq., § 59324, and § 59326; and 34 C.F.R. § 106.8(b).

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.


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 is free of discrimination based on race, color, ancestry, religion, creed, age, sex, sexual orientation, marital or parental status, medical condition, or physical or mental disability which prohibits discrimination based on ethnicity, national origin, ancestry, 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 force work;

d. Affirms its commitment to the development and maintenance of an educational curriculum that is free of bias and provides educational programs for people;

2.6.1. 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 in 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.

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 for 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 discomfort. It is further recognized that academic freedom ensures 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 aff’d, in part and rev’d. in part on other grounds, (1996) 92 F.3d 968; and California Code of Regulations, Title 5 § 59302.) When investigating unlawful discrimination complaints containing issues of academic freedom, the District will consult with a faculty member appointed by the Chancellor with respect to contemporary practices and standards for course content and delivery.

2.6.4 The Chancellor is charged with the responsibility of implementing this general policy statement through the development and administration of specific component plans including, but not limited to, administrative regulations, data collection methods, analysis, reporting procedures, compliance procedures, grievance mechanisms, and delegation of responsibilities. Further, there shall be one such component plan for each of the following areas: employment, curriculum, student enrollment, District resources, facilities, and services.

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 in 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 § 55756, permits a grievance to be filed with respect to grading only in situations where a grad 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, Handbook of each College and shall set forth the appropriate procedure at the respective College, Handbook of each College and shall set forth the appropriate procedure at the respective College.
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.

WEST VALLEY COLLEGE
NON-DISCRIMINATION STATEMENT

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 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
Student Support 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 and a GPA of 3.25 or higher in a minimum of 9 University-transferable units must be maintained at West Valley College. See Honors listing under classes.

LEARNING ASSISTANCE

The courses and services are designed to enable students to succeed in the regular College program. Students who need assistance in study and learning skills, reading, writing, or tutoring in academic or vocational subjects are encouraged to contact the appropriate individual program.

Program and Services Description

• English as a Second Language lab – individualized instruction in listening, speaking, reading, and writing. Instructors and peer tutors provide assistance.
• Reading lab – diagnosis of reading problems and individual instruction in reading skills.
• Skills Center – individualized self-paced instruction in study skills, reading, writing and math. Currently located in DESP in the Learning Services Building
• Tutorial services – students tutoring other students in academic and vocational subjects.
• Writing lab – screening of writing problems and programmed instruction in sentence structure and mechanics of written expression.

PUENTE PROJECT

Puente: committed to building bridges to higher levels of education. The Puente Project is a year-long program that prepares students to compete academically in a university environment. It emphasizes the Mexican-American/Latino-American experience through English writing, counseling, and mentorship 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.

Working together as a Puente team, an English instructor, a college counselor, and community leaders 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: (Melissa Salcido, Counseling Center (408) 741-2102, or, Rebecca Cieneros, English department at (408) 741-4014.)

SUCCESS PROGRAM

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, 7, 11, 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.

For further information, contact (Carolyn Nash, Counseling Center, at 741-2608 or Paulette Boudreux, English Department at 741-2430.)

CAMPUS CENTER

(408) 741-2025

The Campus Center is the social center of West Valley College. Students, staff, faculty, and visitors to the campus make “The Hall” a busy and exciting hub of activity. The Campus Center facility consists of the Office of Student Activities Campus Café, the Viking Bookstore, the District Police Business Office, the Student Art Gallery, Associated Student Government Offices, meeting rooms, lounges, and lots of outdoor spaces. In addition, this space is available for outside rentals.

STUDENT GOVERNMENT AND ACTIVITIES

(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.

Student Activities programs at the College provide diverse opportunities for students to participate in the planning, development and implementation of a wide variety of educational, cultural, social and recreational activities. These activities provide the student with opportunities for exploring and developing talents, realizing personal potential, and experiencing a sense of community at the College.

BOOKSTORE

(408) 741-2015

The Viking Bookstore is professionally managed by Barnes and Noble College Stores Corpora-

tion. 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 bookstore will offer 50% when the book and edition is being used for the following term. Refund deadlines are the first 7 days of the term with the receipt and 30 days after the start of the term with the receipt and drop-slip.

FOOD SERVICES

The Campus Center Café “Fresh and Natural” 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 Viking Den 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 avail-
able, 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 may also visit the Career Programs Center to enroll in Work Experience units. 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 diversely experienced counselors, located behind Administration & Records. Counselors are also located in the Disability and Educational Support Program (DESP), Extended Opportunity Program and Services (EOPS), 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 need and 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. Personality testing is also available.

**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 Counseling 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, selecting a career, and researching the employment process.

- **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** of the Counseling Career Center includes classes taught by counselors and assistance to the individual student in using the Career Resource Library to explore various fields of employment. The EUREKA Career Information System (a computerized, up-to-date library of occupational and educational information) is available in the Career Center.

- **Career Resource Library** is 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 integrate all disabled students into classes and programs beside their fellow students. A variety of services and special classes are provided in an effort to equalize educational opportunities for students with disabilities as they move toward their educational or vocational goals. Course offerings are listed under Disability and Educational Support Program in this catalog.

Services include:

- Interpreters / RealTime Captioning
- Counseling
- Notetakers
- Alternate media / e-text
- Specialized equipment
- Readers
- Registration priority
- Mobility assistance
- Liaison with faculty and community

**Special parking**  
Braille transcription

Instructional support  
Campus orientation  
Test-taking assistance

There are many other services provided based on individual situations and needs. Referral and liaison with the State Department of Rehabilitation is provided so students may qualify for vocational and financial assistance while attending college.

**Adapted Physical Education**

Physical education courses designed for students with disabilities.

**Learning Disability Services**

Assessment of learning problems - instruction for students with learning disabilities.

**Communication Disability Services**

Evaluation and instruction for people who demonstrate communication difficulties including dysfluency, articulation, voice and language disorders.

**DSPS Computer Lab**

The Adapted Computer Lab for disabled students provides evaluation and training in the use of computer technology to assist students in the achievement of educational and/or vocational goals. If you feel you would qualify and benefit from DESP, contact the coordinator in the Learning Services Building or by telephone.

**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 for use by other 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 who have had a break of several years in their schooling, and now wish to continue or begin their education. 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.
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:
• Back-to-school welcome
• Career, academic and personal counseling
• Peer advising
• Support groups and workshops
• Drop-in lounge
ET is located in the Learning Services building.

EXTENDED OPPORTUNITY PROGRAMS AND SERVICES (EOP&S)
and COOPERATIVE AGENCIES RESOURCES FOR EDUCATION (CARE)
(408) 741-2023
EOP&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&S are aimed at assisting students to achieve their academic and career goals.
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 EOPS eligible.
Services include:
• Book vouchers and grants
• Priority registration
• Academic, career and personal counseling
• Assistance with the transfer process
• University application fee waivers
• Additional tutoring hours
• Referrals to special programs and resources
• Peer advising
• Emergency loans
• Multi-cultural awareness and social activities
Students interested in further information are encouraged to visit or call the EOPS office or see the EOPS recruiter in the Admissions and Records building or call (408) 741-2158.

FINANCIAL AID - STUDENT FINANCIAL ASSISTANCE
(408) 741-2024
Student financial assistance opens the door to post secondary education for many whom could not otherwise afford its cost. The purpose of financial aid is to assist eligible students in meeting educational costs while attending school. Financial “need” is the difference between the school’s Cost of Education and the resources available to the student commonly termed EFC (Expected Family Contribution). 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.

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 or submit a paper application to the federal processing center. There are additional documents that may be required. Be sure to respond immediately to any requests made by the financial aid office.

Financial Aid Programs
Federal
• Pell Grant
• Federal Supplemental Educational Opportunity Grant
• Federal Academic Competitiveness Grant
• Federal Work Study
• Federal Family Education Loan Program

State Programs
• Board of Governor’s Waiver
• Cal Grant B and C
• Cal WORKS
• CARE
• Chaffee Foster Youth Grants
• EOP&S
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 stop by the Financial Aid Office prior to registering for courses and complete a one (1) page Board of Governors Waiver (BOGW) application form if the FAFSA has not 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 (Payroll Deduction Program Donors), the West Valley/Mission Colleges Foundation, and various organizations and individual donors. Applications are usually available at the end of October, 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. 2007 deadline for the 2007/2008 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 a 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 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
(408) 741-2027, Emergency Line X4000
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.
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.
Services are provided by a team of health professionals including registered nurses, college 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.
Telephone advice to off-campus students is available. In addition, students can also get information at the following website: http://www.westvalley.edu/services/health

INTERCOLLEGIATE ATHLETICS
(408) 741-2017
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.
LIBRARY SERVICES
(408) 741-2028
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. Electronic databases and an online library catalog are accessible 24/7. Internet stations and printing are available for course-related work. Wireless Internet access is also available.

The Library collection includes books, periodicals, pamphlets, reference materials, online databases, e-books and audiovisual media. Current students may use their student ID card to borrow materials from the West Valley College and the Mission College collections, as well as the many LINK+ consortium libraries.

Library hours are posted at the front entrance to the Library and on the Library website: http://wvclibrary.info

TECHNOLOGY CENTER
(408) 741-2666
The Technology Center is located in the AAS Building. The Technology Center has both PC and Macintosh computers. All of the systems have high speed Internet access. Most of the machines are equipped with a zip and CDROM drives. Laser printing and color laser printing are available for class assignments. There are also several flat bed scanners, slide scanners and CD burners available for class assignments. For a small fee, the Technology Center is open to ALL current West Valley College Students.

TUTORIAL SERVICES
(408) 741-2038
Students and professionals tutoring other students in academic and vocational subjects. Tutoring is available, without charge, to West Valley College students in both academic and vocational subjects. Tutoring is especially valuable for students who want to improve their study skills, who are entering college for the first time, or who are returning to school after a lengthy absence. Tutoring is done in small groups or individual drop-in by qualified, trained tutors who have been recommended by faculty in the subject area. Students are also assisted in forming their own study groups.

To receive tutoring, come to Tutorial Services. Students can also become paid tutors by picking up an application from Tutorial Services.

WEST VALLEY/MISSION COLLEGE DISTRICT POLICE DEPARTMENT
(408) 741-2092 West Valley College (business office only)
(408) 299-2311 West Valley College (for non-emergency police officer response)

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.

PARKING REGULATIONS
A valid student or staff parking permit is required to park on campus. Student and Staff parking permit requirements are enforced seven (7) days a week between 7:00am and 10:00pm. Parking areas specifically marked for disabled parking, red zones, loading zones, time zones and other restricted areas are enforced everyday, 24-hours a day.

Semester-length student parking permits may be purchased at the Admissions and Records Office. To be valid, the permit must be properly placed on the vehicle and be clearly visible from the outside. To be properly placed, it must be affixed to the inside of the front windshield, bottom corner, driver’s side. Improper or non-display of a permit will result in a parking citation.

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. Daily permits must be displayed on the front dashboard and the expiration date and permit number must be visible from the outside of the vehicle.

Purchase and/or possession of a permit does not authorize parking on campus. It is the responsibility of the driver to properly park the vehicle and display a valid and authorized permit. Vehicles with car covers are no exception. Failure to properly display a permit will result in a citation.

Visitor parking (30 minute limit) is available, free of charge, in designated spaces in parking lot 5. Motorcycles/motorscooters are prohibited from parking in spaces designated for four-wheel vehicles. Designated motorcycle parking is available in parking lots 2, 3, 5, 7. No parking permit is required for motorcycles parking in designated motorcycle parking areas.

Disabled parking-All drivers who are disabled (as defined in the California Vehicle Code Section 295.5) and use a designated disabled parking stall must display a valid placard or specialized license plates issued by the California Department of Motor Vehicles. Failure to display a valid placard or plate will result in a citation and fine of $280.

Special parking and loading-Students or Staff members who have special parking or loading needs must contact the District Police in advance. Business cards or notes left on the vehicle are not acceptable and a citation will result. No warnings are issued.

This parking information was accurate at the time of publication. However, due to changes in legislation, procedure, or policy, these regulations or procedures are subject to change without written notice. This is a summary of District Parking Policies. Detailed information is available at the Police Business Office or Campus Information Desk located at the Student Center.

DISTRICT POLICE
The West Valley/Mission District Police Department provides police patrols by vehicle, foot, and bicycle 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.wmccd.cc.ca.us/police

SAFETY SERVICES AND 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).
Board of Trustees

CHRIS CONSTANTIN
President,
Trustee Representative of the Santa Clara County Committee on School District Organization

BUCK POLK
Vice President

JOY ATKINS

DON CORDERO

ROBERT T. OWENS

CHRIS STAMPOLIS

KELLIE TRASCHLER, Student Trustee

CHRIS VO, Student Trustee

Chancellor
West Valley/Mission Community College District

STAN ARTERBERRY
B.A. from Whittier College in California and an M.A. in Sociology from Atlanta University in Atlanta, Georgia, as well as a certificate from Harvard University's Institute for Educational Management. He is also a community college alumnus, having graduated from Imperial Valley College, Imperial, California.

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.

FISHBAUGH, 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.

HARTLEY, PHILIP, 2004
President
B.A. in Psychology, California State University at Humboldt; M.A. and Ph.D. in Physiological Psychology, University of California at Riverside; Certificate in Educational Leadership, Harvard University.

PELTZ, STEPHEN K., 1976
Instructional Technology/Distance Learning Coordinator
B.A. in Photography and Graphic Design, San Jose State University; M.A. in Instructional Development and Design, San Jose State University; Vocational Credential, University of California, Berkeley; additional graduate studies at University of California, Berkeley, and University of California, Santa Cruz.

PINET, CELINE, 1998
Instructor in Interior Design
B.Sc. P. and M. Sc. A. University of Montreal, Ph.D. Architecture, University of Wisconsin-Milwaukee, Certified Interior Designer, IDEC, IDA, 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, 2005; B.S. in Political Science, Minor in Philosophy, Santa Clara University, 2000; Graduate, U.S. Army School of Finance and Accounting, 1993, 1994, 1996

SMITH, ERNEST, 2006
Vice President, Student Services
Ed.D., Educational Leadership Postsecondary Education, Portland State University; Ed.M., Guidance / Counseling, Oregon State University, Corvallis; B.S., Physical Education, Oregon State University, Corvallis; Advance Studies, Administration ABD, Washington State University, Pullman

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 Hospital School of Practical Nursing, Miami Beach.

ESMAIL, 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).

OLIVER, JENNIFER, 1998
Program Manager, Center for Excellence
B.A. in English and Psychology, Marquette University, Milwaukee, Wisconsin; M.S. in Vocational Rehabilitation counseling, University of Wisconsin, Milwaukee, Wisconsin; Credential in Educational Administration, California State University, Los Angeles.

WEISS, BERNIE, 2006
Director, Silicon Valley Center for International Development (CITD)
Faculty

ABATE, CAROL, 1979
Instructor in English & Humanities
B.A. in English, University of California, Berkeley; M.A. in English, San Jose State University; M.A. in Liberal Arts, Stanford University; Additional graduate study, San Jose State University. University of California at Santa Cruz, and Stanford University.

ACCONERNO, MARC, 1998
Instructor in Spanish, Italian & Music
Certificato 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-bei-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.

AITKEN, SALLY S., 1989
Instructor Fashion Design and Apparel Technology
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.

ALLEN, GREGORY, 1999
Instructor in Mathematics
B.S. in Mathematics, San Jose State University; M.A. in Mathematics, San Jose State University.

ANDREWS, PATRICIA, 1990
Instructor in Political Science
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.

ANTHONY, ROBERT, 2000
Instructor in Digital Media
B.F.A. in Advertising Design, Art Center College of Design

ARNOLD, KATHY, 2005
Instructor in Art
Master of Fine Arts in Art (MFA in Art), Honors, University of Kansas, Lawrence, Kansas. BFA, Phi Kappa Phi, University of Kansas, Lawrence, Kansas.

AUFHAUSER, KIM, 1991
Instructor and Department Chair
Park Management
B.S. in Wildlife Management, Humboldt State University; M.A. in Experience-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.

BARRALES-RAMIREZ, LORRAINE, 2005
Counselor / Transfer Center Director
A.A. in Spanish, Foothill College; B.A. in International Business, California State University, Fullerton; M.A. in Public Administration, Notre Dame de Namur University; M.A. in Educational Counseling, San Jose State University.

BARTA, GAIL ANN, 1991
Instructor in English as a Second Language
B.A. in French, Eastern Illinois University; Diploma Annuel, University of Paris; MATEFL, University of Illinois, Champaign-Urbana; Certificate in Management Effectiveness, University of Southern California.

BAUTISTA, JOSE, 2004
Instructor in Psychology
B.A. in Psychology, San Jose State University; M.A. in Psychology, San Jose State University.

BENKOSKI, STANLEY J., 1999
Instructor of Mathematics
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.

BERLANI, ROBERTA, 1993
Instructor in Biology
B.S. in Biology, Yale University; Ph.D. in Biological Sciences, Columbia University.

BLASBERG, STEVEN, 1980
Instructor in Mathematics
B.S. in Mathematics, Stanford University; M.S. in Mathematics, California State University; additional graduate study, San Jose State University.

BOURREAUX, PAULETTE, 1996
Instructor in English
B.A. in Journalism, Northeastern University, Boston; M.F.A. in English and Creative Writing, Mills College.

BOWERS-GACHESA, WENDY , 1999
Instructor in Nutrition Studies
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.

BRUECKER, HEIDI, 2000
Instructor in Art
B.A. Art History and B.A. Studio Art, University of Santa Cruz; M.F.A., University of Kansas.

BUENDIA-BANGLE, ANGELICA E., 1993
Counselor/Instructor
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.

BURRELL, LEIGH, 2004
Instructor, English
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.

BURZYNSKI, DENNY, 1980
Instructor in Mathematics
B.A. and M.A. in Mathematics, California State University, Long Beach; additional graduate study at University of California, Los Angeles; University of California, Santa Cruz; Stanford University; San Jose State University; Program Director Intern at the National Science Foundation, Washington, D.C., Spring, 1992.

BUTCHER, ALYSON, 2001
Instructor in Mathematics
B.S. in Mathematics, Sonoma State University; M.S. in Statistics, Oregon State University.

BYERS, MICHAEL, 1998
Counselor/Instructor
A.A., Liberal Arts, Orange Coast College; B.A., Journalism, Public Relations Emphasis, Humboldt State University; M.S.W. Master of Social Work, Clinical Concentration, Children, Youth and Families Emphasis, San Diego State University. Licensed Clinical Social Worker.

CALLNER, JAMES, 1986
Instructor in Theatre Arts
B.A. in Radio/TV/Film, M.A. in Theatre Arts, San Jose State University. Additional study at San Francisco State University

CAREY, KELLY, 1996
Instructor in Digital Media/Internet Services
B.A. in Organizational Behavior, MHRP in Organizational Development, Ed. D in Organizational Leadership/Pacific Leadership International, University of San Francisco.

CASTELLO, RANDY, 1986
Instructor in Accounting
B.S. and M.S. in Accounting, University of Wyoming.

CHALLAS, JASON, 2005
Instructor in Art

CHAVEZ, ROBERT, 1979
Instructor in Foreign Languages
B.A. in Spanish and French, Southwestern College, Winfield, Kansas; M.A. in Spanish, Wichita State University; Wichita, Kansas; Mexican-American Graduate Studies, San Jose State University.

CHIN, BRAD, 1999
Instructor in Mathematics
B.A. in Applied Mathematics, University of California, Berkeley, Ph.D in Applied Mathematics, University of California, Berkeley.

CIRALO, DON, 1995
Instructor in Philosophy
B.A. in Philosophy and English, San Jose State University; M.A. in Philosophy, San Jose State University.

CISNEROS, REBECCA,1999
Instructor in English
B.A. in English, St. Mary’s College; M.A. in English, University of Vermont.

CLARK, PAULINE, 1987
Counselor/Instructor
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.

CLAY, WHITNEY, 2004
Instructor in Reading
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

CLAY, WILLIAM, 2004
Instructor in Theatre Arts
B.A. in Film & Video, Middlebury College; MFA in Film Production, Ohio University.
COLSON, JUDITH, 1995  
Instructor in DESP, Learning Specialist  
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.

CORNEJO, ROBERT, 2002  
Instructor in Music  
B.A. Music, in Composition, University of British Columbia; Professional Development Program,  
Teacher Certification, Simon Fraser University;  
M.A. Mus. in Choral Conducting, Central Washington University. Additional graduate  
studies in Orchestral Conducting, Orchestration, Theory and Composition at McGill University,  
Montreal.

CROSBY-LUNDIN, ANNE, 2001  
Lab Faculty Specialist, Disability and  
Educational Support Program  
B.A. in History, Oberlin College; B.A. in East Asian Studies, Oberlin College; MS in Information  
Science Indiana University at Bloomington.

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 BARLING, ANA MARIA, 1994  
Department Chair  
Instructor in Foreign Language  
Undergraduate Studies in Spanish, Universidad  
Complutense de Madrid, Spain; B.A. in Spanish  
Language, San Jose State university; MA in  
Spanish American Literature, San Jose State  
University, E.D.D. in Curriculum and Instruction,  
University of the Pacific; post graduate studies,  
University of Villanova, University of South  
Carolina and Universidad de Guadalajara,  
University of San Diego.

DE LA ROSA, LOU  2004  
Instructor of Music  
B.A. in Music - Voice, San Jose State University  
1983; M.A. in Music - Choral Conducting, San  
Jose State University 1990. Twenty-one years  
K-12 teaching experience.

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 of 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.

DRAKE, VIRGINIA, 1978  
Instructor in Theatre Arts  
B.A. in Dramatic Art, University of California,  
Davis; M.F.A. in Theatre, Stanford University;  
additional graduate study, San Francisco State  
University; H.B. Studies, New York.

DUNDURS, KARINA, 1996  
Instructor, Computer Applications, Tech  
Prep Director  
B.S. in Business Management, University of San Francisco.

ELLIS, WADE, JR., 1976  
Instructor in Mathematics  
A.B. in Mathematics, Oberlin College; M.S. in  
Mathematics, The Ohio State University;  
additional graduate study, University of Michigan.

EHLERS, GREITCHEN, 2006  
Instructor in Mathematics  
B.A. in Mathematics, Pomona College; M.A.  
in Education, Stanford University; M.A. in  
Mathematics, San Jose State University.

EPPERSON, DOUGLAS, 2004  
Instructor of 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.

FAULSTICH, MARGE, 1979  
Instructor in Administration of Justice  
A.A. in Law Enforcement, San Jose City College;  
B.S. in Criminal Justice Administration, San  
Jose State University; M.S. in Criminal Justice  
Administration, San Jose State University,  
additional graduate study at the College of Notre  
Dame, Belmont, Pacific Graduate School of  
Psychology, Palo Alto.

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  
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.

GAIER, 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; Doctoral Candidate  
in Educational Leadership, Mary's College of  
California; Certified Medical Assistant (CMA),  
Registered Medical Assistant (RMA) and  
Nationally registered Phlebotomy Technician  
(NRPT)

GAYLORD-AUTO, LINDSAY, 2006  
Instructor in Physical Education /Women's  
Softball Coach  
B.A. in Liberal Studies, California State University,  
Hayward; M.S. in Kinesiology, California State  
University, Hayward

GARCIA-SCHEPER, MARIA 1999  
Counselor  
B.S. in Business Administration, concentration in  
Management; San Jose State University; M.A. in  
Counselor Education, San Jose State University.

GEARY, MICHELE, 2004  
Instructor in Biology  
B.A. 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  
B.A. Hons Religious Studies and English,  
Lancaster University, England; Post Graduate  
Certificate in Education, Westminster College,  
Oxford, England; TEF Certificate International  
House, London, England; M.A. Journalism,  
University of South Carolina, M.A. English  
Literature, Loyola Marymount University; Ph.D.  
(ABD) English and American Literature University  
of Southern California.

GHARHAMANI, SOROUSH, 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 Oxley  
Compliance Consultant.
HINDS, DENNIS J., 1979
Instructor in Biology
B.S. in Biology, California State University, Los Angeles; M.S. in Biology, University of California, Berkeley.

HINZMAN, RICK, 1991
Instructor in History
B.A. in History, California State University, Fullerton; M.A. in History, San Diego State University; additional graduate study, University of California, San Diego.

HINZMAN, ROBERT, 1991
Instructor in Psychology
B.A. in Psychology, Sonoma State University; M.A. in Social Work, University of California, Berkeley; additional graduate study, University of California, Berkeley.

HINTON, JENNIFER, 2002
Instructor in Mathematics
B.S. in Mathematics, University of California, Berkeley; M.A. in Education, University of California, Berkeley; additional graduate study, University of California, Berkeley.

HIRAI, RICHARD, 1980
Instructor in Computer Science
B.S. in Computer Science, University of California, Berkeley; M.S. in Computer Science, University of California, Berkeley.

HIRAI, RODNEY, 1996
Instructor in Computer Science
B.S. in Computer Science, University of California, Berkeley; M.S. in Computer Science, University of California, Berkeley.

HILDRETH, PAUL, 2002
Instructor in Biology
B.S. in Biology, University of California, Santa Cruz; M.A. in Biology, University of California, Berkeley.

HILDEBRANDT, JAMES, 1975
Instructor in English
B.A. in English, San Francisco State University; M.A. in English, University of California, Berkeley; additional graduate study, University of California, Berkeley.

HILDEBRANDT, LINDA, 1975
Instructor in Mathematics
B.A. in Mathematics, California State University, Fullerton; M.A. in Mathematics, Claremont Graduate School.

HILDEBRANDT, MARGARET, 1975
Instructor in Mathematics
B.S. in Mathematics, California State University, Fullerton; M.A. in Mathematics, Claremont Graduate School.

HILL, DAVID, 1985
Instructor in Accounting
B.A. in Accounting, San Francisco State University; M.A. in Accounting, San Francisco State University.

HILL, GARY, 2002
Instructor in Music
B.M. in Music, San Francisco State University; M.M. in Music, University of California, Berkeley.

HILL, JAMES, 1985
Instructor in Computer Science
B.S. in Computer Science, University of California, Berkeley; M.S. in Computer Science, University of California, Berkeley.

HILL, JENNIFER, 1991
Instructor in Biology
B.S. in Biology, University of California, Los Angeles; M.S. in Biology, University of California, Berkeley.

HILL, JOHN, 1985
Instructor in Computer Science
B.S. in Computer Science, University of California, Berkeley; M.S. in Computer Science, University of California, Berkeley.

HILL, KIMBERLY, 1991
Instructor in Accounting
B.A. in Accounting, San Francisco State University; M.A. in Accounting, San Francisco State University.

HILL, LISA, 1991
Instructor in English
B.A. in English, San Francisco State University; M.A. in English, University of California, Berkeley.

HILL, MARK, 1991
Instructor in Biology
B.S. in Biology, University of California, Santa Cruz; M.A. in Biology, University of California, Berkeley.

HILL, MARTHA, 1985
Instructor in Accounting
B.S. in Business Administration, San Francisco State University; M.A. in Business Administration, San Francisco State University.

HILL, MICHAEL, 1985
Instructor in Accounting
B.A. in Accounting, San Francisco State University; M.A. in Accounting, San Francisco State University.

HILL, ROBERT, 1985
Instructor in Accounting
B.S. in Business Administration, San Francisco State University; M.A. in Business Administration, San Francisco State University.

HILL, SALLY, 1991
Instructor in Accounting
B.S. in Business Administration, San Francisco State University; M.A. in Business Administration, San Francisco State University.

HILL, STUART, 1985
Instructor in Accounting
B.S. in Business Administration, San Francisco State University; M.A. in Business Administration, San Francisco State University.

HILL, TONY, 2002
Instructor in English
B.A. in English, San Francisco State University; M.A. in English, University of California, Berkeley.

HILL, WALTER, 1985
Instructor in Accounting
B.S. in Business Administration, San Francisco State University; M.A. in Business Administration, San Francisco State University.

HILTON, BRIAN, 1991
Instructor in Accounting
B.S. in Business Administration, San Francisco State University; M.A. in Business Administration, San Francisco State University.

HILTON, GEORGE, 1991
Instructor in Accounting
B.S. in Business Administration, San Francisco State University; M.A. in Business Administration, San Francisco State University.

HILTON, JIM, 2002
Instructor in Accounting
B.A. in Accounting, San Francisco State University; M.A. in Accounting, San Francisco State University.

HILTON, JON, 2002
Instructor in Accounting
B.S. in Business Administration, San Francisco State University; M.A. in Business Administration, San Francisco State University.

HILTON, KIMBERLY, 1991
Instructor in Accounting
B.S. in Business Administration, San Francisco State University; M.A. in Business Administration, San Francisco State University.

HILTON, MARK, 1991
Instructor in Accounting
B.S. in Business Administration, San Francisco State University; M.A. in Business Administration, San Francisco State University.

HILTON, MICHAEL, 1991
Instructor in Accounting
B.S. in Business Administration, San Francisco State University; M.A. in Business Administration, San Francisco State University.

HILTON, ROBERT, 1991
Instructor in Accounting
B.S. in Business Administration, San Francisco State University; M.A. in Business Administration, San Francisco State University.

HILTON, STEVEN, 1991
Instructor in Accounting
B.S. in Business Administration, San Francisco State University; M.A. in Business Administration, San Francisco State University.

HILTON, TIM, 1991
Instructor in Accounting
B.S. in Business Administration, San Francisco State University; M.A. in Business Administration, San Francisco State University.
KNIIGHT, CAROL, 1990  
Instructor in Physical Education  
B.S. in Kinesiology and Physical Education, California State University, Hayward. California Community College Instructors Credential.  

LADD, SANDRA L., 1971  
Instructor in Psychology  
B.A. in Psychology, San Jose State University; M.S. in Psychology, San Jose State University; Additional graduate studies, San Jose State University and University of Pittsburgh.  

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.  

LAWSON, LINDA, 1993  
Instructor in Court Reporting  
B.A. in Diversified Social Sciences, California State University, Stanislaus.  

LAXIER-FARELL, 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.  

LERMA, 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 Design with 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, LUNGJEE, 2004  
Instructor in Physics  
B.S. in Physics amd M.S. in Physics, State University of New York, Albany  

LIU, SAM, 2008  
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.  

LOUDERBACK, PATRICIA, 2001  
Instructor in Health Education  
B.S. Health Science and Physical Therapy, California State University, Northridge; Master in Public Health (MPH) in Health Education, San Jose State University; Registered Physical Therapist (PT); 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; Fullbright-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  
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  
B.A. in Psychology, Goucher College; M.A. in Psychology, Universityof 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  

MENDELSON, BENJAMIN MARK, 1998  
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; CRF & AGL, Federal Aviation Administration; additional graduate study in Mechanical Engineering, Santa Clara University.  

Miller, Cherry, 1995  
Instructor in 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.  

MORGAN, ALEX, 1997  
Instructor in Computer Applications  
Lab Faculty Specialist  
B.S. in Business and Computer Science, Roosevelt University.  

MURPHY, DONN B., 1968  
Instructor in Sociology  
B.A. in Sociology, San Jose State University; M.S. in Sociology, San Jose State University; additional graduate study in Anthropology and Education, San Jose State University; University of Colorado; and University of California, Santa Cruz. Fuel Consultant with the United States Government.  

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.  

OGLE, DAVID, 1973  
Instructor in Art  
A.A. in Art, Contra Costa College; B.A. in Art, Ceramics, San Jose State University; M.A. in Art, Sculpture, San Jose State University; additional graduate study, San Jose State University, San Francisco State University.  

ORTEGA, PABLO, 2002  
Division Chair / Counselor, Student Services  
B.A. in Government, Saint Mary's College of California; M.A. in Education, University and College Counseling, San Jose State University; Pupil Personnel Service Credential, San Jose State University.  

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.  

PANO, 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.  

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
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

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.

PERELLI, 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.

PETERS, CHRISTINE, 1997
Instructor in Biology
B.S. in Biology and M.S. in Physiology, UC Riverside.

PHAM, KIM MAN, 1992
Instructor in Mathematics
B.S. in Mathematics, University of California, Davis; M.A. in Mathematics, University of California, Davis.

PIROFSKI, FLORENCE, 1981
Instructor in Child Studies
B.A. in Anthropology and Sociology, Queens College, City University of New York City; M.A. in Early Childhood Education, Columbia University, Teacher’s College; Ph.D. in Psychological Studies in Education, Stanford University.

PRITCHARD, MELVIN HUGO, 2004
Instructor of 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 (RFT).

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.

RILEY SOUSA, ASHLEY, 2004
Instructor of History
B.A. in History and Native American Studies, University of California, Davis; M.A. in History, Yale University; M.Phil. in History, Yale University; additional graduate study at Portland State University.

RUDY, DIANE, 1983
Division Chair, Physical Education, Instructor in Physical Education

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.

SANDOVAL-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, Certified California Professional Civil Engineer, Certified California Professional Mechanical Engineer. Additional graduate study, Brigham Young University, College of Notre Dame, Lincoln University.

SCHOCK, K., 1965
Instructor in Law and Management
A.A. in Business, Sacramento City College; B.A. and M.A. in Business, San Jose State University; Ed.D. in Higher Education with focus on First Amendment Rights, (NSU Nova Southeastern University, Florida. Doctor of Jurisprudence (J.D.) work in progress; Lincoln Law School of San Jose, Peninsula University Law School. Additional graduate work at USC. Member, Santa Clara County Bar Association and Association of American Attorneys. Author of five books, 7 audio cassettes and 10 video instructional packages.

SCHREIBSTEIN, LEN, 1992
Coordinator, Disability and Educational Support Program
B.A. in History, University of Colorado; M.A. in Counseling Psychology, Santa Clara 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 Education, Buffalo State College.

SCHULTER, SUSAN, 1997
Instructor of 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.

SERRA, 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.

SHOEMAKER, LANCE, 2004
Instructor of 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 and Department Chair, 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.
VU, AMY, 2006
Instructor of 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 Bernadino; M.A. in Theatre History, San Diego State University, Professional Affiliation with the La Jolla Playhouse and 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.

WILCZAK, JAMES, 1984
Instructor in Mathematics
B.S. in Mathematics, University of Illinois; M.S. in Mathematics, DePaul University; M.S. in Statistics, Stanford University; M.A. in Higher Education, U.C. Berkeley.

WINKLER, JAMES 2005
Instructor in Physical Education
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
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; additional graduate study, Fielding Institute.

WORLEY, JOAN, 1981
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.

YUKAWA, PATRICIA A., 1989
Counselor/Instructor
B.A. in Home Economics/Psychology, San Jose State University; M.Ed. Counseling and Guidance, University of Arizona; M.S.W. Social Welfare, University of California at Berkeley; additional graduate study at the University of Essex, England.
Emeriti Administration and Faculty

Dates indicate year of employment and year of retirement.

ANDERSON, VERONESE M.
Counselor/Instructional Transfer (1976-2002)

ALLMAN, WILLIAM
Counselor (1969-1992)

ANDERSON, JOAN
Instructor in Mathematics (1980-2006)

AQUILONIUS, CHRISTINA B.
Instructor in Business (1984-2006)

AUMACK, GORDON
Dean of Instruction (1964-1976)

BARNIKEL, FREDERICK G.
Instructor in History (1969-2002)

BARRIT, GORDON E.
Instructor in English (1970-1992)

BENNETT, PATRICIA
Dean of Human Resources Management (1967-1993)

BENSON, BART
Instructor in English (1967-2001)

BERRY, SANDRA M.
Instructor in History (1969-1991)

BILAN, JERRY R.
Instructor in Technical Drafting (1964-1993)

BONFIGLIO, JOSEPH F.
Instructor in Accounting (1968-2003)

BONE, LANA
Instructor in Accounting (1968-2003)

BONIFIO, JOSEPH F.
Instructor in Business (1969-1992)

BONNET, JANICE
Librarian (1977-2005)

BONNET, PAUL
Librarian (1967-1993)

BORDI, STEPHEN W.
Instructor in Business (1968-2002)

BRAINARD, DAVID G.
Instructor in Business (1981-1993)

BRODICK, MALCOLM
Instructor in Administration (1967-1993)

BULLOCK, TOM
Instructor in Astronomy (1969-1998)

BURNS, WESLEY A.
Instructor in Art (1971-2002)

BURTON, ROBERT

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)

CHOY, ERINCE T
Instructor in Art (1990-2000)

COLSON, KENNETH M.
Instructor in Anthropology (1967-2003)

CONSTANT, GWENDOLYN
Instructor in English (1969-1994)

CORMAN, PHILLYR
Instructor in English (1964-1991)

CRANDALL, JERRY R.
Instructor in English (1964-1991)

CUMMINS, LOWELL W.
Instructor in History (1966-1993)

CURRAN, HENRY G.
Instructor in English (1970-1992)

DAKE, DONETTE
Instructor in Computer Application and Digital Media/Internet Services (1965-2004)

DAVIS, JOE E
Instructor in Music Education (1966-2001)

DONNEL, MARY C.

DOUGHERTY, KATHRYN
Instructor in Music (1969-2002)

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)

ENGLEKING, LINDA
Counselor (1981-2005)

ESCOTT, CHARLES

EWING, DAVID
Instructor in Court Reporting (1977-1997)

FISH, DUANE W.
Instructor in Chemistry (1969-1995)

FLEMMING, JOHN
Instructor in English (1963-1986)

FOERSTER, DONALD
Instructor in Chemistry (1964-1994)

FOGGIO, RUTH
Instructor in Medical Records Technology (1974-1982)

FONTAN, LYDIA C.
Instructor in English (1981-2003)

FREE, JOY
Instructor in Physical Education (1969-1990)

GALLUP, THOMAS

GANDER, 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 Chemistry (1972-1998)

GERDES, THEODORE DEAN
Instructor in Engineering (1967-2001)

GIBSON, TOMMY
Instructor in Photography (2001-2007)

GOSS, JAMES H.
Business Administration (1966-2002)

GRATON, PAUL
Counselor (1964-1985)

GRISHAM, KATHLEEN
Instructor in Fine Arts (1977-2003)

GRUBB, GEORGE
Instructor in Physical Education (1965-1979)

HANCOCK, JOHN
Instructor in Physical Education (1967-2006)

HANSEN, JAMES D.
Instructor in Sociology (1969-2001)

HARRIS, KENT
Instructor in Mathematics/Physics (1980-2003)

HARRIS, LYDIA
Instructor in Child Studies (1976-2000)

HEARN, LESTER C., JR.

HEMAN, THEODORE C.
Instructor in Geology (1967-2000)

HERNANDEZ, JOSEPHINE
Counselor (1975-1999)

HOPPER, DIANA
Instructor in History (1981-1997)

HOWARD, LAURA M.
Instructor in Court Reporting (1979-1998)

HULS, HARRIET N.
Instructor in Biology (1969-1996)

HUSTON, VIVIAN
Counselor (1966-1979)

HUNTER, GLENN
Instructor in Allied Health and Business (1977-1993)

JAMES, JANE
Instructor in Art (1965-1988)

JOHNSON, DONALD M.
Instructor in Psychology (1965-2000)

JOHNSON, WALTER E.
Instructor in English (1965-1991)

KANNER, LEE C.
Instructor in Mathematics (1981-1995)

KELKENBERG, SHARON
Coordinator, Student Health Center (1977-1999)

KERMITIS, DAWN K.
Instructor in History (1965-1991)

KING, LINDA B.
Instructor in Anthropology (1971-2004)

KINGSLY, WESTON H., JR.
Instructor in Technical Drafting (1964-1993)

KROTH, ANYA
Instructor in Mathematics (1984-1994)

KURZ, EDWARD R.
Instructor in Foreign Languages (1968-1996)

LAW, VIRGINIA L.
Instructor in English (1970-1992)
emeriti administration and faculty

LAWLOR, JOANN
Instructor in Speech (1968-2002)

LEA, BARBARA

LEARY, MICHAEL
Instructor in Photography (1972-2003)

LEDWITH, BEVERLY E.
Instructor in Information Systems (1968-2000)

LEWIS, CAROLYN
Instructor in Reading (1979-1998)

LIVINGSTONE, JOSEPH T.
Counselor (1964-1998)

LIANIDES, SYLVIA P.
Instructor in Biology (1975-1996)

LOFLAND, DONALD
Instructor in Physics (1972-2006)

LORIMER, MICHAEL

LORSON, KATHERINE
Instructor in Allied Health (1974-1995)

LUND, 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)

McCRAHON, BETTY
Instructor in Business (1966-1988)

McGOLDRICK, LARRI
Student Health Coordinator (1979-1987)

MILLER, GEORGE
Instructor in Real Estate (1969-1994)

MIRCH, EDWARD C.
Instructor in Business (1976-2000)

MORTENSEN, GWENNA
Counselor (1965-1987)

MORRIS, L. RONALD
M.S., Instructor in Biology (1968-1998)

MOUNTER, K. GENE
Instructor in English (1969-1994)

MOWATT, WILLIAM D
Instructor in English (1969-1998)

NERENBERG, LILLIAN
Instructor in Political Science (1965-1990)

NYQUIST, GENE
Instructor in Physical Education (1967-1989)

O'BRIEN, BETTY
Instructor in Reading (1985-1994)

O'BRIEN, PAUL
Instructor in Chemistry (1978-1998)

ORTON, GEORGE
Instructor in English (1970-1993)

OTT, BILL
Counselor (1965-1997)

PARSONS, ALICE
Instructor in Physical Education (1966-1980)

PEARCE, FRANK
Instructor in Biology (1981-1999)

PEASE, JACK G.
Instructor in Mathematics (1964-1992)

PECK, R. “JIM”
Learning Specialist (1975-2006)

PECKHAM, DONALD
Instructor in Physical Education (1969-1988)

PERRY, WILLIAM J.
Instructor in Business (1976-1993)

PLUTINSKI, LINDA
Instructor in English (1993-2003)

POLEY, GEORGE
Instructor in Chemistry (1964-1976)

POMPOSO, TOM
Instructor in Foreign Languages (1966-1993)

PRUCHA, ISABEL
Librarian (1975-1996)

PUGNO, DAVID
Instructor in Computer and Information Systems (1979-2005)

RANKIN, JOHN
Instructional Lab Faculty (1982-1992)

REASONS, DON
Instructional Lab Faculty (1982-1992)

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)

ROJEN, 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 (1978-2006)

RUSSELL, ROBERT G.
Instructor in Mathematics (1964-1993)

SABIN, PETER S.
Instructor in Architecture (1975-1993)

SARLO, JOAN
Instructor in Foreign Languages (2001-2006)

SCHWENDINGER, DICK
Instructor in Physical Education (1964-2005)

SCOTT, MARVIN
Instructor in Music and Humanities (1965-1977)

SEEFELDT, GUNTER
Instructor in Foreign Languages (1969-1993)

SEQUIST, JACK

SENTENY, JACK C.

SELLECK, SYLVIA A.
Counselor (1975-2006)

SHERWOOD, PATRICIA
Instructor in Art (1978-1998)

SIMPSON, CLAUDINE H.
Instructor in Physical Education (1969-1996)

SKAIFFE, LINDA
Instructor in Foreign Languages (2001-2006)

SMITH, DeBOYD
Instructor in Biological Science (1964-1978)

SMITH, SUSAN
Instructor in Reading (2000-2007)

SMITH, THOMAS A.
Instructor in Park Management (1964-1991)

SMITH, JIM

SMITH, LESTER
Instructional Dean (1969-1985)

SOHNS, FIONA I.
Instructor in English (1968-2003)

STALEY, HUGH
Counselor (1964-1976)

STEWART, WILLIAM E.
Instructor in English (1970-1996)

STILLWELL, DONALD F.

STONE, DONALD A.
Instructor in Biology (1964-1992)

STRANDGAARD, TORBEN
Instructor in Interior Design (1976-1988)

STUMP, VIRGINIA
Instructor in English (1964-1979)

SULLIVAN, A. FAY
Instructor in English (1967-1987)

SUTTER, ROBERT
Instructor in Physical Education (1965-1983)

SWENSON, LARRY G.
Instructor in Psychology (1964-1998)

TANG, CLAYTON
Instructor in Business and Accounting (1964-1989)

THELIN, PETER
Instructor in Economics (1970-2006)

THOMAS, LEWIS
Instructor in Journalism (1964-1979)

TREBEE, EDWIN S.
Counselor (1965-1993)

TRULSSON, BERTON
Instructor in Speech (1967-1985)

TSUTSUMI, DIANE Y.

TUSCHER, MELVIN F.
Instructor in Mathematics (1964-1993)

VARTY, 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).

WEISBERG, EVELYN
Instructor in Early Childhood Education (1968-1988)

WELBORN, HAROLD
Instructor in Administration of Justice (1967-1979)

WHEELER, SIV
Instructor in History (1967-2002)
Staff

AIMONETTI, CATHY, 2002
Senior Administrative Assistant, Career Programs

ARAGON, SHAUNA, 2001
Office Coordinator, Child Studies Office, Child Development Center; A.S. in Child Studies, West Valley College; B.S. Organizational Behavior, University of San Francisco.

BABAKAN, AZAR, 2001
Senior Administrative Assistant, Admission and Records, Student Services Office

BALDWIN, DANIEL, 1998
Student Services Advisor, Financial Aid

BATEH, CHRIS, 2001
Mobility Assistant/Tram Driver, Disability Education and Support Programs

BOZORKIAN-AMIN, MARYAM, 2005
Office Assistant, EOPS

BRIEN, DIANE, 2001
Student Services Technician, Admissions and Records

BROSAMER DONNA, 1986
Supervisor, Counseling Office

BROWDER, PATTI, 1990
Instructional Assistant, Adaptive, Physical Education B.S. San Francisco State University

BRUMGARD, AMY, 2007
Workforce Development Advisor, Career Programs

BRUMGARD, AMY, 2007
Workforce Development Advisor, Career Programs

BUTTERFIELD, COLLEEN, 1995
Office Coordinator, Senior, Student Services, Disability Education and Support Programs

CANTARERO, MARITZA, 1995
Director, Financial Aid

CARDENAS, ALICIA, 2002
EOPS Specialist

B.S. Administration and Justice and Minor in Sociology, San Jose State University; M.A. Counseling Education, San Jose State University

CARREIRO, MICHELLE, 2004
Library/Media Technician
AA in Library Technology Science, Foothill College

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

DAY, JAY, 1974
Maintenance Custodial Worker, Campus Center

DILLON, MEREDITH, 2004
Assistant Athletic Trainer

B.A. in Sports Medicine and A.A. Liberal Arts, Santa Barbara City College; B.S. Physical Education, Cal Poly San Luis Obisbo; 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

EBRAHEMI, LILI, 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.

GAGLIASO, LAURA, 1998
Specialist III-Child Development Center

B.S. Degree in Child Development, West Valley B.S. in Behavior Science, National University of San Diego.

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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

HARP, BEVERLY, 2005
Student Services, Matriculation
<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Education/Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>LIENHART, KATY</td>
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</tr>
<tr>
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</tr>
<tr>
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<tr>
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<td>PECH, CHHENG</td>
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<tr>
<td>Pelayo, Elizabeth</td>
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<td>Peterson, Geri</td>
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<tr>
<td>PHAM, LIEN</td>
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<td>Phan, Vinh</td>
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<tr>
<td>Pritchett, Paula</td>
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<tr>
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<td>Ramirez, Elizabeth</td>
<td>Student Services Technician, Admissions and Records</td>
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<td>Reeves, Mark</td>
<td>Custodian, Campus Center</td>
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<td>Roads, Carolyn</td>
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<tr>
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<tr>
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Office Coordinator, Senior, Social Science
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