Dear Student:

On behalf of the faculty, staff and administration, I am pleased to welcome you to West Valley College. We are happy that you are considering West Valley College to pursue your educational goals. We are committed to making your time here a successful and fulfilling experience by providing:

- A start on college that can help assure success for our graduates who go on to bachelor’s degree programs. In fact you can complete the first two years of your state or private university degree at 10 to 25% of the cost compared to starting at your destination university.
- Career-related degrees and certificate programs that prepare our students to be successful participants in the workforce.
- Professional development and employee training to local business, government, and nonprofit organizations through continuing education and contracted services.
- Evening and weekend classes for people building job skills, pursuing personal interests, or preparing to change careers.
- Student support programs that provide assistance through effective tutoring, friendly counseling, individualized career guidance, ample financial aid, fun student activities, personal health education, and programs to meet special needs.

The need for higher education and career training is more important than ever. A changing economy, a changing workforce and a changing world necessitates an educational level beyond high school and continuing education during one’s lifetime. We invite you to join us on our beautiful park-like campus in Saratoga to begin building your future.

Good luck in your pursuits,

[Signature]

Philip L. Hartley, Ph.D.
President
# Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Programs</td>
<td>4</td>
</tr>
<tr>
<td>Academic Regulations &amp; Standards (Board Policies)</td>
<td>175</td>
</tr>
<tr>
<td>Admission to the College</td>
<td>176</td>
</tr>
<tr>
<td>Advisory Boards</td>
<td>16</td>
</tr>
<tr>
<td>Advanced Placement Program</td>
<td>11</td>
</tr>
<tr>
<td>Assessment</td>
<td>181</td>
</tr>
<tr>
<td>Associate Degree</td>
<td>9, 14</td>
</tr>
<tr>
<td>Basic Skills/Pre-Collegiate Courses</td>
<td>18</td>
</tr>
<tr>
<td>Calendar</td>
<td>Inside front cover</td>
</tr>
<tr>
<td>California State University (CSU)</td>
<td>8</td>
</tr>
<tr>
<td>Career Education</td>
<td>15</td>
</tr>
<tr>
<td>Career Programs</td>
<td>16</td>
</tr>
<tr>
<td>Certificates</td>
<td>14, 15</td>
</tr>
<tr>
<td>Challenges</td>
<td>181</td>
</tr>
<tr>
<td>Community Education Courses and Programs</td>
<td>2</td>
</tr>
<tr>
<td>Complaints</td>
<td>181</td>
</tr>
<tr>
<td>Conduct Code</td>
<td>185</td>
</tr>
<tr>
<td>Counseling</td>
<td>189</td>
</tr>
<tr>
<td>Course Repetitions</td>
<td>18-21</td>
</tr>
<tr>
<td>Descriptions Of Courses</td>
<td>22</td>
</tr>
<tr>
<td>Faculty</td>
<td>193</td>
</tr>
<tr>
<td>Fees &amp; Charges</td>
<td>177</td>
</tr>
<tr>
<td>Final Exams</td>
<td>180</td>
</tr>
<tr>
<td>Financial Assistance</td>
<td>190</td>
</tr>
<tr>
<td>Graduation Requirements for the Associate Degree</td>
<td>9, 10</td>
</tr>
<tr>
<td>Index</td>
<td>204</td>
</tr>
<tr>
<td>Intersegmental General Education Transfer Curriculum (IGETC)</td>
<td>6</td>
</tr>
<tr>
<td>Information Competency</td>
<td>9, 10</td>
</tr>
<tr>
<td>Lower Division Requirements for Selected California Colleges &amp; Universities</td>
<td>4</td>
</tr>
<tr>
<td>Matriculation</td>
<td>180</td>
</tr>
<tr>
<td>Office Hours</td>
<td>Inside back cover</td>
</tr>
<tr>
<td>Orientation</td>
<td>180</td>
</tr>
<tr>
<td>Pre- and Corequisites</td>
<td>17, 181</td>
</tr>
<tr>
<td>Registration</td>
<td>176</td>
</tr>
<tr>
<td>Rights &amp; Responsibilities</td>
<td>182</td>
</tr>
<tr>
<td>Student Support Services</td>
<td>188</td>
</tr>
<tr>
<td>Telephone Numbers</td>
<td>Inside back cover</td>
</tr>
<tr>
<td>Transfer</td>
<td>4, 5, 176</td>
</tr>
<tr>
<td>University of California (UC)</td>
<td>5</td>
</tr>
<tr>
<td>Waivers</td>
<td>181</td>
</tr>
<tr>
<td>West Valley College—General Information</td>
<td>2</td>
</tr>
<tr>
<td>West Valley-Mission CCD—General Information</td>
<td>3</td>
</tr>
</tbody>
</table>
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.
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 academic standards, an exceptional workforce of faculty and staff, and partnerships between students, faculty, staff, administrators, the Board of Trustees, and the community. The District promotes an environment conducive to open dialogue and the free exchange of ideas leading to the achievement of successful student learning outcomes.”

Our Guiding Framework
The guiding framework of the West Valley-Mission Community College District includes our values and vision as well as our mission.

Our Values
We value the following core principles and qualities as the foundations for our work and our vision for the future:

- Student Success - In all our activities, we are committed to facilitating the success of students.
- Excellence - We continually strive to meet the highest standards in our educational programs and services and in our internal processes.
- Diversity and Inclusion - The District provides a welcoming environment for people of all backgrounds, groups and perspectives.
- Service - We strive to make positive contributions in the lives of our students, our colleagues, and our communities.
- Engaged Learning - We create collaborative, hands-on learning experiences that are relevant to our students’ lives and goals.
- Effective Communication - We exchange ideas through open and inclusive channels and in a spirit of mutual respect and civility.
- Exploration and Creativity - Our educational programs and organizational culture encourage innovation and creativity.
- Stewardship and Accountability - We manage resources effectively.
- Partnerships - We build mutually beneficial relationships internally within the District organization and externally with partners in our service area and beyond.

Our vision of success is to continually strive to be:

- Student Centered
- Linked to our Partners and Communities

A Clear Focus on the Future

Serve Expanding and Diverse Student Populations - The Colleges’ reputation as quality institutions of higher education continue to attract large numbers of students from diverse backgrounds with a variety of academic goals, including transfer to four-year colleges and universities.

Provide Relevant and Responsive Educational Programs - We must continually refine and adapt our offerings and teaching methods to respond to the diverse needs of our students and communities we serve.

Upgrade Facilities - Today’s learning environment demands flexible use in order to accommodate multimedia instruction, group projects, distance learning, and team teaching as well as lecture and discussion formats.

Strategies for the future
At both Colleges, diverse departments and programs have developed a common set of priorities for serving the community now and in the future. This strategic framework will guide our responses to the key challenges facing the Colleges and the community.

- People - We will make our students and employees the foundation for our success.
- Environment - We will create systems to support high levels of achievement.
- Community - We will maintain strong relationships and partnerships.
- Organization - We will create a culture of service.

History of the District
The first public meeting convened in mid-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-Atterdale 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 1965, and the first classes began in fall of that year.

In 1966-67, 12 acres of land were purchased in Santa Clara north of the Bayshore Freeway between Lawrence Expressway and Coffin Road for the construction of Mission College. The total 164-acre parcel was acquired in 1970, the first phase of construction at the Santa Clara site was completed in 1979, and the College began its 1979-80 academic year with 3,500 students, 8 administrators, and 73 instructors.

In September, 1985, the name of the district was changed to West Valley-Mission Community College District to reflect the status of Mission College.

Advancement Foundation
The Advancement Foundation was formed in 1994 to serve as a means to reach out to corporations, foundations and individuals to support a wide variety of programs and services at both Colleges which are essential in meeting the ever expanding educational needs of the communities they serve, but are not funded by government sources.

Persons wishing more information about the foundation may call (408) 741-2165.

West Valley/Mission Colleges Foundation
The West Valley/Mission Colleges Foundation was established in 1971 to administer an endowed scholarship fund provided by the Sunsweet Growers Association. Since then it has broadened the scope of its activities to reach out to students and to the community itself. Its four main purposes are:

- To provide scholarships and assistance to students
- To administer and manage the Olympic of the Arts
- To support programs and services of West Valley and Mission College
- To provide liaison between the Colleges and their communities

Our motto is “We Are Here to Help” whether it be a student who needs textbooks or an individual who may wish to endow a memorial scholarship, etc. For information call (408) 741-2066.

West Valley-Mission Community College District
Non-Discrimination Statement
With respect to student rights and responsibilities, the West Valley-Mission Community College District affirms its commitment to maintaining an environment of equal opportunity which prohibits discrimination based on sex, color, religion, age (for individuals 40 years and over), physical or mental or parental status, or sexual orientation in every aspect of its educational programs and activities, as well as its commitment to maintain an environment free from sexual harassment and intimidation.

Sexual Harassment and Sex Discrimination Policy
Members of an academic community -- students, faculty, and staff -- must be able to work in an atmosphere of mutual respect and trust. Students, teachers, and staff must feel personally secure in order for education to take place. As a place of work and study, West Valley-Mission Community College District should be free of sexual harassment, sex discrimination, and all forms of sexual intimidation and exploitation. Any violation of trust, any form of intimidation or exploitation, regardless of gender, damages the institution’s educational process by undermining the essential freedoms of inquiry and expression. All students, staff, and faculty must be assured that the District will take action to prevent misconduct. Anyone who engages in sexual harassment and/or sex discrimination shall be subject to sanctions.

In accordance with approved District policy and Procedure, the following individual is designated as the Responsible Officer for grievances, complaints and questions.

For complaints of sexual harassment or discrimination, see:
Associate Vice-Chancellor of Human Resources Personnel Office
If you are a student seeking a reasonable accommodation under Section 504 or the ADA Act, see: Coordinator Disability and Educational Support Program (DESP)
Or Vice President of Student Services
**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 Degree 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 Guarantee (TAG),” which guarantee qualifying students admission to many of the University of California and California State University campuses and to Santa Clara University. To be eligible, students must have completed a minimum 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 Guarantee, 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 for the Fall quarter only.

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 28 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 2% and 8% of the 15,000 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.) A transfer applicant may not disregard his or her college record and apply for admission as a freshman.

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 not 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 college course work.

2. If you met the Scholarship Requirement, but did not satisfy the Subject Requirement, you must take course 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 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;
      • 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 Interssegmental 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.
AREA 1. ENGLISH COMMUNICATION

CSU – 3 courses required, 9 semester units, one course from Group A and B and C
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>
</tr>
</thead>
<tbody>
<tr>
<td>Group A: English Composition</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Enng 001A</td>
<td>English Composition (1 course, 3 semester units)</td>
<td>3</td>
</tr>
<tr>
<td>Group B: Critical Thinking–English Composition</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Eng 001C</td>
<td>Clear Thinking in Writing (1 course, 3 semester units)</td>
<td>3</td>
</tr>
<tr>
<td>Eng 001C (Hons)</td>
<td>Clear Thinking in Writing</td>
<td>3</td>
</tr>
<tr>
<td>Phi 002</td>
<td>Intro to Ethics</td>
<td>3</td>
</tr>
<tr>
<td>Phi 017</td>
<td>Logic and Critical Reasoning</td>
<td>3</td>
</tr>
<tr>
<td>Group C: Oral Communication</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Comm 001</td>
<td>Public Speaking (1 course, 3 semester units) CSU only</td>
<td>3</td>
</tr>
<tr>
<td>Comm 001 (Hons)</td>
<td>Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>Comm 010</td>
<td>Persuasive Speaking</td>
<td>3</td>
</tr>
<tr>
<td>Comm 010 (Hons)</td>
<td>Persuasive Speaking</td>
<td>3</td>
</tr>
<tr>
<td>Comm 020</td>
<td>Argumentation and Debate</td>
<td>3</td>
</tr>
<tr>
<td>Comm 020 (Hons)</td>
<td>Argumentation and Debate</td>
<td>3</td>
</tr>
</tbody>
</table>

AREA 2. MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING

1 course, 3 semester units

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math 001*</td>
<td>Pre-Calculus Algebra</td>
<td>3</td>
</tr>
<tr>
<td>Math 002*</td>
<td>Pre-Calculus Algebra &amp; Trigonometry</td>
<td>5</td>
</tr>
<tr>
<td>Math 003A, 003B*</td>
<td>Analytic Geom &amp; Calculus</td>
<td>5,5</td>
</tr>
<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>
</tr>
<tr>
<td>Math 004C</td>
<td>Linear Algebra</td>
<td>4</td>
</tr>
<tr>
<td>Math 008</td>
<td>Finite Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>Math 010*</td>
<td>Elementary Statistics</td>
<td>3</td>
</tr>
<tr>
<td>Math 010 (Hons)</td>
<td>Elementary Statistics</td>
<td>3</td>
</tr>
<tr>
<td>Math 012*</td>
<td>Applied Calculus</td>
<td>4</td>
</tr>
<tr>
<td>Math 019</td>
<td>Discrete Mathematics</td>
<td>4</td>
</tr>
</tbody>
</table>

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:

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

HUMANITIES COURSES:

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>Eng 005A, 005B</td>
<td>Survey English Literature</td>
<td>3,3</td>
</tr>
<tr>
<td>Eng 006A, 006B</td>
<td>World Literature</td>
<td>3,3</td>
</tr>
<tr>
<td>Eng 006A, 006B (Hons)</td>
<td>World Literature</td>
<td>3,3</td>
</tr>
<tr>
<td>Eng 007A, 007B</td>
<td>American Literature</td>
<td>3,3</td>
</tr>
<tr>
<td>Eng 012</td>
<td>African-American Literature</td>
<td>3</td>
</tr>
<tr>
<td>Eng 013</td>
<td>Latin/Chicano Literature</td>
<td>3</td>
</tr>
<tr>
<td>Eng 016</td>
<td>Latin American Literature</td>
<td>3</td>
</tr>
<tr>
<td>Eng 018</td>
<td>Asian American Literature</td>
<td>3</td>
</tr>
<tr>
<td>Eng 041</td>
<td>Literature and Film</td>
<td>3</td>
</tr>
<tr>
<td>Eng 043</td>
<td>Classical Mythology</td>
<td>3</td>
</tr>
<tr>
<td>Eng 043 (Hons)</td>
<td>Classical Mythology</td>
<td>3</td>
</tr>
<tr>
<td>Eng 044</td>
<td>The Bible as Literature</td>
<td>3</td>
</tr>
<tr>
<td>Eng 048</td>
<td>Contemporary American</td>
<td>3</td>
</tr>
<tr>
<td>Phil 004</td>
<td>Introduction to Social and Political Philosophy</td>
<td>3</td>
</tr>
<tr>
<td>Phil 005</td>
<td>Introduction to Social and Political Philosophy</td>
<td>3</td>
</tr>
<tr>
<td>Phil 006</td>
<td>Intro to the Philosophy of the Person</td>
<td>3</td>
</tr>
<tr>
<td>Phil 008 (Hons)</td>
<td>Intro to Asian Philosophy</td>
<td>3</td>
</tr>
<tr>
<td>Phil 012</td>
<td>Intro to Environmental Ethics</td>
<td>3</td>
</tr>
<tr>
<td>Phil 016</td>
<td>Religious Pluralism in the U.S.</td>
<td>3</td>
</tr>
<tr>
<td>Phil 017</td>
<td>Logic and Critical Reasoning</td>
<td>3</td>
</tr>
<tr>
<td>Phil 021</td>
<td>World Philosophers on Death</td>
<td>3</td>
</tr>
<tr>
<td>Phil 022</td>
<td>Philosophy of Religion</td>
<td>3</td>
</tr>
<tr>
<td>Russ 001B</td>
<td>Beginning Russian</td>
<td>5</td>
</tr>
<tr>
<td>SL 006B</td>
<td>American Sign Language</td>
<td>3</td>
</tr>
<tr>
<td>Span 001B*</td>
<td>Beginning Spanish</td>
<td>5</td>
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<tr>
<td>Span 002A, 002B</td>
<td>Intermediate Spanish</td>
<td>5,5</td>
</tr>
<tr>
<td>Span 003A, 003B</td>
<td>Advanced Spanish Oral &amp; Written Composition</td>
<td>5,5</td>
</tr>
<tr>
<td>WS 001</td>
<td>Intro to Women’s Studies</td>
<td>4</td>
</tr>
<tr>
<td>WS 002</td>
<td>Women in the Arts</td>
<td>3</td>
</tr>
</tbody>
</table>
AREA 4. SOCIAL & BEHAVIORAL SCIENCES
3 courses, 9 semester units from at least two disciplines.

Course                  Course Title          Units
---                      ---                  ---
Anth 002                 Intro to Archaeology  3
Anth 003                 Intro to Cultural Anthro 3
Anth 003 (Honors)       Intro to Cultural Anthro 3
Anth 004                 Intro to Linguistic Anthropology 3
Anth 055                 Magic, Witchcraft, and Religion 3
Econ 001A                Macroeconomics  3
Econ 001A (Honors)      Macroeconomics  3
Econ 001B                Microeconomics  3
Econ 001B (Honors)      Microeconomics  3
Geog 002                 Intro to Cultural Geography 3
Geog 002 (Honors)       Intro to Cultural Geography 3
Geog 006                 World Regional Geography 3
Polt 001                 American Government 3
Polt 001 (Honors)       American Government 3
Polt 002                 American Ideals and Institutions 3
Polt 003                 Intro to Political Science 3
Polt 003 (Honors)       Intro to Political Science 3
Polt 004                 International Relations 3
Polt 005                 American Ideals and Institutions: A Multicultural Approach 3
Psych 001                General Psychology 3
Psych 009                Intro to Psychology of Women 3
Psych 012                Human Growth & Development 3
Psych 017                Intro to Social Psychology 3
Psych 025                Intro to Abnormal Psychology 3
Soc 001                  Intro to Sociology 3
Soc 002                  Social Problems 3
Soc 002 (Honors)        Social Problems 3
Soc 003                  Social Psychology: A Sociological Perspective 3
Soc 020                  American Race Relations 3
Soc 045                  Sociology of Human Sexuality 3

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.)

Course                  Course Title          Units
---                      ---                  ---
Astro 001                Astronomy  3
Astro 001 (Honors)      Astronomy  3
Astro 002                Astronomy Lab  1
Astro 002 (Honors)      Astronomy Lab  1
Astro 010                Solar System Astronomy 3
Astro 010L               Astronomy Lab  1
Astro 011                Stellar Astronomy 3
Astro 011L               Astronomy Lab  1
Astro 014                Life in the Universe 3
Chem 001A,001B          General Chemistry 5,5
Chem 002*                Intro to Chemistry 4
Chem 005                 Quantitative Analysis 4
Chem 010                 Concepts in Chemistry 4
Chem 012A,012B*         Organic Chemistry 5,5
Chem 030A,030B*         Fundamentals of Chemistry 3,3
Geog 001                Intro to Physical Geography 3
Gsd 001A                Physical Geology 4
Gsd 001A (Honors)       Physical Geology 4
Gsd 001B                Historical Geology 3
Gsd 002B                Historical Geology Laboratory 1
Gsd 010A                Earth Science Systems 4
Gsd 015                 Geology of California 3
Ocean 001               Oceanography 3
Ocean 010               Intro to Oceanography 4

PSci 010*               Physical Science Survey  3
PSci 020                Weather & Climate 3
PSci 030                Descriptive Environmental Science 3
Phys 001*               Intro Physics Problem Solving 3
Phys 002A,002B*        General Physics 5,5
Phys 004A*              Engineering Physics-Mechanics 5
Phys 004B*              Engineering Physics-Electricity & Magnetism 5
Phys 004C*              Engineering Physics-Light & Heat 5
Phys 010*               Intro to Physics 4

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

Course                  Course Title          Units
---                      ---                  ---
Anth 001                 Intro to Physical Anthropology 3
Bio 010*                Intro to Biology 4
Bio 011                 Human Biology 4
Bio 011 (Honors)       Human Biology 4
Bio 012                 Intro Wildlife Bio & Mgmt 3
Bio 018                 Marine Biology 4
Bio 021 (Honors)       Genetics 4
Bio 022                 Genetics 4
Bio 023                 Introduction to Infectious Diseases 3
Bio 024                 Contemporary Biology 3
Bio 036                 Animal Behavior 3
Bio 041                 Principles of Animal Biology 5
Bio 042*                Principles of Plant Biology 5
Bio 043                 Principles of Cell Biology 5
Bio 045*                Microbiology 5
Bio 046*                Anatomy & Physiology 5
Bio 047*                Human Anatomy 5
Bio 048*                Human Physiology 5
Bio 055                 Biology of Sex 5
Bio 056                 Ecology of the Sierra Nevada 5
Bio 057                 Ecology of Alaska 5
Psych 002               Experimental Psychophysiology 4
Psych 002 (Honors)      Experimental Psychophysiology 4
Psych 007               Physiological Psychology 3

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            Beginning French
French 01A             Beginning German
Germ 001A              Beginning German
Ital 001A              Beginning Italian
Jpps 001A              Beginning Japanese
Portg 001A            Beginning Brazilian Portuguese
Russ 001A              Beginning Russian
SL 060A               American Sign Language
Span 001A             Beginning Spanish

*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 Institutions requirement may NOT be used to satisfy IGETC requirements.) Complete one of the following options:

Hist 012 and Polt 001, Polt 001 (Honors)
Hist 014 and Polt 001, Polt 001 (Honors)
Hist 016 and Polt 001, Polt 001 (Honors)
Hist 017A and Polt 001, Polt 001 (Honors)
Hist 017A and Hist 020, Hist 017B or 017B (Honors) and Polt 001, Polt 001 (Honors)

*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.

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 during the final term before transfer.

Students interested in IGETC after transfer must go through a petitioning process where each case is reviewed by a designated campus official. For more information, please contact the Counseling Office at 741-2009.
## 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:

1. 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 016, 016 (Honors), 020 or 020 (Honors) (3 units)
2. Written Communication: Engl 001A (3 units)
3. Critical Thinking: Engl 001B, 001C or 001C (Honors) Phil 002, 003 or 017 (3 units)

Some California State Universities require Engl 001A and 001B. Check specific catalogs.

#### B. Natural Sciences - Mathematics:

9 units minimum

1. Natural Science: 6 units minimum
   - **Option I:** Two lecture/laboratory classes, one from the Biological Sciences and one from the Physical Sciences.
   - **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

<table>
<thead>
<tr>
<th>Biological Sciences</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Anthr 001</td>
<td></td>
</tr>
<tr>
<td>Bio 024, 036</td>
<td></td>
</tr>
<tr>
<td>Psych 007</td>
<td></td>
</tr>
<tr>
<td>Physical Sciences</td>
<td></td>
</tr>
<tr>
<td>Astro 001 or 001</td>
<td></td>
</tr>
<tr>
<td>or 010 or 011, 014</td>
<td></td>
</tr>
<tr>
<td>Geog 001</td>
<td></td>
</tr>
<tr>
<td>Geol 001B, 010, 015</td>
<td></td>
</tr>
<tr>
<td>Ocean 001</td>
<td></td>
</tr>
<tr>
<td>Psci 010, 020, 030</td>
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</tr>
<tr>
<td>Phys 001</td>
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</table>

#### Lecture/Laboratory Courses

<table>
<thead>
<tr>
<th>Biological Sciences</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Bio 010, 011, 011 (Honors), 012, 014, 018, 021 (Honors), 022 or 041, 042, 043, 045, 046, 047, 048</td>
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</tr>
<tr>
<td>Psych 002, 002 (Honors)</td>
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<tr>
<td>Physical Sciences</td>
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</tr>
<tr>
<td>Chem 001A, 001B, 002, 005, 010, 012A, 012B, 030A, 030B</td>
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</tr>
<tr>
<td>Geol 001A, 001A (Honors), 003B, 005, 010A, 020</td>
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<tr>
<td>Ocean 010</td>
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<tr>
<td>Psys 002A, 002B, 004A, 004B, 004C, 010</td>
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</tr>
<tr>
<td>Laboratory Courses</td>
<td></td>
</tr>
<tr>
<td>Physical Sciences</td>
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</tr>
<tr>
<td>Astro 002, 002Y, 010L, 011L</td>
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</tr>
<tr>
<td>Geol 002B</td>
<td></td>
</tr>
</tbody>
</table>

#### II. Mathematics:

One course required with a grade of “C” or better: Math 000D, 000G, 001, 002, 003A, 003B, 004A, 004B, 004C, Math 008, 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, 001N (Honors), 001B, 001D (Honors), 001E, 001G, 004, 004 (Honors), 007, 010, 012A, 012B, FD 032

**Series II**

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

**Music**

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

**PE**

- Th 051, 051 (Honors)

**Thear**

- 001, 006A, 006B, 010, 010 (Honors), 014A, 014B, 014C, 015, 015 (Honors), 020, 030

**Series III**

- Hist 004A, 004A (Honors), 006A, 006A, 012, 014, 016, 017A

**Polt**

- 001, 001N (Honors), 002, 003, 003 (Honors), 004

**Series IV**

- Hist 003, 004B, 004B (Honors), 005B, 006B, 017B, 017B (Honors), 020

**Polt**

- 001, 001N (Honors), 002, 003, 003 (Honors), 004

**Series III**

- AJ 001

**Econ**

- 001A, 001N (Honors), 001B, 001B (Honors), 002, 003, 003 (Honors), 004

**Bus**

- 061

**Phys**

- 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 Polt 001
- Hist 014, History of the Native North American and Polt 001, American Government (also Honors)
- Hist 016, Mexican American History and Polt 001, American Government (also Honors)
- Hist 017A, United States History and Hist 002, History and Geography of California
- Hist 017A, United States History and Polt 001, American Government (also Honors)
- Hist 017B, 017B (Honors) United States History and Polt 001, American Government (also Honors)
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.

E. Understanding and Development:

3 units minimum

CHS 002
Comm 004,008, 012, 017, 025
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 008, 010, 012
NS 015

Physical Education (Note: Not more than 1 unit of PE may be used in Area E.)


Psych 009,012,030
Soc 002,002 (Honors), 020, 040, 045

A minimum of 39 units is required for full certification.

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. To see a current list of courses, go to http://www.westvalley.edu/library/ and click on the Information Competency link.
II. Minimum Requirements: 25 units

A. Language and Rationale

1. English Composition (written composition) (3)
2. Communication and Analytical Thinking (3)
3. Natural Sciences (3)
4. Humanities (3)
5. Social and Behavioral Sciences (3–6)

B. Natural Sciences

General Education Requirements

II. Minimum Requirements: 25 units

Psych 002, 002 (Honors), 007
Phys 001, 002AB, 004A,B,C,D, 010
Psci 010, 020, 030
Pkmgt 014
Ocean 001, 010
HTech 004
005, 010, 015, 020
Geog 001
Chem 001A, 001B, 002, 010, 030A, 030B, 030C, 030D, 035, 036, 041, 042, 043, 045, 046, 047, 048, 050, 055, 056, 057
Chin 050A
Engl 002 (Honors), 005A, 005B, 006A, 006A (Honors), 006B, 006B (Honors), 007A, 007B, 010, 012, 013, 016, 018, 041, 043, 043 (Honors), 044, 046, 047, 048, 049, 049 (Honors) 070A, 070B
FD 032
Frnc 001A, 001B, 002A, 002B, 030A, 050A, 050B, 062
Germ 001A, 001B, 002A, 002B, 050A, 050B, 051A, 051B
Greek 050A
Human 001A, 001A (Honors), 001B, 001B (Honors)
Ital 001A, 001B, 002A, 002B, 050A, 050B, 051A, 051B
Jpns 001A, 001B, 002A, 002B, 050A, 050B, 051A, 051B
Latin 050A
Phil 001, 003, 004, 004 (Honors) 005, 006, 008 (Honors), 012, 022
PE 3.1-3.24
PE. TH 050
Port 001A, 001B
Russ 001A, 001B, 050A, 050B
SL 060A, 060B
Span 001A, 001B, 002A, 002B, 003A, 003B, 005, 005A, 005B, 051A, 051B
WS 001, 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:

AJ 001
Anth 002, 003, 003 (Honors), 004, 005 Econ 001A, 001A (Honors), 001B, 001B (Honors), 045
Geog 002, 002 (Honors), 006 Hist 004B, 004B (Honors), 005B, 008B, 012, 014, 015, 020 Polt 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 on a grade of C or better in one of the following:

Hist 017B, 017B (Honors) Polt 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, 008, 017, 025
Couns 005, 012, 012A, 012B, 012C, 024, 025
FD 027
H, ED 008, 010, 012
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
Polt 016, 021
PE. Th 051, 051 (Honors)

F. PHYSICAL EDUCATION ACTIVITY

A one (1) semester unit activity course in physical education (P.E. 1.02-11.10) is required to receive an Associate Degree. A course used to fulfill this requirement cannot be used to fulfill another associate degree requirement. (Double counting is not permitted.)

G. PHYSICAL EDUCATION ACTIVITY

A one (1) semester unit activity course in physical education (P.E. 1.02-11.10) is required to receive an Associate Degree. A course used to fulfill this requirement cannot be used to fulfill another associate degree requirement. (Double counting is not permitted.)
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>
</tr>
</thead>
<tbody>
<tr>
<td>Art-Drawing</td>
<td>Art 31A</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>Art-General</td>
<td>Art 33A</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>Art-History</td>
<td>Art 1A and 1B</td>
<td>3 units in Area C1</td>
<td>3 units in Area 3</td>
</tr>
<tr>
<td>Biology</td>
<td>Bio 10</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</td>
<td>6 units in Areas B1 and B3</td>
<td>3 units in Area 5</td>
</tr>
<tr>
<td>Computer Science-A</td>
<td>CIS 40-A/A.1</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>Computer Science-B</td>
<td>CIS 40-B/B.1</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>Economics-Macro</td>
<td>Econ 1A</td>
<td>2 units in Area D2</td>
<td>3 units in Area 4</td>
</tr>
<tr>
<td>English Comp</td>
<td>Eng 1A</td>
<td>3 units in Area A2</td>
<td>3 units in Area 1: Group A</td>
</tr>
<tr>
<td>English Language</td>
<td>Eng 1A</td>
<td>6 units in Areas A2 and C.2</td>
<td>5 units in Area 1: Group A</td>
</tr>
<tr>
<td>European History</td>
<td>Hist 4B</td>
<td>3 units in Area D6</td>
<td>3 units in Area 3</td>
</tr>
<tr>
<td>French-Language</td>
<td>French 2A</td>
<td>6 units in Area C.2 for each exam</td>
<td>5 units in Area 3 for each exam; also validates Foreign Language Proficiency</td>
</tr>
<tr>
<td>French-Lit</td>
<td>French 2B</td>
<td>6 units in Area C.2</td>
<td>5 units in Area 3 for each exam; also validates Foreign Language Proficiency</td>
</tr>
<tr>
<td>German Language</td>
<td>Germ 1A</td>
<td>6 units in Area C.2</td>
<td>5 units in Area 3 for each exam; also validates Foreign Language Proficiency</td>
</tr>
<tr>
<td>U.S. History</td>
<td>No course equiv.</td>
<td>3 units in Area D6</td>
<td>---</td>
</tr>
<tr>
<td>Math Calc-AB</td>
<td>Math 3A</td>
<td>2 units in Area B4</td>
<td>3 units in Area 2</td>
</tr>
<tr>
<td>Math Calc-BC (score of 3)</td>
<td>Math 3A</td>
<td>2 units in Area B4 (note unit limitation)</td>
<td>3 units in Area 2 (note unit limitation)</td>
</tr>
<tr>
<td>Math Calc-BC (score of 4 or 5)</td>
<td>Math 3A</td>
<td>2 units in Area B4 (note unit limitation)</td>
<td>3 units in Area 2 (note unit limitation)</td>
</tr>
<tr>
<td>Govt &amp; Pol-US</td>
<td>Polit 1</td>
<td>2 units in Area D8</td>
<td>3 units in Area 4</td>
</tr>
<tr>
<td>Physics-B</td>
<td>Phys 2A</td>
<td>6 units in Areas B1 and B3</td>
<td>5 units in Area 5</td>
</tr>
<tr>
<td>Physics-C</td>
<td>Phys 4A-4B</td>
<td>3 units in Areas B1 and B3 (note unit limitation)</td>
<td>3 units in Area 5 (note unit limitation)</td>
</tr>
<tr>
<td>Psychology</td>
<td>Psych 1</td>
<td>3 units in Area D9</td>
<td>3 units in Area 4</td>
</tr>
<tr>
<td>Spanish-Language</td>
<td>Span 2A</td>
<td>6 units in Area C.2 for each exam</td>
<td>5 units in Area 3 for each exam; also validates Foreign Language Proficiency</td>
</tr>
<tr>
<td>Spanish-Lit</td>
<td>Span 2B</td>
<td>6 units in Area C.2 for each exam</td>
<td>5 units in Area 3 for each exam; also validates Foreign Language Proficiency</td>
</tr>
<tr>
<td>Statistics</td>
<td>Math 10</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. However, major requirements for the second degree must be completed within five years of the awarding of the first Associate Degree.

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 first degree. 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.

Double Major

Students may earn a double major, and the additional units to total a minimum of 15 units 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 begins the course work for the second major.

Graduation Proficiency Requirement

Effective Fall 1983, any student who is a candidate for an associate degree will be required to demonstrate proficiency in reading, writing and mathematics. Effective Fall 2005, any student who is a candidate for an associate degree will be required to demonstrate proficiency in information competency. Students who intend to complete an associate degree are advised to discuss the proficiency requirements with a College counselor.

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 acceptance 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. Students may not petition for credit by examination for a course in which they have previously enrolled and received a grade at WVC or any other College or University.
8. Examinations can only be given when an instructor is available.

A student wishing to challenge a course for credit by examination must be enrolled for the term they are requesting the credit but not enrolled in the class they will take an exam for. They must file an application with the Records Office.

The application will be forwarded to the appropriate instructional area and if approval is granted, the student will be notified of the time of the examination.

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

College Level Examination Program (CLEP)

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

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

Students are advised to contact a West Valley College academic counselor or check college catalogs for other schools' CLEP polices.

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 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 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.

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.
# California Articulation Number (CAN) System

The California Articulation Number (CAN) System was developed to cross reference courses among participating community colleges, the California State University, and the University of California. Transferable West Valley College courses found to be comparable to other lower-division courses offered at other schools are assigned a CAN designation. This designation will allow the course to be accepted for credit at all participating schools.

CAN is no longer active. At present, the comparability of the courses can only be used as a guide for the course equivalencies. Please check www.assist.org or a counselor for accurate equivalencies.

<table>
<thead>
<tr>
<th>NUMBER</th>
<th>WEST VALLEY COLLEGE COURSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAN AJ</td>
<td>002 AJ 001, Introduction to the Administration of Justice</td>
</tr>
<tr>
<td>CAN AJ</td>
<td>004 AJ 002, Concepts of Criminal Law</td>
</tr>
<tr>
<td>CAN AJ</td>
<td>008 AJ 005, Criminal Investigation</td>
</tr>
<tr>
<td>CAN ANTH</td>
<td>002 Anthr 001, Introduction to Physical Anthropology</td>
</tr>
<tr>
<td>CAN ANTH</td>
<td>004 Anthr 003, Introduction to Cultural Anthropology</td>
</tr>
<tr>
<td>CAN ANTH</td>
<td>006 Anthr 002, Introduction to Archaeology</td>
</tr>
<tr>
<td>CAN ART</td>
<td>002 Art 001A, Survey of Western Art I</td>
</tr>
<tr>
<td>CAN ART</td>
<td>004 Art 001B, Survey of Western Art II</td>
</tr>
<tr>
<td>CAN ART</td>
<td>006 Art 065A, Ceramics Handbuilding</td>
</tr>
<tr>
<td>CAN ART</td>
<td>008 Art 031A, Drawing</td>
</tr>
<tr>
<td>CAN ART</td>
<td>010 Art 049A, Painting</td>
</tr>
<tr>
<td>CAN ART</td>
<td>012 Art 085A, Sculpture</td>
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<tr>
<td>CAN ART SEQ A</td>
<td>Art 001A &amp; 001B Survey of Western Art I and II</td>
</tr>
<tr>
<td>CAN BIOL</td>
<td>002 Biol 043, Cell Biology</td>
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<tr>
<td>CAN BIOL</td>
<td>004 Biol 041, Principles of Animal Biology</td>
</tr>
<tr>
<td>CAN BIOL</td>
<td>006 Biol 042, Principles of Plant Biology</td>
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<tr>
<td>CAN BIOL</td>
<td>010 Biol 047, Human Anatomy</td>
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<tr>
<td>CAN BIOL</td>
<td>012 Biol 048, Human Physiology</td>
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<tr>
<td>CAN BIOL</td>
<td>014 Biol 045, Microbiology</td>
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<tr>
<td>CAN BIOL SEQ B</td>
<td>Biol 047 &amp; 048: Human Anatomy + Human Physiology</td>
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<tr>
<td>CAN BUS</td>
<td>002 Acctg 010, Accounting Fundamentals-Financial</td>
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<tr>
<td>CAN BUS</td>
<td>004 Acctg 011, Accounting Fundamentals-Managerial</td>
</tr>
<tr>
<td>CAN BUS</td>
<td>006 CIS 002, Introduction to Computing</td>
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<tr>
<td>CAN BUS</td>
<td>008 BUS 028, Business Law</td>
</tr>
<tr>
<td>CAN BUS SEQ A</td>
<td>Acctg 010+011: Accounting Fundamentals-Financial + Accounting Fundamentals-Managerial</td>
</tr>
<tr>
<td>CAN CHEM</td>
<td>002 Chem 001A, General Chemistry</td>
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<tr>
<td>CAN CHEM</td>
<td>004 Chem 001B, General Chemistry</td>
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<tr>
<td>CAN CHEM</td>
<td>006 Chem 030A, Fundamentals of Chemistry</td>
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<tr>
<td>CAN CHEM SEQ A</td>
<td>Chem 001A+001B: General Chemistry</td>
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<tr>
<td>CAN CHEM SEQ B</td>
<td>Chem 030A+030B: General Chemistry</td>
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<td>CAN DRAM</td>
<td>006 Theatr 035A, Voice Production and Articulation</td>
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<tr>
<td>CAN DRAM</td>
<td>008 Theatr 040A, Beginning Acting</td>
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<tr>
<td>CAN DRAM</td>
<td>018 Theatr 010, Introduction to Theatre</td>
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<td>CAN DRAM</td>
<td>022 Theatr 040B Beginning Acting</td>
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<td>CAN ECON</td>
<td>002 Econ 001A, Principles of Macroeconomics</td>
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<td>CAN ECON</td>
<td>004 Econ 001B, Principles of Microeconomics</td>
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<tr>
<td>CAN ENGL</td>
<td>002 Engl 001A, English Composition</td>
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<tr>
<td>CAN ENGL</td>
<td>004 Engl 001B, English Composition</td>
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<tr>
<td>CAN ENGL</td>
<td>006 Engl 070A, Creative Writing</td>
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<tr>
<td>CAN ENGL</td>
<td>008 Engl 050A, Survey of English Literature</td>
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<td>CAN ENGL</td>
<td>010 Engl 050B, Survey of English Literature</td>
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<tr>
<td>CAN ENGL</td>
<td>014 Engl 007A, American Literature</td>
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<tr>
<td>CAN ENGL</td>
<td>016 Engl 007B, American Literature</td>
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<tr>
<td>CAN ENGL</td>
<td>020 Engl 047 Introduction to Poetry</td>
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<tr>
<td>CAN ENGL SEQ B</td>
<td>Engl 050A+050B: Survey of English Literature</td>
</tr>
<tr>
<td>CAN ENGL SEQ C</td>
<td>Engl 007A+007B: American Literature</td>
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<tr>
<td>CAN ENGR</td>
<td>002 Engr 020, Engineering Graphics</td>
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<tr>
<td>CAN ENGR</td>
<td>008 Engr 023, Mechanics</td>
</tr>
<tr>
<td>CAN ENGR</td>
<td>012 Engr 024, Introduction to Circuit Analysis</td>
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<tr>
<td>CAN FCS</td>
<td>002 NS 001</td>
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<tr>
<td>CAN FCS</td>
<td>014 CHS 002</td>
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<td>CAN GEOG</td>
<td>002 Geog 001, Introduction to Physical Geography</td>
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<tr>
<td>CAN GEOG</td>
<td>004 Geog 002, Introduction to Cultural Geography</td>
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<tr>
<td>CAN GEOL</td>
<td>002 Geol 001A, Physical Geology</td>
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<tr>
<td>CAN GOVT</td>
<td>002 Poli 001, American Government</td>
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West Valley College 2008 • 2009 Catalog
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**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.

**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 inacapacitación 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

**CHÍNH SÁCH KHÔNG KỲ THỊ CỦA CHƯƠNG TRÌNH HUẤN NGHIỆP**

Không kỳ thị các chương trình Huấn Nghiệp tại Trường West Valley College không bị kỳ thị bởi bất kỳ điều gì mặc dù, sắc tộc, phái sinh hay thế hệ.

Chương trình Huấn Nghiệp gồm các môn học sau đây: Kỹ Toán

- Quản Trị Tư Phẩm
- Kĩ Thuật Quản Trị
- Quản Trị Kinh Doanh
- Quản Trị Quản Lý Nhân Sự
- Quản Trị Quản Lý Nhân viên
- Quản Trị Quản Lý Nhân viên

KhÔNG KỲ THỊ TẠI TRƯỜNG

- Quản Trị
- Quản Trị
- Quản Trị
- Quản Trị
- Quản Trị
- Quản Trị

Trường không phân biệt giới tính, sắc tộc, hay bất kỳ điều gì khác trong việc chấp nhận học viên. Tất cả học viên sẽ được tiếp nhận và tham gia vào các chương trình huấn luyện của Trường.

Môi trường học của Trường không chứa bất kỳ hình thức phân biệtRace, sex, hoặc tuổi tác.

Tất cả học viên đều được tiếp nhận và tham gia các chương trình huấn luyện của Trường.

Việc kiểm tra khả năng ngôn ngữ không phải là một tiêu chuẩn để phân biệt học viên.

Môi trường học của Trường không chứa bất kỳ hình thức phân biệt Race, sex, hoặc tuổi tác.
Career Programs

Degrees and Certificates

West Valley College offers two types of academic programs with career emphasis: programs leading to an Associate of Science Degree or Associate of Arts Degree and programs leading to a Certificate of Achievement. Both provide instruction in the skills and knowledge needed to enter or to make progress in an occupation. The student who wants to pursue a career-oriented program must be eligible to enroll at West Valley College.

The Associate of Science Degree programs require completion of a series of general education courses in addition to courses which are career oriented. Please refer to the Graduation Requirements for the Associate Degree in this catalog.

Career programs are developed by the college in close cooperation with advisory committees composed of representatives from business, industry, and the college. These advisory committees review course content to make certain that the instruction and curriculum provide current skills, and recommendations are made to update the curriculum. In this manner, students in these programs receive the most current information and skills to prepare them for employment in their chosen field.

Frequently a student’s education goal will change. The College recognizes the mobility within our society and the necessity of changing education needs and goals. Therefore, students can switch from a degree program to a certificate program without loss of credit. The reverse is also true.

Certificate programs require completion of a series of career-oriented courses. Typically, students who seek certificates wish to complete a career program as quickly as possible to obtain employment. Many students complete the requirements for the certificate, attain employment, and return to West Valley College to complete the additional general education requirements for an Associate of Science degree. All degree and certificate programs require a “C” grade or better in all major required courses.

The Career Programs Center, located in the Applied Arts and Sciences building, provides resource information on all Career Programs, as well as career advisement, job search assistance, referrals to jobs, Work Experience and counseling services.

A chart which includes the various career programs with transfer, degree or certificate designations 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

Accounting Advisory Board
Nina Bitaiwaz, Tax Manager
James Williams, Global Program Director

Administration of Justice Advisory Board
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Captain Steve Clark, Santa Cruz Police Department
Lieutenant Dave Storton, San Jose Police Department
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Robert Cowan
Adrian Huang
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Paul Hammond, Virtual PBX

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Terrie O’Connell, Illusions Activewear
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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 prerequisite is prerequisite to the second (B) semester 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 levels and courses.

Basic Skills

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

- English 905
- Reading 961, or Read 053

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

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

Courses

You may also find recommended courses. For example, ENGL 001A is recommended before you take ENGL 005A. These recommendations are ADVISORY only.
Basic Skills / Pre-Collegiate Courses

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

For further information, contact the Counseling Center.

COUNS 919A-C Pre-Vocational Assessment for the Disabled
ENGL 903 Basic Grammar and Sentence Structure
ENGL 905 English Fundamentals-A Preparation, course for Engl 001A
ENGL 975A-D Writing Skills
ENGL 9904-D Computer Assisted Writing
ESL 961GW Basic Grammar and Writing 1
ESL 962GW Basic Grammar and Writing 2
ESL 963GW Sentence Development
ESL 964GW 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 as a Second Language Courses
LS 900A Assessment of Communication Skills
LS 901 Speech Production Skills Level I
LS 908 Introduction to Speech Development
LS 970 Computer Lab for Speech and Language Development
LS 976 Successful Study Skills
LS 976A Adjunct Learning Strategies
LS 980 Beginning Lip Reading
LS 981 Intermediate Lip Reading
LS 982 Advanced Lip Reading
LS 990 Post-Advanced Lip Reading
LS 901A Adapted Computer-Assisted Instruction
LS 901B Adapted Computer Assisted Instruction
LS 902A Adapted Computer Assessment
LS 903A Adapted Word Processing
LS 906 Adapted Internet Skills
LS 907 Introduction to Spreadsheets
LS 908 Assessment for Learning Disabilities
LS 901A Effective Learning-Reading Lab
LS 901B Effective Learning-Math Lab
LS 901C Effective Learning-Spelling Lab
LS 901D Effective Learning-Writing Lab
LS 901E Effective Learning-Learning Strategies Lab
LS 932 Effective Learning-Reading
LS 933B Preparation for Algebra
LS 933C Effective Learning-Spelling
LS 933D Preparation for Algebra
LS 933E Preparation for Algebra
LS 933F Preparation for Algebra
LS 935 Effective Learning-Writing
LS 937A Learning Styles and Time Management Module
LS 937B Learning Styles and Time Management Module
LS 937C Textbook Reading Module
LS 937D Test Taking Module
LS 937E Writing an Effective Research Paper
LS 937G Vocabulary Development Module
LS 941A Effective Sentence Skills
LS 941B Effective Sentence and Paragraph Writing
LS 941C Effective Essay Writing
LS 942 Effective Critical Thinking
LS 943A Writing Support Lab A
LS 943B Writing Support Lab B
LS 972 Effective Communication Skills
MATH 902 Arithmetic Function
MATH 902P Pre Algebra
READ 910 Speed Reading Strategies
READ 920 Individual Reading Support
READ 960 Reading Fundamentals
READ 961 Effective Reading
READ 962 Career Spelling
READ 970 Power Reading
READ 975A-D Reading Skills

Basic Skills 30 - Unit Limit

Basic skills or pre-collegiate courses are designed to prepare students for college-level work. Students may be required to take certain basic skills courses if the assessment process indicates they will benefit by this special preparation for college-level courses. The State Legislature has imposed a restriction of no more than 30 units of basic skills courses per Title 5. The State Legislature has imposed a restriction of no more than 30 units of basic skills courses per Title 5. 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 of no more than 30 units of basic skills courses per Title 5. All Basic skills courses may not be used to satisfy requirements for an associate degree. All Basic skills courses may not be used to satisfy requirements for an associate degree. All Basic skills courses may not be used to satisfy requirements for an associate degree. All Basic skills courses may not be used to satisfy requirements for an associate degree. All Basic skills courses may not be used to satisfy requirements for an associate degree. Credit does not apply to the associate degree. Credit does not apply to the associate degree. Credit does not apply to the associate degree. Credit does not apply to the associate degree.

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 160G Advanced Officer Training
AJ 160J Standards and Training for Corrections
AJ 160K Field Training for Officers
ART 003A Workshop: Art Gallery and Museum Operations
ART 050A Critical Analysis in Oil Painting
CA 010 Computer Keyboarding
CA 010D Computer Keyboarding and Document Formatting
CA 015 Document Formatting
COUNS 023A-D Personal Growth
COUNS 023A-D Personal Growth
COUNS 024A-D Personal Growth
COUNS 024A-D Personal Growth
COUNS 024A-D Personal Growth
COUR 061A Court Reporting Theory I
COUR 061B Court Reporting Theory II
COUR 020 Lab
COUR 022 Lab
COUR 020X Lab
COUR 022X Lab
COUR 030S Court Reporting Workshop-Night (Goal 80)
COUR 050S Court Reporting Workshop-Night (Goal 80)
COUR 061 Directed Studies
COUR 120 20-Hour Dictation
DMIS 091,092,093 Directed Studies
ESL 068 Pronunciation Skills
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>PE 2.02</td>
<td>Lifeguarding</td>
</tr>
<tr>
<td>PE 1.29</td>
<td>Adapted PE-Chair Yoga for Health</td>
</tr>
<tr>
<td>PE 1.20</td>
<td>Adapted Walk, Wheel &amp; Row Aerobics</td>
</tr>
<tr>
<td>PE 1.18</td>
<td>Adapted Stretch &amp; Flex</td>
</tr>
<tr>
<td>PE 1.16</td>
<td>Adapted Weight Training</td>
</tr>
<tr>
<td>PE 1.12</td>
<td>Adapted Perceptual Motor Development</td>
</tr>
</tbody>
</table>
| PE 1.10     | Adapted Pap 
| PE 1.08     | Adapted Hip Hop |
| PE 1.06     | Adapted Tap Dance - Intermediate |
| PE 1.04     | Adapted Dance Repertory (A-F) |
| PE 1.03     | Adapted Dance Beginning Hip Hop |
| PE 1.02     | Adapted Beginning Lindy Hop and Swing |
| PE 1.01     | Adapted Dance Intensive |
| PE 1.00     | Adapted Studio Dance Production |
| PE 0.99     | Adapted Swing, Salsa and Merengue |
| PE 0.98     | Adapted Choreography |
| PE 0.97     | Adapted Acrobatics |
| PE 0.96     | Adapted Fitness, Aerobics |
| PE 0.95     | Adapted Fitness, Aquatics |
| PE 0.94     | Adapted Deep Water Jogging |
| PE 0.93     | Adapted Fitness, Competitive Athletics |
| PE 0.89     | Adapted Fitness, Stretching and Flexibility |
| PE 0.88     | Adapted Fitness, Walking |
| PE 0.87     | Adapted Fitness, Water Exercise |
| PE 0.86     | Adapted Fitness, Weight Training |
| PE 0.85     | Adapted Personal Fitness Appraisal |
| PE 0.84     | Adapted Fitness, Step |
| PE 0.83     | Adapted Total Fitness - Men |
| PE 0.82     | Adapted Get Fit Lab |
| PE 0.81     | Adapted Fitness, Jogging |
| PE 0.80     | Adapted Body Sculpting |
| PE 0.79     | Adapted Functional Fitness |
| PE 0.78     | Adapted Core Training |
| PE 0.77     | Adapted Fitness Bootcamp |
| PE 0.76     | Adapted Cardio Cross Training |
| PE 0.75     | Adapted Spirit Teams |
| PE 0.74     | Adapted Trail Running |
| PE 0.73     | Adapted Cardio Tennis |
| PE 0.72     | Adapted Self Defense |
| PE 0.71     | Adapted Techniques Amateur Wrestling |
| PE 0.70     | Adapted Cardio Kickboxing |
| PE 0.69     | Adapted Intro to Sport Climbing/Rock Climbing |
| PE 0.68     | Adapted Cross Country Skiing |
| PE 0.67     | Adapted Scuba Diving |
| PE 0.66     | Adapted Scuba Diving-Advanced |
| PE 0.65     | Adapted Triathlon Training |
| PE 0.64     | Adapted Studio Cycling |
| PE 0.63     | Adapted Baseball - Advanced |
| PE 0.62     | Adapted Basketball - Men |
| PE 0.61     | Adapted Advanced Techniques Football |
| PE 0.60     | Adapted Soccer - Women |
| PE 0.59     | Adapted Track and Field Fundamentals - Advanced |
| PE 0.58     | Adapted Intercollegiate Baseball - Men |
| PE 0.57     | Adapted Intercollegiate Basketball - Men |
| PE 0.56     | Adapted Intercollegiate Cross Country - Men |
| PE 0.55     | Adapted Intercollegiate Cross Country - Women |
| PE 0.54     | Adapted Intercollegiate Football - Men |
| PE 0.53     | Adapted Intercollegiate Soccer - Men |
| PE 0.52     | Adapted Intercollegiate Soccer - Women |
| PE 0.51     | Adapted Intercollegiate Softball - Women |
| PE 0.50     | Adapted Intercollegiate Swimming - Men |
| PE 0.49     | Adapted Intercollegiate Swimming - Women |
| PE 0.48     | Adapted Intercollegiate Track - Men |
| PE 0.47     | Adapted Intercollegiate Volleyball-Women |
| PE 0.46     | Adapted Intercollegiate Water Polo - Men |
| PE 0.45     | Adapted Intercollegiate Water Polo - Women |
| PE 0.44     | Adapted Intercollegiate Wrestling - Men |
| PE 0.43     | Adapted Intercollegiate Water Polo - Women |
| PE 0.42     | Adapted Intramural Pre-Season Conditioning |
| PE 0.41     | Adapted Intramurals - Basketball |
| PE 0.40     | Adapted Intramurals - Swimming |
| PE 0.39     | Adapted Intramurals - Volleyball |
| PE 0.38     | Adapted Intramurals - Flag Football |
| PE 0.37     | Adapted Intramurals - Baseball |
| PE 0.36     | Adapted Intramurals - Golf |
| PE 0.35     | Adapted Intramurals - Team Tennis |
| PE 0.34     | Adapted Intramurals - Soccer |
| PE 0.33     | Adapted Yoga for Health |
| PE 0.32     | Adapted Intermediate Asana-Hatha Yoga |
| PE 0.31     | Adapted Gentle Restorative Exercise |
| PE 0.30     | Adapted Power Postures |
| PE 0.29     | Adapted Pilates Mat Workout |
| PE 0.28     | Adapted Intermediate Pilates Mat Workout |
| PE 0.27     | Adapted Weight Down |
| PE 0.26     | Adapted Dive master |
| PE 0.25     | Adapted Assistant Scuba Diving Instructor |
| PE 0.24     | Adapted Scuba Instructor |
| PE 0.23     | Adapted Research Diver |
| PE 0.22     | Adapted Skill Competencies in Athletic Training |
| PE 0.21     | Adapted Lifetime Fitness - Wellness Center Lab - A |
| PE 0.20     | Adapted Theory and Techniques of Football |
| PE 0.19     | Adapted Theory and Techniques of Baseball |
| PE 0.18     | Adapted Theory and Techniques of Basketball |
| PE 0.17     | Adapted Introduction to Dance |
| PE 0.16     | Adapted Techniques of Teaching Dance |
| PKMGT 0110  | Intro. to Park Management |
| PKMGT 0111  | Park communication |
| PKMGT 0112  | Wilderness First Responder Refresher |
| PKMGT 111   | Ranger In-Service Training |
| PKMGT 111   | United States Forest Service |
| PKMGT 113   | Fire Training |
| PKMGT 130   | Park Managers Professional Training |
| PKMGT 150F  | Mountain Medicine |
| READ 920    | Individual Reading Support |
| THEAR 020   | Studio Theatre Workshop |
| THEAR 021A  | Rehearsal and Performance |
| THEAR 021B  | Rehearsal and Performance |
| THEAR 021C  | Rehearsal and Performance |
| THEAR 027   | Selected Topics for the Actor |
| THEAR 033A  | Stage Movement |
| THEAR 059   | Theatre Arts Practice Lab |
| THEAR 060   | Classical Theatre Greek/Asian |
| THEAR 061   | Representative European Theatre 14-19th Century |
| THEAR 062   | Representative European Theatre 14-19th Century |
| THEAR 063   | Representative European Theatre 20th Century |
| THEAR 064   | Representative European Theatre 20th Century |
| THEAR 065   | Representative American Theatre 1900-1959 |
| THEAR 066   | Representative American Theatre 1900-1959 |
| THEAR 067   | Representative American Theatre 1960-1979 |
| THEAR 068   | Representative American Theatre 1960-1979 |
| THEAR 069   | Representative American Theatre 1980-1980-Present |
| THEAR 070   | Representative American Theatre 1980-1980-Present |
| THEAR 071   | Musical Theatre |
| THEAR 072   | Avant Garde Theatre |

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

- ART 031A: Beginning Drawing
- ART 050B: Critical Analysis in Acrylic Painting
- ART 050C: Critical Analysis in Water Color
- ART 050D: Critical Analysis in Mixed Media Painting

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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 08 Spanish for Public Safety and Emergency Personnel
AJ 150A-Z Pre-Service Justice Training
ARAB 050A,B Survey of Western Art I
ART 001A Survey of Western Art I
ART 001B Survey of Western Art II
ART 010D Art of the 20th Century
ART 033A Two-Dimensional Design
ART 033C Color Design
ART 035A Beginning Life Drawing
ART 035B Intermediate Life Drawing
ART 035C Intermediate-Advanced Life Drawing
ART 035D Advanced Life Drawing
ART 047A Beginning Watercolor
ART 047B Intermediate Watercolor
ART 047C Intermediate-Advanced Watercolor
ART 047D Advanced Watercolor
ART 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 Arts Overview
ART 055 Introduction to Computer Arts
ART 057A Modeling for Animation
ART 057B Animation
ART 058 Promotional Animation
ART 059 Animation Studio
ART 065A-D Ceramics Handbuilding
BIO 050 Human Cadaver Dissection
BIO 013 Natural History of California
BUS 070A Office Record Keeping
BUS 070B Office Communications
CA 034A MS Word: Basic Features
CA 034B MS Word: Indents, Tabs & Tables
CA 034C MS Word: Report Formatting Features
CA 034D MS Word: Mail Merge
CA 046C Creating a Presentation Using PowerPoint
CA 046D Intermediate Microsoft PowerPoint
CA 054 Quicken for Home and Business
CA 054A Quicken Basics
CA 062B Beg Spreadsheets, Microsoft Excel
CA 062D Learning the Basics of Excel
CA 064 Adobe Acrobat and PDF
CA 068 Web Pages with Microsoft Office
CA 070A Getting Around Windows
CA 081A Beg Database, dBase
CA 083 Microsoft Project
CA 089 Creating Web Pages for the Home User
CHIN 001A Beginning Chinese
CHIN 005A Basic Conversational Mandarin Chinese and Culture
CHIN 005B Basic Conversational Mandarin Chinese and Culture
CHIN 038A Chinese Immersion
CHS 080 Curriculum Principles & Practices
CHS 087 Methods of Observation in Early Childhood Settings
CTR 008D 80 WPM Speed Goal
CTR 010D 100 WPM Speed Goal
CTR 012D 120 WPM Speed Goal
CTR 014D 140 WPM Speed Goal
CTR 016D 160 WPM Speed Goal
CTR 018D 180 WPM Speed Goal
CTR 020CD 200 WPM Speed Goal
CTR 022CD 220 WPM Speed Goal
CTR 030B Computer Aided Medical Dictionary
CTR 030C Computer Aided Legal Dictionary
DMIS 001 Digital Media I
DMIS 003 Digital Visual Design
DMIS 004 Digital Layout, Color, and Typography
DMIS 007 Digital Media Production Process
DMIS 010C Digital Images, Photoshop
DMIS 010D Digital Images, Advanced Photoshop
DMIS 011 Introduction to Blogs
DMIS 012 Online Entrepreneur
DMIS 013 Apple Life
DMIS 014C Digital Illustration - Illustrator
DMIS 014D Advanced Illustration
DMIS 018 Freelance 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 1
DMIS 029 Digital Print Preparation
DMIS 038C Page Layout: QuarkXPress
DMIS 057A Digital Editing: Premiere
DMIS 060A 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 075A Internet Services 1
DMIS 080 Commercial Web Site Project
DMIS 085 CAD: Scanning & Color Printing
DMIS 086 Portfolio Planning/Review: Desktop Publishing and Digital Media
DMIS 087 Special Media Intern Experience
DMIS 090 Special Topics
DRAFT 076 Microstation
ENG 060 Introduction to Math CAD
ENG 065 Matlab
ENG 066 Engineering Problem Solving using Matlab
ENGL 980-D Computer Assisted Writing
Students may repeat the following classes for a combined maximum of 12 units:

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

Courses under Selected/Special Topics may be repeated as long as each topic is a different title and content.

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 301G, 302G, 303G may be counted toward the associate degree.

Students may repeat the following classes for a maximum of 12 units total:

- Bus 301-304 Cooperative Work Experience Education
- CTR 301-304 Cooperative Work Experience Education

Students may repeat the following class indefinitely:

- LS 110 Supervised Tutoring

Distance Learning

Distance Learning is a general term used to cover the broad range of teaching and learning events in which the student is separated (at a distance) from the instructor, or other fellow learners. Traditional face-to-face instruction, which requires the student to be at a specific place at a specific time, is often not feasible for today’s students. They are time and place bound by the demands of their jobs and family responsibilities. They want educational opportunities that are specific to their individual needs, delivered utilizing a variety of media, and available at times and places which are convenient for them. Distance learning helps meet these needs by incorporating interactive electronic technologies like video-conferencing, electronic mail, and the World Wide Web to provide powerful new tools for meeting these challenges. Distance learning helps improve a student’s access to education and increases their control over the time, place, and pace of study. Distance learning also includes a wide variety of teaching methodologies which counteract the fact that the instructor and student are separated by distance by allowing interaction through various communication and telecommunication technologies.

Distance learning has become increasingly popular because of the convenience and flexibility it offers students, eliminating the barriers that keep many adults from advancing their education. They are allowed to participate in courses when and where it is most convenient for them. This attracts many new students to the college including those who otherwise would be unable to continue their college education because of work schedules or location constraints.

Course designers utilize various tools and interactive electronic technologies like web sites and computer mediated communication to help make distance learning courses more interactive and interesting.

Through the use of cutting edge technologies and professional instructional design techniques, we offer our students a wide variety of diverse course offerings designed to help them pursue their educational objectives and achieve their personal goals. All of our courses fall into one or more of the following categories:

- Telecourse - students study video programs in conjunction with integrated textbook readings, study guides activities, and supplementary online resources.
- Online course - students use a computer and the Internet to access course materials. Includes the use of e-mail, threaded discussions, simulations, and appropriate instructional chat rooms. Many of our online courses also use a course management system that aids instructors in the development of their course and provides many interactive tools and online testing. These courses are housed on a remote server administered by the statewide California Virtual Campus.
- Web-enhanced course - a course that combines the strengths of some or all of the above. For instance an on-campus course that uses an extraordinary amount of online resources and media and possibly incorporates the use of CD-ROMs and self-paced workbooks might be referred to as a hybrid course.
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).
Note: the CAN numbers identified here are for general & historical reference only. The CAN system is now defunct.

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.

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 555. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.

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 Corequisite must be taken at the same time
7 Acceptable for credit to university/ies
8 Course description
Accounting

THE FACULTY
Randy R. Castello
Nancy Ghodrat
Jim Henderson

DIVISION Business
DEPARTMENT CHAIR Randy R. Castello
PHONE 408-741-2427
E-MAIL randy_castello@westvalley.edu
COUNSELING 408-741-2009

ACCOUNTING:
(Business Administration) Transfer:
See Transfer Planning Guide available at the Counseling Center.

ACCOUNTING CLERK (Certificate)
Required Courses:
Course Units
ACCTG 060A Accounting Fundamentals I Quickbooks 3
ACCTG 060B Accounting Fundamentals II Quickbooks 3
BUS 062 Business Mathematics 3
BUS 072 Office Communications 3

ACCTG 010 ACCOUNTING FUNDAMENTALS FINANCIAL
5 units
NOTE: Business majors intending to transfer to a four-year college or university SHOULD PLAN TO TAKE ACCOUNTING IN THEIR SOPHOMORE YEAR, rather than in their freshman year.
Recommended Preparation: Math 902
Acceptable for credit: University of California, California State University
Financial accounting includes basic accounting theory and procedure for a sole proprietorship, including analysis of books of original entry and their relationship to the general ledger, financial statements, adjusting and closing the ledger. In addition, financial accounting includes basic accounting theory pertaining to the accounting for merchandise inventory, cash, receivables, plant assets, intangible assets, and current liabilities. Computer application of these topics is also covered.

ACCTG 011 ACCOUNTING FUNDAMENTALS MANAGERIAL
5 units
Prerequisite: ACCTG 010.
Recommended Preparation: Math 902
Acceptable for credit: University of California, California State University
This course covers accounting theory and procedures for corporations, basic accounting theory pertaining to the accounting for long-term liabilities and investments, the preparation and content of a cash flow statement, and basic financial statement analysis. In addition, this course covers accounting theory and procedures for a manufacturer (including job order and process costing systems, and actual, normal, and standard costing systems), budgeting (master budgets, cash budgets, and flexible budgets), cost-volume-profit analysis, variance analysis, responsibility accounting, and decision analysis including capital budgeting.

ACCTG 050 ACCOUNTING FOR SMALL BUSINESS
1 unit
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 060A 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 is a course designed for the student with prior accounting knowledge. The course will be devoted to learning the steps in the accounting process for a merchandising organization and specifically, the handling of receivable and payable transactions using the computerized accounting software package, Quickbooks. The course will also cover the handling of basic payroll transactions using Quickbooks software. Credit/No Credit Option

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

Administration of Justice

THE FACULTY
Marge Faulstich
James E. Smith

DIVISION Social Science
DEPARTMENT CHAIR Janis Kea
PHONE 408-741-2539
E-MAIL ken_colson@westvalley.edu
COUNSELING 408-741-2009

ADMINISTRATION OF JUSTICE
(Justice Studies): Transfer
See Transfer Planning Guide available at the Counseling Center.

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

Major Requirements:
Course Units
AJ 001 Introduction to Administration of Justice 3
AJ 002 Concepts of Criminal Law 3
AJ 003 Principles and Procedures of the Justice System 3
AJ 004 Legal Aspects of Evidence 3
AJ 005 Criminal Investigation 3
AJ 021 Community Relations 3
AJ 023 Police Report Writings 3

Administration of Justice majors must take their G.E. requirements outside of the Administration of Justice Department.
To be awarded an A.S. Degree, a student must complete
1. All the major requirements
2. Additional units to meet the college graduation requirements
3. Nine units of any Administration of Justice electives from the Recommended List.

Recommended List:

AJ 001 INTRODUCTION TO THE ADMINISTRATION OF JUSTICE
3 units
Acceptable for credit: University of California, California State University
This course will offer students the opportunity to learn about the history and philosophy of justice as it evolved throughout the world. There will be an in-depth study of the American system and the various subsystems; roles and role expectations of criminal justice agents in their interrelationships in society; concepts of crime causations, punishments and rehabilitation; ethics, education and training for professionalism in the social system. (CAN AJ 002)
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 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 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 examine both traditional and changing roles of men and women in society with an emphasis on the criminal justice system. Special features of the course will be the study of female adult and juvenile correctional facilities, the selection, training and affirmative action programs for women in police work, and female criminality.

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

AJ 023 POLICE REPORT WRITING 
3 units
Acceptable for credit: California State University
A study of law enforcement reporting procedures with emphasis on techniques designed to improve writing skills, enhance individual observation and comprehension and to effect more efficient utilization of recorded data in crime detection and the investigative function.

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

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

AJ 030A JUSTICE FIELD EXPERIENCE 
3 units
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 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

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.
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 processes 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 be better culturally and orally more effective in serving their law enforcement agency and the Hispanic community. The class emphasis will be on basic communicative Spanish specifically designed for this environment’s immediate safety needs. The student will be expected to successfully apply the language acquisition and culturally learned inferences to safety personnel needs. This course may be repeated one time. Credit/No Credit Option Dual listed with SPAN 040A.

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 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

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

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

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

• 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.
American 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 (AMESLAN)
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 (AMESLAN) to equip the student to communicate with the deaf on a conversational level. Some stress placed on the educational, social, psychological, and economic problems of deafness. 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

Anthropology

THE FACULTY
Andrew Kindon

DIVISION Social Science
DIVISION CHAIR Janis Kea
DEPARTMENT CHAIR Andrew Kindon
PHONE 408-741-2554
E-MAIL andrew_kindon@westvalley.edu
COUNSELING 408-741-2009

ANTHRO 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

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: University of California, California State University
This course is a cross-cultural study of the forms and functions of supernatural beliefs and associated rituals in various contemporary societies of Africa, Asia, aboriginal Australia, Oceania, South America, native North America and elsewhere. The course is designed to introduce anthropological approaches to the understanding of cultural beliefs in the supernatural. This course considers the forms and functions of supernatural beliefs and rituals in various societies to develop insights into the functional aspects of religious beliefs and institutions in our lives. 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.
## Architecture

See also Landscape Architecture

### THE FACULTY

| Soroush Ghahramani, Int’l Assoc. AIA |
| DIVISION | Applied Arts and Sciences |
| DIVISION CHAIR | Kris Gaiero |
| DEPARTMENT CHAIR |  |
| PHONE | 408-741-4097 |
| E-MAIL | soroush.ghahramani@wvccollege.edu |
| COUNSELING | 408-741-2009 |

### Degree

- A.S., Architecture

### Certificates

- Architecture
- Historic Preservation

### 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 specific science, math and social 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
- 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: (35 Units)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARCH 050</td>
<td>Construction Materials &amp; Methods 3</td>
</tr>
<tr>
<td>ARCH 051</td>
<td>Architectural Graphics: Drawing &amp; Sketching 3</td>
</tr>
<tr>
<td>ARCH 052</td>
<td>Architectural Graphics: Advanced Rendering 3</td>
</tr>
<tr>
<td>ARCH 053</td>
<td>Intro to Architecture and Environmental Design 3</td>
</tr>
<tr>
<td>ARCH 054</td>
<td>Introduction to Architectural Desktop 3</td>
</tr>
<tr>
<td>ARCH 055</td>
<td>Architectural Building Codes 5</td>
</tr>
<tr>
<td>ARCH 056</td>
<td>Basic Architectural Design 3</td>
</tr>
<tr>
<td>ARCH 061</td>
<td>Architectural Design I 3</td>
</tr>
<tr>
<td>ARCH 062</td>
<td>Architectural Design III 3</td>
</tr>
<tr>
<td>ARCH 063</td>
<td>Architectural Practice 3</td>
</tr>
</tbody>
</table>

#### Required Electives: Select 12 units from below:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARCH 040</td>
<td>Fundamentals of Historic Preservation 2</td>
</tr>
<tr>
<td>ARCH 041</td>
<td>Science of Materials in Historic Preservation 3</td>
</tr>
<tr>
<td>ARCH 042</td>
<td>Architectural Restoration &amp; Rehabilitation 3</td>
</tr>
<tr>
<td>ARCH 043</td>
<td>Architectural Styles of the American House 2</td>
</tr>
<tr>
<td>ARCH 046</td>
<td>History of Architecture 2</td>
</tr>
<tr>
<td>ARCH 047</td>
<td>History of Modern Architecture 2</td>
</tr>
<tr>
<td>ARCH 074</td>
<td>Basic Architecture 3</td>
</tr>
<tr>
<td>ARCH 075</td>
<td>Advanced Architecture 3</td>
</tr>
</tbody>
</table>

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

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

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: 47**

### ARCHITECTURE (CERTIFICATE)

#### Major Requirements:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARCH 050</td>
<td>Construction Materials &amp; Methods 3</td>
</tr>
<tr>
<td>ARCH 051</td>
<td>Architectural Graphics: Drawing &amp; Sketching 3</td>
</tr>
<tr>
<td>ARCH 052</td>
<td>Architectural Graphics: Advanced Rendering 3</td>
</tr>
<tr>
<td>ARCH 053</td>
<td>Intro to Architecture and Environmental Design 3</td>
</tr>
<tr>
<td>ARCH 054</td>
<td>Introduction to Architectural Desktop 3</td>
</tr>
<tr>
<td>ARCH 055</td>
<td>Architectural Building Codes 5</td>
</tr>
<tr>
<td>ARCH 056</td>
<td>Basic Architectural Design 3</td>
</tr>
<tr>
<td>ARCH 061</td>
<td>Architectural Design I 3</td>
</tr>
<tr>
<td>ARCH 062</td>
<td>Architectural Design III 3</td>
</tr>
</tbody>
</table>

To be awarded a Certificate in 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: 29**

### HISTORIC PRESERVATION (Certificate)

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 on studies and research in preservation education and planning, documentation, and architectural 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
- National Park Service and State Park
- U.S. Department of The Interior
- City, State, and County Agencies
- Cultural Resource and Heritage Management Firms
- Museums
- Private Planning Firms
- Non-Profit Organizations

#### Major Requirements: (10 Units)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARCH 040</td>
<td>Fundamentals of Historic Preservation 2</td>
</tr>
<tr>
<td>ARCH 041</td>
<td>Science of Materials in Historic Preservation 3</td>
</tr>
<tr>
<td>ARCH 042</td>
<td>Architectural Restoration &amp; Rehabilitation 3</td>
</tr>
<tr>
<td>ARCH 043</td>
<td>Architectural Styles of the American House 2</td>
</tr>
<tr>
<td>ARCH 046</td>
<td>History of Architecture 2</td>
</tr>
<tr>
<td>ARCH 047</td>
<td>History of Modern Architecture 2</td>
</tr>
<tr>
<td>ARCH 074</td>
<td>Basic Architecture 3</td>
</tr>
<tr>
<td>ARCH 075</td>
<td>Advanced Architecture 3</td>
</tr>
</tbody>
</table>

**Total Units: 47**

#### Required Electives: Select 4 units from below:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARCH 046</td>
<td>History of Architecture 2</td>
</tr>
<tr>
<td>ARCH 051</td>
<td>Architectural Graphics: Drawing &amp; Sketching 3</td>
</tr>
<tr>
<td>ARCH 052</td>
<td>Architectural Graphics: Advanced Rendering 3</td>
</tr>
<tr>
<td>ARCH 053</td>
<td>Introduction to Architectural &amp; Environmental Design 3</td>
</tr>
<tr>
<td>ARCH 056</td>
<td>Basic Architectural Design 3</td>
</tr>
<tr>
<td>PKMGT 014</td>
<td>Conservation of Our Natural Resources 3</td>
</tr>
<tr>
<td>PKMGT 018</td>
<td>Park Planning &amp; Design 2</td>
</tr>
<tr>
<td>ID 035C</td>
<td>Design of Historic Interiors 3-5</td>
</tr>
</tbody>
</table>

To be awarded a Certificate in Historic Preservation, a student must complete:

1. All the major requirements.
2. A grade of “C” or better must be earned for all required courses.
3. All required electives.

**Total Units: 22**

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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.
ARCH 040 - FUNDAMENTALS OF HISTORIC PRESERVATION  
3 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 the mid 1800s 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 throughout the course of the history of architecture. Credit/No Credit Option

ARCH 046 - HISTORY OF ARCHITECTURE  
2 units  
Acceptable for credit: University of California, California State University  
This course is a study of world architectural history from 1800 to 1945. Credit/No Credit Option

ARCH 047 - HISTORY OF MODERN ARCHITECTURE  
2 Units  
Acceptable for credit: University of California, California State University  
This course is a study of modern world architectural history from 1945 to the present, the influences of the industrial revolution, and the old world in contemporary architecture. Credit/No Credit Option

ARCH 050 - CONSTRUCTION MATERIALS & METHODS  
3 Units  
Acceptable for credit: University of California (proposed), California State University  
This course is a study of the various building materials, their methods of installation, and provides an overview of the structural concepts of building design. Credit/No Credit Option

ARCH 051 - ARCHITECTURAL GRAPHICS: DRAWING & SKETCHING  
3 Units  
Recommended Preparation: MATH 103 or MATH 103R  
Acceptable for credit: University of California (Proposed), California State University  
This course is a study of basic techniques of drafting and sketching as it relates to architectural graphic communication. Students have opportunities to develop visual literacy, freehand sketching techniques, and an understanding of perspective. This course also covers natural and man-made forms and basic architectural rendering. Credit/No Credit Option

ARCH 052 - ARCHITECTURAL GRAPHICS: ADVANCED RENDERING  
3 Units  
Recommended Preparation MATH 103 or MATH 103R  
Acceptable for credit: University of California, California State University  
This course is a study of three-dimensional representations using various color media as it relates to architectural and environmental graphic communication. Students have opportunities to develop visual color literacy, three-dimensional drawing techniques, and an understanding of color rendering. This course covers natural and human-made forms and advanced architectural color rendering. Credit/No Credit Option

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

ARCH 054 - INTRODUCTION TO ARCHITECTURAL DESKTOP  
3 Units  
Recommended Preparation MATH 902 or concurrently  
Acceptable for credit: California State University  
This course is an introduction to Autodesk: Architectural Desktop - an AutoCAD based software specifically designed for use by architecture and civil engineering professionals. This course emphasizes the construction of both 2D and 3D drawings. Credit/No Credit Option
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Prerequisites</th>
<th>Recommended Preparation</th>
<th>Acceptable for Credit</th>
<th>Prerequisite Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARCH 062</td>
<td>ARCHITECTURAL DESIGN II</td>
<td>3</td>
<td>Prerequisite ARCH 054 and ARCH 056</td>
<td>MATH 103 or MATH 103R</td>
<td>University, California</td>
<td>State University</td>
</tr>
<tr>
<td>ARCH 063</td>
<td>ARCHITECTURAL DESIGN III</td>
<td>3</td>
<td>Prerequisite ARCH 061 or ARCH 062</td>
<td>MATH 103 or MATH 103R</td>
<td>University, California</td>
<td>State University</td>
</tr>
<tr>
<td>ARCH 064</td>
<td>ARCHITECTURAL PRACTICE</td>
<td>3</td>
<td>Prerequisite ARCH 062 or ARCH 063</td>
<td>MATH 103</td>
<td>University, California</td>
<td>State University</td>
</tr>
<tr>
<td>ARCH 066</td>
<td>INTRODUCTION TO LANDSCAPE ARCHITECTURE</td>
<td>3</td>
<td>Prerequisite ARCH 082</td>
<td>MATH 103</td>
<td>University, California</td>
<td>State University</td>
</tr>
<tr>
<td>ARCH 073</td>
<td>BASIC LANDSCAPE SITE ANALYSIS AND DEVELOPMENT</td>
<td>3</td>
<td>Prerequisite ARCH 074 and ARCH 074t</td>
<td>MATH 103 or MATH 103R</td>
<td>University, California</td>
<td>State University</td>
</tr>
<tr>
<td>ARCH 075</td>
<td>ADVANCED LANDSCAPE SITE ANALYSIS AND DEVELOPMENT</td>
<td>3</td>
<td>Prerequisite ARCH 073 and ARCH 074t</td>
<td>MATH 103 or MATH 103R</td>
<td>University, California</td>
<td>State University</td>
</tr>
<tr>
<td>ARCH 076</td>
<td>LANDSCAPE TECHNICAL APPLICATIONS</td>
<td>3</td>
<td>Recommended Preparation MATH 103</td>
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<td>State University</td>
</tr>
<tr>
<td>ARCH 077</td>
<td>LANDSCAPE PLANTS: SUMMER &amp; AUTUMN</td>
<td>2</td>
<td>Recommended Preparation BIO 042</td>
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<td>State University</td>
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<tr>
<td>ARCH 078</td>
<td>PLANT COMPOSITION</td>
<td>2</td>
<td>Prerequisite ARCH 081</td>
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<td>State University</td>
</tr>
<tr>
<td>ARCH 079</td>
<td>LANDSCAPE PLANTS: WINTER &amp; SPRING</td>
<td>3</td>
<td>Recommended Preparation BIO 042</td>
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<td>University, California</td>
<td>State University</td>
</tr>
<tr>
<td>ARCH 080</td>
<td>LANDSCAPE PLANTS: WINTER &amp; SPRING</td>
<td>3</td>
<td>Recommended Preparation BIO 042</td>
<td></td>
<td>University, California</td>
<td>State University</td>
</tr>
</tbody>
</table>

**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.
Art

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

DIVISION
Fine Arts

DEPARTMENT CHAIR
Ron Guzman

PHONE
408-741-2455

E-MAIL
ron_guzman@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 accommodates students with various goals and levels of experience. The Art Department faculty facilitates a supportive, creative learning environment where all students may explore their interests: transfer to four-year institutions and priority art schools or career options listed below. Instructional emphasis is placed on:

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

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

Highlights
- West Valley College Art Gallery
- Fine Art Computer lab
- Integrated learning opportunities in Fine Arts – Art, Music, Theater Arts, Film
- Professional teaching faculty who actively produce and exhibit their artwork
- Lost-wax, ceramic shell, bronze casting facility
- Art History and Art Appreciation courses in distance format
- Opportunities to explore artistic expression in a new 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 to:

- solve problem 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.

Career Options
- Art Conservator
- Art criticism
- Art Curator
- Art Director
- Art Education/Teaching
- Art Librarian
- Art Publishing/Journalism
- Art Therapist
- Arts Administration
- Business
- Computer Animator
- Computer Art/Graphics
- Fine Artist
- Graphic Designer
- Museum/Gallery Professional
- Restoration
- Visual Resources Curator

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

Degree
A.A. degree with an emphasis in:
- Art History
- Ceramics
- Computer Animation
- Drawing
- Painting
- Sculpture
- Graphic Design

Certificate
Computer Arts: Animation

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

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

Major Requirements

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

One elective from recommended list  3 units

Recommended Electives Courses:
- Art History: ART 001D, 007, 010, 012A,B
- Ceramics: ART 065A,B,C,D, 067A,B,C,D
- 3-D Design: ART 075A,B,C,D
- Graphic Design: ART 035A,B,C,D, 046
- Printmaking: ART 040A,B,C,D 041A,B,C,D
- Sculpture: ART 085A,B 088A,B

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

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

COMPUTER ARTS: ANIMATION
(A.A. Degree and Certificate)
Recommended—CA 020, 070 Introduction to Mac or Introduction to PC

Major Requirements:

Course
ART 055  Introduction to Computer Arts  3
ART 057A  Modeling for Animation  3
ART 057B  Animation  3
ART 060A  Computer Arts: Interactive Digital Video Art  3
ART 060B  Computer Arts: Multimedia Art Production  3
ART 031A  Beginning Drawing  3
ART 033A  Two-Dimensional Design  3
ART 033C  Color Design  3

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

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

2-DIMENSIONAL VISUAL STUDIES
(Certificate)

Required Courses (12 units)

Course
ART 031A  Beginning Drawing  3
ART 033A  Two-Dimensional Design  3
ART 033C  Color Design  3

Choice of 1 elective from:
- ART 0049A  Beginning Painting  3
- ART 047A  Beginning Watercolor  3
- ART 031B  Expressive Drawing  3
- ART 031C  Representational Drawing  3
- ART 035A  Beginning Life Drawing  3
- ART 005  Introduction to Computer Arts  3
- ART 001E  Design in Society  3

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 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 2) 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.
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: University of California, 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 001G HISTORY OF PHOTOGRAPHY
3 Units
Acceptable for credit: University of California (proposed), California State University
The technical developments and aesthetic trends in photography are traced from its invention in the nineteenth century to the present day. This course includes image presentations, discussions and viewing exhibitions. 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

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

ART 010 ART OF THE UNITED STATES
3 units
Acceptable for credit: University of California, California State University
A general survey of painting, sculpture, and architecture in the United States from Colonial times to the present day. 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 012A ART OF PRE-HISPANIC MEXICO
3 units
Acceptable for credit: University of California, California State University
A general survey of painting, sculpture and architecture from the main civilizations of Pre-Hispanic Mexico, emphasizing aesthetic, cultural and historical values of the times. The hours by arrangement will be fulfilled by gallery trips followed by a critical analysis of the art viewed. Each trip will be under instructor supervision. Credit/No Credit Option

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

ART 031A BEGINNING DRAWING
3 units
Acceptable for credit: University of California, California State University
This is a beginning drawing course for students with no former drawing experience. Students draw natural and human-made forms from observation directed toward realistic rendering of objects. Students receive an introduction to pictorial composition and perspective and an introduction to drawing media: pencil, charcoal, conte, and pen and ink. Studio practice emphasizes basic shading principles, techniques and development of “line” qualities of graphic presentation. Students have the opportunity to learn skills which enable them to develop an aesthetic vocabulary leading to independent critical judgement. This course may be taken four times. Credit/No Credit Option

ART 031B EXPRESSIVE DRAWING
3 units
Recommended Preparation: Art 031A
Acceptable for credit: University of California, California State University
Advanced course for students with previous college-level drawing experience. Course emphasizes refinement of drawing skills and in-depth concentration on composition. Students will be introduced to various styles of drawing. The course stresses development of individual presentation of compositions and conceptualization capabilities. Skills will be taught which enable students to develop an aesthetic vocabulary leading to independent critical judgement. This course may be repeated once. Credit/No Credit Option
ART 031C REPRESENTATIONAL DRAWING
3 units
Acceptable for credit: University of California, California State University
In this course, students will have the opportunity to expand their understanding of rendering a physical likeness of three-dimensional form in black and white media. Concepts such as planar relationships, value/contrast, modeling with light and shade, proportioning and scale, linear and atmospheric perspective, multiple vanishing points, and surface texture will be emphasized. This course may be repeated once. Credit/No Credit Option

ART 033A TWO-DIMENSIONAL DESIGN
3 units
Acceptable for credit: University of California, California State University
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. This course may be repeated once. Credit/No Credit Option

ART 033C COLOR DESIGN
3 units
Recommended Preparation: Art 033A
Acceptable for credit: University of California, California State University
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. This course may be repeated once. Credit/No Credit Option

ART 035A BEGINNING LIFE DRAWING
3 units
Acceptable for credit: University of California, California State University
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. This course may be repeated once. Credit/No Credit Option

ART 035B INTERMEDIATE LIFE DRAWING
3 units
Acceptable for credit: University of California, California State University
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. This course may be repeated once. This course may be repeated once. Credit/No Credit Option

ART 035C INTERMEDIATE-ADVANCED LIFE DRAWING
3 units
Acceptable for credit: University of California, California State University
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. Students will explore an expanded variety of drawing media used in combination with traditional approaches. This course may be repeated once. Credit/No Credit Option

ART 036 PERSPECTIVE DRAWING
3 units
Acceptable for credit: University of California, California State University
Study and practice in the principles of perspective and their uses in drawing.

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

ART 040B PRINTMAKING: ETCHING
3 units
Recommended Preparation: Art 040A
Acceptable for credit: University of California, California State University
Advanced studio practice in etching, exploring mezzotint, monoprint, color printing registration, and drypoint. Skills will be taught which enable students to develop an aesthetic vocabulary leading to independent critical judgment. 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 editioning. The curating, caring for, and numbering and signing etchings. Skills will be taught which enable students to develop an aesthetic vocabulary leading to independent critical judgment. 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

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 WATERCOLOR
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 storyboard, 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.

**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 recommend a math course prior to enrollment. See individual course descriptions for math recommendations.

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 art imagery. 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 058 ANIMATION II (FORMERLY: ANIMATION)
3 units  
Recommended Preparation: Art 057A or concurrent; Math 103 or 103R  
Acceptable for credit: California State University  
The course provides students with the opportunity to develop intermediate and advanced animation skills. This course is an introduction to the production of computer generated art imagery. It covers fundamental modeling techniques, texture mapping, lighting, rendering, and basic animation concepts. This course may be repeated four times. Credit/No Credit Option

ART 059 COMPUTER ARTS: INTERACTIVE DIGITAL VIDEO ART
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

ART 065A CERAMICS HANDBUILDING
3 units  
Acceptable for credit: University of California, California State University  
An introductory course in ceramics to gain awareness of the physical properties of clay and to express oneself creatively through the use of this knowledge. Introduction to clay compositions, decoration techniques, emphasizing handbuilding techniques. Introduction to two- and three-dimensional ceramic design. Students will develop a critical awareness and vocabulary leading to independent critical judgment. This course may be taken a total of two times. (CAN ART 006)

ART 065B CERAMICS HANDBUILDING
3 units  
Recommended Preparation: Art 065A  
Acceptable for credit: University of California, California State University  
An advanced course in ceramics/handbuilding techniques, firing kilns, clay body construction, and ceramic decorative effects. Further development of 3-D design concepts; development of projects toward individualized self-expression. Students will develop a critical awareness and vocabulary leading to independent critical judgment. This course may be taken a total of two times.

ART 065C CERAMICS HANDBUILDING
3 units  
Recommended Preparation: Art 065B  
Acceptable for credit: University of California, California State University  
The course will focus on different aspects of course content providing students with supervised participatory experiences in which artistic skills are enhanced by repetition and practice. Students will develop a critical awareness and vocabulary leading to independent critical judgment. This course may be taken a total of two times.

ART 065D HANDBUILT CERAMICS - ADVANCED
3 units  
Recommended Preparation: Art 065C  
Acceptable for credit: University of California, California State University  
The course will focus on advances in ceramics clay and glaze formulation, design development, student directed kiln firing under instructor supervision, and student sculptural development. Students will develop a critical awareness and vocabulary leading to independent critical judgment. This course may be taken a total of two times.

ART 067A CERAMICS - POTTER'S WHEEL
3 units  
Acceptable for credit: University of California, California State University  
The student will study and develop basic skills and techniques using the potter's wheel. Instruction will be offered in wheel-throwing, clay and glaze formulation; construction, stacking and firing of ceramic kilns. Development of aesthetic awareness of three-dimensional format designs.

ART 067B CERAMICS - POTTER'S WHEEL
3 units  
Recommended Preparation: Art 067A  
Acceptable for credit: University of California, California State University  
Advanced wheel-throwing course directed toward refinement of skills on potter's wheel; production-throwing techniques, advanced kiln-firing techniques, clay compositions, thrown sculpture, complex thrown ceramics ware, and combination of hand-built and wheel-thrown forms.

ART 075A THREE-DIMENSIONAL DESIGN: METAL  
3 units  
Acceptable for credit: California State University  
This is a studio course introducing students to the elements of design and metalsmithing techniques used in the creation of metal objects. Introductory problems will involve those concepts specific to the potential of metal, i.e., structure, surface, color, function, etc. Students will develop an aesthetic vocabulary leading to independent critical judgment.
ART 075B THREE-DIMENSIONAL DESIGN: METAL
3 units
Recommended Preparation: Art 075A
Acceptable for credit: California State University
This is a studio class in which students will further explore the use of the elements of design and metalsmithing techniques used in the creation of metal objects. More technically advanced problems will involve those concepts specific to the potential of metal, i.e., structure, surface, color, function, etc. Skills will be taught which enable students to develop an aesthetic vocabulary leading to independent critical judgment.

ART 075C THREE-DIMENSIONAL DESIGN: METAL
3 units
Recommended Preparation: Art 075
Acceptable for credit: California State University
The course will focus on contemporary media and technical trends in metalworking and will provide students with supervised participatory experience in which artistic skills are enhanced by repetition and practice.

ART 075D THREE-DIMENSIONAL DESIGN: METAL
3 units
Recommended Preparation: Art 075C
Acceptable for credit: California State University
The course will focus on the development of each student’s personal style in metal design and will provide students with supervised participatory experience in which artistic skills are enhanced by repetition and practice.

ART 085A SCULPTURE
3 units
Acceptable for credit: University of California, California State University
Art 085A is an introductory course in sculpture emphasizing individual expression. Subtractive, additive and fabrication techniques presenting modeling, casting and carving, utilizing clay, wood, cast stone, metal, etc. (CAN ART 12)

ART 085B SCULPTURE
3 units
Recommended Preparation: Art 085A
Acceptable for credit: University of California, California State University
Art 085B concentrates study and exploration on the development of a personal style of sculptural design.

ART 088A METAL-SCULPTURE CASTING
3 units
Acceptable for credit: California State University
A basic course in metal-sculpture casting. Developing skill in lost wax and lost techniques with emphasis on three-dimensional design.

ART 088B METAL-SCULPTURE CASTING
3 units
Recommended Preparation: Art 088A
Acceptable for credit: California State University
Advanced study of the metal-casting process with emphasis on development of a personal form.

ART 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
Student may apply for Directed Studies in any art or art history course currently offered, provided they have successfully completed the first year of the course, applied for and obtained the consent of the instructor. Directed Studies course unit credit to be determined by the instructor based on the student’s objectives.

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

Astronomy

THE FACULTY
Benjamin Mendelsohn
Doug Epperson

DIVISION Science and Mathematics
DIVISION CHAIR Denny Burzynski
DEPARTMENT CHAIR Robert Lopez
PHONE 408-741-2437
E-MAIL robert_lopez@westvalley.edu
COUNSELING 408-741-2009

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

ASTRO 002 ASTRONOMY LABORATORY
1 unit
Prerequisite: May be taken concurrently with Astro 001, 010 or 011; or upon completion of Astro 001, 010 or 011
Recommended Preparation: Math 902
Acceptable for credit: University of California, California State University
Hands-on approach to learning astronomical data-collecting methods, reinforcing concepts learned in Astro 001, 010, or 011. Methods include use of the planetarium instrument, celestial globes, “homemade” instruments such as sundials, and astronomical photographic plates of stars and galaxies. This course may not be taken if Astro 010L or 011L has already been taken. 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

PREQUISITES 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.
 Course Description: This is a course in descriptive Astronomy, with emphasis on evolution, structure, and behavior of the Solar System and its contents. The course commences with a study of the night sky including the motions of the Sun, Moon, planets and stars. The motions of the celestial bodies are explained in the historical context of geocentric and heliocentric models. The origins of the solar system are explored followed by a study of the terrestrial planets utilizing comparative planetary geology. The atmospheres of the terrestrial and jovian planets are investigated, followed by an exploration of moons, ring systems, asteroids and comets. Credit/No Credit Option

Corequisite: ASTRO 010

ASTRO 010L ASTRONOMY LAB
1 unit

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

Corequisite: ASTRO 010

ASTRO 011 STELLAR ASTRONOMY
3 units

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. The course commences with a study of the night sky including the motions of the Sun, Moon, planets and stars. The motions of the celestial bodies are explained in the historical context of geocentric and heliocentric models. Gaining an understanding of the nature of light and employing telescopic observations, the properties of stars are explored leading to an understanding of their evolution. The structure of the Universe is then examined with consideration of the galaxies of stars and their origin and evolution. Observational evidence is used to show how the “Big Bang” theory explains the origins of the Universe. We examine the evolution of and fate of the Universe. Credit/No Credit Option

Corequisite: ASTRO 011

ASTRO 011L ASTRONOMY LAB
1 unit

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

Corequisite: ASTRO 011

ASTRO 012 FIELD ASTRONOMY AT PINNACLES NATIONAL MONUMENT
1 unit

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

Corequisite: ASTRO 011

ASTRO 014 LIFE IN THE UNIVERSE
3 units

This course considers the origin and evolution of life on Earth and the possibility of life elsewhere in the Universe. Applying the disciplines of astrophysics, biology, geology, and planetary science, students will study the chemical basis for life, the limits of life on earth and look for the markers of life in other places in the solar system. Students will also examine the possibilities for life outside of the solar system. 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.
• 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 behavior, evolution, 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.

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 PKMGT 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 023 INTRODUCTION TO INFECTIOUS DISEASES
3 units
Acceptable for credit: University of California (proposed), California State University

This introductory biology course explores infectious diseases, parasites, and human immunity. The course begins with a survey of infectious disease agents, including emerging pathogens, agents of bioterrorism, and newer complications seen in ancient diseases. The course continues by examining how the human immune system responds to these infections and helps students interpret epidemiological patterns of disease in human populations.

BIO 024 CONTEMPORARY BIOLOGY
3 units
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 rocky intertidal region. Costa Rican culture, economy, and public policy and their relationship to resource conservation will also be examined. Students will participate in naturalist-led hikes and group research projects in the field. They will also design and carry out independent ecological studies. This class will be held at biological field stations in Costa Rica, with other required class meetings at West Valley College. Students will be responsible for their own trip costs and for the purchase of items required for the trip. 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 procaryotic and eucaryotic cells and viruses, bacterial and protistan taxonomy, meiosis, molecular genetics, genetic engineering, and hypotheses of the origin of life. Laboratory exercises demonstrate lecture concepts, and give students practical experience in performing standard laboratory methods used in cell biology. This course is designed to complete the preparation of the biology and pre-professional major for specialized upper division courses. (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 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 1010)

BIO 047 HUMAN ANATOMY
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 055 BIOLOGY OF SEX
3 Units
Acceptable for credit: University of California (proposed), California State University
This course explores the natural history of sex and how it is fundamental to understanding the evolution and diversity of sexual reproductive strategies. Students will have the opportunity to learn about the biology behind the fantastic strategies organisms use to mix their genes. Topics covered include the evolution of sex, sex differences, mating strategies, costs of reproduction, sexual conflict, sperm competition, sexual selection, promiscuity, and female choice.

BIO 056 ECOLOGY OF THE SIERRA NEVADA
3 Units
Acceptable for credit: California State University
This course explores the natural history and ecology of the Sierra Nevada. This general education course includes an overview of the climate, evolutionary history, biogeography, community structure, natural history, and ecology of the plants, mammals, birds and insects of the Sierra Nevada range. Students also have the opportunity to learn basic field techniques. These topics are explored through lecture and field settings. Students must successfully complete class preparatory requirements in order to participate in the field trip. Students are responsible for transportation and costs associated with travel, meals, camping equipment and related expenses. Credit/No Credit Option

BIO 057 ECOLOGY OF ALASKA
3 Units
Acceptable for credit: California State University
This course introduces students to the natural history and ecology of Alaska. This general education course includes an overview of the climate, evolutionary history, biogeography, community structure, natural history, and ecology of the plants, mammals, birds and insects of Alaska. Students also have the opportunity to learn basic field techniques. These topics are explored through lecture and field settings. Students must successfully complete class preparatory requirements in order to participate in the field trip. Students are responsible for transportation and costs associated with travel, meals, camping equipment and related expenses. 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)

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
PHONE 408-741-4609
E-MAIL jim_henderson@westvalley.edu
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

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCTG 010 Financial Accounting</td>
<td>5</td>
</tr>
<tr>
<td>ACCTG 011 Managerial Accounting</td>
<td>5</td>
</tr>
<tr>
<td>BUS 028 Business Law</td>
<td>3</td>
</tr>
<tr>
<td>CIS 002 Introduction to Computing</td>
<td>4</td>
</tr>
<tr>
<td>ECON 001A Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ECON 001B Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 001A English Composition</td>
<td>3</td>
</tr>
<tr>
<td>AND *ENGL 001B English Composition</td>
<td>3</td>
</tr>
<tr>
<td>OR one of the four following:</td>
<td></td>
</tr>
<tr>
<td>ENGL 001C Clear Thinking in Writing</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 002 Introduction to Logic</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 003 Introduction to Ethics</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 017 Logic and Critical Reasoning</td>
<td>3</td>
</tr>
<tr>
<td>AND *MATH 010 Elementary Statistics</td>
<td>3</td>
</tr>
<tr>
<td>MATH 008 Finite Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>OR *MATH 012 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.

WEST VALLEY COLLEGE 2008 • 2009 CATALOG

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.
### BUSINESS ADMINISTRATION (A.S. Degree)

**Major Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
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<tr>
<td>Bus 078</td>
<td>3</td>
</tr>
<tr>
<td>CIS 002</td>
<td>4</td>
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</tbody>
</table>

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

1. **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.)

<table>
<thead>
<tr>
<th>Certificate</th>
<th>(Minimum 16 units)</th>
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</thead>
<tbody>
<tr>
<td>BUSINESS ADMINISTRATION</td>
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</tr>
<tr>
<td>(Certificate)</td>
<td>(Minimum 12 units)</td>
</tr>
<tr>
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<td>Bus 036</td>
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<td>Bus 068</td>
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<tr>
<td>Bus 078</td>
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</table>

**Recommended Electives:**
- ENGL 905: English Fundamentals - A Prep Course
- ACCTG 050: Accounting for Small Business
- CA 063C: Intermediate and Advanced Excel
- CA 096: Web Pages with HTML
- DMIS 021A: Web Development
- HTECH 005: Basic Medical Terminology

**ADMINISTRATIVE MANAGEMENT**

**CERTIFICATE**

(Minimum 12 units)

**Required Courses:**

<table>
<thead>
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<th>Course</th>
<th>Units</th>
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<tbody>
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<td>Bus 068</td>
<td>3</td>
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<td>Bus 078</td>
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</table>

**Recommended Electives:**
- ENGL 001A: English Composition

**ADVERTISING**

**CERTIFICATE**

**Required Courses:**

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<td>OR</td>
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**BUSINESS ADMINISTRATION**

**CERTIFICATE**

(Minimum 16 units)

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</table>

**Recommended Electives:**
- ENGL 903: Basic Grammar & Sentence Structure
- CA 010: Computer Keyboarding
- DMIS 094C: Computer Skills Development
- FD 027: Professional Image
- FD 030A: Success Strategies

**ADMINISTRATIVE COORDINATION**

**CERTIFICATE**

(Minimum 16 units)

<table>
<thead>
<tr>
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<td>CA 046B</td>
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**Recommended Preparations in Basic Skills:**
Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 055. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.

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**BUSINESS WORK EXPERIENCE**

**CERTIFICATE**

**Required Courses:**

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<thead>
<tr>
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<tr>
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**E-COMMERCE**

**CERTIFICATE**

**Required Courses:**

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**HUMAN RELATIONS IN BUSINESS**

**CERTIFICATE**

**Required Courses:**

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**MARKETING**

**CERTIFICATE**

**Required Courses:**

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<td>Bus 066</td>
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**PROFESSIONAL SELLING**

**CERTIFICATE**

**Required Courses:**

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<th>Units</th>
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<td>Bus 066</td>
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**RETAIL MANAGEMENT**

**CERTIFICATE**

**Required Courses:**

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<tr>
<td>CA 030</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
  - 057A, 057B — French for International Business

- **German**
  - 001A, 001B, 002A, 002B, 050A, 050B

**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.

- Emphasis is placed on understanding communication dynamics, defining goals, establishing tactics, assessing one's bargaining power, and resolving disagreements and conflicts.
- Through one-on-one and group role-playing, students have hands-on experience gaining negotiating skills.
- This class also discusses ethical issues arising in negotiations and negotiating in a cross-cultural context. Credit/No Credit Option

**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. Credit/No Credit Option

**BUS 028 BUSINESS LAW**

3 units

Acceptable for credit: University of California, California State University

(Consult 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 030 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 use in 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 appraisal; 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 policies, and international trade. This course will explore the various facets of planning for the opening of a small business and the management 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 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 c-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 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, ethics, and environment of business to enable the student to grasp the importance and functioning of a market directed economic system and understand and appreciate modern business methods and problems. This course includes a study of sole proprietorship, partnership, and corporate functions, international trade and business/government relations, production and products liability, accounting, marketing, personal management, and capital formation and a study of the securities markets. This course is recommended for both transfer and non-transfer students regardless of major. 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 management 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 055 MARKETING PRINCIPLES
3 units
Acceptable for credit: California State University
This course is designed to review basic 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 056 MARKETING PRINCIPLES
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 appraisal; compensation and benefits; legal aspects of human resources administration; and government regulations and statutes. 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

BUS 058 MUTUAL FUND INVESTMENTS
1 unit
This is a practical way to invest in mutual fund class. 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

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.
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, reality-based course that investigates and illustrates behavior patterns in organizations. Emphasis is on globalization, diversity and ethics using current, real-world examples. It includes three levels of analysis-the individual, the group, and the organization-system and provides skill-building opportunities that demonstrate the linkage between organizational behavior and skill application. 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
3 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 301-304 BUSINESS OCCUPATIONAL WORK EXPERIENCE
1-4 units
Acceptable for credit: California State University
These courses involve the supervised employment of students in positions which are related to 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.

Real Estate

RLEST 090 PRINCIPLES OF REAL ESTATE
3 units
Acceptable for credit: California State University
This is a fundamental real estate 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 to 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 require- ments. Credit/No Credit Option

RLEST 091 REAL ESTATE PRACTICE
3 units
Recommended Preparations: RLEST 090, MATH 103/103R
Acceptable for credit: California State University
Real Estate Practice is an overview of the operational methods of a real estate business and the procedures used in a typical real estate transac- tion. The course requires students to evaluate the day-to-day operations of a real estate office, with an emphasis on topics such as listings, pur- chase and sale, advertising, financing, escrows, taxation, income tax, and appraisal. This course summarizes information required for the State of California real estate license examinations. This course is required for a Real Estate Salesperson’s license and for a Real Estate Broker’s license. Credit/No Credit Option

RLEST 092 REAL ESTATE ECONOMICS
3 units
Acceptable for credit: California State University
This course will allow the student to analyze the causes and effects of value fluctuations in real estate, the nature of land development and its relationship to the socio-economic status of people, and what is considered a good or bad real estate investment. He/she will distinguish between general and specific governmental controls affecting real estate activity and will analyze the effect of local, state and federal taxes on real estate activity. The student will apply basic eco- nomic principles in solving the critical problems facing this community in providing adequate housing for its citizens. This course applies toward the educational requirements of both the California real estate broker’s and the California real estate salesperson’s license examination. Credit/No Credit Only

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 to 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 require- ments. 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

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

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

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

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

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

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

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

RLEST 094J - REAL ESTATE GENERAL APRAISER SITE VALUATION AND COST APPROACH
1 Unit
This real estate appraisal course satisfies the California Office of Real Estate Appraisers (OREA) General Appraiser Site Valuation and Cost Approach requirement. With a focus on commercial property, this advanced course provides an in-depth understanding of the various Sales Comparison principles. This course includes analysis of case studies and local real estate. Credit/No Credit Option

RLEST 094K - REAL ESTATE GENERAL APRAISER SITE VALUATION AND COST APPROACH
1 Unit
This is a real estate appraisal course satisfying the California Office of Real Estate Appraisers (OREA) General Appraiser Site Valuation and Cost Approach requirement. With a focus on commercial property, this advanced course provides in-depth understanding of site valuation and cost approach methodologies. Students build on the principles learned in residential appraisal classes applicable to site analysis and the cost approach. Commercial construction cost services and case studies facilitate the learning experience. Credit/No Credit Option

RLEST 094L - REAL ESTATE GENERAL APRAISER REPORT WRITING AND CASE STUDIES
1 Unit
This is a real estate appraisal course satisfying the California Office of Real Estate Appraisers (OREA) General Appraiser Report Writing and Case Studies requirement. With a focus on commercial property, this advanced course focuses on report writing including standard forms and narrative reports. This course stresses clarity and communications for appraisers. Case studies facilitate the learning experience to improve students' reasoning and writing skills. Credit/No Credit Option

Recommended Preparations in Basic Skills:
Before you enroll in any 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.
RLEST 094Q - REAL ESTATE GENERAL APPRAISER INCOME APPROACH
1 Unit
Recommended Preparation RLEST 090, and MATH 103R: Elementary Algebra
This is an advanced real estate appraisal course satisfying the California Office of Real Estate Appraisers (OREA) General Appraiser Income Approach requirement. The focus of this course is on appraising income-producing properties, including industrial properties and partial interests. Course work includes analysis of income and expense statements, determination of capitalization rates, and discounted cash flow analysis. Credit/No Credit Option

RLEST 094R - REAL ESTATE APPRAISAL COMPUTER BASED SOLUTIONS
1 Unit
This is a real estate appraisal course satisfying the California Office of Real Estate Appraisers (OREA) 30 hour elective per the 2008 education standards. This course provides the students with a computer-technology overview to help establish a small appraisal office. Topics include computer selection, small office networking, paperless office solutions, electronic measurement, printing, digital photography, appraisal sketch tools, spreadsheets and the HP12C calculator. The course includes coverage of survey appraisal solutions including WinTotal, Bradford Technologies ClickForms, and Argus for advanced income analysis. 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 class include secured transactions, investment vehicles, government financing options, interest rates, and taxation considerations. The class also provides information on how to evaluate loan applicants. This course summarizes information required for the State of California real estate license examinations. This course also applies towards the educational requirements for a California Real Estate Broker’s license and can also be applied as an elective for the Real Estate Salesperson’s license requirements. Credit/No Credit Option

RLEST 099 PROPERTY MANAGEMENT
3 units
Recommended preparation: RLEST 090
Acceptable for credit: California State University
This class 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 FACULTY**
Blaine Harrison  
Richard Shagoury  
Susan Weiner

**DIVISION** Science and Mathematics  
**DIVISION CHAIR** Denny Burzynski  
**DEPARTMENT CHAIR** Blaine Harrison  
**PHONE** 408-741-4017  
**E-MAIL** blaine_harrison@westvalley.edu  
**COUNSELING** 408-741-2009

**The Chemistry Program at West Valley College consists 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

**BIOLOGICAL SCIENCE: TRANSFER:**
(INCLUDES BIOCHEMISTRY, BOTANY, CELL BIOLOGY, ZOOLOGY)
See Transfer Planning Guide available at the Counseling Center.

**CHEMISTRY (A.S. Degree)**

**Major Requirements:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chem 001A,B</td>
<td>General Chemistry</td>
</tr>
<tr>
<td>Phys 002A,B</td>
<td>General Physics</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>Phys 004A</td>
<td>Engineering Physics Mechanics</td>
</tr>
<tr>
<td>Phys 004B</td>
<td>Engineering Physics Electricity and Magnetism</td>
</tr>
<tr>
<td>Chem 012A,B</td>
<td>Organic Chemistry</td>
</tr>
<tr>
<td>Math 003A,B</td>
<td>Analytical Geometry and Calculus</td>
</tr>
</tbody>
</table>

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

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

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

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

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

**CHEM 001A GENERAL CHEMISTRY**

5 units
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 is 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 year 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 012B ORGANIC CHEMISTRY
5 units
Prerequisite: Chem 012A
Acceptable for credit: University of California, California State University
A continuation of Chemistry 012A

CHEM 030A FUNDAMENTALS OF CHEMISTRY
3 units
Prerequisite: Math 103 or 103R or 1 yr. of high school algebra
Acceptable for credit: University of California, California State University
An elementary course covering the basic principles of inorganic chemistry and an introduction to organic chemistry. For non-science majors. Especially designed for the RN candidate and majors in the following four-year programs: Physical Education, Administration of Justice, Psychology, Sociology, Dental Hygiene, and Home Economics (except Dietetics). Not recommended for science majors. (CAN CHEM 006)

CHEM 030B FUNDAMENTALS OF CHEMISTRY
3 units
Prerequisite: Chem 030A
Acceptable for credit: University of California, California State University
A continuation of Chemistry 030A with emphasis in the fields of organic and introductory biochemistry. (CAN CHEM 008; CHEM 030A+030B=CAN CHEM SEQ B)

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

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

CHEM 4; CAN 1A+1B=CAN CHEM SEQ A

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

Child Studies

THE FACULTY
Leslie Pano
Terry Shue
Katherine Moore Wines

DIVISION
Applied Arts and Sciences

DEPARTMENT CHAIR
Leslie Pano

PHONE
408-741-4603

E-MAIL
leslie_pano@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 Achievement Program and one of the Specializations listed below, plus the general education units required for college graduation.

CERTIFICATE PROGRAMS:
EARLY CHILDHOOD EDUCATION CERTIFICATE OF ACHIEVEMENT 30 units
EARLY CHILDHOOD CERTIFICATE OF MERIT 18 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 064, CHS 065, CHS 085, CHS 086, CHS 089

COMMUNICATION AND THE ARTS
11-12 units
Choose four of the following: CHS 058, CHS 059, CHS 067, CHS 035, CHS 083, CHS 096

Certification Requirements:
Students must complete at least 22 units in Child Studies coursework including completion of one Certificate of Achievement Program and one of the Specializations listed above, plus the general education units required for college graduation.

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.
EARLY INTERVENTION CERTIFICATE OF ACHIEVEMENT
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.

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

Elective Courses: Complete six units from the following list:

Course | Units
--- | ---
CHS 005 | Childhood and Culture 3
CHS 058 | Language Literacy and the Developing Child 3
CHS 077A | Routines and the Environment in Infant/Toddler Programs 1
CHS 077B | Social Development in Infant/Toddler Programs 1
CHS 078A | Early Learning in Infant/Toddler Programs 1
CHS 078B | Family Partnerships in Infant/Toddler Programs 1
CHS 083 | Documentation of Children’s Learning 2
CHS 084 | Advocacy for Children 1
CHS 088 | Early Childhood Environments 3

**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

FAMILY DEVELOPMENT CERTIFICATE OF ACHIEVEMENT
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.

Course | Units
--- | ---
CHS 002 | Child Growth and Development 3
CHS 005 | Childhood and Culture 3
CHS 033A | Family Development I 3
CHS 033B | Family Development II 3
CHS 063 | Child Family and Community 3
CHS 066 | Child Health and Safety 3
CHS 070 | Infant Toddler Development and Care 3
CHS 087 | Methods of Observation in EC Settings 3
CHS 091 | Directed Studies 2

ELECTIVES COURSES: Complete six units from the following list:

Course | Units
--- | ---
CHS 058 | Language 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 ACHIEVEMENT
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) 741-2098 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.

Course | Units
--- | ---
CHS 002 | Child Growth and Development 3
CHS 051 | Early Field Experience in Elementary Classroom 3
CHS 052 | School Age Child Care Principles and Practices 3
CHS 053 | Contemporary Education in a Changing Society 3
CHS 056 | School Age Child: Behavior and Development 3
CHS 058 | Language, Literacy and the Developing Child 3
CHS 063 | The Child, the family, and the Community 3
CHS 066 | Child Health and Safety 3

Elective Courses: Complete six units from the following list:

Course | Units
--- | ---
CHS 005 | Childhood and Culture 3
CHS 059 | Music and Movement for Young Children 3
CHS 060 | Children’s Ways of Thinking and Knowing 3
CHS 067 | Creative Art Experiences and Development 3
CHS 083 | Documentation of Children’s Learning 2
CHS 084 | Advocacy for Children 1
CHS 086 | Technology For Teachers and Administrators 3
CHS 087 | Methods of Observation in EC Settings 3
CHS 088 | Early Childhood Environments 3

**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

EARLY CHILDHOOD EDUCATION CERTIFICATE OF ACHIEVEMENT
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 | Units
--- | ---
CHS 001 | Introduction to ECE 3
CHS 002 | Child Growth and Development 3
CHS 031 | Student Teaching Practicum 3
CHS 060 | Children’s Ways of Thinking and Knowing 3
CHS 063 | Child, Family, and Community 3
CHS 066 | Child Health and Safety 3
CHS 080 | Curriculum Principles and Practices 3
CHS 087 | Methods of Observation in Early Childhood Settings 3

Electives Courses: Complete six units from the following list:

Course | Units
--- | ---
CHS 005 | Childhood and Culture 3
CHS 058 | Language, Literacy and the Developing Child 3
CHS 088 | Early Childhood Environments 3

**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

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, socio-economic, 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

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

CHS 033B 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 033A course. This course provides advanced skills to students interested in working in Social Services, Health Services and Education settings that require skills in family assessment, intervention and referral. The course teaches a strength-based approach to interviewing families, assessing and building family communication skills, assessing and connecting families with community resources within a framework of cultural competency. This course prepares students to work with children and families in a variety of settings such as community based organizations and larger social service or educational agencies. Credit/No Credit Option

CHS 034A INTRODUCTION TO THE CHILD WITH SPECIAL NEEDS 3 units
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 of children and the impact on families. Educational issues, techniques, methods of intervention and case management are explored. An examination of public law, the Individuals with Disabilities Act (IDEA), and the development of the Individual Family Services Plan (IFSP) and Individual Educational Plan (IEP) are included. Teaching practices and philosophies of inclusion in child development programs and schools are discussed and adaptations and intervention methods designed. Observation of children is required. Credit/No Credit Option

CHS 034B INCLUSION OF THE CHILD WITH SPECIAL NEEDS IN EDUCATIONAL SETTINGS 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 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 focus of the course. Credit/No Credit Option

This course fulfills the West Valley General Education Pattern under area E lifelong learning.

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.
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 promote oral and written language abilities. Lecture and class discussions will focus on the developmental stages of receptive and expressive language, conversations (listening, talking, play and routines), print awareness, phonemic awareness, reading and writing, bilingual development, speech and language delays, children’s literature and poetry. Students gain experience in using language art materials, designing print rich environments, and planning language experiences for young children. Observations of children, language sampling, and group activities are included. 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 practical 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 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

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

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

CHS 066 CHILD SAFETY, HEALTH AND NUTRITION
3 units
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 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 077A ROUTINES & THE ENVIRONMENT IN INFANT/TODDLER PROGRAMS
1 Unit
This course focuses on brain development, temperaments, primary care routines and the environment, continuity of care, and adaptation of the environment for special needs as it applies to the development of infants/toddlers. This course is based upon the Program for Infant/Toddler Care’s (PITC) philosophy and essential policies. Credit/No Credit Option

CHS 077B SOCIAL DEVELOPMENT IN INFANT/TODDLER PROGRAMS
1 Unit
This course focuses on the socialization, guidance, and program policies that best support the healthy emotional development of infants/toddlers in group care. Topics include the development of self-esteem, stages of emotional development, early intervention strategies, and using care giving routines as curriculum. This course is based upon the Program for Infant/Toddler Care’s (PITC) philosophy and essential policies. Credit/No Credit Option

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

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

CHS 080 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, students 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 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. This course is focused on the stages of cognitive development, the emergence of language, and the in-depth study of what infants/toddlers are learning as they grow. Topics include healthy brain development, the caregiver’s role in facilitating learning, curriculum planning, and integration of inclusion strategies. This course is based upon the Program for Infant/Toddler Care’s (PITC) philosophy and essential policies. 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. This course is focused on the stages of cognitive development, the emergence of language, and the in-depth study of what infants/toddlers are learning as they grow. Topics include healthy brain development, the caregiver’s role in facilitating learning, curriculum planning, and integration of inclusion strategies. This course is based upon the Program for Infant/Toddler Care’s (PITC) philosophy and essential policies. Credit/No Credit Option

CHS 086 TECHNOLOGY FOR TEACHERS AND ADMINISTRATORS IN EARLY CHILDHOOD PROGRAMS
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. This course is focused on the stages of cognitive development, the emergence of language, and the in-depth study of what infants/toddlers are learning as they grow. Topics include healthy brain development, the caregiver’s role in facilitating learning, curriculum planning, and integration of inclusion strategies. This course is based upon the Program for Infant/Toddler Care’s (PITC) philosophy and essential policies. Credit/No Credit Option

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 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, students 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 089 ECE DIRECTOR’S PROFESSIONAL GROWTH NETWORK
3 units
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. This course may be taken for a total of two times. Credit/No Credit Option

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

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.
CHIN 01A - BEGINNING CHINESE
5 units
Corequisite CHIN 01A

The lab corequisite provides students with the opportunity to practice listening, speaking, reading and writing skills with the aid of technology to enhance the language acquisition process.
Acceptable for credit: University of California (proposed), California State University

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

CHIN 01A - CHINESE LABORATORY
5 units
Corequisite CHIN 001A
Acceptable for credit: California State University

Chinese 01A is a corequisite course of Chinese 001A offered by arrangement for the student's convenience. It aims to provide practice for the language skills presented and studied in the Chinese 01A class with the aid of technology. The course provides an excellent supplement to the Chinese class by presenting a variety of approaches to practicing the language skills. Credit/No Credit Option

CHIN 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

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

CHIN 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

CHIN 091, 092, AND 093 CHINESE DIRECTED STUDIES
1, 2 or 3 units
Prerequisite: Interview with instructor to determine objectives and write a contract

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

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

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

Communication Studies

THE FACULTY
Randy Fujishin
John Hannigan
Meg Farrell
Paul Sanders

DIVISION Language Arts
DIVISION CHAIR Julie Maia
DEPARTMENT CHAIR Randy Fujishin
PHONE 408-741-2513
E-MAIL randy_fujishin@westvalley.edu
COUNSELING 408-741-2009

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

4. Select one of the courses listed above that was not used to satisfy the three-unit requirement in any of the above categories.

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

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

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

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

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 001 PUBLIC SPEAKING**
  3 units
  Prerequisite: English 905
  Recommended Preparation: ESL 065LS strongly recommended for ESL students
  Acceptable for credit: University of California, California State University
  This course is designed to help students improve their public speaking skills in various communication situations.

- **COMM 004 SMALL-GROUP DISCUSSION**
  3 units
  Prerequisite: English 905
  Recommended Preparation: ESL 065LS strongly recommended for ESL students
  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.

- **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.

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 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 students improve intercultural communication skills in various communication situations.

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.

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
This 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.

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.
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
Celina 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 Units
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 and Portfolio 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 Applications

THE FACULTY
Karina Dundurs
DIVISION Business
DIVISION CHAIR Jim Henderson
DEPARTMENT CHAIR Karina Dundurs
PHONE 408-741-2414
E-MAIL karina_dundurs@westvalley.edu
COUNSELING 408-741-2009

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

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

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

Degrees
A.S., Computer Applications

Certificates
Microsoft Office ONLINE
Microsoft Office—Certificate of Achievement Level I
Microsoft Office—Certificate of Achievement Level II
Publishing with Microsoft Office

See also DIGITAL MEDIA/INTERNET SERVICES

COMPUTER APPLICATIONS
(A.S. Degree and Certificate)

Required Courses (13 units)
Course Units
CA 017 Technology Competency 3
CA 020 Intro to Macintosh OR
CA 070 Using MS Windows 1
CA 031B Beg. Word Proc. Word 1
CA 032B Intermed. Word Proc. Word 2
CA 046B Presentation PowerPoint 1
CA 046D Intermed. MS PowerPoint 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.
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.
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 timed 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 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

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

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

CA 032C GOING TO THE NEXT LEVEL: INTERMEDIATE WORD AND MORE ONLINE
3 units
Recommended Preparation: CA 010, CA 032B and MATH 002
This online course uses the software program Microsoft Word. Students receive instruction in advanced procedures and practice for personal and professional use. Specific topics include: editing features and menu commands to produce memorandums, letters, statistical tables, forms, and long reports. Some commands utilized include table of contents, indexes, footnotes/endnotes, cross-reference, merging, columns, styles and templates, tables, creating tables, sorting, and drawing tools to produce desktop publishing copy. Credit/No Credit Option

CA 033 BEGINNING OFFICE COMPUTING
3 units
Recommended Preparation: CA 010
Acceptable for credit: California State University
This course introduces students to the Windows operating system. Students produce documents for personal and business use with basic Microsoft Word, beginning spreadsheets using Microsoft Excel, and an introduction to presentations using Microsoft PowerPoint.

CA 033B ADVANCED WORD PROCESSING, MICROSOFT WORD
3 units
Recommended Preparation: CA 032B
This course will provide students with the opportunity to refine their ability to use key stroke short cuts, icons and ribbons, and macro capability of the word processing program to personalize the software and produce complicated business documents. Also included will be desktop publishing features of the program and working with program manuals to learn all features of the program. Courses will be offered on Macintosh and PCs. Credit/No Credit Option
### CA 034A MICROSOFT WORD: BASIC FEATURES
0.5 unit  
**Recommended Preparation:** CA 010 and CA 020 or CA 070  
Students will have the opportunity to learn the basic Microsoft Word interface: menus, toolbars, dialog boxes, and commands. Also included are fundamental elements of editing: inserting, deleting, aligning, copying, moving, saving, and printing. Other topics covered include simple formatting of text and accessing the help menu to assist in learning additional features of the program. This course may be repeated once.  
**Credit/No Credit Option**

### CA 034B MICROSOFT WORD: INDENTS, TABS, AND TABLES
0.5 unit  
**Recommended Preparation:** CA 010 and CA 020 or CA 070 and CA 034A  
Students will have the opportunity to learn table and tab features of Microsoft Word. Topics include setting custom tab stops, creating leader tabs, creating simple tables, selecting within tables, modifying table designs, using graphics in tables, using the table wizard, moving cell contents, and sorting data using table format. Use of mathematical features and simple equations will also be covered. This course may be repeated once.  
**Credit/No Credit Option**

### CA 034C MICROSOFT WORD: REPORT FORMATTING FEATURES
0.5 unit  
**Recommended Preparation:** CA 010 and CA 020 or CA 070 and CA 034A  
**Standard Recommended Preparations in Basic Skills:** No Math  
Students will have the opportunity to learn to create effective term paper formats using Microsoft Word software. Controlling margins and page breaks; creating headers, footers and footnote; forcing paragraphs; controlling widow and orphans; importing graphics and charts; using spell, grammar checkers, and thesaurus features will also be covered. Also included are automatic indexing and creating tables of contents. This course may be repeated once.  
**Credit/No Credit Option**

### CA 034D MICROSOFT WORD: MAIL MERGE
0.5 unit  
**Recommended Preparation:** CA 010 and CA 020 or CA 070 and CA 034A  
Students will have the opportunity to learn the effective use of the mail merge features of the Microsoft Word software program using varied data sources and main documents. Files will be sorted and checked for errors. Special instructions that qualify merged information will be presented. Merged documents include letters, labels and envelopes. This course may be repeated once.  
**Credit/No Credit Option**

### CA 035B MICROSOFT WORD FOR THE LAW OFFICE
3 units  
**Recommended Preparation:** 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 CTR 035M and PARA 065B)**

### CA 038 USING YOUR LITTLE WEB CAMERA
1 unit  
**Recommended Preparation:** CA 010  
This course demonstrates how web cameras are used. Students set up, operate, and take pictures with a web camera to create screen savers and movies or send the pictures to others via e-mail. Students also explore working cam sites around the world and enhance "camming" ventures with other software.  
**Credit/No Credit Only**

### CA 041 DESKTOP PUBLISHING – ADOBE INDESIGN
3 units  
**Recommended Preparation:** CA 010  
This course focuses on the uses of Adobe InDesign for document layout and design. Students have the opportunity to learn how to integrate text, graphics, and photographs to create a variety of professional quality finished documents for practical and business use. Design principles and techniques for kerning, tracking, alignment, using templates, and using style palettes are also covered. This course may be repeated two times.  
**Credit/No Credit Only**

### CA 041A DESKTOP PUBLISHING 1: ADOBE INDESIGN
1 unit  
**Recommended Preparations:** CA 020 or CA 070  
This course focuses on the basic uses of Adobe InDesign for document layout and design. Students have the opportunity to learn how to integrate text, graphics, and photographs to create a variety of professional quality finished documents for practical and business use. This course may be repeated two times.  
**Credit/No Credit Only**

### 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 902  
This is an introductory course using illustration software to create graphic images, which can be used with other desktop publishing software. Topics to be covered include generating images such as business logos and forms, printing the images, creating lines and curves, adding text to graphics, shaping, editing and grouping graphics, and transforming images into new forms.  
This course will be offered on Macintosh and/or PCs. This course does not fulfill the requirement for DMT/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
0.5 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 presentations. 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**

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

CA 062D 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 902
This online course uses the software program Microsoft Excel. Students receive instruction in beginning and intermediate spreadsheet procedures for practical application in personal and professional use. Some specific topics include: modifying and improving a worksheet, entering formulas in well-designed worksheets, working with functions, sorting and filtering lists, and working with charts. In addition, through extensive problem solving, students also receive instruction in advanced data functions, extended skills in charting, interactive analysis of data with pivot tables, financial modeling and goal seeking, and linking/embedding objects. 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 to use the spreadsheet program to solve practical business problems. Students will learn how to create and use advanced graphing features of the program along with complex mathematical functions; data analysis techniques; data base commands; and macros including building custom menus. Course will be offered in Intermediate Spreadsheets, Lotus 1-2-3, Intermediate Spreadsheets, Microsoft Excel; and Intermediate Spreadsheets, 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 using Excel in a business environment. Credit/No Credit Option

CA 064 ADOBE ACROBAT AND PDF
1 unit
Recommended Preparation: CA 010
This course focuses on using Adobe Acrobat to convert Microsoft documents to PDF. PDF files will be enhanced with bookmarks, thumbnails, and links. Digital forms will be created and web documents will be converted to PDF. This course is AA/AS degree applicable and may be repeated once. Credit/No Credit Only

CA 065 WOMEN IN TECHNOLOGY
3 units
Recommended Preparation: CA 010
Acceptable for credit: California State University
This course introduces the student to the contributions women have made to the field of technology. An examination of women’s roles as well as discussions of the influence of class, culture, race, ethnicity and gender will be an integral part of the class. Working within a collaborative learning environment, students will research and present findings in various print and Web formats. This course is open to all students. Credit/No Credit Option

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

CA 066A PHOTOSHOP ELEMENTS 2
1 unit
Recommended Preparation: CA 066
For amateur photographers, hobbyists, and small businesses, this course goes beyond the basics of Adobe Photoshop Elements to include intermediate features. Areas covered include tips and techniques, retouching faces, creating snapper outside shots and product shots, making composites and panoramas, being more creative with type, and working with web and print output. Credit/No Credit Only

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

CA 067A PUBLISHING TIPS AND TRICKS WITH MICROSOFT OFFICE
3 units
Recommended Preparation: CA 010
In this hands-on course, students create business and greeting cards, T-shirt transfers, brochures, newsletters, simple web pages, and more. Students work with Microsoft Office to print, publish, and present projects. Credit/No Credit Only
CA 068 WEB PAGES WITH MICROSOFT OFFICE
1 unit
Recommended Preparation: CA 010
This course focuses on the creation and preparation of Microsoft documents for Web sites. Emphasis will be on formatting Microsoft documents for the Internet, as well as uploading, through FTP protocols, to the Internet. This course is AA/AS degree applicable and may be repeated once. Credit/No Credit Only

CA 069 FUNDAMENTALS OF DIGITAL IMAGING
1 unit
Recommended Preparation: CA 020 or CA 070 or PHOTO 001
This course introduces students to basic features and uses of digital cameras and scanners using the Windows platform. Emphasis is on creating digital photographs and scanning other media, as well as converting text documents, plus organizing and managing photo collections. Students receive hands-on experience with cameras and scanners in the classroom. Credit/No Credit Only

CA 070 IBM PC – USING MICROSOFT WINDOWS
1 unit
This introductory course introduces students to the use of Windows, its application programs and utilities, and explores ways to make their use of the computer more efficient through proper use of the Windows system. Credit/No Credit Only

CA 70.1 WINDOWS XP (HOME EDITION)
1 unit
Recommended Preparation: CA 010
Students receive instruction in how to work with the most common elements of Windows XP (home edition). This course covers the XP Windows operating system, basic multimedia, and troubleshooting common PC problems. Credit/No Credit Only

CA 070A GETTING AROUND WINDOWS
.5 unit
Recommended Preparation: CA 010
Students will have the opportunity to learn the basics of using Windows on a computer. The course will cover how to point, click and drag the mouse, create folders, use desktop accessories, understand terminology, load an application, and troubleshoot common PC problems. This course may be repeated once. Credit/No Credit Only

CA 073 INTERNET, HANDS-ON ;-) 
1 unit
Acceptable for credit: California State University
Students will learn how to access the Internet using Telnet, FTP, and other methods and will connect to other sites. Topics include Archie, Veronica, Gopher, World Wide Web (WWW), wide area information services (WAIS), e-mail, and similar popular access methods. Credit/No Credit Only

CA 074 STOP SURFING – START RESEARCHING
1 unit
Recommended Preparations: 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 LIBR 006. Credit/No Credit Only

CA 077 PUBLIC RECORDS RESEARCH
.5 unit
This course will provide an introduction to the various search engines and web sites that can be used to obtain public records. The student will be offered a “hands-on” opportunity to perform public records research on the Internet. Credit/No Credit Only (dual listed with PARA 067)

CA 078 UNDERSTANDING YOUR HANDHELD TECHNOLOGY: PALM AND OTHER PDA’S
.5 unit
Recommended Preparation: CA 010
This course focuses on using a Palm or other Personal Digital Assistant. Emphasis is on performing a handful of essential tasks: the date book, the address application, the to-do list, the memo pad, HotSync operations, and integrating the handheld with the Internet. Students must bring their Palm or other PDA to class. Credit/No Credit Only

CA 079 INSTALLING AND CONFIGURING WINDOWS
1 unit
Recommended Preparation: CA 070
Acceptable for credit: California State University
For more technically inclined students, and for those who wish to earn related degrees or certificates, this class studies the procedures for installing, customizing, and configuring MS Windows. Topics presented include Windows setup and custom installation options; the purposes for each of the subsystems within Windows; how INI files are used to control Windows start-up; Windows services, such as fonts drivers, Windows and non-Windows programs; and troubleshooting. Credit/No Credit Only

CA 081 ACCESSING WITH ACCESS
3 units
Recommended Preparation: CA 020 or CA 070 and CA 010
Acceptable for credit: California State University
This course introduces students to Microsoft Access, a database program, database concepts, terminology, and applications. Students will 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 081A 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 082B INTERMEDIATE DATABASE, MICROSOFT ACCESS
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 explore 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

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.
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 020 or CA 070 and Math 103/103R
This course offers students the opportunity to create personal pages for the World Wide Web on the Internet. Students will explore examples of the Web and create their own pages using Hyper Text Markup Language (HTML). The course will include analysis of automatic HTML generation programs incorporated in popular computer applications. 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

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 020 or CA 070 and Math 103/103R
This course offers students the opportunity to create personal pages for the World Wide Web on the Internet. Students will explore examples of the Web and create their own pages using Hyper Text Markup Language (HTML). The course will include analysis of automatic HTML generation programs incorporated in popular computer applications. 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

### Computer Information Systems

#### THE FACULTY
Patrick J. Fenton
Fred George

DIVISION
Business

DIVISION CHAIR
Jim Henderson

DEPARTMENT CHAIR
Patrick Fenton

PHONE 408-741-2440

E-MAIL patrick_fenton@westvalley.edu

COUNSELING
408-741-2009

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

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

### COMPUTER AND INFORMATION SYSTEMS:
Transfer:
See Transfer Planning Guide available at the Counseling Center.

### BUSINESS APPLICATIONS OPTION
(A.S. Degree)
The A.S. Degree in CIS, Business Applications Option is designed for those students engaged in the development or maintenance of software applications used in an enterprise: business, industry, government, or non-profit. The 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.

#### Major Requirements:

<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>ECON 001A</td>
<td>Principles of Macroeconomics 3</td>
</tr>
<tr>
<td>ECON 001B</td>
<td>Principles of Microeconomics 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 071A</td>
<td>Computing Studies Practicum 3</td>
</tr>
</tbody>
</table>

At least four of the following:

- CIS 004A Computer Programming I (C++ Language) 4
- CIS 004A1 COMPUTER PROGRAMMING I (JAVA) 4
- CIS 004B Computer Programming II (C++ Language) 4
- CIS 037 C Programming 3

- CIS 038 C++ Programming (except if CIS 004A is completed) 3
- CIS 38.2 C# Programming 3
- CIS 37.5 Objective-C Programming 3
- CIS 039 Microcomputer Assembler Programming 3
- CIS 045A Unix Operating System 3
- CIS 37.6 Cocoa Application Programming 3
- CIS 42.3 PERL Programming 3

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

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

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

#### Required Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>ACCTG 010</td>
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</tr>
<tr>
<td>CSE 002</td>
<td>Introduction to Computing 4</td>
</tr>
<tr>
<td>CSE 011</td>
<td>Systems Analysis 3</td>
</tr>
<tr>
<td>CSE 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 071A</td>
<td>Computing Studies Practicum 2 - 3</td>
</tr>
</tbody>
</table>

At least four of the following:

- CIS 04A 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
- 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 CIS 004A is completed) 3

- CIS 042 PERL Programming 3

### PREREQUISITES AND COREQUISITES
- Courses used to meet prerequisite requirements must have been completed with a grade of C or credit or better.
- RECOMMENDED preparations are ADVISORY.
CIS 42.3 PERL Programming 3
CIS 045A Unix Operating System 3
CIS 045B Advanced Unix: Utilities & Shell 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>
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<tbody>
<tr>
<td>CIS 040A</td>
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<tr>
<td>CIS 041A</td>
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<tr>
<td>CIS 042B</td>
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<tr>
<td>CIS 039</td>
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<tr>
<td>CIS 045A</td>
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<tr>
<td>MATH 003A</td>
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<td>MATH 003B</td>
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<td>MATH 019</td>
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<td>PHYS 004A</td>
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<tr>
<td>PHYS 004B</td>
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<tr>
<td>CIS 97.1A</td>
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</table>

At least three of the following:

<table>
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<tr>
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<tbody>
<tr>
<td>CIS 031</td>
<td></td>
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<tr>
<td>CIS 045B</td>
<td></td>
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<tr>
<td>CIS 037</td>
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<tr>
<td>CIS 37.5</td>
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<td>CIS 37.6</td>
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<td>CIS 38</td>
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<tr>
<td>CIS 015</td>
<td></td>
</tr>
<tr>
<td>CIS 42.3</td>
<td></td>
</tr>
</tbody>
</table>

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

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

COMPUTER SCIENCE OPTION (CERTIFICATE)
The Certificate in Computer Information Systems, Computer Science Option, signifies that a student has completed a set of fundamentally computer programming skills related to an eventual four-year degree program in Computer Science.

Required Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>CIS 040A</td>
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<tr>
<td>CIS 041A</td>
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<td>CIS 042B</td>
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<td>CIS 039</td>
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<td>CIS 045A</td>
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<tr>
<td>MATH 010</td>
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<td>MATH 019</td>
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</table>

At least two of the following:

<table>
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<tr>
<th>Course</th>
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<tbody>
<tr>
<td>CIS 031</td>
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<td>CIS 045B</td>
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<tr>
<td>CIS 37.5</td>
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<tr>
<td>CIS 36.2</td>
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<td>CIS 37.6</td>
<td></td>
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<tr>
<td>CIS 015</td>
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</tbody>
</table>

COMPUTER INFORMATION SYSTEMS (Certificate) Programming Emphasis

The Computer Information Systems Certificate is designed to provide a knowledge cluster of defined skills in a particular area of emphasis within the field of Information Technology.

Major Requirements:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 004A</td>
<td></td>
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<tr>
<td>CIS 041A</td>
<td></td>
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<tr>
<td>CIS 042B</td>
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<tr>
<td>MATH 019</td>
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<tr>
<td>MATH 010</td>
<td></td>
</tr>
<tr>
<td>CIS 97.1A</td>
<td></td>
</tr>
</tbody>
</table>

C/C++ Emphasis

For this emphasis, students must complete CIS 004A, CIS 004B (C++) in the major requirements list.

JAVA Emphasis

For this emphasis, students must complete CIS 04A.1, CIS 04B.1 (Java)

UNIX Emphasis

For this emphasis, students must complete CIS 045A, CIS 045B

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 002 INTRODUCTION TO COMPUTING
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 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 manager, database management, and Internet access. The course is recommended for students in general; especially those who need to complete a computing course requirement for transfer to a four-year business program. Credit/No Credit Option

CIS 004A COMPUTER PROGRAMMING I (C++ LANGUAGE)
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'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 classromm computers to design, code, and execute programs. Credit/No Credit Option

CIS 004B COMPUTER PROGRAMMING II (C++ LANGUAGE)
4 units
Prerequisite: CIS 004A
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 04B, 1 introduces concepts of abstract data types, Java classes, separate compilation, and information hiding. Topics in data structures (dynamic allocation, linked lists, stacks and queues, and binary trees), and sorting/searching algorithms will be introduced. The course includes both lecture and a hands-on component where students will design, code, and execute programs. 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 studied. Various data base models are covered: hierarchical, network (CODASYL), relational, and E-R. Commercially available DBMS are overviewed. Implementation tasks and the position of Data Base Administrator are considered.

CIS 015 SOFTWARE DESIGN
3 units
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

• 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 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 computer application 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 added to CIS as one of the support courses within a Microsoft Certification program. This is a second course in Visual Basic programming, intended to provide more advanced skills in using the Visual Basic programming system. Programming in Visual Basic is an increasingly demanded technical skill for applications developed for the Windows environment. 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 assembly language for Intel/DOS-compatible personal computers, this course emphasizes fundamentals of computer operation. Functions not readily apparent when using a high-level language, such as storage registers, binary arithmetic, and data representation, are of particular importance in this course. Programming assignments for this course will use the instruction set developed for the Intel 80 x 86 and related microprocessors. 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 programming generally, and Java programming specifically. Emphasis is placed on understanding the syntax of Java, compiling and interpreting Java, and on writing and editing simple Java code. Students with no previous programming background are strongly encouraged to attend this course before entering the Java 1, 2, 3 sequence. 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 programming. Students with no previous programming background are strongly encouraged to attend Java for Non-Programmers as preparation for this course. Credit/No Credit Option

CIS 40.5 JAVA DATABASE CONNECTIVITY JDBC  
3 units  
Recommended Preparation: CIS 40.6; Math 106/106R  
E-commerce requires a programming environment 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 RDBMS. Structured Query Language (SQL) is a standard data manipulation language for RDBMSs. Information interchange to distributed RDBMS uses SQL following the Open Data Base Connectivity (ODBS) standard. Java uses SQL to access and process the information content of RDBMS following the JDBC standard. These standards contain compliance levels and programming statements for access and interchange of business information. 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.
CIS 41.1 CONCURRENT PROGRAMMING USING JAVA
3 units
Recommended Preparation: , CIS 40.7, 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 creating the next generation 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

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 and CA 096, Math 106/106R and CIS 42.1
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 43.1 WEB TECHNOLOGIES
3 units
Recommended Preparation: Math 106/106R, CA 020 or 070, DMIS 020B
This course focuses on the technologies of the world wide web. Examples of the types of topics to be discussed, based on current technologies include web protocols, low-level transmission, packet switching, and internetworking. The courses Local Area Technologies, Web Technologies, and Internet Technologies form the core of the Internet Services program. The content of each course complements the other and is designed to provide a technical understanding of local and wide-area networking. 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 43.5 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 mailing list, anonymous FTP and World Wide Web services. Credit/No Credit Option

CIS 43.6 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 44.2 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 045A 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 045B ADVANCED UNIX: UTILITIES AND SHELL PROGRAMMING
3 units
Prerequisite: CIS 045A
Recommended Preparation: Math 106/106R
This course is designed for students who have some introductory-level proficiency with the Unix operating system and who want to increase their abilities to use Unix utilities and shells. The subject matter includes the use of awk, grep, sed, and other functions. Text formatting is explored with nroff and vi. Shell script programming, begun in CIS 045A, is expanded to include the shell process, programming constructs, style, debugging and portability. The course includes aspects of both AT&T and BSD variants of Unix and features of both Bourne- and C-Shell environments. Assignments involving the use of Unix will be completed in the computer lab. Credit/No Credit Option

CIS 50.1 INSTALLING AND SUPPORTING MICROCOMPUTERS
3 units
Recommended Preparation: Math 106/106R
Acceptable for credit: California State University
This course investigates personal computer systems, including system boards, bus structures, memory, peripherals and other components, operating systems, system configuration, and problem diagnosis and repair. Various types of computers, operating environments, and related issues are explored and compared. Students who wish to pursue networking, systems engineering, or similar technical computing fields are encouraged to take this course. 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 060 LOCAL AREA NETWORKING TECHNOLOGIES
3 units
Recommended Preparation: MATH 106 or MATH 106R
This course serves as an introduction to the concepts of local area networking, applied computer communications. It introduces terms, concepts, and technologies of computer networking. It also defines contemporary network services, transmission media, and protocols, inter networking, and emerging technologies. Credit/No Credit Option

CIS 061 NETWORK 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

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 diagnostics. 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 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 CP/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 063
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, changes to user environment, migration and optimization strategies. Credit/No Credit Option

CIS 067 NETWORK SERVICE AND SUPPORT
3 units
Prerequisite: CIS 063
Recommended Preparation: Math 106/106R
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 068 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 069 APPLICATION DEVELOPMENT USING MS EXCEL
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 teaches Access users how to create applications using Microsoft Access. Students will be given the opportunity to learn how to develop an application using the features of Microsoft Access such as tables, queries, forms, reports, and macros; use Microsoft Access wizards and builders to create objects; modify objects without the use of wizards; and prepare an application for implementation. Credit/No Credit Option

CIS 070 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 071 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. This course is added to CIS as one of the support courses within a Microsoft Certification program. This course is added to CIS as one of the support courses within a Microsoft Certification program. 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 81.3 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

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 system. This 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 82.8 IMPLEMENTING A DATABASE 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 82.9 MAC OS X SERVER ADMINISTRATION
3 units
Prerequisite: CIS 82.7
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 85.2 SUPPORTING MICROSOFT EXCEL
3 units
Recommended Preparation: Interview with instructor to determine objectives and write a contract.
Acceptable for credit: University of California, California State University
This course is one of the support courses within a Microsoft Certification program. This course gives the students the opportunity to develop skills in one of the most important applications available on a Microsoft Windows platform: Microsoft Excel. 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 85.3 SUPPORTING MICROSOFT WORD
3 units
Recommended Preparation: Interview with instructor to determine objectives and write a contract.
Acceptable for credit: University of California, California State University
This course is one of the support courses within a Microsoft Certification program. This course gives the students the opportunity to develop skills in one of the most important applications available on a Microsoft Windows platform: Microsoft Word. 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 85.4 SUPPORTING MICROSOFT ACCESS
3 units
Recommended Preparation: Interview with instructor to determine objectives and write a contract.
Acceptable for credit: University of California, California State University
This course is one of the support courses within a Microsoft Certification program. This course gives the students the opportunity to develop skills in one of the most important applications available on a Microsoft Windows platform: Microsoft Access. 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 901, 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

• 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.
THE FACULTY
Lorraine Barrales-Ramirez
Angelica Bangle
Michael Byers
Pauline Clark
Michael Cubie
Jean Finch
María García Scheper
Tom Golbetz
Michael S. Herauf
Carolyn Nash
Sara Patterson
Carol Pavan
Melissa Salcido
Leticia Sanchez-Mendoza Hernandez
Ross Smith
Wanda Wong
Patricia A. Yukawa

COUNSELING

COUNS 000 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 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 005 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 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 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

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.
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 012 CAREERS AND LIFESTYLES
3 Unit
Acceptable for credit: California State University
This course is for those who desire more in-depth career direction. Through the use of a variety of occupational exploration techniques, participants will identify values, interests, abilities, skills, and career alternatives. The major objective is to assist students in preparing for careers and lifestyles in an ever-changing world through the development and use of decision making, goal-setting, and life-planning tools and skills. Credit/No Credit Option

COUNS 012A, B, C CAREERS AND LIFESTYLES
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. Couns 012A focuses on self-assessment and identification and clarification of values; discussion and exploration of individual interests and their application to career search; and decision-making techniques and goal-setting strategies. Couns 012B focuses on the assessment of individual abilities, skills, academic and professional preparation, and on life-planning tools and skills in relation to career alternatives and career research. Couns 012C focuses on the assessment of individual interests, abilities, and career preferences. Students will 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 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 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 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 skills and organizational skills necessary to be successful in today’s workplace. Major topics are: getting started at a job; solving problems; gaining promotion; and getting along with bosses, co-workers and customers. Additional topics are: communication issues and techniques; time-management; workplace ethics; teamwork; and performance reviews. Students will participate in assessment of their workplace, transferable and basic skills. Students will complete a portfolio. Students will complete “post-tests” of their workplace and basic skills. 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 issues 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 related to personal and cultural identity, communication styles, value orientation, leadership styles, social justice, cultural assimilation, the family, health care, education, the world of work, media in the United States, ethnocentrism and racism. The goals will be to enhance understanding, insights, and respect for diverse cultural groups. Cultures examined include: African American, Latino/Chicano, Japanese American, Chinese American, Vietnamese American, Native American, and Middle Eastern. This course satisfies Cultural Diversity requirement for an Associate degree. Credit/No Credit Option

COUNS 090 TRANSFER WITH SUCCESS
1 Unit
Acceptable for Credit: California State University
Transfer with Success is an introduction to the transfer process. It is designed to give students the opportunity to actively participate in planning their educational and career goals by providing them with information about the process and requirements for transferring from community college to a university. The course consists of lecture, guest speakers, and student assignments. 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
Court Reporting and Related Technologies

THE FACULTY
Linda Lawson

The Court Reporting and Related Technologies Department offers career education and training in court reporting as performed in courtrooms and deposition settings. The Department also prepares students for careers in the related fields of captioning, transcription, and legal secretarial studies. The Department is approved by the Court Reporter’s Board of California to qualify students to sit for the California Certified Shorthand Reporter’s Examination. Licensed by the state, court reporters preserve all legal proceedings and submit their verbatim record as the official transcript.

Learning Outcomes
Students in the court reporting program will complete courses in computer technology, including realtime, captioning, and computer-aided transcription. They also study legal and medical terminology, court structure, civil and criminal court procedures, California Codes of Civil Procedure, and English. It is also recommended that students complete coursework in a variety of subject areas as court reporters are exposed to a multitude of topics on the job.

Career Options
- Broadcast Captioner
- CART Provider (Communication Access Realtime Translation) for the deaf and hard-of-hearing
- Deposition Reporter
- Legal and Medical Transcriptionist
- Legal Secretary
- Official Court Reporter
- Scopist assisting court reporters

Degrees
A.S., Court Reporting and Related Technologies
A.S., Legal Transcriptionist
A.S., Realtime Stenographic Interpreter
A.S., Stenographic Computer-Aided Medical Transcription

Certificates
Court Reporting and Related Technologies
Legal Secretarial Studies
Legal Transcriptionist
Note Reading and Scoping Technologist
Office Assistant/Transcription Technologist
Stenographic Computer-Aided Medical Transcription

*IN ORDER FOR A PERSON TO QUALITY FROM A SCHOOL TO TAKE THE STATE LICENSING EXAMINATION, THE PERSON SHALL COMPLETE A PROGRAM AT A RECOGNIZED SCHOOL. FOR INFORMATION CONCERNING THE MINIMUM REQUIREMENTS THAT A COURT REPORTING PROGRAM MUST MEET IN ORDER TO BE RECOGNIZED, CONTACT: THE COURT REPORTERS BOARD OF CALIFORNIA; 2535 CAPITOL OAKS DRIVE, SUITE 230, SACRAMENTO, CA 95833, (916) 863-3694. 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 Achievement)

Required Courses (Minimum of 83 units)

First Semester
CTR 007A Court Reporting Theory I 4
ENGL 903 Basic Grammar and Sentence Structure 3

Second Semester
CTR 007B Court Reporting Theory II 4
ENGL 1A English Composition OR
ENGL 905 English Fundamentals 3
READ 63 Vocabulary Development OR
CTR 24A&B Court Stenography and Stenography and Transcription 3
(CTR 24A&B are 9 wks ea @ 1.5 units ea)

Third Semester
CTR 008A 80 wpm Speed Goal, any one of CTR 008A-D with grade of C or better 6.5
CTR 28A Basic Computer-Aided Transcription2.5for Court Reporting

Fourth Semester
Appropriate Speedbuilding class 6.5
PARA 21 Introduction to American Law OR
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

Eighth Semester
Appropriate Speedbuilding class 6.5
CTR 42B Certified Shorthand Reporters

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.
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 & 024B English & Editing for Transcription 3
ENG 905 English Fundamentals- A Preparatory Course for English 001A 3
CTR 035M Word Processing for the Law Office, Microsoft Word 1.5
CA 035B Microsoft Word for the Law Office 1.5
PARA 065B Word Processing for the Law Office, Microsoft Word 2
PARA 021 Introduction to American Law OR 2
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)

Any one of the following:
CTR 035M  Wordprocessing for the Law Office 3
PARA 065B  Wordprocessing for the Law Office 3

Any one of the following with a grade of C or better, or demonstration of skill proficiency:
CTR 008 A-D 080 WPM speed goal 6.5
CTR 50X1  Court Reporting Workshop-Night (Goal-80) 4

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

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

Before beginning any court reporting or related technology program, the student should have keyboarding skills of at least 45 words per minute: the computer applications program offers keyboarding classes.

NOTE READING AND SCOPING

TECHNOLOGIST  
(Certificate)

Course Units
First Semester
CTR 007A  Court Reporting Theory I 4
CTR 007B  Court Reporting Theory II 4
CA 015  Document Formatting 2
CTR 024A  English and Editing for Transcription 1.5
CTR 024B  English and Editing for Transcription 1.5
(CTR 024A, 024B are 9 weeks each)
ENGL 905  Can be alternate for CTR 024A,B

Second Semester
CTR 008A  80 WPM, Speed Goal 6.5
CTR 024A  English and Editing for Transcription 1.5
CTR 024B  English and Editing for Transcription 1.5
(CTR 024A, 024B are 9 weeks each)
ENGL 905  Can be alternate for CTR 024A,B

Any one of the following with a grade of C or better, or demonstration of skill proficiency:
CTR 008 A-D 080 WPM speed goal 6.5

A Certificate of Achievement 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".

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

Course Units
CTR 007A  Court Reporting Theory I 4
CTR 007B  Court Reporting Theory II 4
CA 031B  Beginning Word Processing, Microsoft Word 1
CA 032B  Intermediate Word Processing, Microsoft Word 2
CTR 024A  English and Editing for Transcription 1.5
CTR 024B  English and Editing for Transcription 1.5
(CTR 024A, 024B are 9 weeks each)
ENGL 905  Can be alternate for CTR 024A,B

Any one of the following with a grade of C or better, or demonstration of skill proficiency:
CTR 008 A-D 080 WPM speed goal 6.5

A Certificate of Achievement 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".

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.
A Certificate of Achievement in Stenographic Computer-Aided Medical Transcription can be earned by students who have completed all required courses with at least a grade of "C" or "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.

**CTR 006A1 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 006B1 COURT REPORTING THEORY II**

2 units

Prerequisite: CTR 006A1

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 006B1

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 008A

Acceptable for credit: California State University

This course will introduce advanced theory concepts to enhance individual speed development, provide focused theory reinforcement vocabulary work, and prepare students for the competency goals of 80 words per minute. Speed will vary from 40 to 100 words per minute. Materials include literary sources, jury charge, business letters, and two-voice. This course also provides methods of expanding knowledge of medical terminology through oral and written instruction.

**CTR 008C 80 WPM SPEED GOAL**

6.5 units

Prerequisite: CTR 008A or 008B

Acceptable for credit: California State University

This course will introduce advanced theory concepts to enhance individual speed development, provide focused theory reinforcement vocabulary work, and prepare students for the competency goals of 80 words per minute. Speed will vary from 40 to 100 words per minute. Materials include literary sources, jury charge, business letters, and two-voice. This course also provides methods of expanding general legal terminology through oral and written instruction.

**CTR 008D 80 WPM SPEED GOAL**

6.5 units

Prerequisite: CTR 008A, or 008B, or 008C

Acceptable for credit: California State University

This course will introduce advanced theory concepts to enhance individual speed development, provide focused theory reinforcement vocabulary work, and prepare students for the competency goals of 80 words per minute. Speed will vary from 40 to 100 words per minute. Materials include literary sources, jury charge, business letters, and two-voice. This course is designed to access the student’s progress in the 80-word-per-minute speed goal and to provide instructional materials and testing to meet relevant needs. This course may be repeated one time.

**CTR 008S 80 WPM SPEED GOAL**

2 units

Prerequisite: CTR 006B1

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, jury charge, business letters and two-voice. This course may be repeated one time. This course is normally offered only during summer session.

**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

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.

**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.
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 sources, 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.

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, current events, jury charge, and multiple-voice. This course also provides methods of expanding knowledge of general legal 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 012S 120 WPM SPEED GOAL
2 units
Prerequisite: CTR 010 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 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 general legal 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 general legal 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 may be repeated one time. 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, jury charge, and multiple-voice. This course also provides methods of expanding knowledge of medical terminology 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 medical terminology through oral and written instruction.

CTR 016D 160 WPM SPEED GOAL
6.5 units
Prerequisite: CTR 016A or CTR 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.
**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 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 stenotypist output. The dictation contains a variety of relevant material containing vocabulary applicable to the profession, including multivoice 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 225 wpm two-voice tests with at least 95% accuracy. In addition, student shall pass one 5-minute 225 wpm two-voice test with at least 97.5% accuracy.

CTR 022B 220 WPM SPEED GOAL
6.5 units
Prerequisite: CTR 022A
Acceptable for credit: California State University
This course will prepare students for the competency goals of 220 words per minute. Speed will vary from 200-240 words per minute. Materials include literary sources, jury charge, congressional record and/or legal opinion, and multiple-voice. This course also provides methods of expanding English vocabulary 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-minute 225 wpm two-voice test with at least 97.5% accuracy.

CTR 022C 220 WPM SPEED GOAL
6.5 units
Prerequisite: CTR 022A or 022B
Acceptable for credit: California State University
This course will prepare students for the competency goals of 220 words per minute. Speed will vary from 200-240 words per minute. Materials include literary sources, jury charge, congressional record and/or legal opinion, and multiple-voice. This course also provides methods of expanding knowledge of medical 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-minute 225 wpm two-voice test with at least 97.5% accuracy.

CTR 022D CTR 220 WPM LAB .5 unit
Prerequisite: Any one of CTR 020 A-D or 020S
Acceptable for credit: California State University
This course is designed to provide the student with the opportunity to upgrade their skills in realtime writing. This course may be repeated three times. Credit/No Credit Only

CTR 024A ENGLISH AND EDITING FOR TRANSCRIPTION 1.5 units
Acceptable for credit: California State University
This course covers all of the English and transcription conventions that anyone working in the legal and medical professions should know and be able to apply. It is a review for all wishing to pass the English components of state and national licensing examinations. Entering court reporting and medical transcription students learn ways to modify the rules in order to make verbatim English, as heard in courtrooms, deposition chambers, and doctors’ reports, readable without changing content. Students review medical and legal documents and the organization and formatting of these documents. This course is designed for students in court reporting, medical transcription, paralegal studies, legal secretarial studies, park management, and areas in the administration of justice. Students may take this course, CTR 024A, before or after CTR 024B.

CTR 024B ENGLISH AND EDITING FOR TRANSCRIPTION 1.5 units
Acceptable for credit: California State University
This course covers all of the principles of punctuation in legal writing that anyone working in the legal and medical professions should know and be able to apply. It is a review for all wishing to pass the English components of state and national licensing examinations. Entering court reporting and medical transcription students learn ways to modify the rules in order to make verbatim English, as heard in courtrooms, deposition chambers, and doctors’ reports, readable without changing content. Students review medical and legal documents and the organization and formatting of these documents. This course is designed for students in court reporting, medical transcription, paralegal studies, legal secretarial studies, park management, and areas in the administration of justice. Students may take this course, CTR 024A, before or after CTR 024B.

CTR 026 ENGLISH REVIEW AND OFFICE PRACTICES FOR THE COURT REPORTER 3 units
Prerequisite: CTR 024A and 024B
Acceptable for credit: California State University
This course will cover advanced grammar, punctuation, syntax, and word usage; communication skills; proofreading; filing procedures; dictation/transcription procedures; court reporting office methods and forms. This course may be repeated one time.
CTR 029C ADVANCED COMPUTER-AIDED TRANSCRIPTION C
0.5 unit
This class will instruct court reporters and court reporting students in the advanced methods of litigation support to include the creation of ASCII files and other forms of file transfer in computer-integrated courtroom methods. This course may be repeated three times. Credit/No Credit Only

CTR 030A REALTIME AND COMPUTER-AIDED BASIC DICTIONARY BUILDING
2 units
Prerequisite: CTR 06B1
Acceptable for credit: California State University
Students receive instruction in basic English text entry and personal medical dictionary building on an electronic stenotype machine. Using specialized computer software, students create personal dictionaries of several thousand words. This course may be repeated two times. Credit/No Credit Option

CTR 030B REALTIME AND COMPUTER-AIDED LEGAL DICTIONARY BUILDING
2 units
Prerequisite: CTR 06B1
Acceptable for credit: California State University
Students receive instruction in legal text entry and legal dictionary building on an electronic stenotype machine. Students create personal electronic dictionaries of several hundred legal terms. Students learn legal formatting and legal real-time writing. This course may be repeated one time.

CTR 030C REALTIME AND COMPUTER-AIDED MEDICAL DICTIONARY BUILDING
2 units
Prerequisite: CTR 06B1
Acceptable for credit: California State University
Students receive instruction in medical text entry and medical dictionary building on an electronic stenotype machine. Using specialized computer software, students create personal medical dictionaries of several hundred entries of medical terms. This course may be repeated one time.

CTR 34A1 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 in 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 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 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 038 COURT AND DEPOSITION PROCEDURES
3 units
Acceptable for credit: California State University
This course provides training in the procedures and professional practices in the federal and California court structures as these practices apply to the court reporter. The student will become acquainted with the California laws governing the profession of shorthand reporting. The material covered includes all of the statutes and rules of court that the Certified Shorthand Reporter’s Board requires an applicant to know when preparing for the California State licensing examination. Procedures and ethical conduct in the deposition chamber are emphasized as well as the preparation and handling of the deposition transcript. Introductory exposure to reporters working in concert with videotaped depositions, video teleconferencing, and other emerging technologies is provided.

CTR 042A CERTIFIED SHORTHAND REPORTER’S REVIEW I
2 units
Prerequisite: CTR 026, CTR 034, and CTR 038
Acceptable for credit: California State University
The advanced court reporting student preparing to take the State of California Certified Shorthand Reporter’s examination will review legal terminology, medical terminology, codes and rules of court of the State of California applicable to court reporting, and English and reading comprehension skills applicable to the written portion of the C.S.R. Examination. Emphasis will be placed on English, reading comprehension, and legal terminology. Tests will be administered each week.

CTR 042B CERTIFIED SHORTHAND REPORTER’S REVIEW II
2 units
Prerequisite: CTR 026, CTR 034 and CTR 038
Acceptable for credit: California State University
The advanced court reporting student preparing to take the State of California Certified Shorthand Reporter’s examination will review legal terminology, medical terminology, codes and rules of court of the State of California applicable to court reporting, and English and reading comprehension skills applicable to the written portion of the C.S.R. Examination. Emphasis will be placed on English, reading comprehension, and legal terminology. Tests will be administered each week.

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 50X1 COURT REPORTING WORKSHOP-NIGHT (GOAL 80)
4 units
Prerequisite: CTR 081, CTR 085S 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 80 wpm and transcribe notes with at least 97.5% accuracy. Emphasis in this course is placed on speed building and accurate transcription. Units of credit will be granted when the speed objective is attained. This course may be repeated three times.
CTR 050S COURT REPORTING
WORKSHOP-NIGHT (GOAL 80)
1.5 units
Prerequisite: CTR 06B1, CTR 050X or CTR 008A,B,C, or D
Students will review theory and operation of the stenotype machine in the continuing education program. They will develop sufficient skill to take dictation of new material for five minutes at 80 wpm and transcribe notes with at least 97.5% accuracy. Emphasis in this course is placed on speed building and accurate transcription. Units of credit will be granted when the speed objective is attained. This course may be repeated three times. 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 literary, jury charge, business letters, and multiple voice. The course also covers formatting and English punctuation as well as speaker designation.

CTR 51X1 COURT REPORTING
WORKSHOP-NIGHT (GOAL 100)
3 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
Students will review theory and operation of the Stenotype machine. They will develop sufficient skill to write new material dictation for five minutes at the competency goal speeds and transcribe notes with at least 97.5 percent accuracy. This course may be repeated three times.

CTR 052S COURT REPORTING
WORKSHOP-NIGHT (GOAL 120)
1.5 units
Prerequisite: CTR 051X or 051S or 052X or 010A,B,C or D or 012A,B,C or D
Acceptable for credit: California State University
This course will prepare the students for the competency goals of 120 words per minute. Speed will vary from 100-140 words per minute. Materials include literary, jury charge, business letters, and multiple voice. The course also covers formatting and English punctuation as well as speaker designation.

CTR 52X1 COURT REPORTING
WORKSHOP-NIGHT (GOAL 120)
3 units
Prerequisite: CTR 052S or 051X or 051S or 010A,B,C or D or 012A,B,C, or D
Acceptable for credit: California State University
This class will offer the stenotype student intensive practice dictation in preparation for the competency tests presented at this level. Materials will include literary, jury charge, and multiple-voice dictation drills. Speed will vary from 100-140 words per minute. Students will analyze and transcribe the stenotype notes from proficiency tests. Proper format, typing skills, punctuation and spelling will be emphasized. This course may be repeated three times.

CTR 053S COURT REPORTING
WORKSHOP-NIGHT (GOAL 140)
1.5 units
Prerequisite: CTR 052S or 052X or 052S or 012A,B,C, or D or 014A,B,C, or D
Acceptable for credit: California State University
This course will prepare the students for the competency goals of 140 words per minute. Speed will vary from 120-160 words per minute. Materials include literary, jury charge, business letters, and multiple voice. The course also covers formatting and English punctuation as well as speaker designation.

CTR 53X1 COURT REPORTING
WORKSHOP-NIGHT (GOAL 140)
3 units
Prerequisite: CTR 053X or 053S or 053S or 012A,B,C, or D or 014A,B,C, or D
Acceptable for credit: California State University
This class will offer the stenotype student intensive practice dictation in preparation for the competency tests presented at this level. Materials will include literary, jury charge, and multiple-voice dictation drills. Speed will vary from 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.

CTR 054S COURT REPORTING
WORKSHOP-NIGHT (GOAL 160)
1.5 units
Prerequisite: CTR 053X or 053S or 053X or CTR 014A, B, C, or D or 016A,B,C, or D
Acceptable for credit: California State University
This class will offer the stenotype student intensive practice dictation in preparation for the competency tests presented at this level. Materials include literary, jury charge, and multiple voice dictation and drills. Speed will vary between 140 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

CTR 54X1 COURT REPORTING
WORKSHOP-NIGHT (GOAL 160)
3 units
Prerequisites: completion of CTR 053X or 053S or CTR 014A, B, C, or D or 054S or 016A,B,C, or D
Acceptable for credit: California State University
This class will offer the stenotype student intensive practice dictation in preparation for the competency tests presented at this level. Materials include literary, jury charge, and multiple-voice dictation and drills. Speed will vary between 140 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.

CTR 055S COURT REPORTING
WORKSHOP-NIGHT (GOAL 180)
1.5 units
Prerequisite: CTR 054X or 054S or 055S or CTR 016A, B, C, or D or 018A,B,C, or D
Acceptable for credit: California State University
This class will offer the stenotype student intensive practice dictation in preparation for the competency tests presented at this level. Materials include literary, jury charge, and multiple-voice dictation and drills. Speed will vary between 160 and 200 words per minute. Students will 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.

CTR 55X1 COURT REPORTING
WORKSHOP-NIGHT (GOAL 180)
3 units
Prerequisites: CTR 054X or 054S or 055S or CTR 016A, B, C, or D or 018A,B,C, or D
Acceptable for credit: California State University
This class will offer the stenotype student intensive practice dictation in preparation for the competency tests presented at this level. Materials include literary, jury charge, and multiple voice dictation and drills. Speed will vary between 160-200 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.

CTR 056S COURT REPORTING WORKSHOP (GOAL 200)-NIGHT
1.5 units
Prerequisite: CTR 055S or 056X or CTR 018A,B,C, or D or 020A,B,C, or D
Acceptable for credit: California State University
This class will offer the stenotype student intensive practice dictation in preparation for the competency tests presented at this level. Materials include literary, jury charge, and multiple voice dictation and drills. Speed will vary between 180 and 220 words per minute. Students will analyze and transcribe their stenotype notes from proficiency tests. Proper formatting, typing skills, punctuation, and spelling will be emphasized. This course may be repeated three times. Credit/No Credit Option

CTR 056S COURT REPORTING WORKSHOP (GOAL 200)-NIGHT
1.5 units
Prerequisite: CTR 056X or 056S or CTR 018A,B,C, or D or 020A,B,C, or D
Acceptable for credit: California State University
This class will offer the stenotype student intensive practice dictation in preparation for the competency tests presented at this level. Materials include literary, jury charge, and multiple voice dictation and drills. Speed will vary between 180 and 220 words per minute. Students will analyze and transcribe their stenotype notes from proficiency tests. Proper formatting, typing skills, punctuation, and spelling will be emphasized. This course may be repeated three times. Credit/No Credit Option
COURT REPORTING

CTR 56X1 COURT REPORTING WORKSHOP (GOAL 200)-NIGHT
3 units
Prerequisites: CTR 055X or 055S or 056S or CTR 018A,B,C, or D or 020A,B,C, or D
Acceptable for credit: California State University
This 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 190-220 words per minute. Students will analyze and transcribe their stenotype notes from proficiency tests. Proper formatting, typing skills, punctuation, and spelling will be emphasized. This course may be repeated three times. Credit/No Credit Option

CTR 057S COURT REPORTING WORKSHOP-NIGHT (GOAL 220)
1.5 units
Prerequisites: CTR 056X or 056S or 057X 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 and 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.

CTR 57X1 COURT REPORTING WORKSHOP (GOAL 220)-NIGHT
3 units
Prerequisites: CTR 056X or 056S or 057S or CTR 020A,B,C, or D or 022A,B,C, or D
Acceptable for credit: California State University
This class will offer the stenotype student intensive practice dictation in preparation for the competency tests presented at this level. Materials include literary, jury charge, and multiple voice dictation and drills. Speed will vary between 200-240 words per minute. Students will analyze and transcribe their stenotype notes from proficiency tests. Proper formatting, typing skills, punctuation, and spelling will be emphasized. This course may be repeated three times. Credit/No Credit Option

CTR 083 LAW OFFICE PRACTICUM
2 units
Recommended Preparation: CA 070, CA 031B, and Math 902
Acceptable for credit: California State University
This course simulates a legal office environment in which students perform day-to-day duties of a legal secretary. Students practice skills necessary to interface with clients and attorneys, and to manage records, correspondence, file maintenance, and bookkeeping. This course includes guest speaker(s) and professional association activities. This course may be repeated once. Credit/No Credit Option

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 Only

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 of classes. This course may be repeated three times. Credit/No Credit Only

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

CTR X91D ADVANCED COURT REPORTING 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 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

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 the selected field of study. Students are placed in a business or industry where they will extend 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.

DANCE
(See Physical Education)
DIGITAL MEDIA DESIGN AND PRODUCTION: LEVEL 2 (Certificate)
The focus of the Digital Media Design and Production Certificate (Level 2) is producing, delivering and distributing digital video/audio projects for web and CD/DVD output.

Required Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>DM/IS 010D</td>
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<tr>
<td>DM/IS 014C</td>
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<td>DM/IS 013</td>
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<td>DM/IS 062B</td>
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<td>DM/IS 069</td>
<td></td>
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<tr>
<td>DM/IS 063</td>
<td></td>
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<tr>
<td>Total Units</td>
<td>17</td>
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</table>

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

Major Requirements:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
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<td>Total Units</td>
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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:

<table>
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<th>Course</th>
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<td>DM/IS 042</td>
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<td>Total Units</td>
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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.

Certificate Courses

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Total Units 20

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:

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<th>Units</th>
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<tr>
<td>DM/IS 086</td>
<td>3</td>
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</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 targeted purpose, and the targeted market to maximize site usability and functionality.

Major Requirements include:

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</table>

Total Units 38

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:

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<th>Course</th>
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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:

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<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
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Total Units 17

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

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<th>Course</th>
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<tbody>
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<td>DM/IS 024</td>
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</table>

Total Units 17

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.
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 IIFE
1 unit
This course uses the Apple iLife application suite to edit and create digital media products. The course reviews the Apple iLife suite: iPhoto to organize and print digital photographs, iMovie to capture and edit digital videos, iDVD to organize and burn DVDs, GarageBand to capture and edit digital audio, and iTunes to purchase and download music online. 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 016 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, CSS, and add 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 (Cascading Style Sheets), 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 Preparation: 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

• 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.
DM/IS 025 INTERNET MARKETING 1
1 unit
Recommended Preparations: CA 020 or CA 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, market- ing 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 Photo- shop images are used within Adobe InDesign to create multi-page layouts. Printing methodologies are also emphasized.

DM/IS 057A DIGITAL VIDEO EDITING: PREMIERE PRO
(FORMERLY DIGITAL EDITING: PREMIERE)
3 units
Recommended Preparation: 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
(FORMERLY: FLASH 2: SCRIPTING AND WEB INTERFACES)
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 Preparation: CA 020 and CA 070
This course focuses on digital video editing using High Definition equipment. This course empha- sizes the integration of HD in the Digital Media industry. In addition, students have the opportu- nity to learn HD video shooting and editing. This course may be taken twice.

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 GIF’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 compres- sion 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
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 develop- ment 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
(FORMERLY: CAD: SCANNING AND COLOR PRINTING)
1 Unit
Recommended Preparations: CA 020 or CA 070
This course reviews the digital printing process including the preparation and printing of docu- ments. This course also covers color manage- ment technologies, monitor calibration and profiling, printer calibration and profiling, and provides hands on experience producing digital prints. Credit/No Credit Option

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 pro- fessional 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 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.

DIRECTED STUDIES
No more than six (6) units of directed studies, whether from one department or from mul- tiple departments, may be counted toward the Associate degree.

Directed Studies are courses which provide students the opportunity to 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.

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.
Disability and Educational Support Program

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

DIVISION: Student Services
DIVISION CHAIR: Tom Golbetz
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. 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
- 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 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
The course is designed to improve basic academic skills and/or cognitive processes of disabled students through the use of appropriate software and computer technologies. Units earned in this course do not count toward the Associate Degree. 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 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

- 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.
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 ASSESSMENT FOR LEARNING DISABILITIES
.5 unit each for 9 weeks
This 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 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 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 does not apply to the associate degree. Credit/No Credit Only

LS 933D PREPARATION FOR ALGEBRA
1 unit
Recommended Preparation: LS 933A
This course is the second of three short-term courses covering the material offered in LS 933B (Preparation for Algebra), a semester-long algebra preparatory course. It is recommended for students who need to review factoring polynomial, and solving equations containing rational expressions. A major emphasis is math learning strategies useful to understanding and remembering algebraic functions and terms. This is a “bridging” course for those with learning disabilities or those who have had difficulty with previous algebra classes and want extra preparation for the elementary algebra course. This course may be repeated one time. Credit/No Credit Only

LS 933E PREPARATION FOR ALGEBRA
1 unit
Recommended Preparation: LS 933A
This course is the second of three short-term courses covering the material offered in LS 933B (Preparation for Algebra), a semester-long algebra preparatory course. It is recommended for students who need to review factoring polynomial, and solving equations containing rational expressions. A major emphasis is math learning strategies useful to understanding and remembering algebraic functions and terms. This is a “bridging” course for those with learning disabilities or those who have had difficulty with previous algebra classes and want extra preparation for the elementary algebra course. This course may be repeated one time. Credit/No Credit Only

LS 937A LEARNING STYLES AND TIME MANAGEMENT MODULE
1 unit
This course is designed to increase and develop skills found to be essential to success in college. The goal of this course is to give students the personal knowledge about their individual learning style(s) and time management skills that are necessary for college achievement. This course is non-degree applicable. It may be repeated one time. Credit/No Credit Only

LS 937B LISTENING STRATEGIES AND NOTE TAKING MODULE
1 unit
This course is designed to increase and develop skills found to be essential to success in college. The goal of this course is to give students the listening and note taking skills that are necessary for college achievement. This course is non-degree applicable. It may be repeated one time. 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 053. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.
LS 937C TEXTBOOK READING MODULE  
1 unit  
This course is designed to increase and develop skills found to be essential to success in college. The goal of this course is to give students the textbook reading and memory skills that are necessary for college success. This course is non-degree applicable. It may be repeated one time. Credit/No Credit Only

LS 937D TEST TAKING MODULE  
1 unit  
This course is designed to increase and develop skills found to be essential to success in college. The goal of this course is to give students the test taking and stress management strategies that are necessary for college achievement. This course is non-degree applicable. It may be repeated one time. Credit/No Credit Only

LS 937E WRITING AN EFFECTIVE RESEARCH PAPER  
1 unit  
This course is designed to develop skills that are essential to successful writing at the college level. The primary emphasis is the process of writing an effective research paper. This course is non-degree applicable. It may be repeated one time. Credit/No Credit Only

LS 937G VOCABULARY DEVELOPMENT MODULE  
1 unit  
Improved vocabulary skills will increase student’s potential for academic success. This is a basic vocabulary improvement course designed for students with weak vocabulary skills due to a learning disability. Students develop vocabulary by using it in various contexts. Word parts, dictionary use, context clues and specialized vocabulary will also be addressed. This course may be repeated one time. Credit/No Credit Only

LS 941A EFFECTIVE SENTENCE SKILLS  
2 units  
This course is designed to meet the needs of students with learning disabilities who exhibit written language difficulties. Instruction focuses on improving language skills including vocabulary, word choice, punctuation/capitalization, and grammar and syntax skills. Particular emphasis is provided in the areas of compound and complex sentence structure. This course may be repeated one time. Credits earned in this course do not count toward the Associate Degree. Credit/No Credit Only

LS 941B EFFECTIVE SENTENCE AND PARAGRAPH WRITING  
3 units  
Recommendations in Basic Skills: Level 1: Sentences, simple paragraphs or ENGL 103 or ESL 64GW  
This is a basic writing course designed to meet the educational needs of students with learning disabilities. Instruction focuses on improving writing skills including basic grammar, sentence structure, punctuation/capitalization and paragraph development and organization. This course may be repeated one time. Credits earned in this course do not count toward the Associate Degree. Credit/No Credit Only

LS 941C EFFECTIVE ESSAY WRITING  
3 units  
Recommendations in Basic Skills: Level 1: Sentences, simple paragraphs or ENGL 103 or ESL 64GW  
This is a basic writing course designed to meet the educational needs of students with learning disabilities. It stresses the practical application of strategies to compensate for written language difficulties. The course addresses essay development and organization, and includes review of basic grammar and punctuation. This course may be repeated one time. Credits earned in this course do not count toward the Associate Degree. Credit/No Credit Only

LS 942 EFFECTIVE CRITICAL READING  
3 units  
This course is designed to teach critical reading skills to students who have reading difficulties due to a learning disability. It stresses the practical application of strategies to compensate for the disability and its effect on reading and writing. Topics covered include: learning strategies such as time management and test taking; reading comprehension strategies; evaluating assigned essays for unity, support, coherence and sentence structure; and researching and writing research papers. This course may be taken for a total of two times. It is Non West Valley College A.A. /A.S degree and certificate applicable – basic skills. Credit/No Credit Only

LS 943A WRITING SUPPORT LAB A  
1 unit  
This is a lab course to support students enrolled in English 001A. Designed to meet the educational needs of students with disabilities, it stresses the practical application of strategies to compensate for the disability and its effect on reading and writing. Topics covered include: learning strategies such as time management and test taking; reading comprehension strategies; evaluating assigned essays for unity, support, coherence and sentence structure; and researching and writing research papers. This course may be taken for a total of two times. It is Non West Valley College A.A. /A.S degree and certificate applicable – basic skills. Credit/No Credit Only

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. 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 structure; 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 skills 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 972 EFFECTIVE COMMUNICATION SKILLS
2 units
This is a basic communication course designed to meet the educational needs of students with acquired speech and language disabilities. It stresses the practical application of strategies to compensate for expressive and receptive language problems including articulation, word finding, auditory comprehension, and verbal expression. This course may be taken for a total of two times. This is a stand-alone course. It is Non A.A. /A.S. West Valley College degree and certificate applicable – basic skills. Credit/No Credit Only

LS 990 BEGINNING LIP READING
1 unit
This beginning level course provides students with practical experience in lip reading. This course is designed for students with acquired or congenital hearing impairments. Covered are the basic sounds of the English language and how these sounds are formed on the lips. The students will have practical experience in lip reading. Major topics are lip reading of individual sounds, words, and short sentences and understanding loss of hearing. This course may be repeated one time. Credits earned in this course do not count toward the Associate Degree. Credit/No Credit Only

LS 991 INTERMEDIATE LIP READING
1 unit
This intermediate level course provides students with practical experience in lip reading and is designed for students with acquired or congenital hearing impairments. Students will learn to identify complex sounds, identify words in the context of longer sentences and paragraphs, and focus on one person’s speech while ignoring background noise. This is a continuation of the Beginning Lip Reading course. This course may be repeated one time. Credits earned in this course do not count toward the Associate Degree. Credit/No Credit Only

LS 992 ADVANCED LIP READING
1 unit
This advanced level course provides students with practical experience in lip reading and is designed for students with acquired or congenital hearing impairments. The students will be provided practical experience in lip reading. Students will learn to lip read complex stories and conversations and follow a person’s speech in both quiet and adverse listening environments. This is a continuation of the Intermediate Lip Reading course. This course may be repeated one time. Credits earned in this course do not count toward the Associate Degree. Credit/No Credit Only

LS 993 POST-ADVANCED LIP READING
1 unit
This course provides students with practical experience in lip reading. It is designed for students with acquired or congenital hearing impairments. Profile lip-reading of the instructor’s near normal rate of speech is presented in quiet and background noise. Students will also lip read classmates near normal rate of speech in full face and profile view in quiet and background noise. This course is non A.A./A.S. degree applicable – basic skills. Credit/No Credit Only

LS 100 SPECIAL TOPICS
.5-3 units
The course will explore topics related to this discipline and will be offered as needed. See the class schedule for current offerings. Special topics courses are not Associate Degree courses. Credit/No Credit Option

Drafting Technology

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

(A.S. Degree and Certificate)

The Drafting Technology program is offered at both West Valley College and Mission College. A total of 36 units of specified drafting courses are required for fullfillment 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>
</tr>
</thead>
<tbody>
<tr>
<td>DRAFT 051A Beginning Technical Drafting</td>
<td>3</td>
</tr>
<tr>
<td>DRAFT 051B Intermediate Technical Drafting</td>
<td>3</td>
</tr>
<tr>
<td>DRAFT 051C,D 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>
</tr>
<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>
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<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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</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 053 Introduction to Architecture and Environmental Design</td>
<td>3</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>
</tr>
<tr>
<td>DRAFT 051C Technical Drafting: Advanced</td>
<td>3</td>
</tr>
<tr>
<td>DRAFT 051D Technical Drafting: Adv. Specialized Design</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>DRAFT 083 Intro 3D Drawing with PRO-E</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.
Mission College — Drafting Options:

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 056A ELECTRONICS DRAFTING (OFFERED AT MISSION COLLEGE)
3 units
Prerequisite: Draft 051A
Acceptable for credit: California State University

DRAFT 056B ELECTRONICS DRAFTING P.C. DESIGN (OFFERED AT MISSION COLLEGE)
3 units
Prerequisite: Draft 058A
Acceptable for credit: California State University
This course includes an introduction to and study of printed circuit board preparation, layout, and design.

DRAFT 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 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 dual listed with ID 065 and PKMGT 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. Credit/No Credit Option

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 non-competitive product markets; the role of public policy. Economics 001A is not a prerequisite to Economics 001B. (CAN ECON 004) Credit/No Credit Option

ECON 045 INTRODUCTION TO FINANCE
3 Units
Prerequisites: ECON 001A and ECON 001B
Acceptable for Credit: University of California (proposed), California State University

This course provides an introduction to the theory of finance. The course reviews and analyzes bond and stock valuation, portfolio allocation, the relationship between risk and return, the efficient market hypothesis, options markets, and behavioral finance. 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 mathematics 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):

Course | Units
--- | ---
CHEM 001A General Chemistry (see note below) | 5
ENGR 010 Intro to Engineering | 4
ENGR 020 Engineering Graphics | 3
ENGR 021 Intro to Computing for Scientists and Engineers | 3
ENGR 023 Mechanics | 3
ENGR 024 Intro to Circuit Analysis | 3
MATH 003A,B Analytical Geometry and Calculus | 5-5
MATH 004A Intermediate Calculus | 4
MATH 004B Differential Equations | 4
PHYS 004ABC Engineering Physics | 5-5-5

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.

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 053. 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 030 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 drawing 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: University of California, California State University
This course is an introduction to engineering materials, including pure metals, binary alloys, steels, semiconductors, plastics and polymers, with an introduction into mechanics of materials including basic material failure mechanisms. 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 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
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:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 001A,B,C English Composition</td>
<td>3-3-3</td>
</tr>
</tbody>
</table>

2. Completion of one of the following literature survey sequences:

<table>
<thead>
<tr>
<th>Survey Sequence</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 005A,B Survey of English Literature</td>
<td>3-3</td>
</tr>
<tr>
<td>ENGL 007A,B American Literature</td>
<td>3-3</td>
</tr>
</tbody>
</table>

3. Completion of 9 units of literature courses, without duplicating any of the above:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 005A,B Survey of English Literature</td>
<td>3-3</td>
</tr>
<tr>
<td>ENGL 006A,B World Literature</td>
<td>3-3</td>
</tr>
<tr>
<td>ENGL 007A,B American Literature</td>
<td>3-3</td>
</tr>
<tr>
<td>ENGL 010 Children's Literature</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 012 African American Literature</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 013 Latino/Chicano Literature</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 016 Latin American Literature</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 018 Asian American Literature</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 041 Literature and Film</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 043 Classical Mythology</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 044 The Bible as Literature</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 046 Contemporary American Multi-Cultural Literature</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 047 Introduction to Poetry</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 048 Introduction to Shakespeare</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 049 Modern Fiction</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 070A,B Creative Writing</td>
<td>3-3</td>
</tr>
</tbody>
</table>

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.

ENGL 001A ENGLISH COMPOSITION

3 units

Prerequisite: Proof of assessment or credit in Engl 905. Beginning Fall 2008, Reading 961 (or appropriate placement scores) will become a prerequisite for English 1A for all incoming students. Since English 1A is a graduation requirement, continuing students will have catalog rights. However, all students must still pass the reading proficiency test for graduation or Reading 53.

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. In English 1A, students 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. English 1A fulfills the written communication requirement for Associate and Bachelor degrees. This course is also offered in an online format.

ENGL 001B ENGLISH COMPOSITION

3 Units

Prerequisite: Engl 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: Engl 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 degrees; a baccalaureate course.

ENGL 005A SURVEY OF ENGLISH LITERATURE

3 units

Recommended Preparation: Engl 001A

Acceptable for credit: University of California, California State University

This course surveys British literature from the Old English/Anglo-Saxon period through the 18th century. Credit/No Credit Option)
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 006A WORLD LITERATURE 3 units
Recommended Preparation: Engl 001A
Acceptable for credit: University of California, California State University
This course surveys literature from around the world produced from the beginnings of oral history up to the year 1650. This course emphasizes literature outside the Anglo-American tradition. Students analyze and compare texts representing various genres from different cultural regions, including Africa, Asia, Europe, the Middle East, Latin America, and the Pacific Islands. Through this cross-cultural study of literature, students engage in thinking critically about cultural diversity and related issues – such as global migrations, international power dynamics, and transnational patterns of inequality – in a world context. Credit/No Credit Option

ENGL 006B WORLD LITERATURE 3 units
Recommended Preparation: Engl 001A, 006A is not a prerequisite for 006B
Acceptable for credit: University of California, California State University
This course surveys literature from around the world produced from the beginnings of oral history up to the year 1650. This course emphasizes literature outside the Anglo-American tradition. Students analyze and compare texts representing various genres from different cultural regions, including Africa, Asia, Europe, the Middle East, Latin America, and the Pacific Islands. Through this cross-cultural study of literature, students engage in thinking critically about cultural diversity and related issues – such as global migrations, international power dynamics, and transnational patterns of inequality – in a world context. Credit/No Credit Option

ENGL 007A AMERICAN LITERATURE 3 units
Recommended Preparation: Engl 001A
Acceptable for credit: University of California, California State University
This course surveys major American literary traditions from the colonial period to the Civil War. Credit/No Credit Option

ENGL 007B AMERICAN LITERATURE 3 units
Recommended Preparation: Engl 001A. 007A is not a prerequisite for 007B
Acceptable for credit: University of California, California State University
This course surveys major American literary traditions from the Civil War to the present. Credit/No Credit Option

ENGL 010 CHILDREN’S LITERATURE 3 units
Recommended preparation: Engl 001A
Acceptable for credit: University of California, California State University
This course provides a survey of representative samples of the world’s literature written for and about children. Students will examine both the history of this literature and the trends in style, purpose, and subject matter. Folk tales, mythology, fantasy, modern fiction, poetry, biography, and autobiography form the basic categories of study. Credit/No Credit Option

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 17th to the 20th centuries. 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 norms 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 the new world and 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 periods, the course will examine the impact of class and race on the Latino/Chicano experience as well as the contributions of Latino/Chicano 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
Recommended Preparation: Engl 001A
Acceptable for credit: University of California, California State University
This course provides a cross-cultural comparative study of the literary works of several Asian American authors. Through their works, students will learn not only the literature, but also the history, culture, customs, and traditions of at least four of the following Asian American communities: Chinese, Japanese, Korean, Filipino, Vietnamese, Indian, and other Southeast Asians and Pacific Islanders. This course will satisfy the 3-unit Cultural Diversity requirement for the Associate degree. Credit/No Credit Option

ENGL 041 LITERATURE AND FILM 3 units
Recommended Preparation: Engl 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 involve a different course theme. Students will analyze and compare the technique writers and filmmakers use to explore these themes. 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, Asian American/Asian 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

- 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 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 048 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 not satisfy the Shakespeare requirement at San Jose State University, but does fulfill general education requirements at West Valley College for the Associate degree. Credit/No Credit Option

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, 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 ENGL 006

ENGL 903 BASIC GRAMMAR AND SENTENCE STRUCTURE
3 units
(A formerly Engl 103)
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 ENGL 905. This course does not fulfill the English requirement for the Associate degree and is not a baccalaureate level course. Credit/No Credit Only

ENGL 905 ENGLISH FUNDAMENTALS-A PREPARATORY COURSE FOR ENGL 001A
3 units
Prerequisite: ENGL 903 or ESL 056GW or Proof of assessment
Co-Requisites: 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 056GW. 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-Requisites: ENGL 980 A, B, C, or D
The lab course is a co-requisite 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 and Associate degree. Credit/No Credit Only.

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., 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 usage. Written communication tasks include completion of grammar exercises and short written assignments. Students are given the opportunity to develop basic study skills such as time management, and to complete simple tasks involving the library, dictionary, and computer. This course may be taken for a total of four times. 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 grammar and writing skills of 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

ESL 965GW COMPOSITION IN ENGLISH AS A SECOND LANGUAGE  
3.5 units  
Prerequisite: ESL 64GW or ESL 964GW or completion of ESL assessment  
Recommended Preparation: It is strongly recommended that students enroll concurrently in ESL 965LS and ESL 965RV  
This course develops fluency in writing expository paragraphs in standard written English and introduces essay structure. The focus is on the study and practice of topic sentences and thesis statements, rhetorical patterns, organization of the paragraph and short essay, coherence, and writing techniques. This course includes 2 hours of laboratory (hours by arrangement) to facilitate skill development. A grade of C or better qualifies a student for ESL 965S. 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 962RL and ESL 962GW  
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 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

\* 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.
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 962RV. 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

ESL 65RV ACADEMIC READING AND VOCABULARY
3 units
Prerequisite: ESL 64RV or ESL 964RV or completion of ESL assessment
Recommended Preparation: It is strongly recommended that students enroll concurrently in ESL 65LS and ESL 65GW
Acceptable for credit: California State University
This course emphasizes reading and vocabulary development for ESL students at an advanced level. Students read articles that are longer and more complex than in ESL 964RV. Emphasis is on paraphrasing, summarizing, and analysis of texts to make abstract inferences and recognize propaganda. This course may be repeated three times. Credit/No Credit Option

ESL 068 PRONUNCIATION SKILLS
3 units
Prerequisite: ESL 63LS or ESL 963LS or completion of ESL assessment
This course is intended for advanced ESL students who want to improve their pronunciation skills and fluency in English. The course offers individual speech assessment and intensive practice in American English speech sounds, stress, rhythm, and intonation. Students will carry out class assignments for skill application and will learn how to monitor their speech in social and professional speaking situations. This course may be repeated three times. Credit/No Credit Only.

ESL 975A,B,C,D ENGLISH AS A SECOND LANGUAGE SKILLS LAB
.5 units
Prerequisite: Completion of ESL assessment
The ESL Skills Lab is available to all ESL students. This program provides assistance to students who need help in grammar, vocabulary, listening, comprehension, reading, writing and spelling in English as a second language. Self-paced, auto-instructional materials, available in the ESL Skills Lab in the Library, allow students to progress at their own pace. ESL instructors and aides will be available to help ensure students’ success. Students may take up to 1 unit per semester. Credit earned in this course does not apply to an associate degree. Credit/No Credit Only.

ESL 001B English Composition 3

HIST 014 History of the Native North American

SPAN 049 Spanish for Spanish Speaking

ENGL 012 African American Literature or HIST 012 African American History 3

ENGL 013 Chicano/Latino Literature or HIST 013 Chicano/Latino History or SOC 012 Sociology of Chicanoism 3

SPAN 040 Spanish for Spanish Speaking 3

ENGL 001B English Composition 3

Farsi

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

FARS 050A - BEGINNING FARSI CONVERSATION/CULTURE
3 units
Acceptable for Credit: California State University
This course is designed for students with little or no experience in the Farsi (Persian) language. It focuses on the skills of listening, speaking and comprehension, and basic reading and writing skills in a cultural context. 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 O5S. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.
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

FASHION DESIGN: Transfer:
See Transfer Planning Guide available at the Counseling Center.

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</td>
</tr>
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<td>FD 030A</td>
<td>Success Strategies</td>
</tr>
<tr>
<td>FD 040A</td>
<td>Flats and Specs</td>
</tr>
<tr>
<td>FD 040B</td>
<td>Fashion Sketching</td>
</tr>
<tr>
<td>FD 052A</td>
<td>Fabric Analysis 1</td>
</tr>
<tr>
<td>FD 052B</td>
<td>Fabric Analysis 2</td>
</tr>
<tr>
<td>FD 054</td>
<td>Apparel Manufacturing</td>
</tr>
<tr>
<td>FD 060</td>
<td>Patternmaking 1</td>
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<tr>
<td>FD 070</td>
<td>Elem. and Princ. of Design</td>
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<tr>
<td>FD 084</td>
<td>Internship</td>
</tr>
<tr>
<td>FD 085</td>
<td>Scanning &amp; Color Printing</td>
</tr>
<tr>
<td>FD 087</td>
<td>CAD: Tech. Drawing &amp; Specs</td>
</tr>
</tbody>
</table>

Plus 3 units Career Enhancement Courses from below:
- FD 027 Professional Image | 3 |
- COMM 012 Intercult. Communication | 3 |
- COMM 018 Career Communication | 3 |
- BUS 030 Total Quality Management | 3 |
- BUS 054 Small Bus. Start Up & Mgmt. | 3 |
- BUS 062 Business Math | 3 |
- BUS 078 Business Communications | 3 |
- COUNS 018 Job Search Methods | 1 |
- COUNS 050 Cross Cultural Perspectives | 3 |

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

APPAREL PRODUCTION-Level 1 (Certificate)

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<td>FD 070</td>
<td>Elem. and Princ. of Design</td>
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<tr>
<td>FD 076</td>
<td>Creative Apparel Design</td>
</tr>
<tr>
<td>FD 078</td>
<td>Creating &amp; Mktg. a Line</td>
</tr>
<tr>
<td>FD 082</td>
<td>Portfolio Development</td>
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<td>FD 084</td>
<td>Internship</td>
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</tr>
<tr>
<td>FD 018B</td>
<td>Elect. Patternmaking</td>
</tr>
</tbody>
</table>

Plus 3 units Career Enhancement courses below:
- FD 027 Professional Image (cannot be used twice) | 3 |
- COMM 012 Intercult. Communication | 3 |
- COMM 018 Career Communication | 3 |
- BUS 030 Total Quality Management | 3 |
- BUS 054 Small Bus. Start Up & Mgmt. | 3 |
- BUS 062 Business Math | 3 |
- BUS 078 Business Communications | 3 |
- COUNS 018 Job Search Methods | 1 |
- COUNS 050 Cross Cultural Perspectives | 3 |
APPAREL PRODUCTION-LEVEL 2
(A.S. Degree Option or Certificate)

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<tr>
<td>FD 030A Success Strategies</td>
<td>3</td>
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<td>FD 054 Apparel Manufacturing</td>
<td>3</td>
</tr>
<tr>
<td>FD 060 Patternmaking I</td>
<td>3</td>
</tr>
<tr>
<td>FD 062 Patternmaking II</td>
<td>3</td>
</tr>
<tr>
<td>FD 063 Fitting &amp; Pattern Adjust</td>
<td>2</td>
</tr>
<tr>
<td>FD 064 Professional Draping</td>
<td>3</td>
</tr>
<tr>
<td>FD 065 Production Patternmaking</td>
<td>3</td>
</tr>
<tr>
<td>FD 067 Manual Grading</td>
<td>1</td>
</tr>
<tr>
<td>FD 017 Product Data Management</td>
<td>1</td>
</tr>
<tr>
<td>FD 018A Electronic Grading and Marking</td>
<td>3</td>
</tr>
<tr>
<td>FD 018B Electronic Patternmaking</td>
<td>3</td>
</tr>
<tr>
<td>FD 084 Internship</td>
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**Plus 3 units from Career Enhancement Courses below:**

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

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

**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 Samplemaker and Sampler manager 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 both 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 1600 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

**FD 040A FLATS AND SPECS**

1 unit

Acceptable for credit: California State University

This course introduces the process of sketching original garment designs and actual garments in the flat format rather than on the fashion figure. Emphasis is on developing flat technical drawings used for spec sheets, presentation and story boards, designing and product development. Basic garment terminology is stressed. This course is essential for anyone entering any apparel design, apparel manufacturing, or patternmaking career. This course will be applied for approval for CSU, and may be repeated once. Credit/No Credit Option

**FD 040B FASHION SKETCHING**

2 units

Acceptable for credit: California State University

This course introduces the techniques for drawing apparel. These techniques include principles of fashion figure proportion, garment styling and fabric rendering. Basic fashion figures called "croquis" forms will be used to illustrate apparel for men, women, and children. Techniques for drawing existing garments as well as illustrating original designs will be presented. This course is essential for anyone entering any apparel design careers and helpful to those entering an apparel manufacturing or 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 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 pattern-making 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 first patterns for apparel production. Sample garments are constructed. All projects are produced using industry dress forms and industry equipment in the FD lab. This course may be repeated once for credit. Credit/No Credit Option

FD 062 PROFESSIONAL PATTERNMAKING II
3 units
Prerequisite: FD 060
Recommended Preparation: 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 DRAPEING
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 creating 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

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
Prerequisites: 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 industrial production equipment in the FD lab. Credit/No Credit Option

FD 078 CREATING AND MARKETING A LINE
4 units
Prerequisites: FD 040A, 040B, 052B, 064, 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 costing of wholesale production samples. Students create their own line of apparel in their chosen area of interest using industry standard production equipment. Basic business practices, presentation techniques and marketing strategies are covered.

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

- 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 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 087 CAD: CREATING DESIGNS AND TECHNICAL SKETCHES
2 units
Recommended Preparations: FD 040A, FD 085 or DM/IS 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 imagery 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 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 100 SPECIAL TOPICS
.5-3 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
(See World Languages)

French

THE FACULTY
Linda Skafe

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:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>Frnch 002A</td>
<td>5</td>
</tr>
<tr>
<td>Frnch 002B</td>
<td>5</td>
</tr>
<tr>
<td>Frnch 003A</td>
<td>5</td>
</tr>
<tr>
<td>Frnch 003B</td>
<td>5</td>
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</table>

FRNCH 001A BEGINNING FRENCH
5 units
Corequisite: Frnch 011A
Acceptable for credit: University of California, California State University
The student will learn the fundamentals of French 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 French 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 French-speaking world. 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.
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: Frnch 001B or 3 years of HS French
Acceptable for credit: University of California, California State University
Students will review basic grammar and learn new structures and vocabulary while furthering their knowledge of the customs and cultures of France and other French-speaking countries. Conversation and oral and written drills will be emphasized, as well as practice in written composition. Examples of different styles of literature will be introduced to enhance reading skills. Credit/No Credit Option

FRNCH 002B INTERMEDIATE FRENCH
5 units
Prerequisite: Frnch 002A or four years of HS French
Acceptable for credit: University of California, California State University
French 002B is a continuation of French 002A. Students will continue to review grammar and idiomatic construction. Emphasis will be placed on oral and written composition. Readings will center on the contemporary customs, history, and arts of France. Credit/No Credit Option

FRNCH 003A ADVANCED FRENCH ORAL AND WRITTEN COMPOSITION
5 units
Prerequisite: Frnch 002B
Acceptable for credit: University of California, California State University
This course centers on the intensive use of the French language for enrichment of oral and written proficiency. Students will enhance their knowledge of French grammar and develop idiomatic expression while emphasizing written and oral composition. The course will include an analysis of short works of French literature and selected contemporary publications. Comprehension will be enhanced by use of video cassettes and native guest speakers. 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. Comprehension will be enhanced by use of 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
The students practice their French language skills and expand their knowledge of the cultures of French-speaking people through the use of the latest language learning technology. It is a required corequisite to French 001B. 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 030A 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/AS Degree. Credit/No Credit Option

FRNCH 030B 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/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 and art 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
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

• 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.
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.
Recommended Preparations: Frnch 051A
Accepted for credit: University of California, California State University
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 situation 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. It is designed to give students a solid foundation in business vocabulary, basic business and cultural concepts, and situation practice necessary to be successful in today's French speaking business world. It may be repeated once. Credit/No Credit Option

FRNCH 058A IMMERSION FRENCH
3 units
Prerequisite: Frnch 001A
Acceptable for credit: California State University
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
Acceptable for credit: California State University
French 058A is designed to give students the opportunity to be in a French speaking environment for a prolonged period of time (i.e., Friday afternoon through Sunday afternoon) at an off-campus site that has appropriate facilities. Students pay West Valley College tuition and fees as well as an additional fee ($120-$165.00) to cover food, lodging and other extraordinary expenses. Each student must complete an independent study program appropriate to his/her level of knowledge prior to the Immersion Weekend and a post Immersion 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

FRNCH 058A 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 on video in order to focus on the comprehension of the French language and some selected aspects of French culture. Through 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 060A THE FRENCH MOVIE: 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 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, 060B), followed by student discussion groups. The lecture themes and videos will focus on selected aspects of French culture (history, geography, literature, the arts). Some comprehension skills are also covered. Instructional materials are provided in French and English. This course 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 III: COMPREHENSION/CULTURE
1 unit
Acceptable for credit: University of California, California State University
This is a course of six lectures in English designed to incorporate six subtitled French videos (different from 060A, 060B), followed by student discussion groups. The lecture themes and videos will focus on selected aspects of French culture (history, geography, literature, the arts). Some comprehension skills are also covered. Instructional materials are provided in French and English. This 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 to 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

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.
### Geography

**THE FACULTY**

Joe Hasty

**DIVISION**

Social Science

**DIVISION CHAIR**

Janis Kea

**DEPARTMENT CHAIR**

Joe Hasty

**PHONE**

408-741-2521

**E-MAIL**

joseph_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, University of California

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.

### 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:**

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, engineering and 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
- geology
- 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.

**GEOLOGY: Transfer:**

See Transfer Planning Guide available at the Counseling Center.

**GEOLOGY (A.S. Degree)**

**Course**

<table>
<thead>
<tr>
<th>Course Units</th>
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<tr>
<td>CHEM 001AB</td>
<td>General Chemistry 5-5</td>
</tr>
<tr>
<td>GEOL 001A</td>
<td>Physical Geology 4</td>
</tr>
<tr>
<td>GEOL 001B</td>
<td>Historical Geology AND 3</td>
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<tr>
<td>GEOL 002B</td>
<td>Historical Geology Lab 1</td>
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<tr>
<td>GEOL 005</td>
<td>Mineralogy 4</td>
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<tr>
<td>GEOL 020</td>
<td>Field Geology 2</td>
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<tr>
<td>MATH 003A</td>
<td>Analytical Geometry &amp; Calculus 5-5</td>
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<tr>
<td>MATH 004A</td>
<td>Intermediate Calculus 4</td>
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<tr>
<td>MATH 004B</td>
<td>Differential Equations 4</td>
</tr>
<tr>
<td>PHYS 004ABC</td>
<td>Engineering Physics 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.

**GEOL 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 GEOG 002)

**GEOL 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 002B HISTORICAL GEOLOGY LABORATORY
1 unit
Recommended Preparation: Geol 001B or concurrent
Acceptable for credit: University of California, California State University
This course provides laboratory and field experience to introduce the field of historical geology. It includes description of rocks, fossils, and geologic maps, directed to provide evidence for the theories of the evolution of the Earth. Time is spent in the field, both during the regular scheduled time plus one weekend.

GEOL 003A, B, C, D CALIFORNIA NATURAL HISTORY FIELD WORK
2 units
Geol 3B is UC Transferable
Acceptable for credit: California State University
This lecture/course illustrates topics covered in GEOL 001A/B, GEOL 010, and GEOL 015. There will be two instructional hours per week on campus followed by a six-day field trip/camp. The instructional meetings will introduce the field use of topographic and geologic maps as well as background on the specific focus region of the trip, which will include discussions on other areas of natural history such as physical ecology, astronomy, and meteorology. Trip locations will differ for each class (e.g., Cascade and Modoc Volcanoes; Sierra Nevada Foothills and Yosemite; Lake Tahoe and High Sierra; Eastern Sierra Nevada; San Francisco Bay; Coast Ranges; San Andreas Fault; Los Angeles and Transverse Ranges; Death Valley and Mohave Desert; Baja California). A fee will be required.

GEOL 005 MINERALOGY
4 units
Acceptable for credit: California State University
This course stresses the study of crystallography, physical properties, and origin of common minerals. Specimens of common minerals will be identified.

GEOL 010 EARTH SCIENCE SYSTEMS
3 units
Acceptable for credit: University of California, California State University
Within a theme of understanding Earth, this introductory science survey course covers major topics in geology, oceanography, meteorology, astronomy, and geography, and the scientific method. This course is intended to fulfill a science requirement for teaching credential programs and non-science majors.

GEOL 010A EARTH SCIENCE SYSTEMS
4 units
Recommended Preparation: MATH 902
Acceptable for credit: University of California, California State University
This introductory science survey lecture/lab course fulfills a science requirement for teaching credential programs, non-science majors, and prospective Earth Science majors. The course content focuses on a multidisciplinary approach to how the Earth works as a series of interconnecting systems – geology, biology, oceanography, meteorology, chemistry, and physics. Topics include solar system and Earth origin, climate modeling, ocean-atmosphere circulation, extinction, speciation, energy and mineral resources, and the environment.

GEOL 012 GEOLOGY OF THE PINNACLES NATIONAL MONUMENT
1 unit
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 course.
Recommended Preparation: Math 902
Acceptable for credit: "University of California, California State University" UC transfer credit for directed studies courses is granted after a review of the course outline and examples of students work (assignments, tests, papers, etc.) by the enrolling UC campus. Please see a counselor for more information.

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.

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.
GERM 011A 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 011B GERMAN LABORATORY
.5 unit
Corequisite: Germ 001B
Acceptable for credit: California State University
This course is a continuation of German 011A, 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 a 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

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 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

Graphic Design: Transfer:
See Transfer Planning Guide available at the Counseling Center.

Greek

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

GREEK 050A CONVERSATIONAL GREEK AND CULTURE
3 units
Acceptable for credit: California State University
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.
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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**Health Care Technologies**

**FACULTY**
Kris Gaiero
Faraneh Javan

**DIVISION**
Applied Arts & Sciences

**DIVISION CHAIR**
Diane Hurd

**DEPARTMENT CHAIR**
Kris Gaiero

**PHONE**
408-741-4019

**E-MAIL**
kris_gaiero@westvalley.edu

**COUNSELING**
408-741-2009

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**MEDICAL ASSISTANT**

The Medical Assistant Program prepares students to work in the front and back office of a physician’s office, clinic, or other outpatient facilities. Multiple skills and areas of theory are taught so that graduates are prepared to assume an important and valuable role as a team member in health care delivery.

Upon completion of all required courses, students are placed in an internship in a local health care facility. This is a valuable experience in applying the knowledge and skill acquired in class to the workplace.

**Program Options**
- Associate of Science Degree
- Certificate of Achievement

The following are required prior to entry into the internship:
- Statement of Eligibility for Internship
- Health statement and physical examination
- Current CPR certificate
- Keyboarding proficiency of 35 wpm
- Completion of all required courses with a grade of C or better
- HTECH 054A
- HTECH 054B

**Career Options**
- ECG Technician
- Insurance Billing and Coding
- Insurance Account Representative
- Medical Administrative Assistant
- Medical Reception
- Medical Office Manager

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**MEDICAL OFFICE RECEPTION**

The Medical Office Reception program is designed to provide students with the knowledge and skills needed to manage the front desk in a medical office or similar setting, including telephone technique, public relations, and medical records management.

Upon completion of all required courses, students are placed in an internship in a local health care facility. This is a valuable experience in applying the knowledge and skill acquired in class to the workplace.

**Program Option**
- Certificate of Achievement

Upon completion of all required courses, students are placed in an internship in a local health care facility. This is a valuable experience in applying the knowledge and skill acquired in class to the workplace.

**Program Option**
- Certificate of Achievement

**Career Options**
- Medical Office Manager
- Medical File Clerk
- Medical Records Technician, entry-level
- Medical Secretary
- Admitting Clerk
- Hospital Unit Coordinator

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**INSURANCE BILLING SPECIALIST**

The Insurance Billing Specialist program is designed to train students to receive medical claim forms, abstract medical information such as diagnosis, prognosis, and dates of treatment from patient records, complete forms, and answer inquiries from doctors, patients, and insurance companies. Billing specialists must have knowledge of medical terminology, diagnostic and procedural coding, as well as the legal requirements for release of medical information.

Upon completion of all required courses, students are placed in an internship in a local health care facility. This is a valuable experience in applying the knowledge and skill acquired in class to the workplace.

**Program Option**
- Certificate of Achievement

**Career Options**
- Insurance Biller
- Medical Records Technician, entry-level
- Patient Account Representative
- Medical Secretary
- Medical Administrative Assistant
- Medical Office Management

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**MEDICAL ADMINISTRATIVE ASSISTANT**

The Medical Administrative Assistant program focuses on the many and varied administrative functions of a medical office, including personnel supervision, credit and collection procedures, and management of time and resources.

Upon completion of all required courses, students are placed in an internship in a local health care facility. This is a valuable experience in applying the knowledge and skill acquired in class to the workplace.

**Program Option**
- Certificate of Achievement

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.

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**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.

**Program Option**
- Certificate of Achievement

**Career Options**
- Medical Transcriptionist
- Hospital Unit Coordinator

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**MEDICAL TRANSCRIPTIONIST**

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.

**Program Option**
- Certificate of Achievement
MASSAGE THERAPY
The Massage Therapy Program prepares students with the theory, knowledge, and hands-on experience necessary for an entry-level position as a massage therapist. Students will learn basic Swedish, shiatsu, sports, and deep tissue massage. Upon completion, the graduates will be qualified to get their massage therapy licenses in the city of choice in the state of California.

Program Option
- Certificate of Achievement
- Statement of Eligibility for Internship
- Health statement and physical examination
- Completion of all required courses with a grade of C or better are required prior to entry into internship
- HTECH 054A

Career Options
Today, the massage therapist may work in private practice or in any number of capacities, including:
- Clinics or Physician’s Office
- Chiropractor’s Office
- Physical Therapist’s Office
- Hospitals
- Health Clubs and Fitness Centers
- Resorts and Spas
- Senior Centers
- Sporting Events
- Corporate and Business Wellness
- Stress Reduction Programs

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 Orthopedic Technician students. Workplace settings can include hospitals, large medical clinics and orthopedic practices.

HEALTH CARE TECHNOLOGIES
There are eight programs in the department.

INSURANCE BILLING SPECIALIST
(Certificate)

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
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<td>HTECH 005 Basic Medical Terminology</td>
<td>3</td>
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<td>2</td>
</tr>
<tr>
<td>HTECH 054A Internship</td>
<td>2</td>
</tr>
</tbody>
</table>

Recommended Electives:
- COMM 012 Intercultural Communication

MEDICAL ADMINISTRATIVE ASSISTANT
(Certificate)

<table>
<thead>
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<td>3</td>
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<tr>
<td>HTECH 041 Basic Medical Office Business Procedures</td>
<td>3</td>
</tr>
<tr>
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</tbody>
</table>

Recommended Electives:
- FD 027 Professional Image
- SPAN 052A Basic Medical Spanish
- COMM 012 Intercultural Communication

MEDICAL ASSISTANT
(A.S. Degree and/or Certificate of Proficiency)

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<td>HTECH 004 Structure and Function of the Human Body</td>
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</table>

Recommended Electives:
- COMM 012 Intercultural Communication
- FD 027 Professional Image
- SPAN 052A Basic Medical Spanish

MEDICAL TRANSCRIPTION
(A.S. Degree and Certificate)

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<td>2</td>
</tr>
<tr>
<td>HTECH 020 Pharmacology for Transcription</td>
<td>1</td>
</tr>
<tr>
<td>HTECH 025ABC Medical Transcription</td>
<td>2-3</td>
</tr>
<tr>
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</tr>
</tbody>
</table>

Recommended Electives:
- ENGL 005 English Fundamentals
- OR
- ENGL 001A English Composition

TRANSCRIPTIONIST
(Certificate)

<table>
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</tbody>
</table>

Recommended Electives:
- ACCCTG 010 Accounting Fundamentals—Financial
- BUS 033 Functions of Management
- BUS 054 Small Business Start Up and Management

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.

CLINICAL ASSISTANT
(Certificate)

<table>
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Recommended Electives:
- HED 011 Cardiopulmonary Resuscitation
- COMM 012 Intercultural Communication
- FD 027 Professional Image
- SPAN 052A Basic Medical Spanish

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

MASSAGE THERAPY
(Certificate)

<table>
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In the CLINICAL ASSISTANT program, the student is prepared to work primarily in the back office, in the clinical setting multi-physician private practice, a large outpatient facility or a public health clinic. Instruction focuses on procedures to assist with direct patient care—obtaining vital signs, preparing for procedures and assisting with examinations and minor office surgeries—while still including the knowledge of medical terminology and medical law/ethics as well as the essential basic procedures of appointment, reception, records management and therapeutic communication.

MEDICAL TRANSCRIPTION is a program that offers instruction and training in medical terminology, information processing, and medical transcription. This program prepares students for entry-level employment as medical transcriptionists by providing the basic knowledge, understanding and skills required to transcribe medical dictation with accuracy, clarity and timeliness, applying the principles of professional and ethical conduct.

The MASSAGE THERAPY program offers theory and hands-on training in Massage Therapy.

HTECH 005 ADVANCED MEDICAL TERMINOLOGY 3 units
Prerequisite: HTECH 006
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 word 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

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 courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.
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 asepsis; assist 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
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. This course introduces the participants to medical office first aid procedures and basic physical therapy modalities. Credit/No Credit Option

HTECH 058 LABORATORY TECHNIQUES
3 units
Recommended Preparation: HTECH 005 and 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 064 ECG AND ORTHO TECHNICIAN
2.5 units
Recommended Preparation: HTECH 005 and Math 902
This course offers the didactic and practical skills necessary to perform 12-lead electrocardiograms (ECGs) and provide care for orthopedic patients in acute and clinical setting. This course introduces the participants to medical office first aid procedures and basic physical therapy modalities. Credit/No Credit Option

HTECH 066 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 071A BASIC MASSAGE THERAPY
2 units
Recommended Preparation: HTECH 004
This course provides the student with fundamental training in Swedish and Sports massage theory, technique, and practice. The curriculum covers various topics including anatomy, with emphasis on the musculoskeletal system, benefits and contraindications of massage therapy, biomechanics, athletic training and common sports injuries, diet and nutrition, yoga, cryotherapy, holistic health and wellness. 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/energy force, compassion 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
Health Education

THE FACULTY
Patricia Louderback

DIVISION Physical Education
DIVISION CHAIR Joan Worley
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 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 a 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 RESCUEER
.5 unit
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 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

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.
History

THE FACULTY
Stephen Juarez
Tim Kelly
Melvin Pritchard
Ashley Sousa

DIVISION Social Science
DIVISION CHAIR Janis Kea
DEPARTMENT CHAIR Stephen Juarez
E-MAIL stephen_juarez@westvalley.edu
PHONE 408-741-2556
COUNSELING 408-741-2000

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.

HISTORY (A.A. Degree)

Major Requirements

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<th>Course</th>
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<td>HIST 004A</td>
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Choose 6 Units of Electives from Hist

<table>
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<td>HIST 008A, 008B, 012, 014, 016, 020, 030, 031 or 006</td>
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Requirements vary somewhat among four-year institutions. Consult the department advisor and counselor for transfer requirements of the 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.

HIST 003 ASIAN AMERICAN HISTORY

3 units
Acceptable for credit: University of California, California State University

History 003 examines and compares the diverse historical experiences of major Asian American groups since the mid-nineteenth century. Topics that this course will cover include: origins of emigration; the formation and transformation of community and political identity; gender and family life, interethnic and intergenerational conflict; interracial unions; and the changing roles of Asian Americans in American society. Credit/No Credit Option

HIST 004A HISTORY OF WESTERN CIVILIZATION

3 units
Acceptable for credit: University of California, California State University

History 004A is a survey of the political, economic, social, cultural and religious development of western civilization from prehistoric times through the Protestant Reformation. Subject areas covered include Mesopotamia, Egypt, the Old Testament, Greece, Rome, the Middle Ages, the rise of Christianity, the Renaissance and Protestant Reformation. (CAN HIST 002) Credit/No Credit Option

HIST 004B HISTORY OF WESTERN CIVILIZATION

3 units
Acceptable for credit: University of California, California State University

History 004B is a survey of the political, social, economic and cultural development of Western civilization from 1800 to the present. The course starts with the 17th century revolutions in England, which paved the way for the later industrial revolution, the French revolution and the rise of the middle class. Nationalism, socialism, and imperialism are covered in the 19th century, while the Bolshevik and Communist revolts in China, World Wars I and II, and the contemporary age are featured in the 20th century. (CAN HIST 004) Credit/No Credit Option (HIST 004A+004B=HIST SEQ A)

HIST 005A WORLD HISTORY: PREHISTORY TO 1500

3 units
Acceptable for credit: University of California, California State University

This course provides a comparative, interactive investigation and analysis of World History as related to the development of the modern world. Five geographic regions surveyed include: Asia/Pacific Islands, Africa, Europe, North America and South America. Students are acquainted with the major historical trends and developments in World History from Prehistory to 1500. The methods of historical analysis and interpretation are addressed through survey of cultural, economic, political, social and technological similarities and differences between civilizations. Students examine issues relevant to understanding race, culture, class, ethnicity, gender, religion, disabilities and sexualities in human societies through World History. Credit/No Credit Option

HIST 005B WORLD HISTORY FROM 1500

3 units
Acceptable for credit: University of California, California State University

This course provides a comparative and interactive investigation of World History as related to the development of the modern world. Five geographic regions surveyed include: Asia/Pacific Islands, Europe, North and South America. Students are acquainted with the major historical events and trends in world history from 1500. Historical analysis and interpretations are surveyed through comparative examination of the economic, cultural, political, social and technological commonalities and differences between human societies. Students examine the implications of race, gender, class, ethnicity, religion, disability and sexualities in human societies over time. Credit/No Credit Option

HIST 008A HISTORY OF THE AMERICAS

3 units
Acceptable for credit: University of California, California State University

Beginning with a study of the physical area of the Americas, the history of the two continents is studied from the arrival of the indigenous peoples from the Asian mainland to the independence movements and the formation of new governments of the early 19th century. The formation of Spanish and Portuguese colonies in the 16th, and the French and English colonies in the 17th century also are covered. Special attention is paid to the role of women and men in the Spanish, Portuguese, French and English colonies. Credit/No Credit Option

HIST 008B HISTORY OF LATIN AMERICA

3 units
Acceptable for credit: University of California, California State University

To understand the nations of the Americas today, this course includes the history of Canada, the United States and the Latin American nations from 1825 to the present. The 19th Century involved industrialization as well as political change. The effect on women and men is followed by an analysis of 20th Century developments. The revolutions in Latin America and the interaction among the three areas conclude the course. 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.
HIST 012 AFRICAN-AMERICAN HISTORY  
3 units  
Acceptable for credit: University of California, California State University  
History 012 is a survey of the roles and experience of African-Americans from colonial times to the present in the historical development of the United States. The course includes the beginnings and implications of slave trading, the institutionalization of slavery through law, the rise of the abolitionist movement and the struggle for equality from the Reconstruction Period to the present. Credit/No Credit Option  

HIST 014 HISTORY OF THE NATIVE NORTH AMERICANS  
3 units  
Acceptable for credit: University of California, California State University  
History 014 is a history of Native Americans who lived in the area, which is now the United States, from pre-European settlement to the present day. This course includes the primary political, economic and social factors of American historical development, emphasizing their effects on Native Americans. In conjunction with this historical perspective, the course will accentuate the ecological lifestyle of Native Americans, exclusive of the Indians of Mexico. Credit/No Credit Option  

HIST 016 MEXICAN-AMERICAN HISTORY  
3 units  
Acceptable for credit: University of California, California State University  
This course introduces students to the history of the United States and the Mexican-American experience form the Colonial Period to the present. The course will emphasize the role and life experiences of Mexican-Americans in the historical evolution of the political, economic and socio-cultural institution of the United States. Credit/No Credit Option  

HIST 017A UNITED STATES HISTORY  
3 units  
Acceptable for credit: University of California, California State University  
History 017A is a survey of the political, economic, social and cultural development of the United States from the pre-Colonial period through the Civil War. Topics covered include indigenous and European influence on the development of the colonies, the causes and consequences of the War of Independence, the ideological origins of republicanism and principles of the United States Constitution, early industrialization, westward expansion, foreign policy, sectional conflict, slavery and its impact on race relations, abolition and other reform movements, and the Civil War. Credit/No Credit Option  

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 America and California. California is history in the 20th Century, and state and local government. 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  

Honors University Transfer Program  

COORDINATOR:  
Ann Malmuth-Onn  
Language Arts  
PHONE: 408-741-2614  
E-MAIL: ann_malmuth-onn@westvalley.edu  
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. 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 prerequisites, 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 agreements with selected universities receive priority 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 approximately 20 students. Because students often register for more than one course within a transdisciplinary unit, the Honors program encourages peer support study groups, and esprit de corps.

Course Content and Methodology
The difference between the Honors curriculum and the traditional curriculum is qualitative. The Honors curriculum allows for more individualized, interdisciplinary, experiential, and collaborative learning experiences. Students will participate in advanced seminars as well as independent projects. Knowledge will be demonstrated primarily through written assignments and oral presentations.

Courses in the Honors Program have been selected to fulfill University of California and California State University general education requirements.

Students who complete the full Honors Program sequence and other noted courses will qualify for an A.A. in the Honors Program. Students are encouraged to work simultaneously towards the completion of their coursework in their proposed majors so that they may also earn an A.A. or A.S. in their respective majors.

For further information, call 741-2614.

Please refer to the following descriptions of each specific honors course listed in order to find course description, units and prerequisites.

ANTHR 003 HONORS—INTRODUCTION TO CULTURAL ANTHROPOLOGY
3 units
Acceptable for credit: University of California, California State University
The course introduces the student to the study of world cultures from an anthropological view, with a particular focus on the cultures of Asia. Cultural adaptation to environment and the effect of modern world trends on traditional tribes and peoples will be emphasized. Themes include current issues in anthropology, ethics, ecology and the tragedy of the commons. Students will conduct field research in cultural diversity in our community. Students will be encouraged to explore the cultures of the Pacific Rim.

ART 001A HONORS—SURVEY OF WESTERN ART I
3 units
Acceptable for credit: University of California, California State University
An analysis of stylistic movements in western world painting, architecture and sculpture from pre-history through the Gothic era. Art will be examined as a reflection of human interaction with events of the time emphasizing aesthetic, 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 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

ASTRO 001 HONORS—ASTRONOMY
1 unit
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.

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.
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 inductive or deductive types of propositions (claims) and types of arguments (reasoning); identification and analysis of fallacies; and other aspects 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 ISETC 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 IIA, IIB, IIIA 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.

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.
HIST 004A HONORS—HISTORY OF WESTERN CIVILIZATION
3 units
Acceptable for credit: University of California, California State University
The Western Civilization — Honors course traces the evolution of western culture from prehistoric times through the Protestant Reformation. In a small group setting, students are encouraged to explore and to critically evaluate the important themes in the western tradition. Special emphasis is given to literary, religious and political achievements of the Greco-Roman and Christian eras.

HIST 004B HONORS—HISTORY OF WESTERN CIVILIZATION
3 units
Acceptable for credit: University of California, California State University
Honors History 004B is a survey of the political, social, economic and cultural development of western civilization from 1600 to the present. The course starts with the 17th century revolutions in England, which paved the way for the later industrial revolution, the French revolution and the rise of the middle class. Nationalism, socialism, and imperialism are covered in the 19th century, while the Bolshevik and communist revolt in China, World Wars I and II, and the contemporary age as featured in the 20th century.

HIST 017B HONORS—UNITED STATES HISTORY
3 units
Acceptable for credit: University of California, California State University
Honors 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, Industrialization, the Progressive Era, World War I, the Twenties, the New Deal and foreign policy issues of the post-World War II period including the 1950s and 60s, Vietnam and Watergate. This course also highlights the development of California State and local governments.

HUMAN 001A HONORS—HUMAN VALUES IN AND FROM THE ARTS
3 units
Acceptable for credit: University of California, California State University
Honors HUMAN 001A is designed to show integration of the visual, literary and musical arts within a historical context from ancient world to the early Renaissance, leading to better understanding of past values and their continuity, relationship and connection to our own times and lives. It is an interdisciplinary approach to cultural epochs through the use of thematic materials, ideas and values.

HUMAN 001B HONORS—HUMAN VALUES IN AND FROM THE ARTS
3 units
Acceptable for credit: University of California, California State University
Honors Humanities 001B is a continuation of Humanities 1A from Renaissance, to the present. It is an interdisciplinary approach to cultural epochs through the use of thematic materials, ideas and values.

MATH 010 HONORS—ELEMENTARY STATISTICS
3 units
Prerequisite: Math 106 or 106R or 1 year high school algebra II
Acceptable for credit: University of California, California State University
This course will cover descriptive and inferential statistics including data analysis, probability, correlation and linear regression, probability distribution, and assorted hypothesis testing. Students in this course will demonstrate, through experiments and use of statistical computer packages, a rigorous understanding of experimental design, data collection, and data analysis. Actual experimental design and data collection are not part of the standard elementary statistics course. Additional topics commonly used in research—such as validity and reliability, the power of a statistical test, and ANOVA—will be covered. (CAN Stat 2)

MUSIC 001 HONORS—MUSIC HISTORY
3 units
Acceptable for credit: University of California, California State University
A historically oriented and chronological study of music from early origins to 1750 with emphasis on stylistic concepts as shown by intensive study of representative works.

MUSIC 002 HONORS—MUSIC HISTORY
3 units
Acceptable for credit: University of California, California State University
A historically oriented and chronological study of music from 1750 to the present, with emphasis on stylistic concepts as shown by intensive study of representative works.

PE.TH 051 HONORS—DANCE IN AMERICA: A CULTURAL PERSPECTIVE
3 units
Acceptable for credit: University of California, California State University
This course examines dance as a cultural expression in the U.S.A. We will explore dance forms indigenous to the U.S.A., their social, political, economic, and religious significance, such as Amerindian, Cajun, Hula, Jazz and Mexican. We will analyze styles that originated in different cultures and how these forms have emerged as an expression of cultural identity in our society.

PHILOSOPHY
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.

• 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 recommend a math course prior to enrollment. See individual course descriptions for math recommendations.
**Interdisciplinary Studies**

**DIVISION**  
Student Services

**DIVISION CHAIR**  
Tom Golbetz

**DEPARTMENT CHAIR**  
Melissa Salcido

**PHONE**  
408-741-2102

**E-MAIL**  
melissa_salcido@westvalley.edu

**COUNSELING**  
408-741-2009

**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 transferable 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

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**Interdisciplinary Design**

**THE FACULTY**

Cigdem Bulut

Diane Hurd

Jane Lily

**DIVISION**  
Applied Arts & Sciences

**DIVISION CHAIR**  
Diane Hurd

**DEPARTMENT CHAIR**  
Jane Lily

**PHONE**  
408-741-2081

**E-MAIL**  
jane_lily@westvalley.edu

**COUNSELING**  
408-741-2098

**THE Program**

The Interior Design program is a comprehensive, nationally accredited Council for Interior Design Accreditation (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 paths, 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 solve problems pertaining to the function and quality of the interior environment;
- perform services relative to interior spaces, including design analysis, programming, space planning and aesthetics;
- use specialized knowledge of interior construction, building codes, equipment, materials and furnishings; 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

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**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

Interior Restoration and 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 Survey of Art</td>
<td>3</td>
</tr>
<tr>
<td>ART 003A Basic Design</td>
<td>3</td>
</tr>
<tr>
<td>ID 005 Intro. to Interior Design</td>
<td>1</td>
</tr>
<tr>
<td>ID 010 Elements and Principles of Interior Design</td>
<td>3</td>
</tr>
<tr>
<td>ID 015 Interior Architectural Drafting</td>
<td>3</td>
</tr>
<tr>
<td>ID 020 Color Theory and Application</td>
<td>3</td>
</tr>
<tr>
<td>ID 025 Interior Finish Materials</td>
<td>3</td>
</tr>
<tr>
<td>ID 028 Interior Construction and Building Systems</td>
<td>3</td>
</tr>
<tr>
<td>D 030 Graphic Techniques</td>
<td>3</td>
</tr>
<tr>
<td>ID 035A History of Furniture and Interiors</td>
<td>3</td>
</tr>
<tr>
<td>ID 035B History of Furniture and Interiors</td>
<td>3</td>
</tr>
<tr>
<td>ID 035C Design of Historic Interiors</td>
<td>3</td>
</tr>
<tr>
<td>ID 040 Residential Design</td>
<td>3</td>
</tr>
<tr>
<td>ID 045 Professional Practice</td>
<td>3</td>
</tr>
<tr>
<td>ID 050 Kitchen and Bath</td>
<td>3</td>
</tr>
<tr>
<td>ID 055 Estimating and Costing</td>
<td>3</td>
</tr>
<tr>
<td>ID 060 Commercial Design</td>
<td>3</td>
</tr>
<tr>
<td>ID 065 Intro to Computer-Aided Design and Drafting: AutoCAD</td>
<td>3</td>
</tr>
<tr>
<td>ID 070 Advanced Graphic Techniques</td>
<td>3</td>
</tr>
<tr>
<td>ID 075 Lighting Design</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**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCTG 050 Accounting for Small Business</td>
<td>1</td>
</tr>
<tr>
<td>ARCH 046 History of Architectural Design</td>
<td>2</td>
</tr>
<tr>
<td>ARCH 047 History of Modern Architecture</td>
<td>2</td>
</tr>
<tr>
<td>ARCH 053 Introduction to Architectural &amp; Environmental Design</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 032A Architecture and Environmental Design</td>
<td>2</td>
</tr>
<tr>
<td>ARCH 056 Basic Architectural Design</td>
<td>3</td>
</tr>
<tr>
<td>ART 031A Basic Drawing</td>
<td>3</td>
</tr>
<tr>
<td>BUS 028 Business Law</td>
<td>3</td>
</tr>
<tr>
<td>BUS 054 Small Business Start-Up &amp; Mgt</td>
<td>3</td>
</tr>
<tr>
<td>BUS 078 Business Communication</td>
<td>3</td>
</tr>
<tr>
<td>FD 027 Professional Image</td>
<td>3</td>
</tr>
<tr>
<td>ID 090A Internship</td>
<td>3</td>
</tr>
</tbody>
</table>
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 Business Law</td>
<td>3</td>
</tr>
<tr>
<td>BUS 078 Business Communication</td>
<td>3</td>
</tr>
<tr>
<td>DM/IS 086 Portfolio Planning/Review</td>
<td>3</td>
</tr>
<tr>
<td>ID 029 Principles of Green Design</td>
<td>3</td>
</tr>
<tr>
<td>ID 066 Advanced Computer Aided Design and Drafting: AutoCAD</td>
<td>3</td>
</tr>
<tr>
<td>ID 080 Advanced Commercial Design</td>
<td>3</td>
</tr>
<tr>
<td>ID 080B Advanced Residential Design</td>
<td>3</td>
</tr>
<tr>
<td>ID 085 Design Detailing</td>
<td>3</td>
</tr>
<tr>
<td>ID 090B Internship</td>
<td>4</td>
</tr>
</tbody>
</table>

Electives from recommended list 3

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 Interior Architectural Drafting</td>
<td>3</td>
</tr>
<tr>
<td>ID 065 AutoCAD-Introduction to Computer Aided Interior Design</td>
<td>3</td>
</tr>
<tr>
<td>ID 066 Advanced AutoCAD</td>
<td>3</td>
</tr>
</tbody>
</table>

3 units of recommended electives from the following:

ID 095 Presentation Techniques and Portfolio 3
PKMG 016A Introduction to GIS and GPS 3
DM/IS 010C Digital Image Photoshop 3
- Or other department approved 3 unit elective

KITCHEN AND BATH DESIGN Certificate Required Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID 050 Kitchen and Bath</td>
<td>3</td>
</tr>
<tr>
<td>ID 080B Advanced Residential Design</td>
<td>3</td>
</tr>
<tr>
<td>ID 090 Kitchen and Bath Design</td>
<td>6</td>
</tr>
</tbody>
</table>

FACILITIES PLANNING AND DESIGN Certificate Required Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID 060 Commercial Design</td>
<td>3</td>
</tr>
<tr>
<td>ID 065 AutoCAD-Introduction to Computer Aided Design</td>
<td>3</td>
</tr>
<tr>
<td>ID 066 Advanced AutoCAD</td>
<td>3</td>
</tr>
<tr>
<td>ID 080 Advanced Commercial Design</td>
<td>3</td>
</tr>
</tbody>
</table>

INTERIOR RESTORATION AND PRESERVATION Certificate

This course is composed of a variety of existing courses grouped together into a new certificate:

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID 035A History of Furniture &amp; Interiors</td>
<td>3</td>
</tr>
<tr>
<td>ID 035B History of Furniture &amp; Interiors</td>
<td>3</td>
</tr>
<tr>
<td>ID 035C, Design of Historic Interiors</td>
<td>3</td>
</tr>
<tr>
<td>ID 085, Design Detailing</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 046 or 047 History of Architecture</td>
<td>2</td>
</tr>
</tbody>
</table>

Electives: Choose one of the following:

HIST 004B, History of Western Civilization 3
HIST 020, History and Geography of California 3
ID 093 Directed Studies 3

COURSE DESCRIPTIONS

ID 005 INTRODUCTION TO INTERIOR DESIGN 1 unit

Recommended Preparation: Math 902
Acceptable for credit: California State University
This survey course introduces the profession, its history, and related specialties and disciplines. Emphasis is on lettering, measuring techniques, scale problems, use of architectural graphic standards, dimensioning, plans, elevations, and sections. Credit/No Credit Option

ID 010 ELEMENTS AND PRINCIPLES OF INTERIOR DESIGN 3 units

Recommended Preparation: Math 902
Acceptable for credit: California State University
The course is intended to provide students with the knowledge of conceptual design elements and principles which will be applied to designing interior spaces in subsequent interior design courses. Credit/No Credit Option

ID 015 INTERIOR ARCHITECTURAL DRAFTING 3 units

Recommended Preparation: Math 902
Acceptable for credit: California State University
This course introduces the tools and techniques necessary for interior architectural drafting. Emphasis is on lettering, measuring techniques, scale problems, use of architectural graphic standards, dimensioning, plans, elevations, and sections. Credit/No Credit Option

ID 020 COLOR THEORY AND APPLICATION 3 units

Recommended Preparation: Math 902
Acceptable for credit: California State University
This course is an introduction to design fundamentals and the basic principles of color and applied art as related to interior design. Laboratory experiences will expose the students to design projects in different media. Credit/No Credit Option

ID 025 INTERIOR FINISH MATERIALS 3 units

Recommended Preparation: Math 902
Acceptable for credit: California State University
This course covers instruction in various interior design materials, characteristics, processes and uses, including textiles and other products for floors, walls, ceilings, and furniture. Credit/No Credit Option

ID 028 INTERIOR CONSTRUCTION AND BUILDING SYSTEMS 3 units

Recommended Preparation: Math 902
In this course, students investigate and examine the performance and usage of interior construction materials and systems. This course focuses on applications of interior construction materials, construction systems, and building systems. The course includes guest speaker(s) and/or field trip(s). Credit/No Credit Option

ID 029 PRINCIPLES OF GREEN DESIGN 3 units

Recommended Preparation: ID 005
This course introduces students to the history and the philosophical and practical principles of Green Design. Environmental issues, sustainable materials and methods, and application in professional practice are explored. The course provides a foundation for evaluation of materials, processes, and applications of design components related to the principles of sustainability and environmentally responsible design. By researching local, national, and international examples of Green Design, students study the implications of design decisions on the environment. Research on sustainable products, sustainable design and related construction methods are conducted. Students develop a Green Design File to organize information about products and processes associated with ecological and sustainable design practices. Credit/No Credit Option
ID 030 GRAPHIC TECHNIQUES
3 units
Recommended Preparation: Math 902
Acceptable for credit: California State University
This course covers sketching and rendering techniques in relation to interior spaces. One-point perspective drawing, an introduction to two-point perspective drawing, and sketching and rendering techniques in black and white, with an introduction to color media, will be explored. Credit/No Credit Option

ID 035A HISTORY OF FURNITURE AND INTERIORS
3 units
Acceptable for credit: California State University
This course will cover the principal styles of furniture, interiors, and related decorative arts from antiquity through the French period. Credit/No Credit Option

ID 035B HISTORY OF FURNITURE AND INTERIORS
3 units
Prerequisite: ID 035A
Acceptable for credit: California State University
This course will cover the principal styles of furniture, interiors, and related decorative arts from the English Period to the present. Credit/No Credit Option

ID 035C DESIGN OF HISTORIC INTERIORS
3 units
Prerequisites: ID 010, ID 015, ID 020, ID 035A, ID 035B
Recommended Preparation: MATH 902, ID 025, ID 028, ID 030, ID 075
This class examines the process, laws and regulations, categories, qualification criteria, and financial incentives for the interior design of historic buildings. In addition, rehabilitation of a building is explored in detail. This course may be taken two times. Credit/No Credit Option

ID 040 RESIDENTIAL DESIGN
3 units
Prerequisites: ID 005, ID 010, ID 015, ID 020, ID 025, ID 030
Recommended Preparation: Math 902
Acceptable for credit: California State University
This course covers planning and design for interior spaces with emphasis on the home environment. Projects will include studies of special spaces and a complete residence with scale drawings, color and materials schemes and selection of furnishings. This course is AA/AS degree and certificate applicable. Credit/No Credit Option

ID 045 PROFESSIONAL PRACTICE
3 units
Prerequisite: ID 040, ID 055
Recommended Preparation: Math 103/103R
Acceptable for credit: California State University
This course covers business principles and practices in the field of interior design for both residential and commercial interiors. Credit/No Credit Option

ID 050 KITCHEN AND BATH DESIGN
3 units
Recommended Preparations: ID 040 or Concurrently; Math 902
Acceptable for credit: California State University
This course covers the process of design for kitchens and baths with emphasis on remodel ing, presentation drawings and material selection and specification. Credit/No Credit Option

ID 055 ESTIMATING AND COSTING
3 units
Prerequisite: ID 025
Recommended Preparation: Math 902
Acceptable for credit: California State University
This course covers the processes and techniques of estimating and specifying materials related to the finishing and furnishing of interior spaces, including window treatment, wall treatment, floor treatment, upholstery, and architectural surfaces. Credit/No Credit Option

ID 060 COMMERCIAL DESIGN
3 units
Prerequisite: ID 040.
Recommended Preparation: Math 902
Acceptable for credit: California State University
This course covers planning and design for interior spaces related to commercial projects and space planning for offices and public buildings. Finish materials and furniture suitable for commercial projects are examined and methods of producing presentation drawings are practiced. Credit/No Credit Option

ID 065 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 dual listed with ARCH 070, DRAFT 073, CA 075 and PKMG 016H. Credit/No Credit Option

ID 066 ADVANCED AUTOCAD
3 units
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
3 units
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
3 units
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
3 units
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
3 units
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 AA/AS degree and certificate applicable. Credit/No Credit Option

ID 085 DESIGN DETAILING
3 units
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 090A INTERIOR DESIGN INTERNSHIP
3 units
Prerequisites: ID 005, ID 010, ID 015, and ID 020
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 core interior design courses, further enhancing the learning process. Opportunities and encouragement to continue research career possibilities are provided. Students may apply this 3-unit internship toward the elective in the Interior Design Certificate and A.S. Degree Programs. Credit/No Credit Only
ID 090B INTERIOR DESIGN INTERNSHIP
4 units
Prerequisites: ID 040, ID 045, ID 050, and ID 060
Recommended Preparation: MATH 902
Acceptable for credit: California State University
This course provides students with in-the-field experience, working directly under the supervision of an interior designer or interior design-related professional. Students are able to apply knowledge and skills learned in the Interior Design Certificate courses, further enhancing the learning process. Opportunities and encouragement to continue to research career possibilities are provided. This 4 unit internship course is required for completion of the Interior Design Advanced Certificate 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 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 100 SPECIAL TOPICS
.5-3 units
Recommended Basic Skill Level: none required
The course will explore topics related to this discipline and will be offered as needed. See the class schedule for current offerings. Credit/No Credit Option

International Trade

For Information regarding International Trade contact: CITD
Center for International Trade Development
84. W. Santa Clara St.
First Floor
San Jose, CA 95113
(408) 494-0246

Italian

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

ITAL 001A BEGINNING ITALIAN
5 units
Corequisite: Ital 011A
Acceptable for credit: University of California, California State University
The students will learn the fundamentals of Italian grammar and pronunciation, how to converse on a limited scale about everyday topics, and how to write and understand Italian within the limits of the grammatical structures and vocabulary introduced in the course. Emphasis will be placed upon communication, and students will be exposed to some of the culture of Italy. Credit/No Credit Option

ITAL 001B BEGINNING ITALIAN
5 units
Prerequisite: Ital 001A or 2 years of high school Italian
Corequisite: Ital 011B
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

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.
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 student to use the language while studying it. Cultural topics will center on everyday life in Italy (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 conversation. 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 a 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

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 unit
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 Jpnsse 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 active use of the language. Cultural topics will center on everyday life in Japan today (food, customs, traditions, government, etc.). A variety of audio visual aids will be used in the presentation of this course. Successful completion could enhance the employment possibilities for students. Credit/No Credit Option

 JPNS 051A INTERMEDIATE JAPANESE CONVERSATION AND CULTURE
3 units
Prerequisite: Jps 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 audio visual 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. A variety of audio visual aids will be used in the presentation of this course. Successful completion could enhance the employment possibilities for students. 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 and 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
"UC transfer credit for directed studies courses is granted after a review of the course outline and examples of students work (assignments, tests, papers, etc.) by the enrolling UC campus. Please see a counselor for more information.
Students are given individual work of special interest in Japanese, reading, writing, lab work, research, etc. Related to the regular Japanese courses offered but not included in them. 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.

**Journalism**

**THE FACULTY**

Janine Gerzanics

DIVISION Language Arts

DIVISION CHAIR Julie Maia

DEPARTMENT CHAIR Janine Gerzanics

PHONE (408)-741-4073

E-MAIL janine.gerzanics@westvalley.edu

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 to transfer to other colleges and universities.

**Highlights**

- Small classes with individual attention
- Hands-on experience producing The Norseman newspaper, a frequent award winner in regional and state community college journalism competitions
- State of the art technology
- Opportunities for work experience in local industry and media
- Close links with other local newspapers
- Direct production experience
- 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

Note: Some career options require more than two years of college study.
JOURNALISM/MASS COMMUNICATIONS
Transfer:
See Transfer Planning Guide available at the Counseling Center.

JOURN 001 NEWS MEDIA
3 units
Recommended Preparation: Engl 905
Acceptable for credit: California State University
A one-semester lecture course on the role of mass communication in society, with emphasis upon major means of mass communication: newspapers, magazines, books, television, and motion pictures. (Offered once each year.) (CAN JOUR)

JOURN 001A THE FOURTH ESTATE: MASS MEDIA AND SOCIETY
1 unit
Acceptable for credit: University of California, California State University *Journ 001ABC must be taken in order to receive UC transfer credit
This is the first part of a three-segment course in mass communication in society. Journalism 1A (News Media) focuses on the major mass media - newspaper, magazine, radio, television, books, Internet/multimedia/world wide web and motion pictures - history and organization. Credit/No Credit Option

JOURN 001B MASS COMMUNICATION THEORIES AND ISSUES
1 unit
Acceptable for credit: University of California, California State University *Journ 001ABC must be taken in order to receive UC transfer credit
This is the second part of a three-segment course in mass communication in society. Section B (Mass Communication Theories and Issues) discusses mass communication/multimedia theory and mass communication/news media/multimedia issues with a special emphasis on First Amendment issues. Credit/No Credit Option

JOURN 001C LEGAL ASPECTS OF COMMUNICATION
1 unit
Acceptable for credit: University of California, California State University *Journ 001ABC must be taken in order to receive UC transfer credit
This is the third part of a three-segment course in mass communication in society. Section C (Legal Aspects of Communication) discusses communication legal issues, including libel, privacy, obscenity, access to information, and copyright as they apply to mass communications and multimedia. Credit/No Credit Option

JOURN 020A NEWS STORY ORGANIZATION
1 unit
Recommended Preparation: Engl 905
Acceptable for credit: California State University
This is the first part of a three-segment course in beginning news writing principles, where clear, concise and accurate written communication is emphasized. Section A (News Story Organization) focuses on writing for the mass media (including multimedia), with special emphasis on lead paragraph writing and inverted pyramid story organization. Credit/No Credit Option

JOURN 020B NEWS GATHERING
1 unit
Recommended Preparation: Engl 905
Acceptable for credit: California State University
This is the second part of a three-segment course in beginning news writing principles, where clear, concise and accurate written communication is emphasized. Section B (News Gathering) focuses on news and information gathering techniques for news writing and multimedia projects. Credit/No Credit Option

JOURN 020C NEWS WRITING PRACTICE
1 unit
Prerequisite: Jorn 020A and Jorn 020B
Recommended Preparation: Engl 905
Acceptable for credit: California State University
This is the third part of a three-segment course in beginning news writing principles, where clear, concise and accurate written communication is emphasized. Section C (News Writing Practice) focuses on putting news gathering and news writing principles together with controlled news writing and multimedia writing exercises. Credit/No Credit Option

JOURN 021A BEGINNING NEWSWRITING
3 units
Recommended Preparation: Engl 905
Acceptable for credit: California State University
A lecture and laboratory course in news writing principles. Clear, concise, accurate communication is emphasized. The first semester includes writing and rewriting of basic, typical news stories. The course is designed to satisfy, in part, the basic news writing requirements for baccalaureate programs in Journalism. (CAN JOUR 2)

JOURN 053 NEWSPAPER ARTICLE WRITING
2 units
Recommended Preparation: Engl 905
Acceptable for credit: California State University
A one-semester course in newspaper article writing techniques, using the college newspaper, the NORSEMAN, as a practical laboratory. Students 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 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. 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 055 NEWSPAPER PRODUCTION
2 units
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 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

- 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.
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. Credit/No Credit Option

JOURN 056AB NEWSPAPER PHOTOGRAPHY
1 unit each
Recommended Preparation: Photo 001
Acceptable for credit: California State University
A nine-week 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 than 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

Landscape Architecture

(See also Architecture)

THE FACULTY
Soroush Ghahramani, Int’l Assoc. AIA

DIVISION
Applied Arts and Sciences

DEPARTMENT CHAIR
Kris Gaiero

PHONE
408-741-4097

E-MAIL surosh_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 reclamation and preservation, resource management, urban planning and design as well as residential, commercial and institutional landscape environments.

The program is recognized by the California State Board of Landscape Architects. Students are prepared for rewarding professional careers or transfers to advanced university programs. Graduates are employed in a wide range of important environmental and design-related roles.

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: (40 Units)

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.
## LANDSCAPE ARCHITECTURE (Certificate)

### Major Requirements: (21 Units)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARCH 050</td>
<td>Construction Materials &amp; Methods</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 051</td>
<td>Architectural Graphics: Drawing &amp; Sketching</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 054</td>
<td>Introduction to Architectural Desktop</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 073</td>
<td>Introduction to Landscape Architecture</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 074</td>
<td>Basic Landscape Site Analysis and Development</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 075</td>
<td>Advanced Landscape Site Analysis and Development</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 076</td>
<td>Landscape Technical Applications</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.

### Required Electives: (12 Units)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARCH 052</td>
<td>Architectural Graphics: Advanced Rendering</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 055</td>
<td>Architectural Building Codes</td>
<td>5</td>
</tr>
<tr>
<td>ARCH 061</td>
<td>Architectural Design I</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 062</td>
<td>Architectural Design II</td>
<td>3</td>
</tr>
<tr>
<td>BIO 014</td>
<td>California Plants and Animals</td>
<td>3</td>
</tr>
<tr>
<td>FKMGT 017</td>
<td>Basic Horticulture for Parks</td>
<td>3</td>
</tr>
<tr>
<td>FKMGT 018</td>
<td>Park Planning &amp; Design</td>
<td>2</td>
</tr>
</tbody>
</table>

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

1. All the major requirements.
2. A grade of "C" or better must be earned for all required courses.
3. All the required electives.
4. Additional units to meet the college graduation requirements.
5. 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 transfers.

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: 47**

### ARCH 050 - CONSTRUCTION MATERIALS & METHODS
3 Units
Acceptable for credit: University of California, California State University
This course is a study of the various building materials, their methods of installation, and provides an overview of the structural concepts of building design. Credit/No Credit Option

### ARCH 051 - ARCHITECTURAL GRAPHICS: DRAWING & SKETCHING
3 Units
Recommended Preparation: MATH 103 or MATH 103R

### ARCH 052 - ARCHITECTURAL GRAPHICS: ADVANCED RENDERING
3 Units
Recommended Preparation: MATH 103 or MATH 103R

### ARCH 053 - INTRODUCTION TO ARCHITECTURAL & ENVIRONMENTAL DESIGN
3 Units
Acceptable for credit: University of California, California State University
This course is an intermediate level architectural design studio. Students have opportunities to study environmental and visual phenomena through architectural design exercises. The theories of building design and problem solving methodologies are introduced and used as a basis for the design process. Credit/No Credit Option

### ARCH 054 - INTRODUCTION TO ARCHITECTURAL DESKTOP
3 Units
Recommended Preparation: MATH 902 or concurrently

### ARCH 055 - ARCHITECTURAL BUILDING CODES
5 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, types of construction, fire-resistive construction, interior finishes, fire-protection systems, means of egress, accessibility, interior environment, energy efficiency, exterior walls, roof assemblies, structural provisions, building materials and systems, and existing structures. Credit/No Credit Option

### ARCH 056 - BASIC ARCHITECTURAL DESIGN
3 Units
Recommended Preparation: MATH 103 or MATH 103R

### ARCH 061 - ARCHITECTURAL DESIGN I
3 Units
Prerequisite ARCH 054 and ARCH 056

### ARCH 062 - ARCHITECTURAL DESIGN II
3 Units
Prerequisite ARCH 054 and ARCH 056

### ARCH 050 - CONSTRUCTION MATERIALS & METHODS
3 Units
Acceptable for credit: University of California, California State University
This course is a study of the various building materials, their methods of installation, and provides an overview of the structural concepts of building design. Credit/No Credit Option

### ARCH 051 - ARCHITECTURAL GRAPHICS: DRAWING & SKETCHING
3 Units
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### ARCH 056 - BASIC ARCHITECTURAL DESIGN
3 Units
Recommended Preparation: MATH 103 or MATH 103R

### ARCH 061 - ARCHITECTURAL DESIGN I
3 Units
Prerequisite ARCH 054 and ARCH 056

### ARCH 062 - ARCHITECTURAL DESIGN II
3 Units
Prerequisite ARCH 054 and ARCH 056

**WEST VALLEY COLLEGE 2008 • 2009 CATALOG**

- **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.
ARCH 073 - INTRODUCTION TO LANDSCAPE ARCHITECTURE
3 Units
Acceptable for credit: University of California, California State University
This course is an introductory survey of landscape history, the landscape architectural profession, and the different processes involved from small-space design to regional planning. Other topics include tracing the development of early gardens to the contemporary scene and the overview of the profession and its component discipline. Credit/No Credit Option

ARCH 074 - BASIC LANDSCAPE SITE ANALYSIS AND DEVELOPMENT
3 Units
Recommended Preparation MATH 103 MATH 103R
Acceptable for credit: University of California, California State University
This course is a study of the introduction and application of site analysis techniques on various sized projects. Other topics include how analysis will influence the design solution and the development of landscape construction details. Credit/ No Credit Option

ARCH 076 - LANDSCAPE TECHNICAL APPLICATIONS
3 Units
Recommended Preparation MATH 103 or MATH 103R
This course is a study of the landscape architecture technical implementation with an emphasis on basic principles of site layout, grading and drainage, earthwork computations, irrigation systems, construction materials, and details. Credit/ No Credit Option

ARCH 081 - LANDSCAPE PLANTS: SUMMER & AUTUMN
3 Units
Recommended Preparation BIO 042
Acceptable for credit: University of California, California State University
This course is a study of ornamental trees, vines, and groundcovers during the summer and autumn seasons. Emphasis is placed on growth habits, cultural requirements, maintenance, suitability for landscape use, and the ecology of plant communities. Credit/No Credit Option

ARCH 082 - LANDSCAPE PLANTS: WINTER & SPRING
3 Units
Recommended Preparation BIO 042
Acceptable for credit: University of California, California State University
This course is a study of ornamental trees, vines, and groundcovers during the winter and spring seasons. Emphasis is placed on growth habits, cultural requirements, maintenance, suitability for landscape use, and the ecology of plant communities. Credit/No Credit Option

ARCH 083 - PLANT COMPOSITION
2 Units
Prerequisite ARCH 081
Corequisite ARCH 082
Recommended Preparation BIO 042
Acceptable for credit: University of California, California State University
This course is a study of the design placement of ornamental trees, shrubs, vines, and groundcovers in the environmental landscape. Emphasis is on the aesthetic and functional relationship of plant combinations, forms, and the scale of plants to structures and outdoor spaces. Credit/ No Credit Option

Languages
(See specific language)

Latin
DIVISION Language Arts
DIVISION CHAIR Julie Maia
DEPARTMENT CHAIR Ana Maria de Barling
PHONE 408-741-2489
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

Languages
(See specific language)
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)
Marking and Sales
(Also see BUSINESS ADMINISTRATION/REAL ESTATE)

THE FACULTY
Dr. Kenneth R. Schock

DIVISION Business
DIVISION CHAIR Jim Henderson
DEPARTMENT CHAIR Dr. Kenneth Schock
PHONE 408-741-2447
E-MAIL kenneth_schock@westvalley.edu
COUNSELING 408-741-2009

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
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 Steve Blasberg
PHONE 408-741-2564
E-MAIL steve_blasberg@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
- Assessor
- Auditor
- Biometrician
- Budget Analyst
- Casualty Rater
- Computer Programmer
- Controller
- Demographer
- Doctor
- Econometrician
- Engineering Analyst
- Epidemiologist
- Financial Analyst
- Investment Analyst
- Lawyer
- Management Scientist
- Mathematician
- Operations Researcher
- Public Opinion Analyst
- Statistician
- Surveyor
- Systems Analyst
- Teacher
- Urban Planner

Degree
A.A., Mathematics

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

MATHEMATICS (A.A. Degree)

Major Requirements:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 003AB Analytical Geometry and Calculus</td>
<td>5-5</td>
</tr>
<tr>
<td>MATH 004A Intermediate Calculus</td>
<td>4</td>
</tr>
<tr>
<td>*MATH 004B Differential Equations</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 004ABC Engineering Physics</td>
<td>5-5-5</td>
</tr>
</tbody>
</table>

Required electives from Recommended List
3

*Upper Division at SJSU

Recommended Electives:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGR 021 Intro to Computing for Scientists and Engineers</td>
<td>3</td>
</tr>
<tr>
<td>*MATH 004C Linear Algebra</td>
<td>4</td>
</tr>
<tr>
<td>MATH 019 Discrete Mathematics</td>
<td>4</td>
</tr>
<tr>
<td>*Upper Division at SJSU</td>
<td></td>
</tr>
</tbody>
</table>

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

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

MATH 000D TRIGONOMETRY

3 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: California State University
This course will study and demonstrate knowledge and understanding of trigonometric functions including applications to right triangles, circular functions, radian measure, graphs, trigonometric identities, inverse trigonometric functions, vectors and complex numbers. (CAN MATH 008)
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 is an intensive course covering those topics traditionally found in the separate courses of pre-calculus algebra and trigonometry. This course is designed for the honor student in mathematics who desires to fulfill the requirements of Math D and Math 1 in one semester.
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, maxima and minima, 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, inverse 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 3A+3B+4A=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: California State University
This course is designed to fulfill the lower division mathematics requirements for students planning to enter a multiple subject teaching credential program. Topics include the real number system, numeration systems, elementary number theory, and problem solving. Technology and hands-on experiences will be integrated throughout the course.

MATH 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
This 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, numeration systems, elementary number theory, and problem solving. Technology and hands-on experiences will be integrated throughout the course.

MATH 016 MATH FOR ELEMENTARY SCHOOL TEACHERS (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 graphs and trees, sets, logic, mathematical induction, functions and relations, recursion, sequences and series, matrices, combinatorics, probability theory and Boolean algebra.

MATH 103 ELEMENTARY ALGEBRA
5 units
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 topics covered in 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-degree applicable. Credit/No Credit Only

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 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

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.
MATH 093P 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 officerhip. 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. For more information, call the Military Science Department at Santa Clara University, (408) 554-4034.

MILSC 001B FOUNDATIONS IN LEADERSHIP I AND II  
3 units
Acceptable for credit: California State University
Overviews 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) 554-4034.

Air Force ROTC

ROTC 001A, 001B THE FOUNDATION OF THE UNITED STATES AIR FORCE  
1 unit
This course introduces students to the Air Force and AFROTC with an overview of basic characteristics, missions, and organization of the Air Force; additional topics include officer ship and professionalism, career opportunities, military customs and courtesies, and an introduction to communications skills. Notes: Year course. Enrollment in leadership lab is required.

ROTC 002A, 002B THE EVOLUTION OF USAF AIR AND SPACE POWER  
1 unit
This course examines general aspects of air and space power through historical study and analysis and provides the student with a knowledge level understanding of the capabilities, function and doctrinal employment of aerospace forces; emphasizes development of oral and written communication skills. Notes: Year course. Enrollment in leadership lab is required.
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 Critic
- 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

### 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.

### 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>4</td>
</tr>
<tr>
<td>Music 003B</td>
<td>4</td>
</tr>
<tr>
<td>Music 004A</td>
<td>4</td>
</tr>
<tr>
<td>Music 004B</td>
<td>4</td>
</tr>
<tr>
<td>Music 030AB</td>
<td>1-1</td>
</tr>
<tr>
<td>Music 031AB</td>
<td>1-1</td>
</tr>
<tr>
<td>Music 009</td>
<td>1</td>
</tr>
<tr>
<td>Ensemble Courses (4 semesters required)</td>
<td></td>
</tr>
<tr>
<td>Music 040 College Singers</td>
<td>2</td>
</tr>
<tr>
<td>Music 049 Symphonic Band</td>
<td>1</td>
</tr>
<tr>
<td>Music 051 Jazz Ensemble</td>
<td>2</td>
</tr>
<tr>
<td>Music 060 Masterworks Chorale</td>
<td>1</td>
</tr>
<tr>
<td>Music 061 Vocal Jazz Ensemble</td>
<td>2</td>
</tr>
</tbody>
</table>

#### Electives (5 units required)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Music 001 Music History</td>
<td>3</td>
</tr>
<tr>
<td>Music 002 Music History</td>
<td>3</td>
</tr>
<tr>
<td>Music 009 Jazz-Past and Present</td>
<td>3</td>
</tr>
<tr>
<td>Music 010 Music Appreciation</td>
<td>3</td>
</tr>
<tr>
<td>Music 027 Introduction to Piano</td>
<td>1</td>
</tr>
<tr>
<td>Music 032A Beginning Voice</td>
<td>1</td>
</tr>
<tr>
<td>Music 032B Beginning Voice</td>
<td>1</td>
</tr>
<tr>
<td>Music 033A Intermediate Voice</td>
<td>1</td>
</tr>
<tr>
<td>Music 036 Guitar</td>
<td>1</td>
</tr>
<tr>
<td>Music 041 College Chorus</td>
<td>1</td>
</tr>
<tr>
<td>Music 043A Tech. of Improvisation</td>
<td>1</td>
</tr>
<tr>
<td>Music 043B Tech. of Improvisation</td>
<td>1</td>
</tr>
<tr>
<td>Music 053 Chamber Ensemble</td>
<td>1</td>
</tr>
</tbody>
</table>

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.

### NOTES:

1. Music 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 1750 to the present, 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, harmonicization 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, harmonicization 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

- 03B is CAN MUS 4
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, rhythm, and melodic material, with emphasis on harmonic progression and analysis, survey and analysis of musical styles and period techniques, including those of the 20th century. Four-part writing using secondary dominants, the Neapolitan, French, German, and Italian sixths is studied. Students also have an opportunity to learn 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, rhythm, and melodic material with emphasis on harmonic progression and analysis, 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; and 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 concerts 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, the clefs, simple pieces, scales, arpeggios and exercises is included. Credit/No Credit Option

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. Correlated with, and supplementary to, Music 003AB and 004AB, this laboratory will provide much more time to concentrate on the difficulties many students experience at this stage in music study, apart from the written and keyboard aspects of their formal study. 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

• 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.
MUSIC 031A, B INTERMEDIATE PIANO
1 unit each
Recommended Preparation: Music 030B before 031A; 031A or 030B before 031B
Acceptable for credit: University of California, California State University
A continuation of 030A and 030B. Designed for those who wish to continue to improve their keyboard skills through the study of scales, arpeggios, exercises, and exciting keyboard works of different periods and styles. Class activities include duets and class ensemble playing.

MUSIC 032A BEGINNING VOICE: CLASSICAL MUSIC
1 unit
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 solo and small ensemble folk literature from around the world. Topics covered include posture, breath support, articulation, and common vocal problems. This course may be repeated three times. 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 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 038A ADVANCED PIANO: BAROQUE MUSIC
1 Unit
Recommended preparation: MUSIC 031B
Acceptable for Credit: University of California (proposed), California State University
This course offers a survey of advanced music for the piano and other keyboard instruments from the Baroque Period. Assignments include preparation and performances of selected Baroque piano repertoire. Discussions and projects are related to well-known repertoire, literature and appropriate performance practices. Students are assigned new musical works from the vast amount of repertoire that is available, allowing the student to continue the development of his/her technical abilities. Credit/No Credit Option

MUSIC 038B ADVANCED PIANO: CLASSICAL MUSIC
1 Unit
Recommended preparation: Music 031B
Acceptable for Credit: University of California (proposed), California State University
This course offers a survey of advanced music for the piano and other keyboard instruments from the Baroque Period. Assignments include preparation and performances of selected Baroque piano repertoire. Discussions and projects are related to well-known repertoire, literature and appropriate performance practices. Students are assigned new musical works from the vast amount of repertoire that is available, allowing the student to continue the development of his/her technical abilities. Credit/No Credit Option

MUSIC 039 APPLIED MUSIC
1 unit
Prerequisite: Permission to register for credit and placement examination by the college music staff to determine level of competence in performing a musical instrument or voice. One private per week; periodic examination given by music staff
Acceptable for credit: California State University
Students are assigned new musical works from the vast amount of repertoire that is available, allowing the student to continue the development of his/her technical abilities. Credit/No Credit Option

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 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 Chorale is a large ensemble open to all students by audition. Choral literature, representing various styles and periods, will be rehearsed and performed. A uniform fee may be required. This course may be repeated three times.

MUSIC 043A, B TECHNIQUES OF JAZZ IMPROVISATION
2 units each
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 048A SYMPHONY ORCHESTRA
1 Unit
Recommended preparation: Ability to play a standard symphonic instrument
Acceptable for Credit: University of California (Proposed), California State University
This course includes the study and performance of symphony orchestra literature focusing on the Classical era. Emphasis will be on group participation and public performance. Attendance at all scheduled performances is required. Credit/No Credit Option

MUSIC 048B SYMPHONY ORCHESTRA
1 Unit
Recommended preparation: Ability to play a standard symphonic instrument
Acceptable for Credit: University of California (Proposed), California State University
This course includes the study and performance of symphony orchestra literature focusing on the Romantic era. The emphasis is on group participation and public performance. Attendance at all scheduled performances is required. The ability to read music and to play an orchestral instrument is also required. Admission to the class is by audition only. Credit/No Credit Option

MUSIC 048C SYMPHONY ORCHESTRA
1 Unit
Recommended preparation: Ability to play a standard symphonic instrument
Acceptable for Credit: University of California (Proposed), California State University
This course includes the study and performance of symphony orchestra literature focusing on the Twentieth Century. Attendance at all scheduled performances is required. The ability to read music and to play an orchestral instrument is required. Admission to the class is by audition only. Credit/No Credit Option

MUSIC 048D SYMPHONY ORCHESTRA
1 Unit
Recommended preparation: Ability to play a standard symphonic instrument
Acceptable for Credit: University of California (Proposed), California State University
This course includes the study and performance of symphony orchestra literature focusing on American composers. Attendance at all scheduled performances is required. The ability to read music and to play an orchestral instrument is required. Admission to the class is by audition only. 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 is required. Credit/No Credit Option

MUSIC 051A JAZZ ENSEMBLE
2 Units
Recommended preparation: Ability to play a traditional jazz band instrument
Acceptable for Credit: University of California (Proposed), California State University
This course includes the study and performance of American Jazz literature, focusing on the Big Band era. There is an emphasis on group participation and public performance. Attendance at all scheduled performances is required. 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.
MUSIC 060C MASTERWORKS CHORALE - MODERN 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 more recent eras of music history (Impressionist, 20th Century, 21st Century), though other literature may also be programmed. This course may be repeated three times. Credit/No Credit Option

MUSIC 061 VOCAL JAZZ ENSEMBLE
2 units
Recommended Preparation: Previous choral experience; ability to sing in a choral group
Acceptable for credit: University of California, California State University
Study and performance of vocal jazz and popular music literature. Performances are given for wide variety of events: service organizations, civic groups, on-campus concerts, festivals and participation in annual concert tour. Attendance required at all rehearsals and performances. Admission by audition.

MUSIC 062A SOLO PERFORMANCE IN JAZZ AND POPULAR MUSIC
1 unit
Recommended Preparation: Previous Singing experience and ability to match pitch
Acceptable for credit: University of California, California State University
Students study and perform songs in the popular and jazz idiom. Proper vocal technique, stage presence, phrasing and styling, and the use of microphone are explored. This course may be repeated three times. Credit/No Credit Option

MUSIC 063A INTRODUCTION TO MUSIC PRODUCTION AND MULTI-TRACK RECORDING (FORMERLY: ELECTRONIC MUSIC)
3 units
Recommended Preparation: MUSIC 005, 003A or 003B
Acceptable for credit: California State University
A project based course providing specific training in MIDI performance techniques. The course covers computer based sequencing, signal processing, recording and score editing with computer-related instruments in a standard MIDI environment. This course may be repeated three times. Credit/No Credit Option

MUSIC 063B ADVANCED MUSIC PRODUCTION AND MULTI-TRACK RECORDING (FORMERLY: ELECTRONIC MUSIC)
3 units
Recommended Preparation: Music 063A
Acceptable for credit: California State University
A project based course providing appropriate training in intermediate-advanced MIDI performance techniques. The course covers intermediate-advanced computer based sequencing, original processing, recording and score editing with computer-related instruments in an intermediate-advanced MIDI environment. This course may be repeated three times. Credit/No Credit Option

MUSIC 064 SOUND DESIGN
3 units
This course is an introductory survey of sound types, techniques and the methods of their application for appropriate accompaniment to Computer Animation and Multi Media presentations. This course is West Valley College certificate applicable. This course may be repeated two times. Credit/No Credit Option

MUSIC 065A RECORDING ARTS I
3 units
Acceptable for credit: California State University
This course is a 4-part series of recording arts classes that will be the core of the Commercial Music Certificate. It is an introductory class to the audio recording arts. It covers basic recording studio skills including analog audio theory, signal flow, gain staging, microphones, mic placement and tracking.

MUSIC 065B RECORDING ARTS II
3 units
Recommended Preparation: MUSIC 065A
Acceptable for credit: California State University
This is a 4-part series of recording arts classes that will be the core of the Commercial Music Certificate. It is an intermediate class in the audio recording arts. It covers multi-track recording & overdubbing, outboard and on board signal processing, use of patch bays, mixing, automation and commercial music production.

MUSIC 066 COMPUTER LITERACY FOR MUSICIANS
1 unit
Acceptable for credit: California State University
This is a class designed to familiarize music students with the basics of MIDI, Notation and Digital Audio using computers and industry standard software. Credit/No Credit Option

MUSIC 069 COMMERCIAL MUSIC THEORY/SONGWRITING I
3 units
Recommended Preparation: MUSIC 005
Acceptable for credit: California State University
This class is designed to teach students the theory and techniques relevant to composing in a commercial song format. This course may be repeated one time. Credit/No Credit Option

MUSIC 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. Individual work on special topics in music by arrangement. 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.
Oceanography

THE FACULTY
Robert Lopez

DIVISION Science and Mathematics

DEPARTMENT CHAIR Dr. Robert Lopez

COUNSELING 408-741-2009

Oceanography is for explorers, for people interested in the ocean environment and in the physical processes that affect the coasts, seafloor, and water column. Oceanographers study volcanoes and sediment, water chemistry and atmospheric gases, glacial ice and global warming, marine ecology and habitat, earth and life through time, and the origins of the universe. At West Valley College, students can take the multidisciplinary course Oceanography 001, offered through the Department of Oceanography, and can choose from a variety of earth science and biological sciences courses offered through the Department of Geology and the Department of Biology.

Oceanography is a multidisciplinary science that applies the concepts of biology, chemistry, physics, mathematics, and engineering to the ocean world. Fields of study include physical oceanography, meteorology, geophysics, geochemistry, geology, volcanology, marine biology, environmental geology, and more. The multidisciplinary approach is what makes oceanography exciting and challenging for students with broad scientific interests and curiosity of how the ocean system works. The exploration of oceanography is a hands-on discipline that is best realized by seeing the ocean environment through field experience.

Learning Outcomes
To expose students to the ocean world in terms of physical-chemical processes that influences the biological part of the ocean ecosystem.

Career Options
Most job opportunities available to oceanography graduates are in physical oceanography: marine geology, ocean engineering, marine chemistry, and marine physics. Most marine geologists work for oil and mineral companies. Marine engineers are needed to design, construct, and maintain offshore oil rigs, ships, and harbor structures. Marine scientists work to figure out ways to stop marine corrosion and to extract chemicals from seawater. Marine biologists have fewer job opportunities. They can be employed at museums, aquariums, and marine theme parks. Some marine biologists work for sanitation districts to monitor waste discharge into the ocean. A degree in oceanography is an excellent background for teaching science at the secondary school level.

Highlights:
The Oceanography/Geology Department offers:
- Transferable courses (all Oceanography courses are transferable to UC or CSU)
- Marine Coastal Geology and San Francisco Bay Estuary Field trips
- Course Web Pages with Online Study Questions

Oceanography 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 sea.

Oceanography 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.

Oceanography 100 SPECIAL TOPICS
1-3 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**  
p 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 be able to:
- Describe the American legal system;
- Describe the practice of law and the paralegal's role in the legal profession;
- Demonstrate the skills and knowledge needed to work in civil litigation;
- Demonstrate the skills and knowledge needed to do legal research;
- Demonstrate strong written and oral communication skills;
- Apply the ethical rules and regulations applicable to paralegals and other legal professionals to given situations;
- Demonstrate knowledge and abilities based on the balanced education they receive from the integration of general education, legal theory, and practical legal course work;
- Demonstrate skills needed to function in those areas of practice offered as electives by the program.

**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.
3. Complete all courses and meet the general education requirements of the American Bar Association for the Paralegal Degree.

### Major Required Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>PARA 018 Legal Analysis</td>
<td>3</td>
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<tr>
<td>PARA 019 Introduction to Paralegal Studies</td>
<td>3</td>
</tr>
<tr>
<td>PARA 021 Introduction to American Law</td>
<td>3</td>
</tr>
<tr>
<td>PARA 022 Civil Litigation Procedures</td>
<td>3</td>
</tr>
<tr>
<td>PARA 023 Legal Research and Writing</td>
<td>3</td>
</tr>
<tr>
<td>PARA 024 Advanced Legal Research and Writing</td>
<td>3</td>
</tr>
<tr>
<td>PARA 025 Legal Ethics and Professional Conduct</td>
<td>1.5</td>
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<tr>
<td>PARA 029 Internship</td>
<td>3</td>
</tr>
<tr>
<td>PARA 040 Advanced Civil Litigation</td>
<td>3</td>
</tr>
<tr>
<td>PARA 065B Microsoft Word for the Law Office</td>
<td>3</td>
</tr>
</tbody>
</table>

**Electives from Recommended List**

Select a minimum of 12 units from the following courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>PARA 026 Technology in the Law Office</td>
<td>3</td>
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<tr>
<td>PARA 027 Corporate Law</td>
<td>3</td>
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<tr>
<td>PARA 028 Administrative Law</td>
<td>3</td>
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<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 034 Bankruptcy Law and Procedures</td>
<td>3</td>
</tr>
<tr>
<td>PARA 035 Introduction to Probate</td>
<td>3</td>
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<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>
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<tr>
<td>PARA 039 Constitutional Law</td>
<td>3</td>
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<tr>
<td>PARA 039 Paralegal Interviewing and Investigating</td>
<td>3</td>
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<tr>
<td>PARA 041 Torts</td>
<td>3</td>
</tr>
<tr>
<td>PARA 042 Criminal Trial Techniques for Paralegals</td>
<td>3</td>
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<tr>
<td>PARA 043 Law Office Management</td>
<td>3</td>
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<tr>
<td>PARA 044 Computerized Legal Research</td>
<td>3</td>
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<tr>
<td>PARA 047 Trademark Law</td>
<td>3</td>
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<tr>
<td>PARA 048 Copyright</td>
<td>3</td>
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<tr>
<td>PARA 049 Securities Regulations</td>
<td>3</td>
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<tr>
<td>PARA 050 Paralegal Field Experience</td>
<td>3</td>
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<tr>
<td>PARA 066 Legal Research on the Internet</td>
<td>3</td>
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<tr>
<td>PARA 076 Immigration and Naturalization Law For Paralegals</td>
<td>3</td>
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<tr>
<td>PARA 081C CLT: Legal Drafting/Correspondence</td>
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<tr>
<td>PARA 081D CLT: Legal Drafting/Plain Language Readings</td>
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<tr>
<td>PARA 081E CLT: Legal Drafting/Persuasive Writing</td>
<td>1</td>
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<tr>
<td>PARA 083A CLT: Evidence and Trial Prep</td>
<td>3</td>
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<tr>
<td>PARA 083B CLT: Electronic Evidence Discovery</td>
<td>1</td>
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<tr>
<td>PARA 083C CLT: Patent Law</td>
<td>3</td>
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<tr>
<td>PARA 091 Directed Studies</td>
<td>1</td>
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<tr>
<td>PARA 092 Directed Studies</td>
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<tr>
<td>PARA 093 Directed Studies</td>
<td>3</td>
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<tr>
<td>CA 046B Presentation, Powerpoint</td>
<td>1</td>
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</table>

**Recommended Preparations in Basic Skills**

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

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**PARA 018 LEGAL ANALYSIS**

5 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.

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**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.

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**PARA 021 INTRODUCTION TO AMERICAN LAW**

3 units  
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.

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**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.

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**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.

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**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
3 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 TECHNOLOGY 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 introduces the paralegal student to the nature of corporations including statutory aspects of formation, operation and dissolution of partners and partnerships. The course includes instruction in contracts and agency as applicable to real property transactions and related matters including recordation and promises.

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 PARA 023; Engl 001A
Acceptable for credit: California State University
The student applies knowledge/skills learned in the paralegal program through an internship in a law office or legal department under the supervision of a member of the California Bar Association. The course provides a forum to discuss various aspects of paralegal employment, legal ethics and 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 wills and estate planning. Study of basic substantive law and procedures. Study of basic will drafting and estate planning. 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 047 TRADEMARK LAW
3 units
Recommended Preparation: PARA 037
This course offers a practical approach to Trademark Law for paralegals. The procedures by which an applicant secures federal trademark registration are covered. The Lanham Act, as modified by the Trademark law Revision Act of 1988, is explored in detail. An overview of certification, collective and service marks are included in this course. Trademark infringement and remedies for infringement are covered. This course may be taken for a total of two times.

- 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.
### Course Information

**Course Units**

**Major Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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**Recommended Electives**

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<tr>
<td>PKMGT 024</td>
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**NOTE:** Park Management students cannot take LEAD 200A/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.

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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.
GEOPHYSICAL INFORMATION SCIENCE
(Certificate)
Required courses: (30 units)

<table>
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<tr>
<th>Course</th>
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<tr>
<td>PKMGT 010A Introduction to GIS and GPS</td>
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</tr>
<tr>
<td>PKMGT 010B Introduction to Desktop GIS</td>
<td>3</td>
</tr>
<tr>
<td>PKMGT 010C Spatial Analysis for GIS</td>
<td>3</td>
</tr>
<tr>
<td>PKMGT 010D Cartographic Design for GIS</td>
<td>3</td>
</tr>
<tr>
<td>PKMGT 010E Database Design and Management For GIS</td>
<td>3</td>
</tr>
<tr>
<td>PKMGT 016FGIS Internship</td>
<td>3</td>
</tr>
<tr>
<td>PKMGT 016B Introduction to Remote Sensing</td>
<td>3</td>
</tr>
<tr>
<td>PKMGT 016H Introduction to Computer-Aided Design</td>
<td>3</td>
</tr>
<tr>
<td>GEOG 001 Introduction to Physical Geography</td>
<td>3</td>
</tr>
<tr>
<td>GEOG 002 Introduction to Cultural Geography</td>
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</tbody>
</table>

PKMGT 010 INTRODUCTION TO PARK MANAGEMENT
3 units
Acceptable for credit: California State University
This course will provide an introduction to public land management. The student will have the opportunity to learn about a variety of city, county, state, regional, open space and federal park areas. Students will learn about the history of environmental thought. Students will learn about job opportunities in public land management and how to prepare for them. Students will learn about the current issues in natural and cultural resource management.

PKMGT 011 PARK COMMUNICATIONS
2 units
Acceptable for credit: California State University
Effective communication is vital to a successful career working for public and private land management agencies. This specialized class will explore techniques for communicating with the public, colleagues, and other agencies and organizations. Emphasis will be placed on developing strong interpersonal, oral and written communications skills within the context of natural and cultural resource agencies.

PKMGT 012A BASIC OUTDOOR SKILLS
3 units
Acceptable for credit: California State University
A course designed to acquaint the student with those skills necessary to camp and backpack using environmentally sensitive methods. Includes: equipment evaluation and use, backcountry first aid and those skills necessary for the back-country traveler. Two-day and three-day backpacking trip required.

PKMGT 012B INTERMEDIATE OUTDOOR SKILLS FOR THE PARK RANGER
3 units
Prerequisite: PKMGT 012A
Acceptable for credit: California State University
This course is divided into two different skill areas. The first half is designed to provide the student with the basic skills needed to travel safely in the backcountry in winter. Those skills include choosing appropriate methods of travel, using various techniques to stay warm and dry, constructing snow shelters, and assessing avalanche risk. The second half of the course provides the student with the basic skills necessary to rock climb and perform a basic rescue. Skills include understanding how to use climbing and rescue equipment, establishing anchors, rock climbing, and rappelling. Special fees and equipment are required. This course may be taken for a total of three times.

PKMGT 012C ADVANCED OUTDOOR SKILLS FOR THE PARK RANGER
3 units
Prerequisites: PKMGT 012A and PKMGT 012B
Acceptable for credit: California State University
This course is designed to review and then advance existing outdoor skills typical of those needed by rangers working in underdeveloped and remote settings. Emphasis will be placed on self-survival skills, technical rescue, extended medical care, independent critical thinking and teamwork. Special fees and equipment will be required. This course may be repeated once.

PKMGT 013 WILDLAND FIRE SUPPRESSION
2 units
Acceptable for credit: California State University
This course provides the training necessary for the federal Interagency "RED" card for wildland firefighter. Subjects include ignition, behavior, and spread of forest fires, influence and role of topography, fuels, philosophy behind prescribed fire, fire suppression equipment, methods of fire prevention and suppression, Incident Command System, and the national wildland fire control organizations.

PKMGT 014 CONSERVATION OF OUR NATURAL RESOURCES
3 units
Acceptable for credit: California State University
A course in the conservation of our natural resources with a view of conservation problems by considering the history of human populations in the relation to natural resources, their present predicament, and their future outlook. A look at conservation as it pertains to water, timber, wildlife, soil, air. This course is dual listed with BIO15.

PKMGT 015A DUTIES OF THE RANGER
3 units
Prerequisites: PKMGT 010, PKMGT 014
Acceptable for credit: California State University
The purpose of this course is to address specific contemporary topics and issues pertinent to the operation and management of public and private lands. This course will include strategies for invasive species reduction, wetland and desert land management, timber harvest management, visitor use management, hazardous materials management, search and rescue management, media relations, agency liability, visitor safety and ranger safety.

PKMGT 015B NATURAL AND CULTURAL RESOURCE INTERPRETATION
3 units
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, student 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 016G - INTRODUCTION TO REMOTE SENSING 3 units
Prerequisite: PKMGT 016A.
Acceptable for credit: California State University

This course introduces the concepts of remote sensing. This includes the physical basis for remote sensing, traditional aerial photography, photo interpretation, photogrammetry, satellite data and software-based image classification. 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

A course designed for Park Management majors containing studies in horticulture. The course is such that the student will receive a familiarity with various aspects of producing and tending lawns, shrubs and trees as it applies to recreational facilities.

PKMGT 018 PARK PLANNING AND DESIGN 2 units
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 emergency medical care in remote environments. Certification upon successful course completion includes WVC-PM’s “First Responder” and “Wilderness First Responder” and American Heart Association’s “CPR for the Healthcare Provider” or American Red Cross’ “CPR for the Professional Rescuer.” This course may be repeated once. Credit/No Credit Option

PKMGT 019A 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 013, PKMGT 014, PKMGT 018
Recommended Preparations: PKMGT 015B, 015C
Acceptable for credit: California State University

The students will apply knowledge and skills learned in the program through an internship at a selected park. The student, the park supervisor, and the faculty will agree upon and establish objectives that the student will accomplish during this practical experience in park operations. One hundred four hours/semester are required. This course may be repeated once.

PKMGT 021 PARK OPERATIONS LAB 1 unit
Prerequisites: PKMGT 010, 014
Recommended Preparation: PKMGT 013
Acceptable for credit: California State University

This course in park operations will take place in county parks, such as Sanborn/Skyline and Stevens Creek. Under supervision, students will experience ranger, maintenance and interpretive specialized instruction from county park personnel. Special term assignments and self-instructional units are required.

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 95. Some courses may also require a math course prior to enrollment. See individual course descriptions for math recommendations.
PKMGT 023 POWERSAWS
1.5 units
This course is designed to meet training requirements to work as a powersaw operator. The cutting techniques and procedures are applicable to all geographic areas of the country. The student will learn the powersaw mechanics and basic field maintenance, powersaw operation, bucking and felling, and brush clearing. Students who have also taken PKMGT 013 (or possess a current Basic Red Card), may receive the S-212 Wildfire Powersaws certificate. This course may be repeated once. Credit/No Credit Option

PKMGT 024 WILDERNESS NAVIGATION
1 unit
This land navigation course is intended to give the student a thorough understanding and skills in reading and using topographic maps, the compass, terrain reading and interpretation, and putting it altogether to navigate in the wilderness. This course will also cover using Global Positioning System (GPS) receiver and basic desktop computer mapping programs. This course may be repeated two times. 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 provides local park agencies with a short refresher 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.

PKMTG 150F MOUNTAIN MEDICINE
1 unit
Prerequisite: Must provide current proof of first aid and CPR Training at first class meeting
Review of common injuries and illnesses encountered in the wilderness and outdoor setting. Emphasis on patient assessment, scene management, field stabilization, use of improvised materials, and prolonged care of the patient. Course includes discussion of common maladies, proper nutrition and hydration, and psychological emergencies in wilderness settings. This course may be repeated three times. Credit/No Credit Option

PKMTG 150G BASIC RESPONSE TO A MAJOR INCIDENT-SEMS
.5 UNITS
This provides the student with basic information about the Standardized Emergency Management System (SEMS), Incident command System (ICS) and major incident planning, pre-planning, and response. This course explains the need to have a current and functioning emergency procedures plan in the workplace, the basic parts to this plan, and how to prepare the home and workplace for a major incident. This course is non-degree applicable and may be repeated once. 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 408-741-2637
E-MAIL 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. Professional
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)

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<tr>
<th>Course</th>
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<tr>
<td>PHIL 001</td>
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<td>Introduction to Logic 3</td>
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<td>PHIL 003</td>
<td>Introduction to Ethics 3</td>
</tr>
<tr>
<td>PHIL 004</td>
<td>Patterns in Comparative Religions 3</td>
</tr>
<tr>
<td>PHIL 016</td>
<td>Religious Pluralism in the United States 3</td>
</tr>
<tr>
<td>PHIL 021</td>
<td>World Philosophers on Death 3</td>
</tr>
<tr>
<td>PHIL 005</td>
<td>Introduction to Social and Political Ethics 3</td>
</tr>
<tr>
<td>PHIL 006</td>
<td>Introduction to the Philosophy of the Person 3</td>
</tr>
<tr>
<td>PHIL 012</td>
<td>Introduction to Environmental Ethics 3</td>
</tr>
<tr>
<td>PHIL 017</td>
<td>Logic &amp; Critical Reasoning 3</td>
</tr>
<tr>
<td>PHIL 022</td>
<td>Philosophy of Religion 3</td>
</tr>
<tr>
<td>Total Units</td>
<td>21</td>
</tr>
</tbody>
</table>

PHILOSOPHY: A.S. Degree

PHILOSOPHY: A.S. Degree

PHIL 001 INTRODUCTION TO PHILOSOPHY
3 units
Acceptable for credit: University of California, California State University.
This course is an introduction to philosophical problems and the various approaches to their solutions. The student will be exposed to selected systems of Western philosophy with emphasis on how these systems are relevant to solving the problems of contemporary existence. The course will explore answers to such questions as: What is reality? What, if anything, makes an act right or wrong? 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 comprising both 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 for 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 005)

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 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 the major Western and non-Western religions to perennial problems of human life. Major topics include: characterization of the religious vs. the secular point of view; arguments in favor of the religious stance; arguments in opposition to the religious stance; the relationship of religion to science, ethics, and philosophy; the nature and validity of religious knowledge; the beliefs of major world religions and how these beliefs are expressed; how different religious beliefs affect the culture and history of European, Arabic, and Asian peoples. 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 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 philosophy behind and 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: Eng 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 the principles 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, aborigine, 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 viewpoint. 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</td>
<td>Basic Photography (Lecture) 3</td>
</tr>
<tr>
<td>PHOTO 001L</td>
<td>Basic Photography (Laboratory) 0</td>
</tr>
<tr>
<td>PHOTO 021A</td>
<td>Studio Photography/Product Lighting 2</td>
</tr>
<tr>
<td>PHOTO 030</td>
<td>Basic Color Photography 4</td>
</tr>
<tr>
<td>PHOTO 045A</td>
<td>Field Studies 1</td>
</tr>
<tr>
<td>PHOTO 049A</td>
<td>Darkroom Apparatus and Techniques 1</td>
</tr>
<tr>
<td>PHOTO 060</td>
<td>Introduction to Electronic Imaging 3</td>
</tr>
<tr>
<td>PHOTO 061</td>
<td>Intermediate Electronic Imaging 2</td>
</tr>
<tr>
<td>PHOTO 062</td>
<td>Advanced Electronic Imaging 2</td>
</tr>
</tbody>
</table>

Recommended Electives

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHOTO 002</td>
<td>Intermediate Photography (Lecture) 3</td>
</tr>
<tr>
<td>PHOTO 002L</td>
<td>Intermediate Photography (Laboratory) 0</td>
</tr>
<tr>
<td>PHOTO 020A</td>
<td>Studio Photography/Portraiture 2</td>
</tr>
<tr>
<td>PHOTO 021B</td>
<td>Intermediate Studio Photo/Product Lighting 2</td>
</tr>
<tr>
<td>PHOTO 045B</td>
<td>Field Studies 1</td>
</tr>
<tr>
<td>PHOTO 045C</td>
<td>Field Studies 1</td>
</tr>
<tr>
<td>PHOTO 049B</td>
<td>Darkroom Apparatus and Techniques 1</td>
</tr>
<tr>
<td>PHOTO 072</td>
<td>Environmental Portraits 1</td>
</tr>
<tr>
<td>PHOTO 073</td>
<td>Photographing Your Art 1</td>
</tr>
<tr>
<td>PHOTO 074</td>
<td>Close-up Photography 1</td>
</tr>
<tr>
<td>PHOTO 075</td>
<td>Photo Projects for the Instructor 1</td>
</tr>
<tr>
<td>PHOTO 091-093</td>
<td>Directed Studies (total Maximum of) 3</td>
</tr>
<tr>
<td>ART 001A</td>
<td>Survey of Western Art 1 3</td>
</tr>
<tr>
<td>ART 001B</td>
<td>Survey of Western Art 2 3</td>
</tr>
<tr>
<td>ART 001D</td>
<td>Art of the 20th Century 3</td>
</tr>
<tr>
<td>ART 004</td>
<td>Art Appreciation 3</td>
</tr>
<tr>
<td>JOURN 057</td>
<td>Newspaper Photography 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.

- 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 prerequisites are ADVISORY.
# 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 Basic Photography Lecture</td>
<td>3</td>
</tr>
<tr>
<td>PHOTO 001L Basic Photography Laboratory</td>
<td>0</td>
</tr>
<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 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 049B Darkroom Apparatus and Techniques</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 Intermediate Studio Photography/Portraiture</td>
<td>2</td>
</tr>
<tr>
<td>PHOTO 021A Studio Photography/Product Lighting</td>
<td>2</td>
</tr>
<tr>
<td>PHOTO 021B Intermediate Studio Photography/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 060 Intro to Photoshop</td>
<td>1</td>
</tr>
<tr>
<td>PHOTO 061 Intro to Photoshop</td>
<td>1</td>
</tr>
<tr>
<td>PHOTO 062 Advance Photoshop</td>
<td>1</td>
</tr>
<tr>
<td>PHOTO 072 Environmental Portraits</td>
<td>1</td>
</tr>
<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 3 units)</td>
<td>3</td>
</tr>
<tr>
<td>ART 001A Survey of Western Art I</td>
<td>3</td>
</tr>
<tr>
<td>ART 001B Survey of Western Art II</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 057 Newspaper Photography</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)

3 units
Corequisites: Photo 001L and Photo 049A
Acceptable for credit: University of California, California State University
In this course, students study the basic theory of digital and traditional film-based photography. This course covers composition, basic optics, camera exposure, filters, artificial light and photographic history. This course also explores the advantages of both digital and film-based processes, as well as their similarities. This course offers the student the opportunity to gain a solid understanding of both digital and traditional film-based cameras and processes. This course offers some of the skills necessary for entry into commercial photography.

## PHOTO 001L BASIC PHOTOGRAPHY (LABORATORY)

0 unit
Prerequisites: Photo 001L and Photo 049A
This lab course focuses on the application of the basic theory of photography, including camera techniques, composition, film developing, digital workflow and printing. Students must supply their own adjustable (F-stop and shutter speed) digital and/or film camera and all expendable photographic supplies used in the course. This course offers skills for entry into commercial photography.

## PHOTO 002 INTERMEDIATE PHOTOGRAPHY (LECTURE)

3 units
Prerequisites: Photo 001 and Photo 001L (day or night)
Corequisites: Photo 020L and Photo 049B
Acceptable for credit: California State University
The study of the advanced theory of photography including special camera techniques, perspective control, color photography, silver and non-silver systems. Students not attending the first meeting of both lecture and lab will be dropped from the course. Day lecture students must take a day lab section. Night lecture students must take a night lab section.

## PHOTO 002L INTERMEDIATE PHOTOGRAPHY (LABORATORY)

0 units
Prerequisites: Photo 001 and Photo 001L (day or night)
Corequisites: Photo 002, Photo 049B
The application of the advanced theory of photography including special camera techniques, perspective control and color photography. Students not attending the first meeting of both lecture and lab will be dropped from the course. Day lecture students must take a day lab section. Night lecture students must take a night lab section. Students must supply their own adjustable focus and exposure camera and all expendable photographic supplies used in the course.

## PHOTO 020A STUDIO PHOTOGRAPHY - PRODUCT LIGHTING

2 units
Prerequisite: Photo 001 and Photo 001L (day or night)
Acceptable for credit: California State University
This course will build upon the skills and techniques taught in Photo 020A and will offer new concepts such as half, three-quarter and full-length portraits, family groups, location portraits, executive and children portraits, in-camera vignetting and diffusion. Students must supply their own adjustable focus and exposure camera and all expendable photographic supplies used in the course.

## PHOTO 020B INTERMEDIATE STUDIO PHOTOGRAPHY (PORTRAiture)

2 units
Prerequisite: Photo 001 and Photo 001L (day or night) and 020A
Acceptable for credit: California State University
This course will build upon the skills and techniques taught in Photo 020A and will offer new concepts such as half, three-quarter and full-length portraits, family groups, location portraits, executive and children portraits, in-camera vignetting and diffusion. Students must supply their own adjustable focus and exposure camera and all expendable photographic supplies used in the course.

## PHOTO 021A STUDIO PHOTOGRAPHY - PRODUCT LIGHTING

2 units
Prerequisite: Photo 001 and Photo 001L (day or night)
Acceptable for credit: California State University
This course will build upon the skills and techniques taught in Photo 021A and will offer new concepts such as in-camera masking for backgrounds, producing color correction and black and white filters will be demonstrated as well as different auxiliary lenses will be stressed. The student must supply his own non-automatic focus and exposure camera, and all expendable photographic materials used in the course.

## PHOTO 021B INTERMEDIATE STUDIO PHOTOGRAPHY PRODUCT LIGHTING

2 units
Prerequisite: Photo 021A
Acceptable for credit: California State University
This course will build upon the skills and techniques taught in Photo 021B and will offer new concepts such as in-camera masking for backgrounds, producing color correction and black and white filters will be demonstrated as well as different auxiliary lenses will be stressed. The student must supply his own non-automatic focus and exposure camera, and all expendable photographic supplies used in the course.

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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.
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 followed by an off-campus field trip. A critique of photo 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 049A, B DARKROOM APPARATUS AND TECHNIQUE  
1 unit each  
Photo 049A corequisite: Photo 001, Photo 001L (day or night)  
Photo 049B prerequisite: Photo 001, Photo 001L (day or night)  
Photo 049B corequisite: Photo 002, Photo 002L (day or night)  
Acceptable for credit: California State University  
Primarily for well-qualified photo students desiring extra laboratory time to complete additional projects in areas such as advanced printmaking, darkroom theory, photographic chemistry, optics, filter control, artificial light and use of specialized photographic equipment. Students must supply their own adjustable focus and exposure camera and all expendable photographic supplies used in the course. 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 CSs will be produced and will be manipulated along with pre-manufactured CDs.

PHOTO 072 ENVIRONMENTAL PORTRAITS  
1 unit  
Prerequisite: Photo 001 and Photo 001L (day or night)  
Acceptable for credit: California State University  
This course will teach the use of natural light reproducing beautiful portraits in outdoor settings. Techniques of posing, camera operation and accessories and the use of light control equipment will be a part of the information provided. Students must supply their own adjustable focus and exposure camera and all expendable photographic supplies used in the course. Credit/No Credit Option

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

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 photographic 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 teachers 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 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

• 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 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-Autio
Jennifer Kerwin
Carol Knight
Patricia Louderback
Julie Lowry
Steven McCann
Ann Malmuth-Ohn
Mike Perez
Diane Rudy
Gaspar Silveira
Paul Starks
John Vlahos
Bruce Watson
James Winkler
Joan Worley

(Also see Health Education and Nutrition Studies)

DIVISION          Physical Education
DIVISION CHAIR    Joan Worley
DEPARTMENT CHAIR  Steve McCann
ATHLETIC DIRECTOR Mike Perez
PHONE             408-741-2017
E-MAIL            diane_rudy@westvalley.edu
COUNSELING       408-741-2009

The West Valley College Physical Education program is designed to prepare the student to become a physically educated individual. In this pursuit, the student acquires skills necessary to perform a variety of physical activities, is physically fit, participates regularly in physical activity, understands the implications of and the benefits 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/Dive master
- 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   Units         Course   Units
BIO 047*  Human Anatomy  5        CHEM 030A  Fundamentals of Chemistry  3
BIO 048*  Human Physiology 5        H.ED 005  First Aid/Adult CPR/AED  1.5
H.ED 011  CPR/AED  .5        PE.TH 030  Intro to Physical Education  3
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.

Chem 030A and Math 000G are prerequisites for Upper Division courses at San Jose State University within the Department of Human Performance. Although not required for the A.A. degree at West Valley College, it is highly recommended that these courses be completed at West Valley College. These two courses satisfy General Education requirements.

**Achieve at least beginning level in a minimum of 6 activities selected from at least 4 of the following categories: Aquatics, Team Sports, Individual Sports, Dance, Combative/Conditioning, Racquet Sports. See a counselor for specific sports and requirements.

Aquatic Sports
2.02  Concepts of Coaching
2.04  Swimming Beg
2.05  Swimming Int
2.06  Swimming Adv
2.07  Master’s Swimming

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
3.10  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
3.25  Tap Dance Intermediate
3.26  Beg country Western Line Dance
3.27  Int Country Western Line Dance

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.
Team Sports

8.03 Baseball Adv
8.04 Basketball Men
8.07 Adv Techniques of Football
8.08 Soccer Men
8.09 Soccer Adv Men
8.10 Soccer Women
8.12 Softball Men
8.13 Softball Int
8.14 Track & Field Fundamentals Adv
8.15 Volleyball Beg Skills
8.16 Volleyball Int Skills
8.17 Volleyball Adv Skills
8.18 Volleyball Outdoor Sand & Grass Doubles
8.19 Volleyball Adult Camp

Intercollegiate Athletics

9.01 Intercollegiate Baseball Men
9.02 Intercollegiate Basketball Men
9.04 Intercollegiate Cross Country Men
9.05 Intercollegiate Cross Country Women
9.06 Intercollegiate Football Men
9.07 Intercollegiate Soccer Men
9.08 Intercollegiate Soccer Women
9.09 Intercollegiate Softball Women
9.10 Intercollegiate Swimming Men
9.11 Intercollegiate Swimming Women
9.12 Intercollegiate Track Men
9.13 Intercollegiate Track Women
9.14 Intercollegiate Volleyball Men
9.15 Intercollegiate Volleyball Women
9.16 Intercollegiate Water Polo Men
9.17 Intercollegiate Wrestling Men
9.18 Intercollegiate Water Polo Women
9.19 Intercollegiate Pre-Season Conditioning I

Intramurals

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

Mind/Body/Wellness

PE 11.01 Yoga for Health
PE 11.02 Intermediate Asana-Hatha Yoga
PE 11.03 Gentle Restorative Exercise
PE 11.04 Power Postures
PE 11.07 Tai Chi
PE 11.08 Pilates Mat Workout
PE 11.09 Intermediate Pilates Mat Workout
PE 11.10 Weigh Down

Marine Diving Education

PE 7.23 Scuba Diving
PE 7.24 Scuba Diving Adv
PE 12.03 Dive master
PE 12.04 Assistant Scuba Diving Instructor
PE 12.05 Scuba Instructor
PE 12.10 Research Diver

Recommended Electives:

PE.TH 038A Intro to Sports Medicine 3
PE.TH 080 Aerobic Leadership Training 2
PE 4.18 Personal Fitness Appraisal .5
H.ED 008 Contemporary Health Issues 3
H.ED 010 Health, Human Sexuality 3

PHYSICAL EDUCATION – EXERCISE SCIENCE/SPORTS MEDICINE PROGRAM (CERTIFICATE)

Required Courses (17 units)

Course Units
PE 4.12 Fitness, Stretching and Flexibility 1
PE 4.18 Personal Fitness Appraisal .5
PE.TH 038A Introduction to Sports Medicine 3
PE.TH 042 Principles of Strength Training/Conditioning 3
NS 022 Sports Nutrition 3
H.ED 005 First Aid/Adult CPR/AED 1.5
Electives 5

Electives – Complete 4 units from the following:

HTECH 070 Introduction to Holistic Medicine 1
HTECH 071A Basic Massage Therapy 2
PE 4.31 Core Training 1
PE.TH 039A Sports Injury Management and Rehabilitation 2
PE.TH 041 Skill Competencies in Athletic Training 1
PE.TH 044 Lifetime Fitness-Wellness Center 2
PE PE Activity Courses 2

Select the one PE Activity course unit 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.

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.

WEST VALLEY COLLEGE 2008 • 2009 CATALOG
PHYSICAL EDUCATION-Group Exercise Leader (Certificate)  
Required Courses (16 units)  
Course | Units  
--- | ---  
PE.TH 038A Intro to Sports Medicine | 3  
PE.TH 042 Prin of Strength Training and Conditioning | 3  
PE.TH 060 Aerobics Leadership Training | 2  
PE.4.18 Personal Fitness Appraisal | .5  
H.ED 011 First Aid/CPR/AED | .5  
NS 022 Sports Nutrition | 3  
Electives: Complete 4 units from the following:  
| Course | Units  
--- | ---  
Couns 018 Job Search Methods | 1  
PE.4.03 Aerobics | 1  
PE.4.05 Aqua Aerobics | 1  
PE.4.22 Step Fitness | 1  
PE.4.27 Yoga for Health | 1  
PE.4.29 Body Sculpting | 1  
PE.4.30 Functional Fitness | 1  
PE.4.36 Pilates | 1  
PE.6.09 Cardio Kickboxing | 1  
PE.7.26 Studio Cycling | 1  
A certificate will be awarded upon completion of the 16 units with a C grade or better in each course.

PHYSICAL EDUCATION-Dance Specialist (Certificate)  
Required Courses (17 units total)  
(12 units required, 5 units elective)  
Course | Units  
--- | ---  
PE.TH 052 Techniques of Teaching Dance | 2  
PE.TH 043 Sports Injuries | 1  
PE.3.05 Choreography | 2  
THEAR 022A Reh/Perf: Costume AND OR  
THEAR 022A Reh/Perf: Make-up | 1  
THEAR 022B Reh/Perf: Costume/Make-up | 2  
Elective Courses: Choose from 5 units of Intermediate level dance classes  
| Course | Units  
--- | ---  
PE.3.19 Rehearsal and Performance in Dance | 2  
PE.3.29 Rehearsal and Performance in Dance | 1  
PE.3.34 Studio Dance Production | 1  
PE.TH 051 Dance in America | 3  
PE.TH 042 Principles of Strength Training and Conditioning | 3  
THEAR 018A Introduction to Stage Lighting | 3  
MUSIC 010 Music Appreciation | 3  
After completing 17 units, students will receive a Dance Specialist Certificate.

PHYSICAL EDUCATION-Marine Diving Education Program – SCUBA Leadership "Certificate of Proficiency"  
Course | Units  
--- | ---  
PE 7.23 SCUBA | 2  
PE 7.24 Advanced SCUBA | 2  
H.ED 005 First Aid/C.P.R. (or equivalency) | 1.5  
Electives: Complete 4 units from the following:  
| Course | Units  
--- | ---  
Couns 018 Job Search Methods | 1  
PE.4.03 Aerobics | 1  
PE.4.05 Aqua Aerobics | 1  
PE.4.22 Step Fitness | 1  
PE.4.27 Yoga for Health | 1  
PE.4.29 Body Sculpting | 1  
PE.4.30 Functional Fitness | 1  
PE.4.36 Pilates | 1  
PE.6.09 Cardio Kickboxing | 1  
PE.7.26 Studio Cycling | 1  
A certificate will be awarded upon completion of the 16 units with a C grade or better in each course.

PHYSICAL EDUCATION-Marine Diving Education Program – Advanced Marine Diving "Certificate of Proficiency"  
Course | Units  
--- | ---  
PE 7.23 SCUBA | 2  
PE 7.24 Advanced SCUBA | 2  
H.ED 005 First Aid/C.P.R. (or equivalency) | 1.5

Adapted Physical Education  
Adapted Physical Education courses are designed for students with a temporary or permanent 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.  
The adapted physical education program is handled by a specialist who designs physical education programs for the disabled and offers an individual program geared to meet each student’s need.

PE 1.03 ADAPTED PHYSICAL EDUCATION  
.5 unit  
Acceptable for credit: University of California, California State University  
Emphasis is for those with a temporary or permanent disability.  
The adaptive physical education program is handled by a specialist who designs physical education programs for the disabled and offers an individual program geared to meet each student’s need.

PE 1.08 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.  
This course is designed to satisfy the need for daily cardiovascular activity, flexibility, and general training. The use of bicycles, the treadmill, and the track will be alternated as activities.

PE 1.09 ADAPTED PHYSICAL EDUCATION-GENERAL FITNESS  
.5 unit  
Acceptable for credit: University of California, California State University  
Emphasis is for those with a temporary or permanent disability.  
This course is designed to teach skills needed for daily cardiovascular activity, flexibility, and general training. The use of bicycles, the treadmill, and the track will be alternated as activities.

PE 1.10 ADAPTED PHYSICAL EDUCATION PERCEPTUAL MOTOR DEVELOPMENT  
1 unit  
Acceptable for credit: University of California, California State University  
Emphasis is for those with a temporary or permanent disability.  
This course explores the different components of perceptual motor learning through the auditory, visual, tactile and kinesthetic senses. Simple to complex motor movement activities will be introduced and experienced.

PE 1.12 ADAPTED PHYSICAL EDUCATION RHYTHMIC AEROBICS  
1 unit  
Acceptable for credit: University of California, California State University  
Emphasis is for those with a temporary or permanent disability.  
This course is designed to teach skills needed for daily cardiovascular activity through the use of rhythmic aerobics. Exercises will develop the cardiovascular and muscular systems to enable students to function more efficiently and effectively within their own abilities.

PE 1.13 ADAPTED PHYSICAL EDUCATION RHYTHMIC AEROBICS  
.5 unit  
Acceptable for credit: University of California, California State University  
Emphasis is for those with a temporary or permanent disability.  
This course is designed to teach skills needed for daily cardiovascular activity through the use of rhythmic aerobics. Exercises will develop the cardiovascular and muscular systems to enable students to function more efficiently and effectively within their own abilities.

PE 1.14 ADAPTED SPORTS CONDITIONING: AQUA TRAINING  
1 unit  
Acceptable for credit: University of California, California State University  
Emphasis is for those with a temporary or permanent disability.  
This class is designed for the physically disabled student who wants to develop a highly conditioned body in the areas of strength, flexibility, and endurance, using the medium of water.

PE 1.16 SPORTS CONDITIONING: WEIGHT TRAINING  
1 unit  
Acceptable for credit: University of California, California State University  
Emphasis is for those with a temporary or permanent disability.  
This class is designed for the physically disabled student who wants to develop a highly conditioned body in the areas of strength, flexibility, and endurance so they can compete in a variety of athletic events.

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.
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 1.29 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 2.04 SWIMMING-BEGINNING
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 2.05 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 3.02 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 Preparation: PE 3.02
Acceptable for credit: University of California, California State University
This course is designed to introduce students to the discipline, aesthetic, traditions and historical backgrounds of classical ballet at the intermediate level.

PE 3.05 CHOREOGRAPHY FOR MODERN AND JAZZ DANCE
2 units
Acceptable for credit: University of California, California State University
The student will be introduced to the skills of making dances and will participate in class, college, and community performances. This course includes an overview of the field of choreography, a study of the elements of dance (time, shape, space, and energy), composition, presentation, and critique of movement problems.

PE 3.06 BEGINNING COUNTRY WESTERN DANCE
1 unit
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.

• 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.

PE 3.07 INTERMEDIATE COUNTRY WESTERN DANCE
1 unit
Recommended Preparation: PE 3.06
Acceptable for credit: University of California, California State University
This is an intermediate level Country Western Dance course designed to increase the student’s skills and techniques. Proficiency in the steps, dances and styling of Country Western Dance will be enhanced.

PE 3.08 THE FLAMENCO DANCE OF SPAIN
1 unit
Acceptable for credit: University of California, California State University
The flamenco dance is the most popular of Spanish theatrical dance forms. Its folkloric influences include the dance cultures of the East Indians, the Moors and the Andalusians. This course introduces the student to the movement vocabulary of the Flamenco Dance, its music, and its origins.

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 Preparation: PE 3.10.
Acceptable for credit: University of California, California State University
This course is designed for the intermediate student and includes opportunities to learn the basic skills of folk dance, to develop an appreciation for cultural styles and dance patterns from many countries, and to give the student knowledge which he/she may carry on in many varied recreational situations.

PE 3.12 JAZZ DANCE-BEGINNING 1
1 unit
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 3.14 JAZZ DANCE-INTERMEDIATE
1 unit
Recommended Preparation: PE 3.12
Acceptable for credit: University of California, California State University
This intermediate level course is designed to increase the student’s skill and understanding in the varied theories, styles and techniques of the jazz idiom.

PE 3.15 MODERN DANCE-BEGINNING 1
1 unit
Acceptable for credit: University of California, California State University
This is a course for beginning students in modern dance. It will provide the knowledge and practice necessary for gaining personal skills and experience in technique and composition commensurate with the achievement level of beginning dance students.

PE 3.16 MODERN DANCE-INTERMEDIATE
1 unit
Recommended Preparation: PE 3.15.
Acceptable for credit: University of California, California State University
This intermediate level modern dance course is designed to increase the students skill, technique and composition. Students will gain increased insight into the creative process and further develop the body as an instrument for communication.

PE 3.17 MODERN DANCE-INTERMEDIATE
1 unit
Recommended Preparation: PE 3.15.
Acceptable for credit: University of California, California State University
This intermediate level modern dance course is designed to increase the students skill, technique and composition. Students will gain increased insight into the creative process and further develop the body as an instrument for communication.

PE 3.18 DANCE WORKSHOP
1 unit
Recommended Preparation: Beginning level or equivalent dance skills in the area of emphasis: PE 3.06, 3.08, 3.09, 3.12, 3.15, 3.20 or 3.23.
Acceptable for credit: University of California, California State University
This course is designed to provide students with an opportunity to work intensively on their technique and performance skills in a specific dance area.

PE 3.19 REHEARSAL AND PERFORMANCE IN DANCE
2 units
Acceptable for credit: University of California, California State University
This course is designed to give the student an opportunity to rehearse and perform dances in an informal setting at the college and at various locations in the West Valley community. Emphasis will be on group participation in all areas of dance production. The course will include dance warm-ups and techniques, improvisational studies, choreographic studies, group and solo rehearsals of finished dances; class, college and community performances.

PE 3.20 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 3.22 SOCIAL DANCE-INTERMEDIATE
1 unit
Recommended Preparation: 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 3.23 TAP DANCE-BEGINNING 1
1 unit
Acceptable for credit: University of California, California State University
This course is designed to teach the beginner basic tap dance skills as well as tap dance technique, style, structure, improvisation and composition.

PE 3.24 TAP DANCE-BEGINNING 2
1 unit
Recommended Preparation: PE 3.23
Acceptable for credit: University of California, California State University
This course is designed to teach the advanced beginner tap dance skills as well as tap dance technique, style, structure, improvisation and composition.

PE 3.25 TAP DANCE-INTERMEDIATE
1 unit
Recommended Preparation: PE 3.23
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
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:

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 MERENEGUE
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

PE 3.36 - CHOREOGRAPHY
1 unit
Acceptable for Credit: University of California (proposed), California State University
This course includes an overview of the field of choreography and a study of the elements of dance composition as related to a specific form of dance. Students participate in class and college performances. Credit/No Credit Option

PE 3.37 THE FLAMENCO DANCE OF SPAIN - INTERMEDIATE
1 unit
Acceptable for Credit: University of California (proposed), California State University
This course focuses on intermediate flamenco dance technique and the performance of flamenco dance studies. This course also explores the intersection of flamenco dance with poetry and music. Previous Flamenco Dance experience recommended. 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.
PE 4.18 PERSONAL FITNESS APPRAISAL
.5 Unit
This course is designed to provide an increased self-awareness of personal fitness levels and fitness concepts through course activities and laboratory testing of physical fitness components (cardio-vascular, muscular, flexibility and body composition). The instructor will provide an exercise prescription for an ongoing training program which will be monitored throughout the duration of the class.

PE 4.22 FITNESS, STEP
1 unit
Acceptable for credit: University of California, California State University
This course will provide students of all cardiovascular fitness levels the opportunity to participate in a movement experience using the Step Fitness movement method and equipment. The student will progress through the height levels and the step levels that will allow for his/her optimum fitness improvement.

PE 4.24 FITNESS, TOTAL - MEN
1 unit
Acceptable for credit: University of California, California State University
Students are exposed to the principles of exercise which will increase cardiovascular condition, muscular strength and endurance, body flexibility, and methods to release body tensions. Emphasis on needs/skills of men

PE 4.25 FITNESS, TOTAL - WOMEN
1 unit
Acceptable for credit: University of California, California State University
Students are exposed to the principles of exercise which will increase cardiovascular condition, muscular strength and endurance, body flexibility, and methods to release body tensions. Emphasis on needs/skills of women.

PE 4.26 GET FIT LAB
1 unit
Acceptable for credit: University of California, California State University
This course offers the opportunity for participation in an assortment of exercise programs to improve cardiovascular endurance, local muscular endurance, muscular strength, and joint mobility. Selected field and laboratory tests of physical fitness are administered before, during, and after participation in an exercise program. This course will focus on safe and sane approaches to diet and exercise, information on cardiac risk, stress management, and guidelines for weight control.

PE 4.28 FITNESS JOGGING
1 unit
Acceptable for credit: University of California, California State University
Students are exposed to the benefits of exercise through fitness jogging. The principles of exercise which will increase cardiovascular conditioning, endurance, flexibility and methods of releasing body tensions will be introduced.

PE 4.29 BODY SCULPTING
1 unit
Acceptable for credit: University of California, California State University
This course will provide students with the opportunity to gain improved muscular strength and endurance through the use of free weights and resistive types of exercises. The workout is structured and the movements are set to music. Credit/No Credit Option

PE 4.30 FUNCTIONAL FITNESS
1 unit
Acceptable for credit: University of California, California State University
This course will provide students with the opportunity to gain muscular strength, balance, coordination, speed, power and agility by performing conditioning drills using plyometrics, medicine balls, agility domes, speed ladders, Tai Chi, and yoga. Movement patterns will improve skills for running, jumping, throwing, kicking, lunging, and swinging. These movement patterns will train students to be functionally strong for competitive sports and active lifestyles.

PE 4.31 CORE TRAINING
1 unit
Acceptable for credit: University of California, California State University
This course will provide students with the opportunity to gain muscular strength for trunk stabilization. Movement patterns that strengthen the abdominals, obliques, hips and lower back will be emphasized. Increases in core strength will improve the student’s ability to function in daily activities with proper biomechanics and less risk of injury.

PE 4.32 FITNESS: BOOT CAMP
1 Unit
Acceptable for credit: University of California, California State University
This course will provide students with the opportunity to gain improved fitness, muscle strength, and endurance. This course will utilize campus grounds and incorporate exercise stations such as obstacle courses, hurdles, and rope climbing. Other training activities will include running, calisthenics, and jumping rope.

PE 4.33 CARDIO CROSS TRAINING
1 Unit
Acceptable for credit: University of California, California State University
This course will provide students with the opportunity to gain improved cardio-respiratory fitness, flexibility, and muscle strength. This course will utilize exercise equipment to improve cardio-respiratory fitness. Equipment will include the stair-master, stationary bike, treadmill, seated rowing machine, and other apparatus.

PE 4.34 SPIRIT TEAMS
2 units
Acceptable for credit: California State University
This course will provide students with the opportunity to gain muscular strength, flexibility and endurance for the sport of cheerleading. Training skills for cheering, dancing, jumping and stunting will be emphasized. Instruction of proper form and technique will prepare students for cheering performances and competition.

PE 4.35 TRAIL RUNNING
1 unit
Acceptable for credit: University of California, California State University
This course will introduce students to the benefits of exercise through trail running. The principles of exercise, which will increase cardiovascular conditioning, endurance, flexibility and methods of releasing body tensions will be introduced.

PE 4.40 CARDIO TENNIS
1 unit
Acceptable for credit: California State University
This course presents an introduction to amateur wrestling that will provide vigorous activity and basic skills including rules and procedures related to the conduct of matches. Emphasis on needs/skills of men.

Combatives and Martial Arts

PE 6.02 KARATE-BEGINNING
1 unit
Acceptable for credit: University of California, California State University
This course introduces the student to the basic skills of Karate.

PE 6.03 SELF-DEFENSE
1 unit
Acceptable for credit: University of California, California State University
Students are instructed in methods and techniques of self-defense which will help them recognize and avoid dangerous situations. Techniques will be presented in the defense of oneself when under attack.

PE 6.05 TECHNIQUES OF AMATEUR WRESTLING
1 unit
Acceptable for credit: University of California, California State University
Intermediate skills and techniques of the art of karate and other Japanese martial art forms are presented. Content includes analysis and application of movement; individual and group interaction and uses of karate.

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 975. 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 kick boxing. Training will include conditioning and flexibility exercises. Sparring drills, bag work, timing and focus training will be presented. Self-defense techniques will also be introduced.

**PE 6.08 FITNESS BOXING**
1 unit
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
Recommended Preparation: PE 7.02
Acceptable for credit: University of California, California State University
This course provides students with the opportunity to master individual skills and strategies of badminton at the intermediate level.

**PE 7.04 INTRO TO SPORT CLIMBING/ROCK CLIMBING**
1 unit
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 7.10 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
Recommended Preparation: PE 7.10
Acceptable for credit: University of California, California State University
This course is designed to help intermediate golfers develop more advanced skills in the game of golf. A greater emphasis is placed on the technical aspects of the swing.

**PE 7.12 GOLF-ADVANCED**
2 units
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 7.13 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 on-snow practice are provided through scheduled field trips.

**PE 7.14 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 7.15 ADVANCED BEGINNER TENNIS**
1 unit
Recommended Preparation: PE 7.14
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 7.16 INTERMEDIATE TENNIS**
1 unit
Recommended Preparation: PE 7.15
Acceptable for credit: University of California, California State University
This course in tennis is designed to give the student greater insight into the game through a series of intermediate learning experiences. Mastery of these skills will enable the student to progress to another level of tennis.
Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading GSS. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.

**PE 7.21 ADVANCED TENNIS**
1 unit
Recommended Preparation: PE 7.20
Acceptable for credit: University of California, California State University
This course is designed for the student who has played or desires to play tournament tennis. Advanced skills and strategy will be reviewed and practiced to further enhance the student’s tennis knowledge and techniques.

**PE 7.22 TOURNAMENT TENNIS**
1 unit
Recommended Preparation: PE 7.21
Acceptable for credit: University of California, California State University
This course is designed for the student with the opportunity for further mastery of specific tennis skills and strategies at an advanced level.

**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 consent”. Acceptable for credit: University of California, California State University
This course will present advanced skills of SCUBA and aquatic technology. Students will gain knowledge of diverse SCUBA environments to increase safety and competency. 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 incorporated. 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 8.03 BASEBALL-ADVANCED**
1 unit
Recommended Preparation: Prior participation in interscholastic competition or club baseball program. Acceptable for credit: University of California, California State University
This course is designed to provide an opportunity for students to develop advanced baseball skills and techniques in order to participate and learn an activity geared to their level of ability.

**PE 8.04 BASKETBALL, MEN**
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 Preparation: Prior participation in interscholastic competition or club football program. Acceptable for credit: University of California, California State University
This course is designed to teach basic, individual skills and team play through active participation; a general approach to the origins, 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 soccer skills and strategies at the beginning level.

**PE 8.09 SOCCER-ADVANCED, MEN**
2 units
Recommended Preparation: PE 8.08 Acceptable for credit: University of California, California State University
This is an advanced course in soccer designed to develop advanced individual skills which can be incorporated into a relatively high level of team participation.

**PE 8.10 SOCCER-Women**
1 unit
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 Preparation: PE 8.12 Acceptable for credit: University of California, California State University
This course emphasizes the development of intermediate softball skills, including competitive team-play opportunities.

**PE 8.14 TRACK 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
Recommended Preparation: PE 8.15 Acceptable for credit: University of California, California State University
This course is designed to explore further the game of volleyball and help the student master intermediate volleyball skills.

**PE 8.16 VOLLEYBALL-INTERMEDIATE SKILLS**
1 unit
Recommended Preparation: PE 8.16 Acceptable for credit: University of California, California State University
This course provides the serious student of volleyball with the opportunity to master individual skills and team strategies at the advanced level.

**PE 8.18 VOLLEYBALL-OUTDOOR SAND AND GRASS DOUBLES**
1 unit
Recommended Preparation: PE 8.15 Acceptable for credit: University of California, California State University
This course is designed to teach the skills, strategies and techniques of doubles sand and grass volleyball.

**PE 8.19 VOLLEYBALL-ADULT CAMP**
1 unit
Recommended Preparation: PE 8.16 or 8.17 Acceptable for credit: University of California, California State University
This course is designed to offer the intermediate and advanced player the skills to train for and compete in tournament play.
Intercollegiate Athletics
West Valley College is a member of the Coast Conference of the California Community and Junior College Association. The college competes in conference competition for both men and women. A refundable equipment deposit is required in each sport.

PE 9.01 INTERCOLLEGiate BASEBALL-MEN
2 units
Recommended Preparation: 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 Preparation: 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 9.04 INTERCOLLEGiate CROSS COUNTRY-MEN
2 units
Recommended Preparation: Interscholastic h.s. or club participation
Acceptable for credit: University of California, California State University
This course provides intercollegiate competition for men in cross country.

PE 9.05 INTERCOLLEGiate CROSS COUNTRY-WOMEN
2 units
Recommended Preparation: Interscholastic h.s. or club participation
Acceptable for credit: University of California, California State University
This course provides intercollegiate competition for women in cross country.

PE 9.06 INTERCOLLEGiate FOOTBALL-MEN
2 units
Recommended Preparation: 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 Preparation: 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 Preparation: PE 8.10 or high school
Acceptable for credit: University of California, California State University
This course provides intercollegiate competition that meets the needs of college level women soccer players.

PE 9.09 INTERCOLLEGiate SOFTBALL-WOMEN
2 units
Corequisite: PE 4.07
Recommended Preparation: Interscholastic h.s. or club participation
Acceptable for credit: University of California, California State University
This course provides intercollegiate competition in softball designed to meet needs and skills of women.

PE 9.10 INTERCOLLEGiate SWIMMING-MEN
2 units
Recommended Preparation: PE 2.06 or interscholastic h.s. or club participation
Acceptable for credit: University of California, California State University
This course provides intercollegiate competition for men in swimming.

PE 9.11 INTERCOLLEGiate SWIMMING-WOMEN
2 units
Recommended Preparation: PE 2.06 or interscholastic h.s. or club participation
Acceptable for credit: University of California, California State University
This course provides intercollegiate competition for women in swimming.

PE 9.14 INTERCOLLEGiate TRACK-MEN
2 units
Recommended Preparation: PE 8.14 or interscholastic h.s. or club participation
Acceptable for credit: University of California, California State University
This course provides intercollegiate competition for men in track and field.

PE 9.15 INTERCOLLEGiate TRACK-WOMEN
2 units
Recommended Preparation: PE 8.14 or interscholastic h.s. or club participation
Acceptable for credit: University of California, California State University
This course provides intercollegiate competition for women in track and field.

PE 9.17 INTERCOLLEGiate VOLLEYBALL-WOMEN
2 units
Recommended Preparation: PE 8.17 or interscholastic h.s. or club participation
Acceptable for credit: University of California, California State University
This course provides intercollegiate competition in volleyball designed to meet needs and skills of women.

PE 9.18 INTERCOLLEGiate WATER POLO-MEN
2 units
Recommended Preparation: Interscholastic h.s. or club participation
Acceptable for credit: University of California, California State University
This course provides intercollegiate competition for men in water polo.

PE 9.19 INTERCOLLEGiate WRESTLING-MEN
2 units
Recommended Preparation: 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 9.20 INTERCOLLEGiate WATER POLO-WOMEN
2 units
Recommended Preparation: Interscholastic h.s. or club participation
Acceptable for credit: University of California, California State University
This course provides intercollegiate competition for women in water polo.

P.E. 9.30 INTERCOLLEGiate PRE-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 10.06 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 Preparation: PE 7.22  
Acceptable for credit: University of California, California State University  
This course will provide a high level of competitive participation for those students who seek competitive aspects 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.

**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 11.04 POWER POSTURES**  
1 unit  
Acceptable for credit: University of California, California State University  
This course provides students with the opportunity to gain muscular strength, endurance, and improved balance. The exercises are designed to improve posture, body alignment, core strength and flexibility. Benefits include balance, body awareness, mental focus and relaxation. The static series of Yoga postures are performed in a warm environment to relax the muscles, increase blood circulation, and strengthen the heart.

**PE 11.07 TAI CHI**  
1 unit  
Acceptable for credit: University of California, California State University  
This course will introduce the fundamental philosophical aspects 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. Intermediate to advanced 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, 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, increased overall activity, produce long-term weight loss, promote behavior modification, and improve health and well being.
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 aquaria and 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 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 Preparation: 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 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.

PE.TH 044 ORIENTATION TO WELLNESS CENTER: LIFETIME FITNESS
2 units
Recommended Preparation PE.TH 044
Acceptable for credit: University of California, California State University
This course provides the student with an orientation to the Wellness / Fitness Center and provides the student with an opportunity to understand and apply the development, maintenance, and assessment of cardiovascular endurance, strength, and flexibility. Through on-line lectures, course material covers the theories of fitness, lifestyle change, nutrition, weight management, and the development of exercise programs leading to a healthier lifestyle. On site, each student will go through a complete personal fitness appraisal and fitness Center orientation. 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.
PE.TH 044A LIFETIME FITNESS - WELLNESS CENTER LAB-A
2 units
Acceptable for Credit: University of California (proposed), California State University
This lab is designed to improve the student’s cardiorespiratory fitness, muscular strength and endurance, flexibility and body composition. Students are given the opportunity to develop strength and muscular endurance using Hoist weight equipment and free weights. Cardiorespiratory fitness training includes the use of: treadmill, stationary bicycles, stair steppers, elliptical trainers, and rowing. Credit/No Credit Only

PE.TH 045 THEORY AND TECHNIQUE OF OFFENSIVE AND DEFENSIVE FOOTBALL
3 units
Recommended Preparation: PE 8.07 or interscolastic h.s. or club participation
Acceptable for credit: University of California, California State University
This course will introduce the student the theory and principles of offensive and defensive intercollegiate football, including punt and punt return, point after touchdown, field goal kicking, and kick off. Credit/No Credit Option

PE.TH 046 THEORY AND TECHNIQUE OF OFFENSIVE AND DEFENSIVE BASEBALL
3 units
Recommended Preparation: PE 8.03 or interscolastic h.s. or club participation
Acceptable for credit: University of California, California State University
This course will introduce the theory and principles of offensive and defensive intercollegiate baseball. All aspects of offense and defense including the knowledge and understanding of the rules of baseball relative to batting are covered. Credit/No Credit Option

PE.TH 047 THEORY AND TECHNIQUE OF OFFENSIVE AND DEFENSIVE BASKETBALL
3 units
Recommended Preparation: PE 8.04 or interscolastic h.s. or club participation
Acceptable for credit: University of California, California State University
This course will introduce the theory and principles of offensive and defensive intercollegiate basketball. Knowledge and understanding of the rules of basketball will also be included. Credit/No Credit Option

PE.TH 050 INTRODUCTION TO DANCE
1 unit
Acceptable for credit: University of California, California State University
This course provides the beginning dancer with movement experiences in a variety of dance styles. It will also offer the opportunity to experience the creative process at work. Group discussions and opportunities to watch videos and attend live dance performances will be included. Credit/No Credit Option

PE.TH 051 DANCE IN AMERICA: A CULTURAL PERSPECTIVE
3 units
Acceptable for credit: University of California; California State University
This course examines dance as a cultural expression in the USA. The course explores and analyzes indigenous dance forms including the social, political, economic, and religious significance.

PE.TH 052 TECHNIQUES OF TEACHING DANCE
2 units
Acceptable for credit: California State University
This course provides instruction in the theories, principles, and techniques involved in teaching dance. Credit/No Credit Option

PE.TH 060 GROUP FITNESS INSTRUCTOR TRAINING
2 units
Acceptable for credit: University of California, California State University
This is an introductory course to train the aspiring fitness professional. Participants in the program will be expected to understand practical anatomy and physiology, first aid, immediate health care and nutrition. They will be assisted in learning proper exercise procedures applicable for special groups, choreography of exercises, and leading large groups of students. Visitation and critiques of other classes will be encouraged. Credit/No Credit Option

PE.TH 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
This course allows independent work of special interest to the student related to, but not included in, regular courses offered by the physical education department. 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.

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</td>
<td>3</td>
</tr>
<tr>
<td>MATH 003AB</td>
<td>5-6</td>
</tr>
<tr>
<td>MATH 004A</td>
<td>4</td>
</tr>
<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.

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 GEOL 001A (Physical Geology) and GEOL 001B (Historical Geology).

PHYS 001 INTRODUCTION TO PHYSICS PROBLEM SOLVING

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 004C. Emphasis on problem solving in kinematics, forces, energy, momentum, fluids, and optics.

PHYS 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, general relativity and black holes. Concepts and problem solution are emphasized. (CAN PHYS 002)

PHYS 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)

PHYS 004A ENGINEERING PHYSICS MECHANICS

5 units

Prerequisite MATH 003A

Recommended Preparation PHYS 001

Acceptable for credit: University of California, California State University

Mechanics is the first course in the engineering physics series. It covers vectors, kinematics, dynamics, energy, momentum, universal gravity, rotational physics, fluid dynamics, elasticity and harmonic motion.

PHYS 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 course in the engineering physics series. Topics to be studied include charge and matter, the electric field, Gauss’s Law, electric potential, capacitors and dielectric, current and resistance, electromotive force and circuits, magnetic fields, applications of Ampere’s Law, inductance and Faraday’s Law of Induction, magnetic properties of matter, and alternating currents. Problem solutions are emphasized using calculus.

PHYS 004C ENGINEERING PHYSICS LIGHT AND HEAT

5 units

Prerequisite: PHYS 004A and MATH 003B

Acceptable for credit: University of California, California State University

Light and Heat is the third course in the engineering physics series. Topics to be studied include wave motion, heat, the first and second laws of thermodynamics, the concept of entropy, the nature and propagation of light, the laws of reflection and refraction for plane and spherical waves, interference, diffraction, and modern physics including wave-particle duality, matter waves, and special relativity. Problem solutions using calculus is emphasized.

PHYS 004D MODERN PHYSICS

4 units

Prerequisite: PHYS 004B

Acceptable for credit: University of California, California State University

This course is an introduction to quantum physics with emphasis on the electronic structure of atoms and solids, the wave particle duality, quantum statistics, band theory, nuclear structure, and relativity.

PHYS 010 INTRODUCTION TO PHYSICS

4 units

Acceptable for credit: University of California, California State University

A descriptive approach to physics as applied to natural phenomena, life and social issues. Topics include mechanics, waves, electricity magnetism, heat, light and atomic and nuclear phenomena. Arithmetic skills are required.

PHYS 052 PHYSICS SKILLS AND CONCEPTS

.5 unit

Acceptable for credit: California State University

This course offers students who are taking PHYS 001, PHYS 002A, or PHYS 004A an opportunity to learn effective study, memory, and problem solving strategies for mastering physics. These strategies are applied to topics from the physics classes. The course is presented in 5-week sections, and students may take any of the sections within a semester. This course is West Valley College AA/AS degree applicable and may be repeated twice. Credit/No Credit Option

PHYS 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
Political Science

THE FACULTY
Patricia Andrews
Nichola Gutierrez
Tim Kelly

DIVISION  Social Science
DIVISION CHAIR  Janis Kea
DEPARTMENT CHAIR  Pat Andrews
PHONE  408-741-2534
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
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
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.
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
COUNSELING 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 Psychophysics, 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
• Public Survey
• Psychiatric Technician/Aide
• Probation Officer
• Social Work Specialist
• Sociologist
• Ward Attendant
• Youth Supervisor

Note: Some career options often require more than two years of studies.

Degree

A.A., Psychology
### PSYCHOLOGY (A.A. DEGREE)

**Major Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>*PSYCH 001 General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>*PSYCH 002 Experimental Psychophysiology</td>
<td>4</td>
</tr>
<tr>
<td>MATH 010 Elementary Statistics</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 007 Physiological Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

Choose two additional courses from those listed below (6 units)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYCH 009 Psychology of Women A Multicultural perspective</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 012 Human Growth &amp; Development</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 025 Introduction to Abnormal Psych</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 030 Psychology of Addiction &amp; Substance Abuse</td>
<td>3</td>
</tr>
</tbody>
</table>

**Recommended Electives**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTHR 003 Cultural Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>BIO 010 Introduction to Biology</td>
<td>4</td>
</tr>
<tr>
<td>BIO 043 Principles of Cells</td>
<td>5</td>
</tr>
<tr>
<td>*BIO 046 Anatomy and Physiology</td>
<td>5</td>
</tr>
<tr>
<td>SOC 001 Introduction to Sociology</td>
<td>3</td>
</tr>
</tbody>
</table>

* 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 106/106R

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.

**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 biosocial and cultural factors involved in intellectual and personal-emotional functions. Examinations of psychological research and theory focus on multicultural factors, that is gender as it relates to race, class, culture and ethnicity in United States society. (Satisfies the Cultural Diversity requirement for the Associate Degree). Credit/No Credit Option

**PSYCH 012 HUMAN GROWTH AND DEVELOPMENT**

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

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**Public Relations**

**PUBLIC RELATIONS: Transfer:**

See Transfer Planning Guide available at the Counseling Center.

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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.
**Reading**

**THE FACULTY**
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 CRITICAL AND EFFICIENT READING**
3 units
Recommended Preparation: Read 961 or assessment
Acceptable for credit: California State University
This course will enable students to reach their optimal reading speeds and to improve their comprehension of collegiate and technical materials, as well as to increase their enjoyment of recreational reading. Satisfactory completion of this course can meet the English 1A reading requirement.

**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 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. Beginning Fall 2008. Reading 961 (or appropriate placement scores) will become a prerequisite for English 1A for all incoming students. Since English 1A is a graduation requirement, continuing students will have catalog rights. However, all students must still pass the reading proficiency test for graduation or Reading 53.

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 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.

**Real Estate**
(See Business Administration/Real Estate)

**Recreation**
RECREATION: Transfer:
See Transfer Planning Guide available at the Counseling Center.

**ROTC**
(See Military Science)

**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

**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.
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: Russian 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: Russian 051A
Acceptable for credit: California State University
This course is a continuation of RUSS 051A. Conversation will be emphasized, along with vocabulary acquisition and idiomatic 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

Sales
(See Marketing and Sales)

Sign Language
(See American Sign Language)

RUSSIAN

Social Science

THE FACULTY
Pat Andrews

DIVISION
Social Science

DIVISION CHAIR
Janis Kea

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 (A.A. Degree)
20 units from at least 5 of the following fields:

Major Requirements

Course | Units
--- | ---
ANTHR 001 Intro to Physical Anthropology | 3
ANTHR 002 Intro to Archaeology | 3
ANTHR 003 Intro to Cultural Anthropology | 3
ECON 001A Principles of Macroeconomics | 3
ECON 001B Principles of Microeconomics | 3
GEOG 001 Intro to Physical Geography | 3
GEOG 002 Intro to Cultural Geography | 3
HIST Any history course | 3
POLIT 001 American Government | 3
POLIT 002 Comparative Governments | 3
POLIT 003 Intro to Political Science | 3
POLIT 004 International Relations | 3
PSYCH 001 General Psychology | 3
PSYCH 002 Experimental Psychophysiology | 3
PSYCH 007 Physiological Psychology | 3
PSYCH 009 Intro to Psychology of Women | 3
PSYCH 012 Human Growth and Development | 3
PSYCH 025 Intro to Abnormal Psychology | 3
SOC 001 Intro to Sociology | 3
SOC 002 Social Problems | 3
SOC 020 American Race Relations | 3
SOC 040 Marriage and Family | 3
SOC 045 Sociology of Human Sexuality | 3

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 area, the 20-unit requirement must include:

Anthropology/Anthr 001, 002, 003
Economics Econ 001A, 001B
Geography Geog 001, 002
Political Science Polit 001, 002, 003, 004

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.
Sociology

THE FACULTY
Tom DeDen
Donn Murphy

DIVISION Social Science
DIVISION CHAIR Janis Kea
DEPARTMENT CHAIR Donn Murphy
PHONE 408-741-2550
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)

Major Requirements (18 units total)

Course | Units
---|---
SOC 001 Introduction to Sociology | 3

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. At least three of the following courses:

Course | Units
---|---
SOC 002 Social Problems | 3
SOC 003 Social Psychology: A Sociological Perspective | 3
SOC 020 American Race Relations | 3
SOC 040 Marriage and Family | 3

OR

SOC 045 Sociology of Human Sexuality | 3
ANTHR 003 Introduction to Cultural Anthropology | 3
Electives from recommended list | 6
Recommended Electives:

Course | Units
---|---
ECON 001A Principles of Macroeconomics | 3
GEOG 002 Cultural Geography | 3
HIST 017A United States History | 3
PSYCH 001 General Psychology | 3

3. Additional units to meet the college graduation requirements.

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 enact social influence in immediate social situations. It examines how social groups and individuals influence one another, and how the self is socially constructed via human social interaction. This course does not fulfill the major requirements for the Psychology AA degree. Check with four-year schools for Psychology transferability. 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 sexual orientation; and the impact of sexually transmitted diseases upon society. Credit/No Credit Option

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

FOREIGN LANGUAGE SPANISH
(A.A. Degree)

Major Requirements:
20 units from the following:

Spanish 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 SPANISH: (Certificate)

Minimum of 15 units from any of the following:

Course | Units
---|---
SPAN 002A Intermediate Spanish | 5
SPAN 002B Intermediate Spanish | 5
SPAN 003A Advanced Spanish Oral and Written Composition | 5
SPAN 003B Advanced Spanish Oral and Written Composition | 5

SPAN 001A BEGINNING SPANISH

5 units
Corequisite: Span 011A
Acceptable for credit: University of California, California State University

The students will learn the fundamentals of grammar and pronunciation and be expected to converse on a limited scale about the 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 Spanish 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 Spanish-speaking world. 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.
SPAN 001A BEGINNING SPANISH
5 units
Corequisite: Span 011B
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 002A 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 002B INTERMEDIATE SPANISH
5 units
Prerequisite: Span 002A or four years of high school Spanish
Acceptable for credit: University of California, California State University
Continuation of Span 002A, grammar and idiom review. Stress on composition and oral participation. Conversation through discussion of reading assignments. 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 drills are also available. The course provides an excellent supplement to Spanish 001A. Credit/No Credit Option

SPAN 011B SPANISH LABORATORY
.5 unit
Corequisite: Span 001B
Acceptable for credit: California State University
This course is a continuation of Spanish 011A, although Span 011A is not a prerequisite. The student will expand his/her knowledge of the cultures of Spanish-speaking people through further use of slides, tapes, filmstrips, films and current publications. Tapes and programs providing Spanish language and pronunciation drills are also available. The course provides an excellent supplement to Spanish language classes and is usually taken in conjunction with Spanish 001B. Credit/No Credit Option

SPAN 040A SPANISH FOR PUBLIC SAFETY & 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 be better culturally and orally more effective in serving their law enforcement agency and the Hispanic community. The class emphasis will be on basic communicative Spanish specifically designed for this environmental immediate safety needs. The student will be expected to successfully apply the language acquisition and culturally learned inferences to safety personnel needs. This course is West Valley College Certificate and AA/AS Degree applicable, and may be repeated once. Credit/No Credit Option (dual listed with AJ 038)

SPAN 049 SPANISH FOR THE SPANISH-SPEAKING
3 units
Recommended Preparation: Fluent in speaking and understanding Spanish.
Acceptable for credit: University of California, California State University
Span 049 is taught in Spanish and is intended for those Spanish-speakers who wish to become more skilled in Spanish in the specific areas of grammar, reading, and writing, as well as for those who wish to learn more about the Spanish and Hispanic culture. Credit/No Credit Option

SPAN 050A BASIC SPANISH 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 Spanish-speaking countries today (food, customs, travel and traditions, the family, etc.). A variety of audiovisual aids will be used in the presentation of this course. Credit/No Credit Option

SPAN 050B BASIC SPANISH CONVERSATION AND CULTURE
3 units
Prerequisite: Span 050A
Acceptable for credit: California State University
This course is a continuation of Spanish 050A. Students will increase their vocabulary and knowledge of basic grammatical structures while emphasizing conversation. The cultures of Spanish-speaking countries will be presented through newspaper and magazine articles as well as a variety of audiovisual materials. 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
The course is directed to the needs of medical and hospital personnel. Emphasis will be placed on acquiring basic Spanish communication skills and a specialized vocabulary through intensive oral use and drilling exercises. Upon 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

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 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 055A, B, C, D ADVANCED ORAL PRACTICE IN SPANISH
1 unit each
Prerequisite: Span 002A or Span 002B or Span 003A, or Span 003B
Acceptable for credit: University of California, California State University
Students meet in small groups (2-6) with native speaker for intensive oral practice. Class sessions will include (1) directed discussion using prepared topics and selected vocabulary lists, (2) free, indirected conversations, (3) role-playing for specific activities such as, interviewing, making a banking transaction, or going to a restaurant. Credit/No Credit Option

SPAN 057A SPANISH FOR INTERNATIONAL BUSINESS
3 units
Prerequisite: Span 001B
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 057B 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 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 study courses is granted after a review of the course outline and examples of students work (assignments, tests, papers, etc.) by the enrolling UC campus. Please see a counselor for more information
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

Speech Communication
(See Communication Studies)

Speech Development
(See Disability and Educational Support Program)

Supported Education Programs
(See Disability and Educational Support Program)
## Theatre Arts

### THE FACULTY
- James Callner
- William Clay
- Virginia Drake
- Brad Weissberg

### DIVISION
- Fine Arts

### DEPARTMENT CHAIR
- Sandra LaFave

### PHONE
- 408-741-2462

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

### COUNSELING
- 408-741-2462

The Theatre Arts Department provides a comprehensive program of theatre/film analysis and theory, acting, design and theatre technology, and film/video production. Its primary goal is to develop student creativity and skills, supported by sound background in analysis, literature, and aesthetics. In an environment that encourages self-expression, each student has opportunities to participate in various Theatre Arts specialties: film/theatre analysis, film/video production, acting, costume/makeup, and stage technology. Students have the opportunity to perform regularly in the college’s two performance facilities. Students are prepared to transfer to four-year institutions and conservatories or to pursue career options, described below.

### 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
- Courthouse Videography
- Stage Technology
- Video/Film Production

### THEATRE ARTS: Transfer:
See Transfer Planning Guide available at the Counseling Center.

### 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.

### Highlights
- Newly renovated 400 seat proscenium theatre
- Newly renovated 10 seat chamber theatre
- State-of-the-art television studio
- Newly renovated 100 seat chamber theatre
- 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

### COURSE UNITS

<table>
<thead>
<tr>
<th>Course Units</th>
<th>Major Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major Requirements Course</td>
<td>Units</td>
</tr>
<tr>
<td>THEAR 002A Technical Production</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 007A Acting for Film and Television</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 010 Introduction to Theatre</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 035A Voice Production/Articulation</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 040AB Beginning Acting</td>
<td>6</td>
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<tr>
<td>THEAR 041A Int. Acting</td>
<td>3</td>
</tr>
<tr>
<td>and 3 units from the following:</td>
<td></td>
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<tr>
<td>THEAR 017A Intro into Scene Design</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 019A Intro into Stage Lighting</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 047A Costumes: Stage/Screen</td>
<td>3</td>
</tr>
<tr>
<td>and 1 additional unit from the following:</td>
<td></td>
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<tr>
<td>*THEAR 021A Reh/Perf. Technical</td>
<td>1</td>
</tr>
<tr>
<td>*THEAR 022A Reh/Perf. Costumes</td>
<td>1</td>
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<tr>
<td>and 3 units from the following:</td>
<td></td>
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<tr>
<td>THEAR 001 Intro to Media Arts</td>
<td>3</td>
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<tr>
<td>THEAR 006A Writing for Film/Television</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 007B TV/Film Acting</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 015 Intro to Film</td>
<td>3</td>
</tr>
<tr>
<td>*THEAR 020 Studio Perf</td>
<td>3</td>
</tr>
<tr>
<td>*THEAR 021BC Reh/Perf: Technical</td>
<td>2-3</td>
</tr>
<tr>
<td>*THEAR 022BC Reh/Perf: Costumes and Makeup</td>
<td>2-3</td>
</tr>
<tr>
<td>THEAR 026AB Improvisation</td>
<td>2-2</td>
</tr>
<tr>
<td>THEAR 027 Special Subjects for the Actor</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 030 Playwriting</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 033A Stage Movement</td>
<td>2</td>
</tr>
<tr>
<td>THEAR 041B Int. Acting, sem. #2</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 044A Makeup: Stage/Screen</td>
<td>3</td>
</tr>
<tr>
<td>*THEAR 060-072 Mainstage Perf</td>
<td>3</td>
</tr>
<tr>
<td>MUSIC 032AB Beginning Voice</td>
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</tr>
<tr>
<td>P.E. 3.01 Afro-Jazz Dance</td>
<td>1</td>
</tr>
<tr>
<td>P.E. 3.02 Ballet</td>
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</tr>
<tr>
<td>P.E. 3.12 Jazz Dance</td>
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</tr>
<tr>
<td>P.E. 3.15 Modern Dance</td>
<td>1</td>
</tr>
<tr>
<td>P.E. 3.23 Tap Dance</td>
<td>1</td>
</tr>
<tr>
<td>P.E. 4.27 Yoga</td>
<td>1</td>
</tr>
<tr>
<td>P.E. 7.07 Fencing</td>
<td>1</td>
</tr>
</tbody>
</table>

### COSTUME/MAKEUP EMPHASIS

#### (A.A. Degree)

*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
- ENGL 048 Intro to Shakespeare 3
- MUSIC 033AB 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.*

### Other Recommended Courses:
- THEAR 002A Technical Production 3
- THEAR 010 Introduction to Theatre 3
- THEAR 019A 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 018B Light Design 3
  - THEAR 020 Studio Perf 3
  - *THEAR 022ABC 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 060-072 Mainstage Perf 3
  - FD 032 History of Fashion 3
  - FD 040B Fashion Sketching 3
  - FD 060 Professional Patternmaking 3

*Other recommended courses:*
- THEAR 001 Intro to Media Arts 3
- THEAR 015 Intro to Film 3
- THEAR 045B Intermediate Stagecraft 3
- ART 004 Art Appreciation 3
- FD 063 Fitting and Pattern-Making 3
- FD 084 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.*

### 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.
### Theatre Arts (A.A. Degree)

**Major Requirements:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>THEAR 001 Introduction to Media Arts</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 005A Intro to Film Making</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 006A Writing for Film and Television</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 007A TV/Film Acting</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 010 Introduction to Theatre</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 015 Intro to Film</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 021A or THEAR 022A Reh/Perf: Technical or Costumes</td>
<td>1</td>
</tr>
</tbody>
</table>

and 3 units from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>THEAR 014AB Survey of Film</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 019A Movie Special Effects</td>
<td>3</td>
</tr>
</tbody>
</table>

Additional units to meet the college graduation requirements.

*A repeatable course taken to fulfill a category may be taken again to fulfill another category.

### Courtroom Videography (Certificate)

**Course**  
**Units**

- CTR 038 Court and Deposition Procedures | 3 |
- THEAR 008A Intro to TV Production | 3 |
- THEAR 008B Production 2 (including apprenticeship) | 3 |

### Stage Technology (A.A. Degree)

**Major Requirements:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>THEAR 002A Technical Production</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 010 Introduction to Theatre</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 017A Intro to Scene Design</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 018A Stage Lighting</td>
<td>3</td>
</tr>
<tr>
<td>*THEAR 021ABC Reh/Perf: Technical 3 (total units)</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 040A Stage Acting</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 045B Intermediate Stagecraft</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 047A Costumes: Stage/Screen</td>
<td>3</td>
</tr>
</tbody>
</table>

and 3 additional units from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>THEAR 006A Writing for Film/Television</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 007A TV/Film Acting</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 008A Television Production</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 017B Intro to Scene Design</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 018B Stage Lighting</td>
<td>3</td>
</tr>
<tr>
<td>*THEAR 020 Studio Performance</td>
<td>3</td>
</tr>
<tr>
<td>*THEAR 022ABC Reh/Perf: Costumes and Makeup</td>
<td>3</td>
</tr>
</tbody>
</table>

### Theatrical Studies Emphasis (A.A. Degree)

**Major Requirements:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>THEAR 001 Intro to Media Arts</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 002A Technical Production</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 010 Intro to Theatre</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 015 Intro to Film</td>
<td>3</td>
</tr>
<tr>
<td>*THEAR 021A or THEAR 022A Reh/Perf: Technical or Costumes</td>
<td>1</td>
</tr>
</tbody>
</table>

and 6 units from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>THEAR 017A Intro to Scene Design</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 018A Stage Lighting</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 040A Beginning Acting</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 047A Costumes: Stage/Screen</td>
<td>3</td>
</tr>
</tbody>
</table>

and 6 units from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>THEAR 003A Confidence/Self Esteem Building</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 005A Writing for Film/Television</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 006A Intro to Film Making</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 007A TV/Film Acting</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 017B Intro to Scene Design</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 018B Lighting Design</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 020 Studio Performance</td>
<td>3</td>
</tr>
<tr>
<td>*THEAR 021BC Reh/Perf: Technical 3-2</td>
<td></td>
</tr>
<tr>
<td>*THEAR 022BC Reh/Perf: Costumes and Makeup</td>
<td>2</td>
</tr>
</tbody>
</table>

### Video/Film (A.A Degree)

**Major Requirements:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>THEAR 001 Intro to Media Arts</td>
<td>3</td>
</tr>
<tr>
<td>*THEAR 004 Digital Editing/Narrative Film</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 005A Intro to Film Making</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 006A Writing for Film/Television</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 007A TV/Film Acting</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 008A Television Production</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 014AB Survey of Film</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 015 Intro to Film</td>
<td>3</td>
</tr>
<tr>
<td>*THEAR 021A or 022A Reh/Perf: Technical</td>
<td>1</td>
</tr>
</tbody>
</table>

and 3 additional units from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>THEAR 004 Editing the Narrative Film</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 005B Intro to Film Making</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 006B Writing for Film/Television</td>
<td>3</td>
</tr>
</tbody>
</table>

and 3 additional units from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>THEAR 003AB Confidence/Self Esteem Building</td>
<td>3</td>
</tr>
<tr>
<td>*THEAR 004 Editing the Narrative Film</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 007B TV/Film Acting</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 008B Television Production II</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 014AB Survey of Film</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 018A Lighting Design</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 019A Movie Special Effects</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 021BC Reh/Perf: Technical 2-3</td>
<td></td>
</tr>
<tr>
<td>*THEAR 022BC Reh/Perf: Costumes and Makeup</td>
<td>2</td>
</tr>
<tr>
<td>THEAR 030 Playwriting</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 040A Beginning Acting</td>
<td>2</td>
</tr>
<tr>
<td>THEAR 044A Makeup: Stage/Screen</td>
<td>3</td>
</tr>
<tr>
<td>ART 004 Art Appreciation</td>
<td>3</td>
</tr>
<tr>
<td>ART 055 Introduction to Computer Arts</td>
<td>3</td>
</tr>
<tr>
<td>ART 057 Computer Animation</td>
<td>3</td>
</tr>
<tr>
<td>DM/IS 057A Digital Video Editing: Premiere Pro</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 041 Literature and Film</td>
<td>3</td>
</tr>
<tr>
<td>FRNCH 060A The French Movie</td>
<td>1</td>
</tr>
</tbody>
</table>

Additional units to meet the college graduation requirements.

*A repeatable course taken to fulfill a category may be taken again to fulfill another category.

---

**Notes:**

- **Prerequisites and Corequisites** are MANDATORY. See page 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.
### VIDEO/FILM (CERTIFICATE)

#### Major Requirements:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>THEAR 001</td>
<td>Intro to Media Arts</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 004</td>
<td>Digital Editing/Narrative Film</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 005A</td>
<td>Intro to Film Making</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 006A</td>
<td>Writing for Film/Television</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 008A</td>
<td>Television Production</td>
<td>3</td>
</tr>
</tbody>
</table>

and 2 additional units for the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>THEAR 004</td>
<td>Narrative Film Editing</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 005B</td>
<td>Intro to Film Making</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 006B</td>
<td>Writing for Film/Television</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 007A</td>
<td>TV/Film Acting</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 008B</td>
<td>Television Production II</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 014A</td>
<td>Survey of Film</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 015</td>
<td>Intro to film</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 018A</td>
<td>Intro to Scene Design</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 019A</td>
<td>Movie Special Effects</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 021AB</td>
<td>Reh/Perf: Technical</td>
<td>1-2</td>
</tr>
<tr>
<td>THEAR 022AB</td>
<td>Reh/Perf: Costume</td>
<td>1-2</td>
</tr>
</tbody>
</table>

#### It is strongly recommended that students pursuing a Video/Film Certificate consider taking courses from the following list (in addition to the courses above):

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>THEAR 007BC</td>
<td>TV/Film Acting</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 017A</td>
<td>Intro to Scene Design</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 018B</td>
<td>Lighting Design</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 020</td>
<td>Studio Performance</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 030</td>
<td>Playwriting</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 040A</td>
<td>Beginning Acting</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 060-072</td>
<td>Mainstage Performance</td>
<td>3</td>
</tr>
<tr>
<td>ART 004</td>
<td>Art Appreciation</td>
<td>3</td>
</tr>
<tr>
<td>ART 055</td>
<td>Introduction to Computer Arts</td>
<td>3</td>
</tr>
<tr>
<td>DM/IS 057A</td>
<td>Digital: Video Editing: Preière Pro 3</td>
<td></td>
</tr>
<tr>
<td>ENGL 041</td>
<td>Literature and Film</td>
<td>3</td>
</tr>
</tbody>
</table>

* 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 Preparation: THEAR 006A/B, DM/IS 056A/B, MATH 902

Acceptable for credit: California State University

Beginning and intermediate film students will be introduced to post-production digital editing for narrative film and video editing. They will develop the skills of cinematic storytelling as they learn how to organize the editing process, integrating visual and sound elements. This course is AA/AS degree and certificate applicable.

#### THEAR 005A INTRODUCTION TO FILM MAKING

3 units

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 040A

Acceptable for credit: University of California, California State University

This is a follow-up course to THEAR 007A. It includes continued participation in film acting projects and television production. Students will apply television terminology to their behind-the-scenes activities. Credit/No Credit Option

#### 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

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 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 genre 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 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 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. Includes 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. This course also traces the way in which early filmic techniques have inspired the creation of special effects by today’s filmmakers and screenwriters. This course is West Valley College Degree and GE applicable under Area C, Humanities. 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.

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 and theatrical form. 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

• 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 035A VOICE PRODUCTION AND ARTICULATION
3 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 (CAN DRAM 022)

THEAR 040A BEGINNING ACTING
3 units
Recommended Preparation: THEAR 040A
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 046A STAGECRAFT FOR STAGE AND SCREEN
3 units
Recommended Preparation: THEAR 044A
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 047A COSTUMES FOR STAGE AND SCREEN
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 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 055 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 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.

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 PRESENTATIONAL 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 PRESENTATIONAL 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 Representational European Theatre (20th century). Students participate in rehearsal and regularly scheduled performances. This course may be repeated three times.

THEAR 065 PRESENTATIONAL 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 Representational American Theatre (1800-1959). Students participate in rehearsal and regularly scheduled performances. This course may be repeated three times.
THEAR 067 PRESENTATIONAL 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 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 PRESENTATIONAL 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 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, extracurricular activities, etc.) by the enrolling UC campus. Please see a counselor for more information.
Individual work on special topics in Theatre Arts by arrangement.

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

THEAR 100 SPECIAL TOPICS
1-3 units
Recommended Preparation: Math: Faculty recommendation if tutor wishes to assist with Math
Acceptable for credit: University of California, 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 communication 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: Faculty recommendation if tutor wishes to assist with Math
Acceptable for credit: University of California, California State University
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 Burtill, English
Rebecca Cisneros, English
Pauline Clark, Counseling
Mae Conroy, CallWorks Program
Marge Faulstich, Administration of Justice
Janine Gerzania, Journalism
Dulce Gray, English
Susan Horton, Educational Transition
Linda King, Anthropology (Emerita)
Sandra Ladd, Psychology
Julie Maia, English
Ann Malmuth-Onn, Dance
Joe McDevitt, Student Recruitment
Maryanne Mills, Library Services
Becky Perelli, Student Health Services
Susan Schulte, English
Naomi Wagner, Psychology
Karen Wallace, English
Siv Wheeler, History (Emerita)

DIVISION
Language Arts

DIVISION CHAIR
Julie 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.

Major Requirements
To earn an A.A. degree in Women’s Studies, students must complete 20 units from Groups 1, 2, 3. All majors must complete the 4-unit core course.

Group 1. Core Course (4-7 units)
Course Units
WS 001 Introduction to Women’s Studies: Knowledge, Gender and Power 4
WS 002 Women in the Arts 3

Group 2. Foundation Courses in Women’s Studies (8-16 units)
These courses focus on women’s contributions, experiences, and concerns in various academic fields. While introducing students to the fundamental principles and content of these disciplines, courses with a Women’s Studies focus deliver additional knowledge about gender, race, and class.
Course Units
AJ 016 Women and Justice 3
ANTHR 003 Cultural Anthropology: Women’s Studies Emphasis 3
ART 004 Art Appreciation: Women’s Studies Emphasis 3
COUNS 024 Personal Growth: Women’s Studies Emphasis 3
ECON 011 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 045 Contemporary Multicultural Literature: Women’s Studies Emphasis 3
FRNCH 040A Women of France 3
FRNCH 040B Women of France 3
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 FOCUS. Students should consult the Schedule of Classes to determine which sections will be offered with this focus.

Group 3. Elective Courses on Gender and Diversity (0-8)
Courses in this group are drawn from the Cultural Diversity program at West Valley College. Courses in this group add breadth and depth to students’ understanding of the ways that gender, race, and class issues are interwined.
Course Units
CHS 005 Childhood and Culture 3
COUNS 050 Cross-Cultural Perspectives 3

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

Courses on Women
AJ 016 WOMEN AND JUSTICE: NEW TRENDS
3 units
Acceptable for credit: California State University
This course will examine both traditional and changing roles of men and women in society with an emphasis on the criminal justice system. Special features of the course will be the study of female adult and juvenile correctional facilities; the selection, training and affirmative action programs for women in police work; and female criminality.
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 should read the Schedule of Classes carefully to ensure that they enroll in the section appropriate for their interest.

During 2008-2009, 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.

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**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>
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<tbody>
<tr>
<td>1</td>
<td>75</td>
<td>5 - 9</td>
</tr>
<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.
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.

Workplace Success Skills

THE FACULTY
Len Schreibstein

DIVISION
Student Services

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

Course | Units
--- | ---
COUNS 026 Workplace Success Skills | 2
CA 015 Document Formatting | 2
CA 010 Computer Keyboarding | 1
CA 070 Using Microsoft Windows OR
CA 020 Introduction to Macintosh | 1
CA 031B Beginning Word Processing, Microsoft Word | 1
CA 062B Beg. Spreadsheets, Microsoft Excel | 1
COUNS 018 Job Search Methods | 1
LIBR 006/CA 074 Using the Internet for Research OR
CA 073 Internet, Hands-On | 1
COUNS 045 Study Skills | 1

World Languages

THE FACULTY
Marc Accornero - Spanish
Sebastian Cassarino - Italian
Robert Chavez - Spanish
Galina Chyorny - Russian
Erin O'Donnell - Sign Language
Mario D’Onofrio - Spanish
Ana Maria de Barling - Spanish
Shigeko Gotoh - Japanese
Michael Johnson - Sign Language
Gabriele May - German
Sandra Plyler - Spanish
Cristine de Ruiter - Spanish
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

See Specific Language for AA or Certificate requirements
Note: Only French and Spanish offer AA and Certificate Programs

WORLD LANGUAGE: Transfer:
See Transfer Planning Guide available at the Counseling Center.

Zoology

PRINCIPLES OF ZOOLOGY
(See Biology 041)
5.1 STUDENT SERVICES POLICIES
(Chapter 5 of Board Policy Manual)
5.1.1 The Colleges of the West Valley-Mission Community College District shall maintain a comprehensive program of student services to assist students in the realization of their individual potential. Specifically, these services shall include, but not be limited to, the following objectives:
- a. Facilitate the registration of students at the Colleges;
- b. Advise students of their educational and career opportunities;
- c. Ensure their welfare while attending the Colleges; and
- d. Encourage their participation in District and College governance, as well as in student activities and other campus programs.

Note: (Additional information to policy) For a complete listing of student services programs and procedures related to admissions and registration, please refer to the current schedule of classes.

5.2 ELIGIBILITY AND ADMISSION REQUIREMENTS
5.2.1 In accordance with the “open door” mission of community colleges, the District shall admit any California resident, and may admit any non-resident, who meets any of the following conditions and is capable of benefiting from the instruction offered:
- a. Any person over the age of 18 and possessing a high school diploma or its equivalent.
- b. Other persons over the age of 18 years and who, in the judgment of the Chancellor or his or her designee, are capable of profiting from the instruction offered. Such persons shall be admitted as provisional students, and thereafter shall be required to comply with the District’s rules and regulations regarding scholastic achievement and other standards to be met by provisional or probationary students as a condition to being readmitted in any succeeding semester.
- c. Persons who are apprentices as defined in Labor Code §3077.

5.2.2 Admission of High School and Younger Students
- a. The District may admit any California resident, and any non-resident, who meets any of the three following conditions:
  1. A high school student who:
     a. has completed the 10th grade and is at least 16 years of age;
     b. is recommended by the High School Principal or designee, who has determined that the student would be able to benefit from advanced scholastic or vocational work,
     c. has written permission from a parent or guardian, and
     d. has submitted an official copy of high school transcripts.
  2. Any high school student not enrolled in public school whose parent or guardian has directly petitioned the College President and has 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 special full-time or part-time enrollment by a pupil who is identified as highly gifted.
  2. If the Board denies a request for special full-time or part-time enrollment by a pupil who is identified as highly gifted, the Board will record its findings and the reason for denying the request in writing within 60 days.
  3. The written recommendation and denial shall be issued at the next regularly scheduled Board meeting that occurs at least 30 days after the pupil submits the request to the District.
- d. Claims for State Apportionment for Concurrent Enrollment
  1. Claims for state apportionment submitted by the District based on enrollment of high school pupils shall satisfy the criteria established by statute and any applicable regulations of the Board of Governors.
  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 transferring students 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 student’s academic record reflects either a grade point average below 2.0 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 2.0 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.

1. Determination of “Resident” Status
- a. Students shall be classified at the time of each application for admission or registration as a resident or nonresident student.
- b. 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 such time as he or she has resided in the State the minimum time necessary to become a resident as defined in Code (Education Code §68907).
- c. Authority to Determine Residence
  1. The Chancellor shall enact procedures to assure that residence determinations are made in accordance with Education Code and Title 5 regulations.
  2. The Director of Admissions and Records, or a designee of the responsible Vice President, shall evaluate information presented by an applicant for admission and make determinations of residency.

3. Residence classification shall be made for each student at the time applications for admission are accepted or registration occurs and whenever a student has not been in attendance for more than one semester. A student previously classified as a nonresident may be reclassified as of any residence determination date.

4. The student shall have the right to make a written appeal regarding residency determinations in accordance with District Policy, 5.21. (Student Grievances and Appeals)

5.2.5 Residency Defined
- 1. Every person has, by law, a residence. Every person who is married or 18 years of age, or older, and under no legal disability to do so, may establish residence. A resident is a student who has continuously resided in California for at least one year immediately preceding the residence determination date for the semester or session and has manifested intent to become a California resident. The one-year residence period which a student must meet to be classified as a resident does not begin until the student both is present in California and has manifested clear intent to become a California resident. The burden is on the student to demonstrate both physical presence in California and intent to establish California residence. The residence determination date is the date forwarding 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:
1. There can be only one residence.
2. A residence is the place where one remains when not called elsewhere for labor or other special or temporary purpose, and to which one returns in seasons of repose.
3. A residence cannot be lost until another is gained.
4. In order to establish a residence, it is necessary that there be a union of act and intent. To establish residence, a person capable of establishing residence in California must have a physical presence in California with objective evidence that the physical presence is with the intent to make California the permanent home.
5. A man or a woman may establish his or her residence.
6. The residence of the parent with whom an unmarried minor maintains his place of abode is the residence of the unmarried minor child. When the minor lives with neither parent his residence is that of the parent with whom he maintained his last place of abode, provided the minor may establish his residence when both parents are deceased and a legal guardian has not been appointed.
7. The residence of an unmarried minor who has a parent living cannot be changed by the minor's own act, by the appointment of a legal guardian, or by relinquishment of a parent's right of control.
8. An unmarried minor who is entirely self-supporting may be entitled to resident classification for attendance.
9. A member of the armed forces of the United States on active duty, or certain stated dependents, may be entitled to resident classification for attendance.
10. Migratory agricultural workers, under certain conditions, may be entitled to resident classification.
11. A student who is an adult alien shall be entitled to resident classification upon documentation of his/her legal admission to the United States for permanent residence in accordance with all applicable laws of the United States, provided that he/she has resided in the state for more than one year after such admission prior to the residence determination date for the semester or session.
12. A refugee (parolee), as defined by the Department of Immigration and Naturalization, who has resided in the state for one year prior to the residence determination date, is entitled to resident classification.
13. A nonresident student seeking reclassification as a resident of financial independence in accordance with Education Code Section 68044 must complete a special form. These are available in the Admissions Office.

The above information is not all-inclusive. All questions concerning residence status should be referred to the Admissions Office.

ADMISSION TO THE COLLEGE

SUBMISSION OF APPLICATIONS

Students who have passed the High School Proficiency 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 College.

International Student - A student from a foreign country who has applied to West Valley College and has been accepted by the West Valley College 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 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 requirements, transcripts of prior college work must be on file by the second week of the semester in which such degree requirements will be satisfied. 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 cumulative 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 evaluated through an outside agency. Cost will vary depending on the agency. See counseling for the evaluation forms. Financial Aid students & Veterans 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. Internationals must:

a. Demonstrate proficiency in the use of the English language to a degree which will enable them to profit from instruction.

b. Offer evidence of a standard degree of academic aptitude and achievement equivalent to an American high school education with recommending grades.

c. Meet any standards of health specifically set forth by Federal, State, or local authorities.

d. Provide verification of compliance with all applicable rules of the Immigration and Naturalization Service and any other valid and applicable visas.

5.3.3 All international students will be required to pay non-resident tuition and any other applicable fees.

5.4 OPEN ENROLLMENT, ENROLLMENT PRIORITIES, AND REGISTRATION

5.4.1 Open Enrollment and Enrollment Priorities

a. All courses, course sections, and classes of the District shall be open for enrollment to any person who has been admitted to West Valley or Mission Colleges. Enrollment may be subject to any priority system that has been established. Enrollment may also be limited to students meeting properly validated prerequisites and co-requisites, or due to other practical considerations such as exemptions set out in statute or regulation.

b. The Chancellor shall assure that this policy is published in the College catalogs and schedules of classes. The Chancellor shall establish procedures defining enrollment priorities, limitations, and processes for student challenges, which shall comply with California Code of Regulations, Title 5.

5.4.2 Registration

a. Prior to the beginning of each semester, the Colleges shall jointly establish registration dates and procedures that shall appear in appropriate College publications.

b. The District shall document all course enrollment, attendance and disenrollment information pursuant to California Code of Regulations, Title 5. Students can check for their priority to register date on MyWebServices.

Note: (Additional information to policy.) For admissions and registration procedures see current Schedule of Classes. Students are informed of the registration procedures to be followed in the official Schedule of Classes for each semester. Continuing students will register by priority based upon the number of units completed in the District. Prior to registration, all students are encouraged to take advantage of matriculation services (assessment, orientation and educational planning).

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 to replace 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 18 years of age or older and you would like someone else to conduct business for you, you must provide that person with a signed note of authorization. A note must be presented each time a transaction is requested.
REGISTRATION OPTIONS
Students can use both web and phone registration systems.

COURSE OVERLAP
A student may not register for more than one course during the same time period. A petition can be filled out and a contract between the student and the instructor needs to be completed for special approval. (See Admissions & Records Office for forms.)

DUPLICATE REGISTRATION/COURSE OVERLAP
A student may not register for more than one section 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 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, 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. Further financial aid information, see “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 in classes 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 $16.00
Summer Session $13.00

STUDENT HEALTH FEE
A mandatory health fee is charged to all students. The student health fee supports Student Health Services. The health fee is not a replacement for personal health insurance. Students exempted from the health fee are: 1) students who depend exclusively upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination, or organization; 2) students who are attending a community college under an approved apprenticeship training program (Ed Code Section 76955.)

COMMUNITY COLLEGE ENROLLMENT FEE
Fees shown are those in effect at the time of publication and are subject to change.
Effective Fall Semester, 1984, all community colleges in California are required to charge fees based upon enrolled units each semester. The current enrollment fee is $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 or purchased online. Four-wheel vehicle (auto, truck, van) permits are $40.00 for fall and spring semesters and $20.00 for summer. Daily permits may be purchased at any of the daily permit dispensers located in each of the student parking lots. Yellow daily permit dispensers will accept $1.00 bills, quarters, dimes and nickels. Red dispensers will only accept quarters. Motorcycles do not need to display a parking permit, however, they are required to park only in designated motorcycle parking areas. Vehicles properly displaying a valid Disabled Parking Placard, issued by the California Department of Motor Vehicles, may park in student or staff parking stalls without displaying any other permit.

NONRESIDENT TUITION
A nonresident tuition fee is charged each student whose legal residence is other than the state of California. This fee is due and payable at the time of registration. For the 2008-2009 college year, the nonresident tuition fee is $181 per semester unit. In addition a capital outlay fee of $10 per unit will be charged for students who are citizens and residents of another country.

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 95070-5688). 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 payments 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 student shall obtain the written consent of the student before releasing student records to any persons and these rights extend to present and former students of the District with certain exceptions specified in Education Code §76243. a. Student records include any item of information related to an identifiable student which is maintained by a community college or required to be maintained by an employee in the performance of his/her duties. Such student records shall not include those records defined in Education Code §76210. b. The 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.
5.5.2 The College may release certain types of “directory information” unless the student submits a request to the College that certain or all such information is not to be released. “Directory Information” shall 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.

5.5.3 Students shall be notified of their legal rights regarding access to student records and release of directory information through publication of this policy in the Schedule of Classes.

5.5.4 Each College shall maintain a log in the Office of Admissions and Records for each student’s record which lists all persons, agencies, or organizations requesting or receiving information from the record and legitimate interests thereof.

5.5.5 A copy of District policy, the Family Educational Rights and Privacy Act, appropriate sections of the California Education Code, and other pertinent information and forms shall be available for inspection in the Admissions and Records Office.

5.5.6 A fee shall be charged for furnishing copies of records, except that the first two copies of a transcript shall be furnished without charge. Note: (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 falls under either of the two standards below:

1. Academic grade point probation: A student who has accumulated a total of 12 or more semester grade units shall be placed on academic probation if the student’s cumulative grade point average is below 2.00. A student placed on academic probation who earns at least a 1.75 grade point average during the semester on probation, but whose cumulative grade point average is still below 2.00, will be permitted to continue on such probationary status for not more than three consecutive semesters without being academically disqualified (dismissed).

2. Progress Probation: A student who has enrolled in a total of at least 12 cumulative semester units and who has been assigned final grades of “W,” “I,” or “NC” in fifty percent (50%) or more of those units shall be placed on probation. A student may be on 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. Notification of academic disqualification status will appear on the student’s end of semester grade report and transcript.

c. 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. A registered student making such an appeal should remain in classes until the decision is made.

5.6.5 Academic Record Symbols And Grade Point Analysis

a. Grades from a grading scale shall be averaged on the basis of the point equivalences 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.

b. The following non-evaluative symbols are authorized:

1. I - Incomplete

(a) This symbol is to be used in cases of incomplete academic work for unforeseeable, emergency, and justifiable reasons. Conditions for the removal of the “Incomplete” shall be set forth by the faculty member in a written record which also indicates the grade assigned in lieu of removal. The student will receive a copy of this record and a copy will be filed by the Director of Admissions and Records or the responsible Vice President. A final grade will be assigned by the faculty member when the stipulated work has been completed and evaluated. The “I” grade shall not be used in either calculating units attempted or for the computation of the grade point average.

(b) An “Incomplete” grade must be made up no later than one year following the end of the term in which it was assigned. Established College procedures may be utilized to request a time extension in cases involving unusual circumstances.

2. IP - In Progress

(a) This symbol is to be used in the student’s permanent record to confirm enrollment and to indicate that the course 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."

(d) A student is only allowed to receive a W grade in the same course three times. The student will have to petition to repeat the course if a Fourth W is issued for the course.

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 "IW." 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 of non-transferable "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-transferable "W," "MW," "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 Alleviation

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 alleviation.

2. A student may repeat a credit course for purposes of grade alleviation twice. 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 a finding that unusual circumstances exist which justify a second repetition.

(a) 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.

(b) In no case will the unit value of the repeated course be counted more than once.

(c) 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.

b. Course Repetition: Special Circumstances

1. Under special educationally justifiable circumstances, request for credit courses other than those for which substandard work has been recorded may be permitted.

2. A student may petition the appropriate College appeals body to authorize course repetition consistent with the California Code of Regulations, Title 5, §§55762-3.

5.6.8 Academic Renewal

Pursuant to The California Code of Regulations, Title 5, §§55764 and 55765, a student may request that substandard academic work (D, F) be disregarded from his/her grade point average when such work does not reflect current demonstrated ability. A student who wishes to qualify for a degree, certificate, or transfer may petition the appropriate College appeals body to disregard up to two semesters of completed work. Academic renewal does not guarantee that other colleges will accept the action. Acceptance of academic renewal is at the discretion of the receiving institution.

a. A maximum of two semesters of work which is substandard (i.e., less than a 2.0 grade point average) and not reflective of the student's present scholastic level of performance may be alleviated and disregarded in the computation of grade point average under the following conditions:

1. A semester is defined as all work attempted during a single academic term. The terms need not be consecutive.

2. The substandard work to be alleviated may have been completed at any college or university.

3. A period of at least two semesters must have elapsed since the most recent work to be alleviated was completed.

4. Subsequent to the semester(s) for which academic renewal is sought, the student must have completed an additional 12 semester units of study in the District or at another accredited institution with a cumulative grade point average of at least 3.00 or 24 semester units of work with a cumulative grade point average of at least 2.00.

5. A student may not pick and choose from among the courses in a given semester, but must declare all work for the entire semester invalid.

b. The academic renewal policy will ordinarily be applied only when alleviation of prior work is necessary to qualify a student for a program transfer to another institution, completion of a certificate program or graduation from the College.

c. Determination of the applicability of this policy will be made only following formal application to the appropriate College appeals body.

d. When academic work is alleviated, the permanent record shall be properly annotated in a manner to insure that all entries are legible and that a true and complete record is maintained.

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 limitations 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 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 Honors List. Honor Graduate - Graduates who have maintained an overall cumulative grade point average of 3.00 will be designated as Honor Graduates and receive special recognition at commencement.

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 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 EXTINGUISHING 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 (§§66000 et seq., 66205 et seq., and 72010 et seq.) and the California Code of Regulations, Title 5 (§54220).

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 non-exempt matriculating student has rights and responsibilities pursuant to Title 5, Article 4, §§55500 and 55570.

5.8.2 Students may be exempted from the assessment and/or orientation component of matriculation pursuant to Title 5, Article 4, §§55522.

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 advise counseling

Please note that non-exempt students who waive orientation may be assigned a later registration date than students who complete orientation.

• retake placement tests according to Assessment Office guidelines
• waive assessment recommendations
• challenge a prerequisite or corequisite or other limitation on enrollment, under certain conditions
• file a complaint of unlawful discrimination if you believe assessment, orientation, counseling, or any other matriculation procedure is being applied in a discriminatory manner.

Also see current schedule of classes for information on Exemptions, Waivers, Challenges, and Complaints.

ORIENTATION

Orientation is a process which provides you with information about the college’s programs and services, academic expectations and procedures, advising, and registration. Orientation includes educational planning. Students who complete orientation classes and workshops will...
receive information about college requirements,
learn about the requirements for the Associate and Bachelor's degrees, general education, and specific majors,
receive information about assessment recommendations and basic skill levels,
receive academic advising,
develop an educational plan.

ASSESSMENT
Assessment is the process the college uses to evaluate your skills in areas such as:
- Reading
- Writing
- Math
- English as a Second Language (ESL)

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 18 units outside class for each unit of credit in a class.

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.
Rights and Responsibilities

FACULTY

• General
Each instructor is responsible at the beginning of the course to inform students of the course’s learning objectives and criteria for grading. The instructor alone is responsible for issuing or changing a grade.

Upon reasonable request by the student, the instructor shall indicate what grade the student is receiving at the time of the request.

The instructor may, upon a student’s request, assign an Incomplete (“I”) grade when, in the instructor’s judgment, this action is warranted and appropriate.

• Instructor-Initiated Drops
An instructor may officially drop the student from the class rolls when it is determined that the student is no longer reasonably participating in the activities and requirements of the course. Definitions of non-participation shall include, but not be limited to, excessive unexcused absences.

An instructor may drop from the class rolls a student who has not appeared in a class during the first 1/6 of the total class meetings scheduled.

• Final Examinations
A final examination, or alternative final assessment activity, is required of all students in all courses for which a letter grade can be awarded. Final examinations or assessments for full semester courses are scheduled for a two-hour period and will not be given in advance. The final examination or assessment activity will be administered at the last scheduled class meeting. Any exceptions to this policy must be approved in advance by the Vice President of Instruction.

STUDENTS

• General
Students are responsible for completing the learning and performance objectives of the courses in which they are enrolled and giving evidence of such learning through examinations, essays, term papers, journals and such other requirements as the instructor may deem appropriate for demonstrating mastery of skills required in the course.

When a student receives an incomplete grade (“I”), he or she shall not be permitted to repeat the course in a subsequent semester unless the student fails to make up the incomplete as specified by the instructor and is subsequently awarded a substandard grade (“D,” “F” or “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 before the end of the semester should file a withdrawal notice in the Admissions Office. A student who withdraws from the College will receive those credits and grade symbols applicable on the date of withdrawal under the District’s grading system described earlier.

• Withdrawal from a class
It is the responsibility of the student to withdraw from a class prior to the published deadline in order to insure that a penalty grade will not be awarded for the course.

A student who withdraws from a class prior to the first class meeting of short-term classes or through the end of the third week for semester-length courses shall have no notation of enrollment in the class posted on the semester grade report or transcript. The schedule of classes lists exact drop dates.

From that point through the three-quarter point of the term (through the end of the twelfth week for semester length courses), a ‘W’ grade will be posted on the final grade report and the transcript. After that deadline, a grade symbol other than a ‘W’ will be posted.

• Release of Student Information
Students have the right and responsibility to control the release of information about themselves. (See District Policy 5.5)

• Academic Dishonesty
Dishonesty includes but is not limited to in-class cheating, out-of-class cheating, plagiarism, knowingly assisting another student in cheating or plagiarizing, or knowingly furnishing false information to College staff, faculty, administrators or other officials. Following are definitions of in-class cheating, out-of-class cheating, plagiarism, and furnishing false information. These are not all-inclusive and the list itself is not meant to limit definition of cheating to just those mentioned.

a. In-class cheating: during an examination or on any work for which the student will receive a grade or points, unauthorized looking at or procuring information from any unauthorized sources, or any other student’s work.

b. Out-of-class cheating: unauthorized acquisition, reading or knowledge of test questions prior to the testing date and time; changing any portion of a returned graded test or report and resubmitting 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 ideas from either published or unpublished work(s) as a student’s own work for a grade in a class. This also includes the violation of copyright laws, including copying of software packages.

d. Furnishing false information: forgery, falsification, alteration or misuse of College documents, records, or identification in class or in laboratory situations.

• Classroom-Related Disciplinary Sanctions
When a student is charged with plagiarism or cheating related to a class, and the instructor has reasonable proof or documentation or the student admits the violation, the instructor may select one or more of the following options:

a. Issue an oral or written notification and warn the student that further acts of this sort will result in additional disciplinary action.

b. Issue a NC or a failing grade (“F”) or “O” 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, fair and equitable procedures, or protection of privacy, of reputation or of personal property.

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-governance. 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 (policy5.19).

5.9 COUNSELING AND ADVISING SERVICES

Pursuant to Education Code §76260 and The California Code of Regulations, Title 5 §51108, the Board shall provide and publicize a counseling program in each College that shall include, but not be limited to, the following:

5.9.1 Academic counseling to assist the student in assessing, planning, and implementing his or her immediate and long-range academic goals;

5.9.2 Career counseling to assist the student in assessing, planning, and implementing his or her immediate and long-range academic goals;
5.10 STUDENT HEALTH SERVICES
5.10.1 The College maintains a Student Health Service 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 consultations.

5.11 PROGRAMS AND SERVICES FOR DISABLED STUDENTS
5.11.1 The Disabled Students Programs and Services and Supported Education Programs are the primary providers of support programs and services that facilitate equal educational opportunities for disabled students who can profit from instruction as required by Federal and State laws. The services to be provided include, but are not limited to reasonable accommodations, academic adjustments, accessible facilities, equipment, instructional programs, rehabilitation counseling, and academic counseling. Services shall be available to students with verified disabilities.

5.11.2 The Board recognizes the increasing importance of equal access to electronic and information technology as more learning opportunities are based on these resources. The District is committed to providing equal access to all members of the District community and to supporting the open access policy of the California Community College system by providing barrier-free access to all students, including access to electronic and information technology in accordance with State and Federal mandates (Section 504 of the Rehabilitation Act of 1973, Section 508 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and California Senate Bill 105). The District is committed to expanding the boundaries of access beyond the physical setting for students with disabilities recognizing that students are entitled to equal access to electronic information and technology. (Approved the by Board of Trustees 6/16/05)

5.11.3 The Board recognizes that a disability may preclude a student from demonstrating required proficiencies or from completing course requirements necessary for an AA or AS degree in the same manner as non-disabled students. The Board also recognizes the need to accommodate students with documented disabilities to the greatest extent possible without compromising the student’s course of study, the student’s confidentiality and dignity, and the integrity of the student’s degree.

5.11.4 The Board intends for all graduates to master the competencies required by The California Code of Regulations, Title 5 and to complete the courses required for graduation. The Board recognizes that most disabilities that preclude a student from completing a course can be overcome by altering the method of course delivery and providing a combination of appropriate accommodations. Therefore, for most students with documented disabilities, the first level of accommodation will involve extra help: tutorial assistance, auxiliary aids, test accommodations, and/or a slower-paced version of the course are examples of the kinds of assistance the District may extend to students. For some students with a disability, such accommodations and alterations of course delivery will not be enough to enable completion of the course. For these students, a course substitution will be individually considered under the conditions described in District procedures. Only in the most extreme cases will a course waiver be considered. All policies and procedures that apply to approval of course substitutions or waivers also apply to proficiency requirements.

5.11.5 The Chancellor or designee shall assure that the Disabled Students Programs and Services and Supported Education Programs conform to all requirements established by relevant law and regulations.

5.12 CHILD CARE SERVICES
5.12.1 The Colleges’ Child Development Centers provide child care for the children of students in the District and offer training in the field for students. The Centers operate pursuant to all applicable regulations 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 funds which will enable students to meet the direct and indirect educational costs of attaining an education.

It shall be the policy of the District that the Colleges maintain an organized, integrated, and comprehensive program of financial aid. These programs shall assist students who, without financial assistance, might be denied a college education. All financial aid programs will operate within Federal and State laws and regulations as well as District policy.

5.13.1 The District shall participate in Federal, State, and local financial aid programs approved by the Board.

5.13.2 The Vice Chancellor of Administrative Services shall have the responsibility for insuring the overall coordination of the District and College financial aid programs with respect to accounting, record-keeping, and reporting functions.

5.13.3 Responsibility for the financial aid program at each College shall rest in the office of the Vice President of Student Services. The Vice President will 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 are canceled by each College in an appropriate manner as determined by the Colleges in partnership with District Administrative Services.

5.13.5 The Colleges shall withhold grades, transcripts, certificates and/or diplomas, or any combination thereof, from any student or former student who is in default on a loan or loans or failed to meet any other financial obligation to the District. The student must be notified in writing of the delinquency prior to taking such action. Restrictions will be removed when the financial obligation has been met.

a. The District may pursue other forms of collection to satisfy student debts.

b. Exceptions to the collection procedures adopted by the District may be authorized by the Vice President of Student Services in cases of unique or extraordinary circumstances beyond the control of the student.

5.14 ATHLETICS
5.14.1 The District shall maintain an organized program for men and women in 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 organized, integrated, and financially responsible programs of student government and activities which conform to the education and administrative codes of the State of California.

5.15.1 The Board authorizes an Associated Student Body (ASB) organization to serve as the official governing organization of the associated students for each of its Colleges under Education Code 76060. Each such ASB shall have as its purpose the conduct of activities on behalf of the students at the College. All such activities shall be approved and regulated by an employee of the College so designated by the College President.

a. Each ASB organization is governed by its College’s rules, policies and procedures as well as other appropriate laws and regulations. Especially significant is the Brown Act, which is applicable to the ASB organization and any of its standing committees. Each ASB organization shall utilize a Constitution and Bylaws ratified according to ASB policy. Constitutions and Bylaws must be in compliance with College policies and procedures. The ASB President should ensure that proposed changes are presented to the College President prior to formal action sponsored by the ASB. All constitutional changes must be ratified by the College President.

b. Each ASB organization shall encourage students to participate in shared governance at the College and District levels. Inasmuch as the Board may establish minimum standards for governing procedures to ensure faculty, staff, and students the right to participate effectively in college governance and the opportunity to express their opinions at the
5.16 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.

5.16.2 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 passersby, nor shall they force passersby to take material.
- No person using areas generally available to students and the community shall touch, strike, or impede the progress of passersby, 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 Literature and/or Soliciting Petitions On District Property - Pursuant to the provisions of California Educational Code, Section 76120, all persons using the area generally available to students and the community shall be allowed to distribute petitions, circulars, leaflets, newspapers, and other printed matter. Such distribution shall take place only within the areas generally available to students and the community.
- Material distributed in the areas generally available to students and the community that is dropped in and around the areas generally available to students and the community other than in an appropriate receptacle must be retrieved and removed or properly discarded by those distributing the material prior to their departure from the areas generally available to students and the community that day.
- Material distributed shall be provided to the Student Activities Office by the distributor along with the name and address of the organization responsible for the material, and the name(s) and address(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. Non-commercial distributors of materials and non-commercial petition signature gatherers shall not be charged a vendor fee.

Posting - Students shall be provided with bulletin boards for use in posting student materials at campus locations convenient for student use. All materials displayed on a bulletin board shall clearly indicate the author or agency responsible for its production and shall be dated with the expiration date of posting. Materials displayed shall be removed after the passage of the expiration date (usually no more than 30 days). Date stamping of material to be posted will be performed by the Student Activities Office. Directions for using the bulletin boards are available in the Student Activities Office. These directions describe how materials may be affixed, etc., for the maintenance and utility of the boards.

5.17 STUDENT PUBLICATIONS

It shall be the policy of the District to promote an atmosphere of free and responsible discussion and intellectual exploration through an organized, integrated, and financially responsible Student Publications program. To that end, the District recognizes:

5.17.1 Student publications are a valuable aid in establishing and maintaining an atmosphere of free and responsible discussion and in intellectual exploration. Further, they serve as a means of bringing student concerns to the attention of the College community and the public and of formulating student opinion on various issues.

5.17.2 The student newspaper should, when possible, be an independent corporation financially and legally separate from the College and the District.

5.17.3 The College should attempt to provide sufficient editorial freedom and financial autonomy for the student publications to maintain their integrity and purpose as vehicles for free expression in an academic community.

5.17.4 Student editors and managers are to be governed by the canons of responsible journalism. At the same time, the editorial freedom of student editors and managers is protected by certain safeguards, such as:

a. Editors and managers of student publications will be protected from arbitrary suspension and from removal without proper cause (through orderly procedures).
b. All student publications, sponsored either directly or indirectly by the College and/or the District, shall explicitly state on the editorial page that the opinions expressed 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, dangerous or illegal drugs, or other controlled substances, as defined in California statutes, on District property or at any function sponsored by the District or Colleges.

5.18.2 The Colleges will provide information pertaining to the health risks and effects associated with alcohol and narcotics or other dangerous or illegal drugs. Students may be referred to various on campus programs or outside agencies for support, information, and/or enrollment in a drug recovery program.

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 of 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).

General and specific information and assistance is provided by Health Services for students and the Human Resources for employees. West Valley College students and employees are subject to sanctions as defined by the Student Handbook, Board policies and other local, State, and Federal laws.

SMOKING is not permitted within 25 feet of any building at West Valley College. See District Policy Manual Chapter 2.9.7. The College is in the process of moving to a Smoke-Free Campus, likely to be effective July 1, 2008.

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. Violators shall be subject to disciplinary action, including possible cancellation of registration, and may be denied future admission to the Colleges of the District. Criminal actions may also result in referral for prosecution.

5.19.2 Prohibited actions that may result in disciplinary action against a student include, but are not limited to, the following:

a. Continued disruptive behavior, continued wilful disobedience, habitual profanity or vulgarity, or 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 a College/District-sponsored or supervised event, upon request of a College/District official acting in the performance of his/her duties.

r. Gambling in any form.

s. Violations of College or District policies or regulations concerning the registration of student organizations, the use of College/District facilities, 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 other applicable federal and state statutes and District and College policies.

5.20 STUDENT DISCIPLINE POLICY

5.20.1 The District shall maintain and enforce a fair, uniform, and confidential student discipline process, the purpose of which is to promote the orderly conduct of a responsible student body in a manner compatible with the District and College function as an educational institution (Education Code 66300).

5.20.2 The Chancellor or designee will ensure that administrative disciplinary procedures as well as a uniform system of student grievances and appeals are 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 disciplinary 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 to 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 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 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 may take the form of appropriate service to repair or otherwise compensate for damages.


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 has the responsibility of implementing the system for student grievances and appeals and making it 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.

b. 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 §55760, permits a grievance to be filed with respect to grading only in situations where a grade was assigned due to mistake, fraud, bad faith, or incompetence.

c. GENERAL STUDENT GRIEVANCE - A general student grievance may be filed by a student who feels an action of a faculty or staff member, administrator, office, or group violates existing College or District rules, policies, or procedures; or other local, State, or Federal laws.

5.21.3 An explanation of the procedures for submitting student grievances and appeals shall be made available to students in the Student Handbook of each College and shall set forth the appropriate procedure at the respective College, District, and Board levels.

2.6 NON-DISCRIMINATION AND UNLAWFUL DISCRIMINATION POLICY

2.6.1 The policy of the District is to provide an educational and employment environment in which no person shall be unlawfully subject to discrimination on the basis of ethnic group identification, national origin, race, color, ancestry, religion, creed, age, sex, sexual orientation, marital or parent status, medical condition, or physical or mental disability, in any program or activity that is administered by, funded directly or indirectly, by the District. Title VI of the Civil Rights Act of 1964 (42 U.S.C. §2000d), Title IX of the Education Amendments of 1972 (20 U.S.C. §1681), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. §794), the Americans with Disabilities Act of 1990 (42 U.S.C. §12100 et seq.), and the Age Discrimination Act (42 U.S.C. §6101).

The Board:

a. Affirms its policy of equal employment opportunity, opportunity for advancement, and non-discrimination in the delivery and provision of employment and educational and related services to the public;

b. Declares its commitment to maintaining an environment of equal employment opportunity which prohibits discrimination based on ethnic group identification, national origin, race, color, ancestry, religion, creed, age, sex, sexual orientation, marital or parent status, medical condition, or physical or mental disability, in every aspect of personnel policy and practice in the employment, advancement, and treatment of employees and qualified applicants for employment, as well as its commitment to maintain an environment free from sexual harassment and intimidation;

c. Prohibits discrimination against women, ethnic and racial minorities, veterans, and individuals with physical or mental disabilities in its work force;

d. Affirms its commitment to the development and maintenance of an educational curriculum that is free of bias and provides educational opportunities for all people;

e. Affirms its commitment to admission, recruitment, and retention policies which encourage a student body of all races, ethnic groups and genders, as well as persons with physical and mental disabilities; and

f. Affirms its commitment to use District resources, facilities, and services in a manner that will benefit all residents of the District and that ensures women, ethnic and racial minorities, individuals with physical and mental disabilities, and veterans are fairly represented in the use of such resources, facilities, and services.

2.6.2 Definitions applicable to this policy on non-discrimination and unlawful discrimination are those found in State law and regulations.

2.6.3 The Board reaffirms its commitment to academic freedom, but recognizes that academic freedom does not allow any form of unlawful discrimination. The lecture, content, and discourse that are an intrinsic part of the course content shall in no event constitute any form of unlawful discrimination. It is recognized that an essential function of education is a probing of received opinions and an exploration of ideas that may cause some students discomfort. It is further recognized that 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, 883 F. Supp. 1407, 1412-1414 afid, in part, and revd. in part on other grounds, (1996) 92 F. 3d 968; and California Code of Regulations, Title 5, §59302.)

When investigating unlawful discrimination complaints stemming from issues of academic freedom, the District consults with a faculty member appointed by the Academic Senate with respect to contemporary practices and standards for course content and delivery.

2.6.4 The Chancellor is charged with the responsibility of implementing 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, that there shall be one such component plan for each of the following areas: employment, curriculum, student enrollment, District resources, facilities, and services.

2.6.5 A copy of the policy on non-discrimination and unlawful discrimination will be displayed in a prominent location in the main administrative building or other area where students are likely to see the District’s rules, regulations, procedures, and standards of conduct are posted (California Code of Regulations, Title 5, §59300 et seq. and 59326; Education Code, §§66281.5, 20 U.S.C. §1681 et seq.; and 34 C.F.R. §106.8(b)).

2.6.6 The District has identified the Vice Chancellor 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.

a. 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.

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 reports a violation, or who otherwise furthers the principles of this unlawful discrimination policy.

(20 U.S.C. §1681 et seq.; 34 C.F.R. §106; California Code of Regulations, Title 5, §59300 et seq.; and Revised Sex Discrimination and Sexual Harassment of Students by School Employees, Other Students, or Third Parties, Title IX, Office of Civil Rights, January 19, 2001.)

* 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-granted privileges.

* Expulsion - expulsion of a student is the indefinite termination of student status and all attendant rights and privileges. Expulsion of a student is accomplished by action of the board on recommendation of the College President and the Chancellor.

(For complete information and disciplinary and grievance procedures see the student handbook.)
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

With respect to student rights and responsibilities, the West Valley-Mission Community College District affirms its commitment to maintaining an environment of equal opportunity which prohibits discrimination based on sex, color, religion, age (for individuals 40 years and over), physical or mental or parental status, or sexual orientation in every aspect of its educational programs and activities, as well as its commitment to maintain an environment free from sexual harassment and intimidation.
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 or a GPA of 3.25 or higher in a minimum of 9 University-transferable units. 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.

• 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 mentoring components. The Puente Program integrates:

• Two-semester English 905 and 1A linked classes.

• Two semester Counseling classes.

• Individual academic, personal, and career counseling.

• Transfer information, university tours, student motivational and transfer conferences, and assistance with the transfer process.

• Personal mentor relationships with professionals from the Mexican-American/Latino community.

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.

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, 5 and 12B.

• Encourages enrollment in History 12, English 12 and Counseling 50.

• Provides intensive and proactive counseling.

• Provides students with college, peer and community mentors.

• Connects students with support services on campus and with transfer institutions.

• Provides cultural events, social outings and visits to transfer institutions.

For further information, contact (Carolyn Nash, Counseling Center, at 741-2608 or Paulette Boudreaux, English Department at 741-2430.)

CAMPUS CENTER

(408) 741-2006

The Campus Center is the social, educational, and recreational center of West Valley College. Students, staff, faculty and visitors to the campus make the center a busy and exciting hub of activity. On average, 900 events each year are hosted by the Campus Center. Students, staff, faculty, administrators, and guests combine for nearly 275,000 annual visits to the Center.

Most people at WVC spend a lot of time in the Campus Center. The facility houses the Dining Hall, the Viking Bookstore, Drip Coffee Cart, the Police Department, the student Art Gallery, the Concierge Desk, the water Garden Study Lounge, the newly furnished fireside study lounge, the faculty & staff lounge, a coin-operated copy machine, an off-campus housing board, Associated Student Senate office, Inter-Club Council offers an outside patio and eating area, grasy knoll, and a pleasing atmosphere.

All Campus Center Facilities are designated as nonsmoking areas and are open to serve the college community’s needs. Free wi-fi internet is available throughout the Campus Center. There are many rooms available and rental reservations can be made by contacting the Student Activities Office at 741-2006.

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 Corporation. Located within the Student Center, the bookstore stocks all required text and supplies as well as a wide array of imprinted merchandise and giftware.

The bookstore will buy back books any day and offer 0% to 20% of the cost. During finals week the 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 Fall and Spring term with the receipt and 30 days after the start of the term with the receipt and drop slip.

FOOD SERVICES “ISSI”

The Campus Center Cafe offers a variety of menu selections. These selections include hot breakfast, salad bar, Asian fair, Mexican cuisine, deli bar, grill, baked goods, snacks and beverages. Vending machines are located throughout campus and a coffee cart is available in the Campus Center.

CAREER PROGRAMS CENTER

(408) 741-2098

The Career Programs Center, located in the Applied Arts and Sciences Building, Room 35, provides information on degree and certificate programs with career emphasis. Counseling appointments, brochures and major sheets for career programs are available. In addition, job placement assistance is provided to help with researching and applying for job opportunities. To receive a packet of information on any career program, call or check our web site: www.westvalley.edu/wvc

Click on “Academic Programs”

Then click “Career Programs”
Job Placement
(408) 741-2508
The Career Programs Center also offers employment resource information on labor market trends, as well as career advisement and referrals to job openings. Job search assistance is available, including career counseling, and guidance for resume writing, cover letter composition, and interviewing techniques. Appointments are encouraged.

CalWORKs Program
(408) 741-2098
If you are a student who receives CalWORKs/TANF (Temporary Assistance to Needy Families), you are eligible to receive individual career and personal counseling, services and support to help you succeed in school and meet the requirements of your CalWORKs plan. The CalWORKs Program can assist you with child care, books and supplies, transportation and other needs. Work study jobs, tutoring and support groups are also available.

Work Experience
(408) 741-2098
Students 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 Center is 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 diverse 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 Agreement Forms. 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
- Note-takers
- 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 problems.

DESP 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 parents who wish to succeed in college. CARE students must be at least 18 years of age and single heads of household. The student or their child, who must be under 14 years of age, must be receiving CalWORKS/TANF/AFDC.
All CARE students are also EOP&S 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 EOP&S 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 online 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 Educational Loan Program

State Programs
- Board of Governor's Waiver
- Cal Grant B and C
- CalWORKS
- 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 (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 November, 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. 2006 deadline for the 2006/2007 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 the 2.0 (C) minimum requirements.
3. Veterans whose cumulative grade point average remains below 2.0 (C) for more than two (2) semesters will be allowed to pursue their educational goal but will not be certified for veteran's educational benefits until such time as their cumulative grade point average is at least 2.0 (C) or higher.

HEALTH SERVICES
(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, mental health counselors, and consulting physicians. Special programs and activities are conducted to address issues related to sexuality, substance abuse, HIV and other high risk health concerns.

Telephone advice to off-campus students is available. In addition, students can 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.
Students can also become paid tutors by picking their own study groups. Tutoring is available, without charge, to West Valley College students in academic and vocational subjects. Tutoring is especially valuable in the fields of Motor Vehicles. Failure to display a valid permit. Vehicles with car covers are an 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/motorcycles 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 256) and use a designated disabled parking stall must display a valid placard or special 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 during class sessions, weekends, and holidays. The District Police have full state law enforcement authority identical to that of your local police and sheriff. Officers are responsible for a wide range of public safety services, including crime reports, traffic accidents, criminal investigations, and all other incidents requiring police assistance. District Police Officers maintain a mutual aid policy with the police of the city of Santa Clara and the Santa Clara County Sheriff’s Department.

District Police Officers may be supplemented by non-sworn, uniformed Parking Enforcement Officers, who may assist with non-emergency situations, aid motorists, provide campus information, issue parking citations, direct traffic, and provide safety escorts and foot patrol services during evening hours.

Please see the schedule of classes for further information on campus safety, a drug free campus, and Student Right to Know: For further information regarding the District Police, parking, “Student Right to Know” and crime statistics, visit: www.wvmccd.cc.ca.us/police. “Student Right to Know” information is also available at the District Police Office.

**SAFETY SERVICES 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).

**TECHNOLOGY CENTER**

(408) 741-2666

The Technology Center is located in the AAS (Applied Arts and Sciences) building. Available for student use are state of the art computers (Mac and PC) with high speed Internet access, flat bed scanners, and CD burners. We offer both black/white and color laser printing. The Technology Center is free to all current semester students. Beginning Fall 2008, students will be charged a “per page” fee for printing.

Hours are Mon. - Thur 9:00AM to 7:00PM Fri. 9:00AM to 2:45PM

**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.
Board of Trustees

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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.

GIBSON, LINDA, 1990
Dean, Matriculation and Counseling
B.A. and M.A. in Speech-Language Pathology, San Jose State University; additional graduate work, Goucher College; University of Nebraska, Lincoln.

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
Program Director, Distance Learning and Instructional Technology
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; Online Instructor Certification, University of Indiana.

PINET, CELINE, 1998
Dean, Instruction
B.Sc. P. and M. Sc. A.; University of Montreal, Ph.D. Architecture, University of Wisconsin-Milwaukee; Certified Interior Designer, IDEC, 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
J.D. 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, 1989, 1994, 1996

SMITH, ERNEST, 2006
Vice President, Student Services
Ed.D., Educational Leadership Postsecondary Education, Portland State University; Ed.D., 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).

KOBAYASHI, FRANK, 2007
Program Manager, Business and Professional Training
A.A. in Business, Santa Rosa Junior College; A.S. in Child Development, Santa Rosa Junior College; B.S. in Human Development, University of California at Davis; M.A. in Education Policy and Evaluation, Stanford University.

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, Winconsin; 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.

ACCORNERO, 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 Experienced-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.

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

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; Diplome Annuel, University of Paris; M.A.S.T.E.L., 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, M.A. in Education, M.S. in Computer Science, Stanford University; additional graduate study, San Jose State University.

BOUDREAUX, 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
Bachelors in General Studies (BGS), Master of Public Health Nutrition (MPh), University of North Carolina, Chapel Hill; Registered Dietitian (RD), American Dietetic Association.

BRUECKNER, HEIDI, 2000
Instructor in Art
B.A. Art History and B.A. Studio Art, University of Santa Cruz; M.F.A., University of Kansas.

BUENDEA-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.

BURLILL, 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/Instruction
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, MHRD in Organizational Development, Ed. D in Organizational Leadership/Pacific Leadership International, University of San Francisco.

CASTELLO, RANDY, 1988
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.

CIRIAULO, CON, 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/Instruction
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; Certificate in the Teaching of Post-Secondary Reading, San Francisco State University.
DE LA ROSA, LOU, 2004
Instructor of Music

DEDEN, TOM, 2002
Instructor in Sociology
B.S. in Business Administration, University of Southern California; M.A. in Sociology, University of Michigan, Ann Arbor

DIAMOND, HEIDI, 2004
Instructor 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. Studios, New York.

DUNDURS, KARINA, 1996
Instructor, Computer Applications, Tech Prep Director
B.S. in Business Management, University of San Francisco.

EHLERS, GRETCHEN, 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.

FARRELL, MEG, 2004
Instructor in Communication Studies
B.A. in Speech Communication with Minor in Broadcast Journalism, San Diego State University; M.A. in Communication Studies, San Jose State University.

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.

GAIERO, 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)

GALLARDO, LETICIA 2007
Instructor in Biology
A.A. in Natural Sciences, A.A. in Liberal Arts and Sciences from College of Marin; B.S. in Integrative Biology from the University of California, Berkeley; M.S. in Biology from Arizona State University

GARCIA-SCHEPER, MARIA 1999
Counselor
B.S. in Business Administration, concentration in Management; San Jose State University; M.A. in Counselor Education, San Jose State University.

GEARY, MICHELLE, 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

GHABRAMANI, 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
**HENDERSON, JIM, 2001**
Division Chair/Instructor in Business and Accounting
B.A. in Accounting, San Francisco State University, a Community College teaching credential, and 35+ years experience in business.

**HERAUF, MICHAEL S., 1975**
Counselor/Articulation Officer
A.A. in Liberal Arts, De Anza College; B.A. in English, University of California, Santa Barbara; M.A. in Counseling Education, San Jose State University; M.A. in English, San Jose State University; additional graduate study, Nova University; Certificate in Alcohol and Drug Studies, University of California, Santa Cruz.

**HERNANDEZ, LETICIA SANCHEZ-MENDOZA, 1993**
Counselor and Instructor
B.A. in Biological Sciences, Santa Clara University and San Jose State University; California Community College Teaching Credential (Basic Education), U.C. Berkeley; M.A. in Counselor Education, San Jose State University.

**HOPKINS, STACY, 2005**
Instructor in Paralegal
B.S. Political Science California University Chico; J.D. Santa Clara University School of Law

**HUGHES, HEIDE, 1976**
Lab Faculty Specialist
Community College Credential, University of California, Berkeley.

**HUGHMANICK, MICHAEL D., 1970**
Instructor in Psychology
B.A. in Philosophy, University of Santa Clara; M.A. in Psychology, San Francisco State University; additional graduate study, University of Colorado, Boulder, and Stanford University.

**HURD, DIANE TSUKAMOTO, 1993**
Instructor in Interior Design

**JANKE, EDWARD, 1993**
Instructor in Architecture
Bachelor of Architecture, California Polytechnic State University, San Luis Obispo; Master of Architecture, University of Virginia; AIA; NCARB; Licensed Architect

**JAVAN, FARANNEH, 1998**
Instructor in Health Care Technologies
MD, Tehran
Tehran University, Tehran/Iran

**JUAREZ, STEPHEN, 2002**
Instructor in History
A.A. in History, Riverside Community College; B.A in European History, University of California, Riverside; M.A. in European History, University of California, Berkeley; ABD in U.S. History, Stanford University; additional graduate study in European, U.S. Labor Intellectual History at Yale University.
KINDON, ANDY, 2005
Instructor in Anthropology, Department Chair
B.A. with Distinction in Anthropology, Kenyon College; M.A. in Anthropology, University of California, Los Angeles; Ph.D. in Anthropology, University of California, Los Angeles.

KNIGHT, CAROL, 1990
Instructor in Physical Education
B.S. in Kinesiology and Physical Education, California State University, Hayward. California Community College Instructors Credential.

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.

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, LUNGYEE, 2004
Instructor in Physics
B.S. in Physics and M.S. in Physics, State University of New York, Albany

LIU, SAM, 2006
Instructor in Economics
B.A. in Economics, Princeton University; Ph.D in Economics, Massachusetts Institute of Technology.

LOPEZ, ROBERT, 2000
Instructor in Geology
Ph.D. in Earth Sciences, University of California, Santa Cruz: B.S. in Geology, California State University, Hayward: A.A. in General Studies, Palomar Community College; additional graduate study, the University of New Mexico, Albuquerque; Post doctoral work at Universidad Nacional Autonoma de Mexico and University of California, Santa Cruz.

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; Fulbright-Hays fellowship, 2005. Postgraduate study at Stanford University, San Jose State University, University of California, Santa Cruz, Towson University and University of the West Indies, Barbados.

MALMUTH-ONN, ANN, 1981
Coordinator, Honors
Instructor in Physical Education and Dance
B.A. in Anthropology, Stanford University; M.A. in Education–Dance, Stanford University; additional graduate study, Tel Aviv University, University of California, Santa Cruz.

MATHIESON, PEGGY, 2004
Instructor and Department Chair, Paralegal
B.A. in Psychology, Pennsylvania State University; J.D., Hastings College of the Law

McCANN, STEVEN, 1997
Instructor in Physical Education
Martial Arts
B.S. in Business Administration with a concentration in Accounting, San Jose State University; M.A. in Physical Education with a concentration in Biomechanics, San Jose State University.

McGINLEY, LEANN, 2001
Assessment Coordinator
B.A. in Psychology, Goucher College; M.A. in Psychology, University of Delaware; Ed.D. in Organization and Leadership, University of San Francisco; additional graduate study at California State University, Hayward.

McINTOSH, JEAN, 2002
Instructor in Digital Media/Internet Services
B.A. in Sociology, University of Saskatchewan, Canada; B.F.A., in Digital Graphics, Hayward State University

MENDELSOHN, BENJAMIN MARK, 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; CFII & AGL, Federal Aviation Administration; additional graduate study in Mechanical Engineering, Santa Clara University, Planetarium Professional, Alexander F. Morrison Planetarium at the California Academy of Sciences, Charles F. Hagar Planetarium at San Francisco State University, Holt Planetarium at the Lawrence Hall of Science, Minolta Planetarium at De Anza College.

MILLER, CHERYL, 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, KYUNGHI (KAEE), 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
BGS 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, 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 Dale 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.

PERELL, 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 of the 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; TEFL 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
B.S. in Physical Education, Athletic Training Emphasis, Arizona State University; M.A. in Human Performance, San Jose State University; Certification: National Athletic Trainers Association.

RYAN, DAVID, 2004 Instructor in English as a Second Language
B.A. in Comparative Literature, minor in French, University of California, Irvine; M.A. in English, Certificate in Teaching English as a Second Language, Holy Names College; adult teaching credential in ESL/Basic Skills.

SAITO-LIU, LESLIE, 1997 Instructor in English
B.A. in Communications, UC San Diego, M.A. in English (American Literature emphasis), San Diego State University.

SALCIDO, MELISSA J., 2004 Counselor / Puente Co-coordinator
B.A. in Spanish with an emphasis in Chicano Studies, Stanford University; M.S. in Counseling with an emphasis in College, San Francisco State University.

SANDERS, PAUL D., 1981 Instructor in Communication Studies
B.A. in Political Science/Business Minor, Wittenberg University; M.B.A., University of Dayton; M.A. in Speech Communications, San Jose State University.

SANDFORD, BETSY, 1997 Librarian
A.B. in History, Washington University in St. Louis; M.S. in Library and Information Science, University of Illinois at Urbana-Champaign.

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.

SANDFORD, 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 Mechanical Engineer; Certified California Professional Civil 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 cassette and 10 video instructional packages.

SCHEIBSTEIN, 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 Science 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 Santa 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.

SHERILL, SUSAN, 2007 Instructor in DESP, Learning Specialist
B.S. in Business Administration, International Business; California State University at Sacramento; Single Subject Teaching Credentials in Business Education, Combined Social Sciences and Economics; California State University at Sacramento; M.A. in Interdisciplinary Education - Curriculum and Instruction (Special Education); Santa Clara University.

SHOEKER, 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.

SMITH, ROSS, 2004
Counselor, Disability and Educational Support Program
A.A. in Liberal Arts, Foothill College; B.A. in Social Welfare, California State University, Long Beach; M.S. in Rehabilitation Counseling, San Francisco State University; Licensed Marriage and Family Therapist.

STARKS, PAUL, 2004
Head Athletic Trainer/Instructor, Physical Education Division
West Valley College Classified staff 1999 - 2004 as assistant athletic trainerA.A. in Liberal Arts, West Valley College; B.S. in Kinesiology, Cal Poly, San Luis Obispo; M.A. in Kinesiology (movement science) San Jose State University; Certified as an Athletic Trainer (ATC) by the National Athletic Trainers’ Association; Licensed Physical Therapist Assistant (PTA); and certificed by the National Strength and Conditioning Association as a Strength and Conditioning Specialist (CSCS) and Personal Trainer (CPT).

SVENSSON, PETER, 2000
Instructor of Biology
B.S. in Biology, University of Lund (Sweden), M.A. in Biology, University of California, Santa Cruz.

TEMKIN, DOUGLAS, 1990
Instructor in English
B.A. in English Language and Literature, DePaul University; M.A. in English Language and Literature, New York University. Postgraduate study, University of California, Berkeley; University of California, Santa Barbara.

TORRES, CARMEN, 1990
Instructor in English
B.A. in English, San Jose State University; M.A. in English, University of California, Berkeley; postgraduate studies at Stanford University, University of California, Santa Barbara, University of California, Santa Cruz; additional studies abroad in Spain at the Fundacion Jose Ortega Gasset, University of Minnesota.

TRAMONTANA, BRIAN, 2004
Department Chair, Photography
Instructor in Photography
B.A. Brooks Institute of Photography, Santa Barbara

UPTON, BARBARA, 2006
Instructor in Philosophy
B.A. in Philosophy, U.C. Berkeley; M.A. in Philosophy, San Jose State University.

VAN HOOK, CATHEEN, 1992
Instructor in Mathematics
B.S. in Mathematics, Santa Clara University; M.A. in Mathematics, San Jose State University.

VAUGHN, MELVIN J., 2005
Instructor of Physics
B.S. in Physics, University of California, Riverside; M.S. in Physics, University of California, Santa Cruz

VLAHOS, JOHN, 2001
Instructor in Physical Education, Football Coach
B.S. in Business Administration, Santa Clara University; M.S. in Sport Leadership, Virginia Commonwealth University.

WAGNER, JENNIFER, 2002
Instructor in English
B.A. in English, University of California, Los Angeles; M.A. in Teaching of Writing, Humbolt State University; M.A. in Literature, Humbolt 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 Gradate Theological Union; M.Div. Church Divinty 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.

WEISSBERG, 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, Football Coach
B.A. Liberal Arts, Social Science, San Diego State University; MA in Education, Counseling, University of Redlands; MA in Kinesiology, Sport Psychology, San Jose State University.

WONG, REBECCA, 1994
Instructor in Mathematics
B.A. in Mathematics and Psychology, University of California, Santa Barbara; M.S. in Teaching Mathematics, Santa Clara University; additional graduate study, University of California, Santa Barbara.

WONG, WANDA, 1980
Counselor/Instructor/International Counselor
A.B. in Physical Education (for Physical Therapy), University of California, Berkeley; M.A. in Counseling, San Francisco State University; Ed.D. Fielding Graduate University. National Certified Counselor.

WORLEY, JOAN, 1981
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/Instruction/Transfer (1976-2002)

ALLMAN, WILLIAM
Counselor (1969-1992)

ANDERSON, JOANE
Instructor in Mathematics (1980-2006)

AQUILONIUS, CHRISTINA B.
Instructor in Mathematics (1984-2006)

AUMACK, GORDON
Dean of Instruction (1964-1976)

BARNIKEL, FREDERICK G.

BARRETT, GORDON E.

BENSON, BART
Instructor in English (1967-2001)

BERRY, SANDRA M.
Instructor in English (1967-2001)

BENNET, PAUL
Instructor in Accounting (1968-2003)

BONNET, JANICE
Librarian (1977-2005)

BONNET, PAUL
Librarian (1967-1993)

BORDI, STEPHEN W.
Instructor in Business (1981-1993)

BRAINARD, DAVID G.
Instructor in Business (1981-1993)

BRODICK, MALCOLM
Instructor in Astronomy (1969-1998)

BULLOCK, TOM
Instructor of Accounting (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)

CHEN, TERENCE T
Instructor in Art (1990-2000)

COLSON, KENNETH M.
Instructor in Anthropology (1967-2003)

CONSTANT, GWENDOLYN
Instructor in English (1969-1994)

CORRIGAN, PHYLLIS
Instructor in English (1964-1991)

CRANDALL, JERRY R.
Instructor in English (1964-1991)

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)

DONNE, MARY C.

DOUGHERTY, KATHRYN
Instructor in Music (1969-2002)

DUARTE, ANGELINA
Instructor in Student Support Services (1967-2006)

DUQUETTE, WILLIAM

EATON, JUDITH
Instructor in Court Reporting (1990-2000)

EDMAN, ARNOLD
Dean of Guidance and Counseling (1964-1974)

ELLIS, WADE, JR.,
Instructor in Mathematics (1976-2007)

ENGLEDING, LINDA
Counselor (1981-2005)

ESCOTT, CHARLES

EWING, DAVID
Instructor in Court Reporting (1977-1997)

FISH, DUANE W.
Instructor in Chemistry (1969-1995)

FLEMING, JOHN
Instructor in English (1964-1986)

FOERSTER, DONALD
Instructor in Chemistry (1984-1994)

FOGGIATO, RUTH
Instructor in Medical Records Technology (1974-1982)

FONTAN, LYDIA C.
Instructor in English (1981-2003)

FREE, JOY
Instructor in Physical Education (1969-1990)

GALLUP, THOMAS

GANDEL, FRED J.
Instructor in Music (1975-2001)

GARCIA, TOMAS
Instructor in History (1971-2006)

GARDNER, KATHRYN M.
Instructor in Reading (1977-1993)

GARREL, HOWARD
Instructor in Chemistry (1972-1998)

GEREDES, 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)

GREEN, THOMAS
Instructor in Biology and Park Management (1985-2006)

GRISHAM, KATHLEEN
Instructor in Fine Arts (1977-2003)

GRUBB, GEORGE
Instructor in Physical Science (1965-1979)

HALL, HUGH
Instructor in Biology (1967-2000)

HAMPSON, CLO ANN

HANCOCK, JOHN
Instructor in Physical Education (1987-2006)

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.
Instructor in Health and Physical Education (1969-2005)

HERMAN, THEODORE C.
Instructor in Geology (1967-2000)

HERNANDEZ, JOSEPHINE
Counselor (1975-1996)

HOPPER, DIANA.
Instructor in History (1981-1997)

HOWARD, LAURA, M.
Instructor in Court Reporting (1979-1998)

HULS, HARRIETT N.
Instructor in Biology (1968-1996)

HUSTON, VIVIAN
Counselor (1966-1970)

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
Counselor (1975-1996)

KING, LINDA B.
Instructor in Biology (1967-2000)

KINGSLEY, WESTON H., JR.
Instructor in Technical Drafting (1964-1993)
KROTH, ANYA, 1984  
Instructor in Mathematics (1984-2007)

KURSAK, EDWARD R.  
Instructor in Foreign Languages (1968-1996)

LAW, VIRGINIA L.  
Instructor in English (1970-1992)

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 Mathematics (1964-1992)

LUNDE, ARNE  
Instructor in Mathematics (1970-1992)

MARDI, GEORGE  
Instructor in Speech (1965-2006)

MANN, JOHN  
Instructor in Chemistry (1965-1988)

MARR, GEORGE  
Instructor in Physical Education (1965-1987)

MARTIN, ROBERT  
Instructor in Physics (1965-1987)

MARTINEZ, MAC  
Instructor in Spanish (1964-1986)

McGARRAH, BETTY  
Instructor in Business (1966-1998)

McGOLDRICK, LARRI  
Student Health Coordinator (1979-1987)

MILLER, GEORGE  
Instructor in Real Estate (1969-1994)

MIRCH, EDWARD C.  
Instructor in Business (1976-1998)

MORTENSEN, GWENNA  
Counselor (1965-1987)

MORRIS, L. RONALD  
M.S., Instructor in Biology (1968-1999)

MOUNTIE, 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)

PETERS, EDWARD  
Instructor in Chemistry (1965-1987)

PLUTYNISKI, LINDA  
Instructor in Chemistry (1964-1978)

POMPOSO, TOM  
Instructor in Foreign Languages (1966-1993)

PRUCHA, ISABEL  
Librarian (1975-1996)

PUGNO, DAVID  
Instructor in Computer and Information Systems (1975-2005)

RANKIN, JOHN  
Instructor in Instructional Lab Faculty (1982-1992)

RENAS, DON  
Instructor in Geography (1964-1987)

REED, JUDY  
Instructor in Court Reporting (1978-1995)

RICKSECKER, EARL  
Counseling (1978-2000)

RINEHART, ANN  
Instructor in Art (1975-1988)

RIVERA, MICHAEL  
Counselor (1969-1987)

RODEN, KIRK  
Instructor in Computer and Information Systems (1975-1985)

ROSE, RICHARD G.  
Instructor in Mathematics (1964-1993)

ROSSMANN, LYNN  

SABLE, ROBERT  
Instructor in Mathematics (1964-1993)

SABIN, PETER S.  
Instructor in Architecture (1975-1993)

SAMUELS, JOE  
Instructor in Architecture (1984-2007)

SAPF, EDWARD  
Instructor in Reading (1986-2006)

SCHWENDINGER, DICK  
Instructor in Physical Education (1964-1987)

SCOTT, MARVIN  
Instructor in Music and Humanities (1965-1977)

SEEFELDT, GUNTER  
Instructor in Foreign Languages (1969-1993)

SEQUIST, JACK  

SENTENY, JACK C.  

SHELTON, SYLVIA A.  
Counselor (1975-2006)

SHERWOOD, PATRICIA  
Instructor in Art (1978-1998)

SIMPSON, CLAUDINE H.  
Instructor in Physical Education (1969-1996)

SKEAFE, 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.  

STONER, DONALD A.  
Instructor in Biology (1964-1992)

STRANDGAARD, TORBEN  
Instructor in Interior Design (1976-1988)

STUMP, VIRGINIA  
Instructor in English (1964-1970)

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)

TREBBE, EDWIN S.  
Counselor (1965-1993)

TRULSSON, BERTON  
Counselor (1965-1993)

TSUTSUMI, DIANE Y.  
Instructor in Speech (1967-1985)

VIRDEH, FRED  
Instructor in Mathematics (1981-2002)
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.

Baldwin, Daniel, 1998
Student Services Advisor, Financial Aid

Bateh, Chris, 2001
Mobility Assistant/Train Driver, Disability Education and Support Programs

Bond, Inge, 2007
Institutional Research Analyst

B.A. in Sociology, University of California at Santa Cruz; M.A. in Education Policy and Administration, Stanford University

Bozorkian-Amin, Maryam, 2005
Office Assistant, EOPS

Degree in Pure Mathematics, Melli University, 1989, Tehran, Iran

Brier, Diane, 2001
Student Services Technician, Admissions and Records

Brown, Donna, 1986
Supervisor, Counseling Office

Browder, Patti, 1990
Instructional Assistant, Adaptive, Physical Education B.S. San Francisco State University

Brumgard, Amy, 2007
Career Placement/Workforce Development Advisor

B.A. in Psychology, Sonoma State University; M.A. in Psychology, Sonoma State University; Postgraduate study, Career Development, John F. Kennedy University; Global Career Development Facilitator (GCDP)

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 of Justice and Minor in Sociology, San Jose State University; M.A. Counseling Education, San Jose State University

Carreiro, Michele, 2004
Library/Media Technician

A.A. 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

Cizmar, 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

A.A. in Sports Medicine and A.A. Liberal Arts, Santa Barbara City College; B.S. Physical Education, Cal Poly San Luis Obispo; M.A. Kinesiology, San Jose State University; Certified Athletic Trainer (ATC), National Athletic Trainer Association.

Dinh, Sang (Sandy), 2006
Senior Administrative Assistant, Administrative Services

Donohue, Michelle, 2007
Director, Student and Campus Center

B.A. in Communication Studies, Sonoma State University; M.A. in Higher Education Administration, Indiana University of Pennsylvania; Advanced graduate studies, Educational Leadership, California Polytechnic State University, San Luis Obispo

Duncan, David, 2005
West Valley College Webmaster

B.S. in Fine and Applied Arts, University of Oregon, Eugene; Certificate in Digital Media Design and Production, West Valley College, Saratoga, CA; Certificate in Web Content Design, West Valley College, Saratoga, CA; Undergraduate studies in Electronic Engineering, California Polytechnic State University, San Luis Obispo

Ebrahimi, 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

Estrella, Cyndi, 2001
Student Services Accountant Technician, Admissions and Records

Franklin, Marta, 2000
Financial Aid Advisor, Financial Aid

A.A. in General Education, DeAnza College

Gagliasso, Laura, 1998
Specialist III-Child Development Center

A.S. Degree in Child Development, West Valley B.S. in Behavior Science, National University of San Diego

Gault, Max, 2008
Instructional Technologist, Distance Learning

Griffin, Jeffery, 2001
Instructional Lab Technician, Tutorial Services

Hall, Jonathan, 2000
Library/Media Technician, Library

B.A. Political Science, San Jose State University; A.A. Library Technology, Foothill; A.A. Art, West Valley College; M.L.I.S., San Jose State University

Hamrick, Andrea, 2005
Administrative Assistant, CITD
HANTON, TANYA, 2007
Senior Administrative Assistant, Dean of Instruction and Library

HARP, BEVERLY, 2005
Student Services, Matriculation

HAWKINS, RANDAL, 1988
Instructional Assistant-Music
B.M. Furman University; D.M.A. in Music, Peabody Institute of the Johns Hopkins University.

HERNANDEZ, ALICIA, 2000
EOPS Specialist
B.A. Social Work, San Jose State University.

HERNANDEZ, KARLA, 1999
Instructional Lab Technician, Theatre Arts Costumer.

HICKS, YVONNE, 1994
Office Supervisor, CAADP, Student Health Center

HOPKINS, ROGER, 2001
P.E. and Athletics Operations Coordinator

HSAIN, LAMIA, 2005
Library/Media Technician, Library
B.S. in Business, Accounting concentration, San Jose State University.

JAYADE, SUSEELA, 2001
Specialist II, Child Development Center

JOHNSON, KENNETH, 2002
Instructional Lab Technician, Art

JOHNSON, MICHAEL, 1999
Instructional Lab Technician, Art
B.S. in Engineering Mathematics, Tulsa University; M.S. in Applied Mathematics, North Carolina State University; Postgraduate study in Art, University of California, Santa Cruz

JONES, CAL, 1989
Graphic Designer, Instructional Development
B.A. Rhetoric/Communications, University of California Davis; M.A. in Special Education, San Jose State University; M.A. in Educational counseling, San Jose State University; Additional extension courses in Graphic Design, University of California, Santa Cruz

KINLEY, LAUREL, 1998
Library/Media Technician, Library

KIRKLAND, RHONDA, 2004
Student Services Technician, Financial Aid

LAI, CHUNG, 2006
Duplicating Services Specialist, Printing Services

LAKEW, YALEMWORK, 2001
Office Coordinator, Campus Center

LANE, PETER, 1994
Instructional, Lab Technician, Science Biology

LANGWORTHY, TERESA, 1995
Office Coordinator, Senior, Fine Arts

LAUTERMILCH, JANE, 1996
Student Services Technician, Admissions & Records

LEE, DEREK (RICK), 1992
Senior Financial Analyst, Budget and Planning

LHENART, KATY, 1979
Library/Media Technician, Library
B.A. in Sociology, San Jose State University

LIN, JANET, 1999
Library/Media Technician, Library
M.L.S., University of Washington, Seattle

LOPEZ, ALVARO, 1990
Student Services Account Technician

LOPEZ, MARIA, 1995
Student Services Technician, Financial Aid

LUDWIG, SCOTT, 2000
TV/AV Operations Coordinator, Television Operations.
B.A. in Journalism, San Francisco State University. Additional graduate study, California College of Arts and Crafts, Oakland; University of California Extension, Santa Cruz; M.A. Candidate - Winter 2008, Higher Education Administration, Santa Clara University

MACIEL, A., ELIZABETH, 1998
Senior Administrative Assistant, Community Education
B.S. in Business, University of Phoenix

MADISON, DENNIS, 1992
Coordinator of Equipment for Athletics and P.E.
A.A. Degrees, Los Angeles Pierce College; B.A. in Geography, California State University Northridge.

MAGELES, GEORGE, 2002
Community Resource Coordinator/C-DAAP Program Coordinator, Student Health Services
B.A. in Psychology, University of Southern Maine; M.A. in Counseling Psychology, University of San Francisco; Certificate in Alcohol and Drug Studies, San Jose City College; Certified Addiction Treatment Specialist (CATS), California Association of Alcohol and Drug Educators (CAADE); Certified Smoking Cessation Specialist, University of Pittsburgh

MASSEY, JOANNE, 1999
Student Services Technician, Counseling

McCONNELL, REBECCA, 1995
Senior Administrative Assistant
Career Services, Grants and Contractors
B.A. Psychology, San Jose State University; M.A. Psychology, John F. Kennedy University; Marriage & Family Therapist - emphasis

McDEVITT Jr., JOSEPH MICHAEL 1998
Student Recruitment-Advisor, Student Support Services
B.A. in Spanish Literature and Government, Skidmore College

McMAHON, Loretta, 2001
Student Services Technician, Student Support Services

McNIVEN, LISA, 2006
Senior Office Coordinator, Physical Education
A.S. in Computer Applications, West Valley College

MetcH, RACHAL, 2003
Office Coordinator, Student Health Services

MIRANDA, LYDIA, 2001
Program Assistant, Community Education

MONTGOMERY, PATRICIA, 2006
Alternate Media / Instructional Support D.E.S.P.

MONTOYA, SHERRY, 2000
Administrative Assistant, President’s Office
B.F.A.; Emily Carr College of Art, Victoria, British Columbia; West Valley and Mission Colleges Certificates: Graphic Design, Desktop Publishing, Photography, Digital Media Technology I and II.

MORA, MARTA, 2002
Senior Student Services Technician, Career Programs
A.A. Liberal Arts, West Valley College; B.S. Organizational Behavior, University of San Francisco; M.A. Counselor Education, San Jose State University

MORAN, MARGERY, 1983
Graphic Designer, Printing Services

MORRISON, IRENE, 2006
Instructional Lab Technician - FL/ESL, Foreign Language Lab

MURPHY, KELLY, 1987
Administrative Specialist - Personnel, Presidents Office
A.A. in Liberal Arts, Fresno City College; B.S. in Consumer Education, Cal Poly, San Luis Obispo

MURRAY, CAL, 1995
Instructional Lab Technician, Chemistry/Physics, Science

NAVA, ELISA, 1998
Specialist III-Child Development Center
A.A. in Early Childhood Education.

NGUYEN, THUONG, 1987
Offset Printer, Printing Services

OGILVIE, BARBARA, 1998
Supervisor, Admissions & Records

OLMOS, SHERRY, 2001
Senior Office Coordinator, Business

ORTEZ, SANDRA, 2002
Instructional Lab Assistant, Language Arts
B.A., in English, San Jose State University

OWEN, CASSANDRA, 1988
Office Coordinator, Senior, Applied Arts and Sciences
B.A. in Journalism, University of Montana

PECH, CHIENG, 1996
Custodian, Campus Center

Pelayo, Elizabeth, 2005
Financial Aid Outreach/Specialist, Financial Aid

PETERSON, GERI, 1997
Executive Assistant, Instruction

PHAM, LIEN, 1998
Financial Aid Advisor, Financial Aid
A.S. in Biological Science, West Valley College, Saratoga

PRITCHETT, PAULA, 1975
Director of Admissions and Records
A.A. Degree, West Valley College; Certificate Supervision and Management

QWAN, DIANE W., 1979
Library/Media Technician, Library

RAMIREZ, ELIZABETH, 1990
Student Services Technician, Admissions and Records

REEVES, MARK, 2002
Custodian, Campus Center

RHOADS, CAROLYN, 1991
Office Coordinator, Senior, Science/Math
A.S. in Office Administration, West Valley College

ROBERTS, KENNETH, 1999
Office Assistant, Social Science

ROBERTSON, MARSHA, 2002
Specialist II, Child Development Center
B.A. in Childhood Development.

ROBINSON, SHIRLEY, 1971
Student Records Advisor, Admissions and Records
A.S. Secretarial and Office Administration/ Clerical, West Valley College
ROGERS, BRENDA, 1999
Senior Executive Assistant, President’s Office
Undergraduate Studies in Child Development and
Business Marketing, Cal Poly State University,
San Luis Obispo; Certified Professional Secretary
Certificate from International Association of
Administrative Professionals.

SADAT-AKHAVI, NASROLLAH, 1992
Manager, Printing Services
B.A. in Microbiology, San Jose State University
A.S. Printing Technology, Mission College
A.S. Photography, West Valley College

SAWLER, HEATHER, 2005
Office Assistant, D.E.S.P.

SCALETTA, MICHAEL, 1994
Program Specialist, Disability and Educational
Support Program, Student Services
B.A. Interdisciplinary Studies

SHARP, KIMBERLEY, 2001
Office Coordinator, EOPS

SIAS, ANGELA, 2007
Office Coordinator, Counseling

SWAREN, MARY, 1994
Instructional Assistant, Court Reporting

TRAN, THUY, 2001
Administrative Specialist, Instruction

TRINH, LUCY, 2005
Financial Aid Special Services Technician,
Financial Aid

TRINH, TU-LAN, 1997
Student Records Advisor, Admissions and
Records
A.A. in Business, West Valley College

VAUGHN, MEGAN, 2006
Program Assistant, CDAAP, Student Services

WALKER, BERNADETTE, 1999
Office Coordinator, Education Transition
A.A. West Valley College; A.S. Mission College,
Graphic Design

WATKINS, CYNTHIA, 1997
Office Assistant, Office of Budget and Planning
B.S. Community Service and Public Affairs,
University of Oregon

WEST, DIANA, 2005
Receptionist, Student Health Services

WEISS, BERNIE, 2006
Director, Silicon Valley Center for
International Trade Development (CITD)
B.A. (Honors in Economics) from New York
University; Master’s Degree in International
Economics from the Maxwell Graduate School at
Syracuse University

YEE, ALFRED, 2008
Classroom Technology Specialist

YU, LI, 2006
Student Services Technician, Admissions and
Records

ZIPPERER, CECILIA, 1994
Office Coordinator, Senior, Social Science
INDEX

A
Academic Appeals Committee 180
Academic Grievance:186
Academic Programs 4, 14-15
Academic Regulations and Standards 175, 178
Academic Renewal Policy 179
Accounting 23
Accreditation 2
Adapted Physical Education 146
Administration 192
Administration of Justice 23
Admission to College 176
Admissions Transfer Applicant 5
Admissions Eligibility 175
Admission Requirements 175
Advanced Placement 11
Advancement Foundation 3
Affirmative Action 186
American Sign language 26
Anatomy and Physiology 25
Anthropology 26
Appeal to President 180
Appeal to the Board of Trustees 180, 185
Appeal to the Chancellor 185
Aquatic Sports 147
Archaeology 26
Architecture 27
Art 29
Assessment 181
Associate Degree and Certificate 14
Astronomy 35
Audit Policy 177

B
Basic Fees 177
Basic Skills / Pre-Collegiate 18
Biology 36
Board of Governors Waiver (BOGW) 190
Board Policies 175
Board of Trustees 192
Bookstore 188
Business Administration/Real Estate 38

C
California Articulation Number (CAN) System 4, 13
California Residency Defined 175
California State University (CSU)
Transfer Requirements 8
CalWORKs Program 189
Campus Center 189
Campus Safety 191
Career Programs 16, 188
Career Programs Advisory Boards 16
Career Programs Resources 189
Catalog Rights for Degree Consideration 12
Challenges 181
Chancellor 192
Changes in Rules and Policies 186
Chemistry 44
Child Care Services 183
Child Studies 45
Chinese 50
Collaborative Leadership 2
College Calendar —INSIDE FRONT COVER
College Enrollment Fee 177
College Level Examination Program (CLEP) 12
College Strategic Goals 2
Combatives and Martial Arts 151
Communication Studies 50
Complaints 181
Computer Information Systems 58
Computer Aided Drafting and Design 52
Computer Applications 52
Concurrent Enrollment-High School Students 176
Cooperative Admissions Program 5
Corequisite 17
Counseling Center 189
Counseling Courses 66
Court Reporting & Related Technologies 68
Course Descriptions, How to Read 22
Credit by Examination 12
Credit for Advanced Placement Tests 12
Credit for CPS Rating 12
Course Repeitions 18-21, 179
Cultural Diversity 10

D
Dance 148
Degrees and Certificates 14-15
Delinquencies on Student Records 177
Descriptions of Courses 22
Digital Media/Internet Services 77
Directed Studies 21
Disability and Educational Support Program 81, 189
Discrimination 186
District Peace 191
Diversity & Inclusion 2
Double Major 12
Drafting Technology 85
Drug-Free Campus 185
Duplicate Registration 177

E
Economic Development 2
Economic Development Managers 192
Economics 86
Educational Planning 181
Educational Transition for Women and Men 190
Electronic Imaging 86
Emergency Book Assistance 189
Emeriti Administration and Faculty 199
Engineering 87
English 88
English as a Second Language 90
Equal Opportunity 186
Ethnic Studies 92
Explanation of Pre and Corequisites 17
EOPS-Extended Ed/Program Services and Care 190

F
Faculty 193
Fashion Design and Apparel Technology 93
Fees and Charges 177
Field Trips 177
Final Examinations 180
Financial Aid 183, 190
Fiscal Innovation 2
Fitness 149
Food Services 188
Foreign Languages 97
Free Confidential Assistance 182
French 97

G
General Education Requirements 9
General Statement 4
General Student Grievance 186
Geographic Information Science
(see Park Management) 137
Geography 100
Geology 100
German 101
Graduation System 178
Graduation Proficiency Requirement 10
Graduation Requirements, Associate Degree 9
Graphic design 102
Greek 102
Grievance Policy 186
Guaranteed Admission Policy
- to Four Year Colleges 4

H
Health Care Technologies 102
Health Education 107
Health Services for Students 190
High School Credit 175
High School Proficiency Examination 5
Historic Preservation 28
History 107
Honors and Awards 180
Honors University Transfer Program 109
Humanities 113
INDEX

I
Information Competency 113
Information Competency Infused Courses 114
Intersegmental General Education Transfer Curriculum (IGETC) 6
Instructional Programs 21
Intercollegiate Athletics 153, 190
Interdisciplinary Studies 114
Interior Design 115
International Student 176
International Trade 118
Intramurals 154
Italian 118

J
Japanese 119
Job Placement 189
 Journalism 120

L
Landscape Architecture 122
Languages 122
Latin 123
Leadership 123
Learning Assistance 189
Learning Community 2
Learning Services
(see Disability and Educational Support Program) 81, 180
Liberal Arts 123
Library Services 191
Library Skills 124
Lifetime Sports 151
Literature 124
Lower-Division Requirements for Selected California College and Universities 4
Lower-Division Transfer Requirements 5

M
Management and Supervision 124
Marketing and Sales 124
Marine Diving Education 155
Mathematics 124
Matriculation 180
Medical Assisting
(see Health Care Technologies) 103
Military Credit 12
Military Science 127
Mind/Body/Wellness 154
Mission Statement 3
Music 128

N
Non-Discrimination Statement i, 3, 185
Non-Resident Student 5, 175
Non Resident Tuition 177
Nutrition Studies 133

O
Oceanography 133
Office Administration
(see Business Administration/Real Estate) 38
Open courses 176
Orientation 180

P
Paralegal 134
Park Management 137
Parking Fee 177
Parking Regulations 191
Philosophy 140
Photography 142
Physical Education 144
Physical Education—Theory 155
Physical Resources 2
Physical Science 157
Physics 157
Police 191
Political Science 158
Porteguese 159
Pre-Collegiate Basic Skills 18
Prerequisites 17
Probation and Dismissal 175
Psychology 159
Puente Project 188

R
Reading 161
Real Estate 42
Reciprocity 9
Recommended Preparations 17
Refunds 177
Registration 176
Repetitions 18
Returning (Former) Students 176
Rights and Responsibilities 182
ROTC 162
Russian 162

S
Safety Services and Assistance 191
Sales
(see Marketing and Sales) 124
Scholarship Program 190
Second Associate Degree 12
Sexual Harrassment 186
Sign Language 163
Social Science 163
Sociology 163
Spanish 164
Special Admission of High School Students 176
Speech Communication
(see Communication Studies) 50
Speech Development 84
Staff 201
Standards for Dismissal 178, 185
Student Activities Office 188
Student Classifications 176
Student Financial Assistance 183, 190
Student Government and Activities 188
Student Health Services 183, 190
Student Identification 177
Student Support Services 188
Success Program 188
Summer Session 177

T
Team Sports 152
Technology Center 191
Telephone Numbers INSIDE BACK COVER
Theatre Arts 166
Transcripts 177
Transfer Credit 4
Transfer Preparation 2
Transfer Students-Transcripts 176
Tutorial Services 191
Tutoring 172
Typing (see Computer Applications) 52

U
University of California Admissions 5
Upper Division Transfer Requirements 4

V
Veterans Administration Education Benefits 190
Vocational Technical Education 2

W
Winter Session 177
Women's Studies 172
Work Experience 21, 174, 189
Workplace Success Skills 174
Waivers 181

Z
Zoology 174